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Democratic Services



## ENVIRONMENT AND SAFE COMMUNITIES COMMITTEE

Tuesday 21 March 2023 at 7.30 pm

Place: Council Chamber, Epsom Town Hall

Link for public online access to this meeting:

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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

A handwritten signature in black ink, appearing to read 'Bing', is written over a light blue circular stamp.

Chief Executive

For further information, please contact [democraticservices@epsom-ewell.gov.uk](mailto:democraticservices@epsom-ewell.gov.uk) or tel: 01372 732000

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- You should proceed calmly; do not run and do not use the lifts;
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- Do not re-enter the building until told that it is safe to do so.



## Public information

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## 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, 7 March 2023**.

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, 17 March 2023**.

## **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 THE PREVIOUS MEETING (Pages 5 - 10)**

The Committee is asked to confirm as a true record the Minutes of the Meeting of the Committee held on 24 January 2023 (attached) and to authorise the Chair to sign them.

### **4. TREE MANAGEMENT PLAN (Pages 11 - 42)**

This report presents the Council Tree Management Plan and seeks support for its adoption. The Plan was subject to a 5-week stakeholder consultation, as agreed by this committee on 18 October 2022, and this report presents the outcome.

### **5. SURREY ENVIRONMENT PARTNERSHIP - SEP2025 (Pages 43 - 76)**

The Surrey Environment Partnership (SEP) has generated an approach document for the period 2023 – 2025, which it has called SEP2025. This report requests that the Committee reviews and endorses SEP2025 on behalf of the Council.

### **6. PLAYGROUND PROJECT FOR BOURNE HALL (Pages 77 - 82)**

To seek approval to release Section 106 funds to provide a multi-sensory play area in Bourne Hall park for children under six years old.

### **7. 2023/24 ANNUAL INCREASE FOR HOME GROUND AGREEMENTS (Pages 83 - 88)**

This report recommends the annual increase to the home ground agreement charges coming into effect from 1 April 2023.

**Minutes of the Meeting of the ENVIRONMENT AND SAFE COMMUNITIES  
COMMITTEE held at the Council Chamber, Epsom Town Hall on 24 January 2023**

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**PRESENT -**

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

Absent: Councillor Monica Coleman and Councillor Lucie McIntyre

Officers present: Ian Dyer (Head of Operational Services), Sue Emmons (Chief Accountant), Richard Chevalier (Parking Manager), Mark Rachwal (Environment and Sustainability Officer) and Dan Clackson (Democratic Services Officer)

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**15 QUESTION TIME**

No questions were received from members of the public.

**16 MINUTES OF THE PREVIOUS MEETING**

The Committee confirmed as a true record the Minutes of the Meeting of the Committee held on 18 October 2022 and authorised the Chair to sign them.

**17 DECLARATIONS OF INTEREST**

Fees and Charges 2023/24

Councillor Julie Morris, Other Interest: Councillor Julie Morris confirmed that she rents an allotment from the Council. She stated that she believed it to be a non-prejudicial interest.

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

The Chair proposed that Councillor Arthur Abdulin (Vice-Chair) act as Chair of the meeting for the duration of the consideration of item 4 of the agenda. The proposal was for the following reasons:

- a) Councillor Arthur Abdulin (Vice-Chair) was the current Chair of the Climate Action working group.
- b) The Chair deemed it would be valuable Chairing experience for Councillor Arthur Abdulin.

The proposal was agreed by the Committee.

The Committee received a report providing a review and update on the progress of the Council's Climate Change Action Plan.

Following consideration, the Committee resolved (5 in Favour, 1 Abstention, and the Chair and Vice-Chair (acting Chair) not voting) to:

- (1) Agree the proposed amendments 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.**

Councillor Steven McCormick was not present at the meeting at this time and did not take part in the vote.

The Environment and Sustainability Officer left the meeting at the conclusion of the consideration of the item.

#### **19 CAR PARK WORKING GROUP - TERMS OF REFERENCE**

The Committee received a report setting out the Terms of Reference for the Car Park Working Group.

Following consideration, the Committee unanimously resolved to:

- (1) Approve the amended Terms of Reference, with the new working group starting in the new municipal year.**

Councillor Steven McCormick was not present at the meeting at this time and did not take part in the vote.

#### **20 CAR PARK FEES AND CHARGES**

The Committee received a report seeking the agreement of the Committee for the recommended off street parking fees and charges for 2023/24, as proposed by the Car Park Working Group.

Councillor Steven McCormick became present at the meeting at 19:45 during consideration of the item. He did not take part in the debate.

The following matters were considered by the Committee:

- a) **Car Park Charges:** A Member of the Committee (and Member of the Car Park Working Group) highlighted the importance of Car Parks as a source of income for the Council and explained that certain car parks' charges are set at higher rates in order to encourage greater use of car parks in areas of the borough that would benefit from increased footfall. The Chair offered his thanks to the Car Park Working Group for their work.

- b) **Publication of Car Park Charges:** The Parking Manager confirmed that notices of variation of car park charges are published in the local paper, Epsom Comet.
- c) **West Hill Car Park:** A Member of the Committee (and Member of the Car Park Working Group) explained that West Hill car park is very busy and used regularly for overnight parking, and was considered by the working group to be a significant opportunity to create income for the Council.
- d) **Upper High Street Annual Permits:** In relation to the ‘*Car Park Fees and Charges, Appendix 2 – Additional Information: Car Park Permit Proposal 2023/24*’, the Parking Manager explained that the annual permit will not provide an absolute guarantee of a space for permit holders due to the limited spaces in the Upper High Street car park. He suggested that 40 permits as a maximum could be a reasonable amount to issue, but stated that he did not expect the number of applications to reach that high. The Chair suggested that marking out designated spaces for permit holders could cause a potential loss of income for the Council due to the resulting reduction in parking spaces available to daytime shoppers. The Chair stated that the scheme will remain open to review by the Car Park Working Group and the Committee, and that the Committee will be notified of the number of permits sold once the scheme goes live.

Following consideration, the Committee unanimously resolved to:

- (1) **Agree the car park fees in appendix 1, as proposed by the Car Park Working Group;**
- (2) **Agree the car park permit fees in appendix 2, as proposed by the Car Park Working Group.**

Councillor Steven McCormick did not take part in the vote.

## 21 FEES AND CHARGES 2023/24

Prior to debate, the Chair proposed that an amendment be made to the recommendation on the report. The original recommendation included on the report at the time of the publication of the agenda was as follows:

- (1) *agree the fees and charges for 2023/24 as set out at Appendices 1, 2 and 3.*

The amended recommendation, as proposed by the Chair, was as follows:

- (1) *Agree the fees and charges for 2023/24, excluding car park fees and charges as already agreed in Item 6.*

The Chair explained that the reason for the amendment was the following:

- a) Appendix 2 of the Fees and Charges 2023/24 report (item 7) contained incorrect information that did not match the corresponding information as set out in appendix 1 of the Car Park Fees and Charges 2023/24 report (item 6).

The amendment was agreed by the Committee.

The Committee received the report recommending fees and charges for which the Committee is responsible, with the new charges being effective from 1 April 2023.

The following matters were considered by the Committee:

- a) **Allotments Charge Increase and Allotments Staff:** The Head of operational Services explained that increasing the allotment charge had been identified as a viable option for generating additional income. He stated that a need had been recognised for an allotment staffing resource and that the additional budget sourced from the increased allotment charge could go towards its funding.
- b) **Allotment Working Group:** It was considered by the Committee that an Allotments Working Group be established. It was considered that the working group discuss and monitor matters such as waste management and water usage and work towards raising awareness, providing transparency, and communicating the cost to the Council in providing allotment facilities.

Following consideration, the Committee unanimously resolved to:

- (1) **Agree the fees and charges for 2023/24, excluding car park fees and charges as already agreed in Item 6.**

## 22 REVENUE BUDGET 2023/24

The Committee received a report setting out budget estimates for income and expenditure for Environment & Safe Communities services in 2023/24.

The following matters were considered by the Committee:

- a) **Impounded Domestic Waste Vehicle:** In relation to paragraph 3.6 of the report, the Chair explained that the insurance policy does not cover the costs associated with the impoundment of the domestic waste vehicle in question, given the circumstances under which it was impounded. He confirmed it was unknown as to when the vehicle would be returned to the Council.



- b) **Staffing Budget:** The Chief Accountant explained a budget is set aside yearly to fund staff pay increments and inflationary increase to salaries and distributed amongst service areas at the end of the year.
- c) **Covid Rebasing Exercise:** The Chief Accountant explained that following changes to service usage as a result of the pandemic, an exercise was carried out at the start of 2022 to determine the new level of service usage in order to amend the base budget accordingly.
- d) **Increase in Tree Maintenance Contract:** In response to a question from a Member, the Chair explained that the increase was the result of a variation to the contract held with the supplier that maintains Epsom and Ewell Borough Council's trees.

Following consideration, the Committee unanimously resolved to:

- (1) **Recommend the 2023/24 service estimates for approval at the budget meeting of full Council in February 2023.**

## 23 CAPITAL PROGRAMME 2023/24

The Committee received a report summarising the proposed 2023/24 capital programme and a provisional programme for 2024/25 to 2027/28. The Committee's approval was sought for the programme to be submitted to Council in February 2023.

The following matters were considered by the Committee:

- a) **Alexander Recreation Ground Dojo Lease Condition:** It was considered by the Committee that a condition be added to the Dojo's lease stipulating that the occupants adopt a responsibility to engage with park users in the interest of encouraging and promoting safe and orderly behaviour in the park and discouraging and preventing anti-social and disorderly behaviour.
- b) **Report to Committee Members from CMG:** It was considered by the Committee that, prior to meetings at which the Committee is asked to make decisions in relation to the Capital Programme, a report resulting from meetings of the Capital Member Group, a full list of the BID applications, and the asset management plan be made available to Members of the Committee in the interest of information and transparency. The Committee considered that clarity be provided with regard to the governance arrangements in place for meetings of the Capital Member Group.

Following consideration, the Committee unanimously resolved to:

- (1) Submit the capital programme for 2023/24, as identified in section 3 of this report, to the Council for approval on 14 February 2023.**

*The meeting began at 7.30 pm and ended at 9.00 pm*

COUNCILLOR JOHN BECKETT (CHAIR)

## TREE MANAGEMENT PLAN

<b>Head of Service:</b>	Victoria Potts, Interim Director of Environment, Housing and Regeneration
<b>Wards affected:</b>	(All Wards);
<b>Urgent Decision? (yes/no)</b>	No
<b>If yes, reason urgent decision required:</b>	
<b>Appendices (attached):</b>	1. Tree Management Plan 2. Stakeholder Consultation Statement

### Summary

This report presents the Council Tree Management Plan and seeks support for its adoption. The Plan was subject to a 5-week stakeholder consultation, as agreed by this committee on 18 October 2022, and this report presents the outcome.

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 adopt the Tree Management Plan set out in Appendix 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 A targeted stakeholder consultation received a predominantly positive response to the introduction of a Tree Management Plan including offers of support for the tree planting plans.

## **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. This rises to 60,000 when including co-managed sites.
- 2.2 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%. It is noted that some wards, in the more urban areas, have a much lower tree cover than the borough average.
- 2.3 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.
- 2.4 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.
- 2.5 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.
- 2.6 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.
- 2.7 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.

- 2.8 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.
- 2.9 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.
- 2.10 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.
- 2.11 The draft Tree Management Plan was subject to a five weeks' stakeholder consultation between the 7 November 2022 and the 12 December 2022. A total of 10 responses were received, with 2 responses covering more than one organisation. Feedback was predominantly positive and welcoming of a Tree Management Plan, with offers of support for the tree planting plans and for seeking external funding.
- 2.12 Comments received mainly proposed minor amendments and additions which have been incorporated where appropriate. Where comments related to existing planning processes, including Tree Preservation Orders, these have been shared with the Planning Development team.
- 2.13 Wider points raised centred around clarification on tree planting numbers and sites and tree policy in relation to development.
- 2.14 The Plan sets out that proposed tree planting sites and numbers are an initial indication on what could be possible and that for agreed sites it is the intention that a more detailed planting plan will follow with further detail. As such these comments will be taken into consideration as part of the more detailed planning.
- 2.15 As a new Local Plan is in development comments received regarding trees and new development have been shared with the planning policy team to consider.
- 2.16 A statement on the consultation outcomes can be found in Appendix 2.

### **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 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.

4.2 **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.

**5 Legal Implications**

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

5.2 **Legal Officer's comments:** None arising from the contents of 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 delivery of the Annual 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 The plan supports objectives in the Biodiversity Action Plan and Climate Change Action Plan, maintaining and enhancing biodiversity and contributing to increased carbon sequestration and meeting the Council climate change targets.

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

6.4.1 No specific implications.

6.5 **Partnerships:**

6.5.1 None

**7 Background papers**

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

**Previous reports:**

- E&SC Committee: Tree Management Plan 18 October 2022

**Other papers:**

- None

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# Tree Management Plan 2023



# Contents

<b>Introduction</b>	<b>3</b>
<b>Background</b>	<b>3</b>
<b>Policy Context</b>	<b>4</b>
<b>Guiding Principles</b>	<b>5</b>
<b>Climate Change</b>	<b>6</b>
<b>Managing the Current Tree Stock</b>	<b>8</b>
<b>Tree Establishment on Council Owned Land</b>	<b>18</b>
<b>Monitoring &amp; Review</b>	<b>21</b>

***“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. This figure rises to 60,000 when including co-managed sites such as Nonsuch Park. 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 as a whole already benefits from. However, it is worth noting that some wards, in the more urban areas, have a much lower tree cover than the Borough average.

The importance of effectively managing the current tree population is clear and crucially needs sufficient investment, whilst also seeking opportunities to ideally increase tree cover, and replace lost trees in open spaces and parks to partially compensate for losses, 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 (BAP) 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.

A Biodiversity Action Plan working group, which includes key external partners, supports implementation of the BAP.

### **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 UK 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 Climate Change Strategy and Tree Strategy in 2020 with an emphasis on tree planting. The Tree Strategy sets a target for facilitating the planting of 1.2 million new trees by 2030. This will only be achievable through partnership working as a key part of its delivery, including with local government, public bodies and community groups.

This Tree Management Plan aims to reflect the national policy on protecting and improving our treescapes and support increased and sustainable 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, as resource allows, to determine its extent, composition, health, ecosystem and capital values, and determine its overall sustainability and resilience.
- 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.
- Support investment in green jobs with appropriate arboricultural specialism to effectively manage and maintain our tree resource.
- 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.
- Develop a sustainable programme of tree establishment and replacement 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 tree cover by periodic review of tree mapping analysis and assess success of the trees/woodland created.

### **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. This is especially true when taking into account the other benefits to air quality, cooling, townscape and flooding, in particular for the more urban areas of the Borough.

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.

Climate change will potentially have an adverse effect on the existing tree population in terms of greater tree losses from climate affected factors such as storms and rising temperatures. It will therefore be necessary to adapt management practices to address these challenges, including species selection and water supply.

Whilst not tree cover per se, hedgerows can play a role in contributing to reducing CO<sub>2</sub> emissions (as well as supporting biodiversity) and should be increased on Council owned land wherever feasible and sustainable.

## **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.

Succession planting and tree replacement are also important aspects of the tree management plan. The tree maintenance contract includes provision for tree replacement and further consideration will be given to where tree replacement will be appropriate as per the 'right tree in the right place, for the right reasons' approach.

### **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 the following Table.



Zone	Usage Criteria	Inspection regime
<p><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.</p>	<p>High volumes of traffic High likelihood of public access.</p>	<p>Formal inspection undertaken every two years by a qualified arboriculturalist.</p>
<p><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</p>	<p>Moderate volumes of traffic Moderate likelihood of public access.</p>	<p>Formal Inspection undertaken every three years by qualified arboriculturalist</p>
<p><b>Low Risk</b> e.g., low use footpaths, rural woodland paths, low use open spaces in areas with infrequent public access</p>	<p>Low volumes of traffic Low likelihood of public access.</p>	<p>General inspections by arboriculturalist or other operational staff.</p>

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 abatement of actionable nuisance. Tree removal is generally undertaken only as a last resort and with sound arboricultural justification for the works.

In the interest of safety, the public will not be consulted for approval as the decision to undertake the tree works will be made based on technical capability and experience of qualified Officers at the Council.

The following guidelines set out the Council's reactive approach to tree service requests:

Guideline	Comment
<b>Emergencies</b>	
The Council aim to inspect dangerous or fallen trees as soon as possible to assess the risk, determine the extent of the hazard and implement appropriate health and safety measures	We will normally arrange for an inspection within 4 hrs. However, we may need more time in the event of storms in which case priorities will be determined based on a triaged assessment of risk.

Guideline	Comment
<p>The removal of fallen trees and branches will be prioritised based on risk.</p>	<p>The priorities will be:</p> <ol style="list-style-type: none"> <li>1. Risk to people</li> <li>2. Disruption of traffic or business</li> <li>3. Threat to property</li> </ol>
<p><b>Trees which overhang or are close to property</b></p>	
<p>The Council will not normally undertake tree work to a tree which overhangs neighbouring land unless the tree is dangerous or causing an actionable nuisance. The Council aim to take action to prune back branches which are growing into a main low-rise building, remove unsafe/dead trees, larger dead wood and broken/fractured branches.</p>	<p>The landowner is entitled to sensitively prune the overhanging branches or roots in accordance with good arboricultural practice and providing they do not trespass. Customers are advised to log the intention to prune Council trees with the Customer Contact Centre. Where trees are covered by Tree Preservation Order a formal notice of pruning must be accepted/agreed by the Council before pruning can commence.</p>
<p><b>Highway obstructions</b></p>	
<p>The Council aim to take action to prevent obstruction caused by our public realm trees to the adjoining highway.</p>	<p>While this will normally be achieved through the tree management regime the Council will undertake reactive works if necessary.</p>
<p><b>Other</b></p>	
<p>The Council will not normally fell or prune trees to alleviate the natural or seasonal consequences of trees itemised below:</p> <ul style="list-style-type: none"> <li>• Falling leaves, sap, fruit, nuts, other seeds, pollen, bird droppings or blossom, reduction or increase in moisture, suckering or seeding, insects, or build-up of algae on fences paths or other structures</li> <li>• to improve satellite dish or TV reception</li> <li>• to clear telephone wires or masts</li> <li>• because they are perceived to block light or shade gardens (unless assessed to be a nuisance hedge)</li> <li>• because they are perceived to be “too big or too tall”</li> </ul>	

Guideline	Comment
The Council will not normally act in response to allegations that a tree is damaging a private drain.	Tree roots cannot bore into drains, but they can exploit any existing cracks. The owner is responsible for ensuring that drains are watertight and would normally be expected to undertake any remedial work required where a root has trespassed in this way.
The Council will not normally undertake root pruning on private land.	Landowners have the right to prune roots on their property. Care is needed because damage to roots can destabilise trees, damage tree health and allow entry of decay organisms. Root pruning should only be carried out under professional arboricultural direction.

#### 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. This adds to the need for this Plan to help identify opportunities to replace lost trees, succession planting and new planting sites.

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:

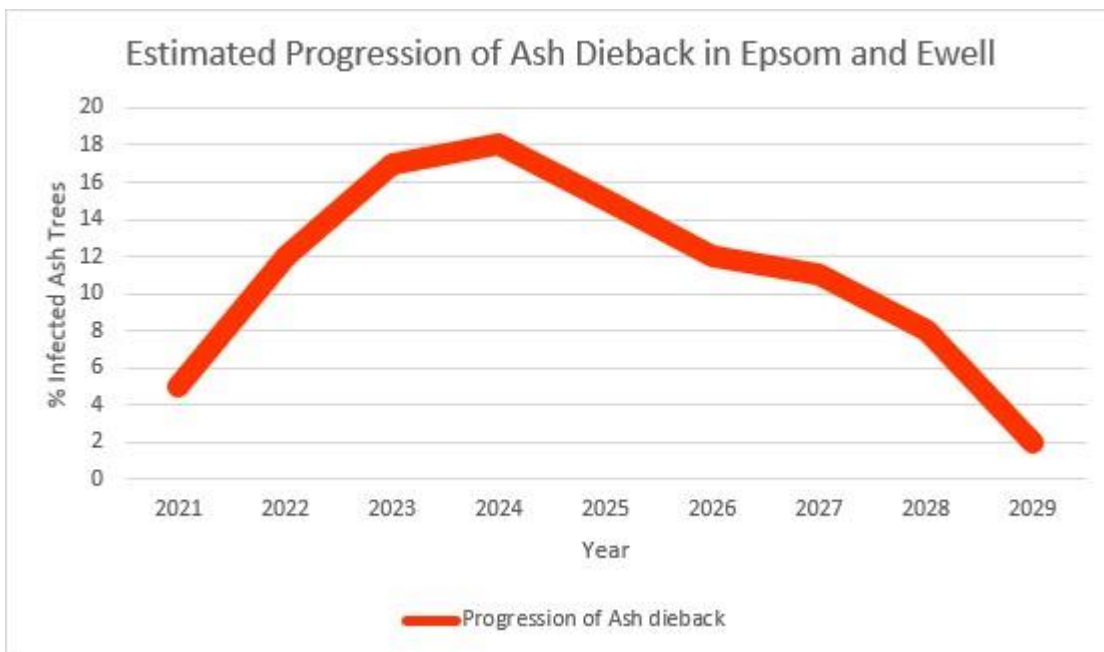


Figure 1: Line graph showing the estimated progression of Ash Dieback on trees in the Borough

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.

#### **6.4.3 Other pests and diseases**

Whilst Ash Dieback and OPM are the most serious current pest and disease threats to our Borough, there are others which are likely to impact or are possible future threats to tree cover (e.g. Acute Oak Decline, Ramorum Disease, Red banded Needle Blight, Xylella and Chestnut Blight). Appropriate mitigation will follow a risk-based approach.

### **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. Tree works permitted will be required to be performed to the correct professional standard - British Standard 3998.

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 set out 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. Local Nature Recovery Strategies (LNRS) are also being introduced which will be a new system of spatial strategies for nature which will plan, map and help drive more coordinated action and investment in nature's recovery. The Council will be considering its approach to supporting the delivery of BNG and LNRS 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 the majority of 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)).

EEBC do own some verges, and there is potential, at a small scale, for additional tree planting, which will need to be balanced against the increased need for regular maintenance, road safety and opportunities for wildflowers.

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 developing the new Local Plan and in 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	100	Auriol
Hogsmill LNR – by Always Avenue	100	West Ewell
Hook Road Arena	500	Court
Long Grove Park	1860	Court
London Recreation Ground	1100	Ewell
Manor Park – Christchurch Rd & former Cricket Field	1200	Stamford
Royal Avenue Open Space	140	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 will be considered against the proposed or targeted planting sites. Tree planting requests can be made via the online reporting forms on the Council website ([www.ewell.gov.uk/residents/online-forms](http://www.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 an application cost to assess the viability of tree planting sites and the cost for the Council to supply, plant and care for the tree 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.

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# Epsom & Ewell Borough Council

## Tree Management Plan

### Stakeholder Consultation Statement

#### Persons consulted as part of the Consultation

The draft Epsom & Ewell Borough Council Tree Management Plan was subject to a five weeks' stakeholder consultation between the 7 November 2022 and the 12 December 2022. The table below provides a list of all stakeholders who were directly consulted.

Stakeholder list
Tree Advisory Board
Friends of Epsom & Ewell Parks
Friends of Horton Country Park
Epsom Common Association
Lower Mole Partnership
Epsom & Ewell Residents Associations
Main Political Parties
Sustainable Epsom & Ewell
Butterfly Conservation
Jockey Club
London Borough of Sutton
Surrey County Council
Epsom & Ewell Biodiversity Action Group

The Council notified all stakeholders via email of the consultation and included a copy of the draft Tree Management Plan. Stakeholders were asked for their view on the plan, with four questions (set out below) helping to guide responses.

- Are the guiding principles clear and appropriate?
- Do you have any comments on the proposed tree planting sites?
- Can you offer any support towards undertaking the tree planting and establishment?
- Any further comments on the plan?

### Summary of the main points arising from consultation responses

We received 10 responses relating to the Epsom and Ewell Borough Council Tree Management Plan, of which 2 responses were on behalf of more than one organisation.

***'An inspirational document which describes clearly EEBC's plans for managing trees' –***

*Friends of Auriol Park*

***'Very welcome and well-presented initiative' –***

*Epsom Town RA*

***'Yes to guiding principles being clear and appropriate. The Plan gives a thorough overview of the issues, particularly with regards to the guiding principle of 'right tree, in the right place, for the right reason' –***

*Surrey Countryside Partnership*

***'Generally seems clear and appropriate. Very pleasing that the Council intend to increase the number of trees in the borough in a properly considered fashion' -***

*Epsom Common Association*

- Positive feedback was received on the introduction of a Tree Management Plan and on the document in general.
- 5 responses included the offer of support for undertaking tree planting/establishment or support for seeking funding. A record of those offering support will be kept for consideration when the detailed planting plans are made.
- There was general support for tree planting locations, but also questions raised about planting numbers at some sites, size of trees to be planted and clarification on planting location at sites. The Plan does set out that this is an initial indication on what could be possible and that for agreed sites it is the intention that a more detailed planting plan will follow with further detail. These comments will be taken into consideration as part of the more detailed planning.
- There were comments received relating to trees & new development. The Plan sets out that a new Local Plan is in development and these comments have been fed on to the planning policy team to consider.



- Comments were received regarding existing planning processes including on Tree Preservation Orders and Tree Replacement Notices. These comments have been shared with the planning development team. The Plan sets out that the Council follows Government guidance in favouring voluntary compliance and cooperation, along with an element of self-regulation before considering the need for utilising enforcement powers.
- Comments received on memorial planting were noted and, where appropriate, will be considered as part of the site identification for memorial planting. Options for memorial planting were put to the Residents Group on 5 September 2022 and the preferred approach, as set out in the Plan, agreed.
- Where minor amendments and additions were proposed, these have been incorporated into the Plan where appropriate.

### **Next Steps**

Following consideration of the comments received it is proposed that the Epsom & Ewell Borough Council Tree Management Plan be presented to the Environment and Safer Communities Committee for adoption.

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## **SURREY ENVIRONMENT PARTNERSHIP - SEP2025**

<b>Head of Service:</b>	Ian Dyer, Head of Operational Services
<b>Wards affected:</b>	(All Wards);
<b>Urgent Decision?(yes/no)</b>	No
<b>If yes, reason urgent decision required:</b>	
<b>Appendices (attached):</b>	<u>Appendix 1</u> : SEP2025 as approved by SEP Members Group on 23 November 2022

### **Summary**

The Surrey Environment Partnership (SEP) has generated an approach document for the period 2023 – 2025, which it has called SEP2025. This report requests that the Committee reviews and endorses SEP2025 on behalf of the Council.

### **Recommendation (s)**

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

- (1) Endorse SEP2025 on behalf of the Council.**

## **1 Reason for Recommendation**

- 1.1 From time to time the Surrey Environment Partnership (SEP) generates countywide strategy documents, as is legally required within a two-tier area for waste such as Surrey.
- 1.2 The Committee has always endorsed such strategies on behalf of the Council, including any caveats that the Committee may deem appropriate.
- 1.3 As detailed below, SEP2025 is an approach document only, rather than a fully-fledged strategy document. However, SEP has asked that each Surrey authority reviews and endorses SEP2025 through its usual democratic process.

## **2 Background**

- 2.1 The Surrey Environment Partnership (SEP) is a cross-Surrey forum that seeks partnership approaches to waste management issues in Surrey. The Council is represented at SEP by the Chair of this Committee.

- 2.2    SEP is non-binding. Individual authorities remain autonomous within Surrey's two-tier structure (boroughs and districts are Waste Collection Authorities, and Surrey County Council is the Waste Disposal Authority).
- 2.3    It is a legal requirement that two-tier areas must periodically produce a Joint Municipal Waste Management Strategy (JMWMS). SEP usually produces a new JMWMS every four to five years. Such strategies are legally required to include public consultation.
- 2.4    However, SEP has not generated a new JMWMS since 2015. This is because we still await announcements from the national waste strategy, first proposed in 2018:
- 2.4.1    Three elements of the national waste strategy will particularly affect councils:
- **Extended Producer Responsibility (EPR):** aims to reduce how much packaging councils must collect, and transfer more of it from refuse to recycling bin. Some announcements have been made but there remains a great deal of detail yet to be announced. Government has stated that EPR will start on 1/4/24.
  - **Deposit Return Scheme (DRS):** aims to independently recycle cans and plastic bottles (and eventually glass bottles), reducing what councils will collect. Some announcements have been made but, again, there remains a great deal of detail yet to be announced. Government had stated that DRS would start in 2023 but has recently revised this to 2025.
  - **Consistency of Collections ('Consistency'):** aims to tell councils what recyclables we must collect, and how. And it proposes that garden waste subscriptions should be removed, or severely reduced. These proposals could radically alter the nature, cost and performance of kerbside collections across Surrey. No announcements have yet been made despite repeated assurances from government that announcements are imminent. SEP and other industry bodies continue to press government for announcements.
- 2.5    As a result of these significant issues remaining in abeyance, SEP has felt it inappropriate to generate a new JMWMS until outcomes of the national waste strategy are known. However, it is expected that the national waste strategy outcomes will be known (and some starting to impact councils) by 2025. Therefore, SEP has developed SEP2025 as an 'approach document' in the meantime.
- 2.6    It may be noted that, unlike a JMWMS, an approach document such as SEP2025 does not require a public consultation.

- 2.7 Full JMWMS’s have many specific actions that underpin their overarching strategy aims. However, SEP2025 is an approach document only, that contains only high-level partnership aspirations and broad workstream themes:

High-level aspirations:	Broad workstream themes:
<ul style="list-style-type: none"> <li>• Considering how the national waste strategy might affect us.</li> <li>• Strategic direction for the next three years, and a longer-term vision for SEP that will follow the waste hierarchy and work towards zero waste.</li> <li>• Work to drive down food waste and plastic waste.</li> <li>• Work to reduce contamination of recycling bins.</li> </ul>	<ul style="list-style-type: none"> <li>• Reducing refuse, especially food waste thrown away in refuse bins; reducing fly-tipping; reducing litter; promoting re-use.</li> <li>• Reducing contamination of recycling bins.</li> <li>• Understand greener vehicle options.</li> <li>• Support the development of waste disposal infrastructure (although developments in Epsom &amp; Ewell seem unlikely).</li> <li>• Work together to consider what Consistency of Collections means for Surrey councils (when announcements are made), and how we can/should respond.</li> </ul>

- 2.8 As an ‘approach document’, SEP2025 does not itself propose specific actions:

- 2.8.1 However, it may be noted that a summary of SEP’s current work programmes for 2022/23 is included in the SEP2025 document at [Appendix 1](#), to give an idea of the kind of work undertaken by SEP.
- 2.8.2 SEP agrees its workstreams each year through the SEP Members Group. Officers have recently been feeding into a review process to consider SEP’s work programme for 2023/24.

- 2.9 SEP2025 was approved by the SEP Members Group (which includes the Committee Chair as noted above) at its meeting on 23 November 2022. A full copy of SEP2025 is appended to this report as [Appendix 1](#).

- 2.10 Overall, officers consider SEP2025 a reasonable, appropriate document, with supportable aims.

### 3 Risk assessment

Legal or other duties

#### 3.1 Equality Impact Assessment

- 3.1.1 SEP2025 is an approach document only and therefore carries no inherent equalities implications.

3.2 Crime & Disorder

3.2.1 SEP already considers fly-tipping and littering, and SEP2025 proposes that it should continue to do so.

3.3 Safeguarding

3.3.1 SEP2025 has no safeguarding implications.

3.4 Dependencies

3.4.1 An indirect financial dependency is discussed in section 4, below.

3.5 Other

3.5.1 Overall SEP2025 is a relatively simple, high-level document, with reasonable content that relates to issues facing all Surrey councils. SEP2025 does not seek to change the status of SEP, relative to the Council. In itself, therefore, SEP2025 presents little risk.

3.5.2 As summarised in section 2.4, above, the national waste strategy could significantly change how much waste, and of what type, the Council collects, and how much it is paid to do so. SEP2025 should help mitigate that risk through its proposed partnership approach to understanding and generating solutions for those issues. This approach worked well in 2015/16 when SEP put considerable effort into joint working to navigate the EU Waste Directive. Doing so greatly reduced the burden of legislative response required from each individual council and allowed a clear peer review of responses.

3.5.3 However, SEP2025 does contain targets that have yet to be clearly justified. In particular, this is because we do not yet know what the true effects of the national waste strategy will be (nor, indeed, when they will take full effect). What is clear, however, is that SEP2025's modelling suggests that – even including predicted effects of the national waste strategy – Surrey will not achieve the targets proposed within the national strategy.

#### **4 Financial Implications**

4.1 SEP2025 itself carries no specific financial arrangements. However, three indirect implications may be considered, as below.

4.2 **The national waste strategy:**

4.2.1 The national waste strategy could have significant financial impacts from such things as how much councils get paid by EPR; how material volumes change as a result of EPR and DRS; the costs of being forced to change collection services, or limits on how much we can charge for garden waste collections.

4.2.2 While SEP2025 cannot directly affect these things, its commitments to work together to understand the national waste strategy outcomes, and to formulate recommended responses, are likely to be very useful. Previous such joint work has been very productive and efficient.

4.2.3 It is crucial that, when national waste strategy announcements are made, the Council is well placed to understand and respond to them in the most cost-effective way possible. Joint work as proposed in SEP2025 will make that possible

**4.3 SEP work programme:**

4.3.1 Some SEP workstreams (see examples within Appendix 1) have limited financial implications for individual boroughs and districts. For example, work to develop recycling infrastructure at flats may involve the purchase of bins and the application of staff resources.

4.3.2 But, in general, most SEP workstreams are either fully or significantly funded by SEP. Thus, SEP2025, in itself, continues to have only limited financial implications, and within existing Council budgets.

**4.4 SCC annual waste payments:**

4.4.1 Each year, Surrey County Council (SCC) makes payments to each borough and district in support of their waste operations. For Epsom & Ewell, this currently amounts to some £120k per annum.

4.4.2 After the development of SEP2025, SCC announced that it would make its annual waste payments to boroughs and districts for the next three years (2023/24 – 2025/26) dependent on our support for SEP2025. SCC proposed that we should generate action plans, which would be scrutinised each year, and payments made according to how much SCC believed each borough or district had supported the aims and objectives of SEP2025 in that year.

4.4.3 It should be noted that this arrangement was proposed unilaterally by SCC. It was never (and still is not) a part of SEP2025 itself, nor was it proposed by SEP.

4.4.4 However, SCC's proposal was significantly objected to by the SEP Member Group. Consequently, SCC changed its proposal to a trial system as follows:

- **Year 1 (2023/24):** SEP (not SCC) will agree annual action plans with each borough and district. At the end of the year, outcomes will be reviewed by SEP (not SCC) and any recommendations for improvements for the following year will be discussed with the boroughs and districts.
- **Year 2 (2024/25):** Again, SEP (not SCC) will agree annual action plans with each borough and district. At the end of the year, outcomes will be reviewed by SEP (not SCC) and any recommendations for improvements for the following year will be discussed with the boroughs and districts.
- **Year (2025/26):** Again, SEP (not SCC) will agree annual action plans with each borough and district. At the end of the year, outcomes will be reviewed by SEP. SCC may then – and only then – consider any changes to its waste payments for 2025/26. But it has committed to reviewing this with SEP at that time before any decision is taken.
- Thereafter, it seems likely that new payment structures will, anyway, have taken effect as a result of national waste strategy changes.

4.4.5 Past experience has clearly shown that SCC has the legal power to unilaterally reduce annual waste payments if it so wishes. However, after discussion at the SEP Members Group, it seems that SCC is committed to the more reasonable course of action outlined above.

4.4.6 Officers have already liaised with SEP on an annual action plan for Year 1 (2023/24). Officers are confident that the action plan proposed is reasonable, and includes items that the Council would be looking to support in any case.

4.4.7 In any event, it must be stressed that this arrangement is not an outcome or recommendation of SEP2025 itself. Rather it resulted from a separate, unilateral SCC proposal.

4.5 **Section 151 Officer's comments:** The SEP2025 does not impact existing council waste budgets for 2023/24 and aims to mitigate the financial impact of the anticipated national waste strategy on districts and boroughs. Finance officers will work with waste colleagues to understand the finance implications of any future government announcements.

## 5 Legal Implications

5.1 SEP is a legally non-binding group. And, as already noted, SEP2025 is an approach document only, with no legal power.



- 5.2 **Legal Officer's comments:** Under section 32(1) of Waste and Emissions Act 2003 waste authorities for a two-tier area must, at all times have for the area a joint strategy for the management of (a) waste from households, and (b) other waste that, because of its nature or composition, is similar to waste from households. Section 32(2) of Waste and Emissions Act 2003 requires the waste authorities for a two tier area to keep under review the policies formulated by them for the purposes of subsection (1).
- 5.3 The SEP2025 is not the Joint Municipal Waste Management Strategy so the local authorities are not required to carry out a public consultation before formulating the policy.
- 5.4 SEP2025 is not legal binding document and does not create legal obligations.

## 6 Policies, Plans & Partnerships

- 6.1 **Council's Key Priorities:** SEP2025 supports the Council's theme of Green & Vibrant.
- 6.2 **Service Plans:** The matter is not included within the current Service Delivery Plan. This is because the SEP2025 is an approach document only.
- 6.3 **Climate & Environmental Impact of recommendations:** SEP2025 aims to support the waste hierarchy of Reduce-Reuse-Recycle-Recover. Therefore it supports the Council's climate change ambitions.
- 6.4 **Sustainability Policy & Community Safety Implications:** By supporting the waste hierarchy, SEP2025 supports the Council's sustainability ambitions.
- 6.5 **Partnerships:** SEP is a key partnership in terms of waste management. The Council has played an active role within SEP for two decades.

## 7 Background papers

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

### **Previous reports:**

- Previous JMWMS strategies have been presented to this Committee for endorsement in 2006, 2010 and 2015 (with a modified version of the 2015 JMWMS reviewed by the Committee in 2018).

### **Other papers:**

- National waste strategy:  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/765914/resources-waste-strategy-dec-2018.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/765914/resources-waste-strategy-dec-2018.pdf)

**Environment and Safe Communities Committee  
21 March 2023**

**SURREY ENVIRONMENT PARTNERSHIP - SEP2025**  
**Appendix 1**

**Index:**

Overarching SEP2025 approach document	Pages 2 – 13
Summary of current SEP work programme 2022/23	Pages 14 – 18
Summary of responsibilities in a two tier waste authority such as Surrey	Page 19
Summary of SEP performance	Pages 20 – 25



**Surrey  
Environment  
Partnership**

## **SEP 2025**

A partnership approach to waste prevention and recycling

<b>Version</b>	<b>Author</b>	<b>Date</b>	<b>Changes</b>	<b>Distribution</b>
1.0	Nick Meadows	5/10/22	First draft	SEP 2025 Steering Group and the SEP Officers Group
2.0	Nick Meadows	27/10/22	Amendments throughout following partner feedback	SEP Officers Group
3.0	Nick Meadows	16/11/22	Minor amendments to give additional information in places	SEP Members Group
4.0	Nick Meadows	23/11/22	Final draft following feedback from the SEP Members Group	SEP Officers and Members Group

## Executive Summary

SEP (Surrey Environment Partnership) continuously strives to improve collection and disposal services in Surrey and aspires to be among the best nationally on all key performance indicators.

Since the Resources and Waste Strategy (RaWS) for England was published in December 2018, the Government has consulted on a number of the strategy's ambitions across a range of subjects, the results of which will provide policy direction, which we eagerly await. The policy situation combined with Surrey's growing population, increasing numbers of households, and changes in the types of waste produced by our residents means change is a certainty. However, the exact direction of the change and the impact it will have on our collection and disposal services remains unclear.

Whilst things are so uncertain, now is not the right time to update the Joint Municipal Waste Management Strategy (JMWMS) and consult with residents, so we need a short-term approach to help manage Surrey's recycling and waste in the most efficient, effective, economical and sustainable way.

SEP 2025 has been developed to bridge the gap between our existing out-of-date JMWMS and further clarity from central government. It will reflect the vision of SEP and provide clear strategic direction for the partnership for the next three years to 2025 and a longer-term vision that will allow SEP to continue to follow the waste hierarchy and work towards zero waste.

SEP 2025 is therefore a partnership approach to waste prevention and recycling, and has been developed on behalf of all Surrey local authorities through the SEP.

## Background, policy, context and vision

### Background

SEP is made up of Surrey County Council (SCC) and the 11 district and borough councils in the county (as shown in Figure 1 below). It was formed originally as the Surrey Waste Partnership (SWP) in 2009 to overcome the challenges of two-tier service delivery and aims to manage Surrey's recycling and waste in the most efficient, effective, economical, and sustainable way possible. SEP's plan (the JMWMS) outlined our approach to achieving this.

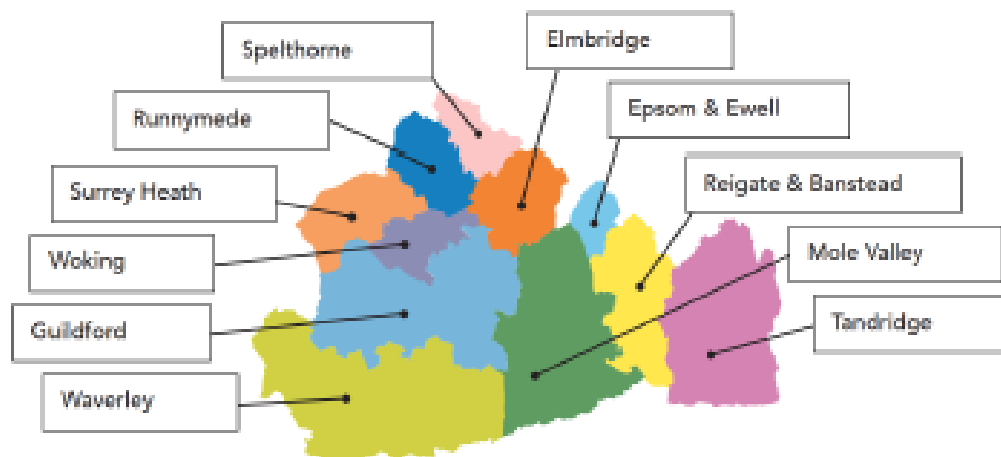


Figure 1: A map of Surrey showing the district and borough council areas

SEP's current JMWMS is meant to run until 2024-25. However, it was last updated in 2015 and is therefore considered to be 'out-of-date'. This was delayed due to the publication of the RaWS, which proposes some fundamental changes on how recycling and waste services will be funded and delivered in the future (further explained below). The key policy to support the RaWS is still emerging and therefore, the review has been postponed until national direction is clearer.

It was also decided to stop the annual monitoring of the JMWMS's action plan at the end of 2017-18 and in its place annual work programmes were developed instead. They have been in place each year through to the latest programme for 2022-23. These have effectively been the plan for working together in partnership since 2018-19. The current SEP work programme for 2022-23 can be found in **Annex 1**.

The partnership name was changed from SWP to SEP in April 2019 to reflect a growing remit and desire to tackle wider environmental issues in Surrey.

### Existing policy

As a group of councils providing recycling and waste management services, we have several duties and responsibilities in accordance with relevant key legislation. These are set out in **Annex 2**, which has been the legislative framework that we have operated under during the last 30 years.

A key concept set out here is the 'waste hierarchy', which ranks waste management options according to what is best for the environment. It gives top priority to preventing waste in the first place. When waste is created, it gives priority to preparing it for reuse, then recycling, then recovery<sup>1</sup> (this is where most of our residual waste goes in Surrey), and last of all disposal, e.g., landfill, as shown in **Figure 2** below.



**Figure 2: Waste Framework Directive - five step waste hierarchy<sup>1</sup>**

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<sup>1</sup> this includes anaerobic digestion, incineration with energy recovery, gasification which produces energy (fuels, heat and power) and materials from waste.

## New and emerging policy

Several policies are currently being developed following the publication of the RaWS. Launched in December 2018, RaWS is the Government's plan to preserve material resources by minimising waste, promoting resource efficiency and moving towards a circular economy. This will see products kept in use for as long as possible, making it easier to reuse, repair, refurbish or recycle them (as illustrated in Figure 3 below).

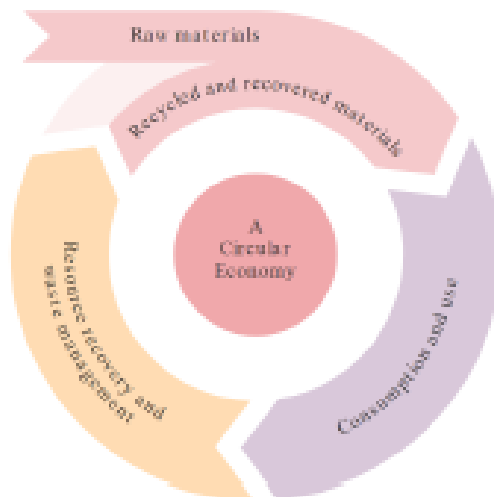


Figure 3: A circular economy<sup>11</sup>

RaWS combines actions the Government will take now with firm commitments for the coming years and gives a clear longer term policy direction in line with its [25 Year Environment Plan](#).

RaWS has set out several proposed policy reforms including to:

- Invoke the 'polluter pays' principle through **extended producer responsibility (EPR)** for packaging to ensure producers of products bear financial responsibility for the management of the waste stage of a product's life cycle (except ground litter). The Government has committed to introducing this from April 2024. The key change for local authorities is that they will be compensated for the necessary costs of managing packaging waste from households, community recycling centres and street bins. Defra is still working on the details of this with more clarity expected in 2023.
- Introduce a **deposit return scheme (DRS)** for drinks containers to reward residents for bringing back bottles and encourage them not to litter them; thereby increasing the quality and quantity of recycling. This is to include cans and plastic bottles of between 50ml and 3l and will include containers sold both individually and as part of a multipack. Glass bottles will not be included. The scheme is still under consideration for implementation from late 2024.
- Improve recycling rates by ensuring consistency in **household and business recycling** collections. This is still under consideration for implementation from 2023-24, but are likely to be delayed slightly to coincide with EPR. Key proposals include:
  - Collection of the same dry recyclable materials (glass, metal, plastic and paper and card) as separately as possible (with consideration given to circumstances where separate collection of recyclable waste streams may

not be technically or economically practicable or may not provide a significant environmental benefit).

- Collection of additional dry recycling (metal jar lids, aerosols, cartons, aluminium foil and trays, aluminium tubes, and plastic films and pouches). The Government has so far stated that plastic films and flexibles must be collected by local authorities for recycling by 31 March 2027.
  - Collection of food waste separately at least once a week.
  - Collection of garden waste for free or for a maximum cost.
  - Service standards for collection arrangements and frequency.
- The above proposals on recycling consistency together with EPR and DRS are now collectively known as the collection and packaging reforms (CPR).
  - Stimulate demand for recycled plastic by introducing a **tax on plastic packaging** manufactured in or imported into the UK that contains less than 30% recycled plastics. This came into effect on 1 April 2022.
  - Reducing the use of unnecessary single-use plastic (SUP) products including bans on items such as plastic straws, cotton buds, and drink stirrers. These were banned from 1 October 2020 and supply stopped from 3 July 2021. Proposals to ban plastic plates and cups, balloon sticks, polystyrene cups, expanded polystyrene food boxes, trays and pots. If agreed these proposed bans would come into effect in April 2023.
  - The introduction of a mandatory takeback scheme for the collection and recycling of fibre-based composite cups (disposable coffee cups). This is set to come in from 2024.

The measures in RaWS alongside other key plans have set out strategic ambitions to be achieved nationally over the next 30 years such as:

- Increase the municipal recycling rate to 55% by 2025 and 65% by 2035.
- Near elimination of biodegradable municipal waste to landfill from 2028.
- Work towards eliminating food waste to landfill by 2030.
- 76% recycling rate for packaging by 2030.
- Business fleet owners and operators work towards 100% of vehicle fleets being zero emission by 2030, or earlier where markets allow (COP28 ambition).
- No more than 10% of municipal waste to landfill by 2035.
- 50% reduction in per capita residual waste (excluding major mineral wastes) by 2042 from 2019 levels (proposed).
- Work towards eliminating avoidable waste by 2050.
- Net zero domestic greenhouse gas emissions by 2050.

To that end, the Government introduced the [Environment Act 2021](#) in November 2021 that makes provision for most of these targets and gives them the legislative power to introduce the measures above. The act will also make some changes to existing legislations to enable consistency in collections.

## Context

In Surrey about £105 million<sup>2</sup> is spent each year collecting, managing and processing recycling and waste. By increasing the amount of waste prevented and the proportion

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<sup>2</sup> From the Local Authority Revenue Expenditure and Financing: 2020-21 Final Outturn, England



recycled in the county it enables the cost of this service to reduce. It also benefits the environment; less raw materials are required, saving energy, emissions and protecting natural resources.

Significant achievements have been made possible by working together as a partnership; the most notable being our improved recycling rate, which in 2010-11 was 46.4% (13<sup>th</sup> highest nationally) and by 2020-21 was 55.1% (3<sup>rd</sup> highest nationally). More information on current performance can be found in **Annex 3**.

Despite this, it's now the right time to revisit how we work together, considering some of the challenges we face including the emerging policy to support RaWS. The direction of travel is not clear on this yet but should become apparent over the next couple of years. So, while now is not the right time to update the Surrey JMWMS and consult with residents whilst things are so uncertain, we do need a short-term approach to help us ensure we continue to manage Surrey's recycling and waste in the most efficient, effective, economical and sustainable way.

Therefore, our response to this emerging situation is to develop a partnership approach to waste prevention and recycling in Surrey for the next three years. This will look to, as a minimum, align with the Government's ambitions such as a 55% recycling rate by 2025 and 65% by 2035. There might be a requirement as a high performing county in England to go beyond this. In any event, we will strive to go beyond the national targets where possible and begin to respond to decarbonisation by planning changes to our vehicle fleets and infrastructure to reduce emissions in the shorter term and move towards net zero emissions in the longer term. The approach will.

- Bridge the gap ahead of further clarity from central Government.
- Consider the anticipated changes that may result from the key emerging national policy to support RaWS.
- Provide clear strategic direction for the next three years and a longer-term vision for the partnership that will continue to follow the waste hierarchy and work towards zero waste<sup>3</sup> reducing emissions in the process. This will aid the future development of a new JMWMS for Surrey post-2025.
- Enable us to drive down waste (particularly food and SUP waste) and increase the quality and quantity of our recycling.

#### Our vision

With the above in mind, we have developed the following vision statement for SEP 2025:

*Our vision is to eliminate avoidable waste and reuse, repair, recycle and recover any waste which cannot be eradicated in the most economical way.*

*Surrey's councils will continue to work in partnership to ensure our residents receive the highest quality of collection and disposal services possible and encourage our residents to reduce their household waste and own their impact on the natural environment.*

*Our ambition is to decarbonise our fleet and ensure that any new infrastructure is built and operated to minimise carbon emissions.*

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<sup>3</sup> means that at least 90% of operational waste has been reduced, reused, repurposed or recycled compared to the original baseline.

## Key drivers and priorities

### Drivers for change

We are at a crucial point now where we must reconsider how we can prevent more waste from arising, increase the quality and quantity of recycling and manage waste in the long term to minimise the impact on the environment and move towards a circular economy, which is being driven by several pressures including:

#### Emerging national policy

We will need to align with emerging national policies (as outlined above) that will be enshrined in legislation. While the policies aren't clear yet, they will fundamentally change the way recycling and waste services are funded and delivered. Therefore, we'll need to be mindful for future service provision and well prepared to deliver any required changes resulting from new national policy in the best way possible.

#### Reducing carbon at pace

Most authorities in Surrey have declared a climate emergency and all have set a target for reaching net zero emissions as individual organisations. Of the 12 authorities in Surrey, nine have agreed to be carbon neutral organisations by 2030, one authority by 2035, and two by 2050. The climate change strategies and action plans that have been produced by Surrey authorities recognise the carbon that recycling, and waste collection and disposal operations emit. They also recognise the role that preventing and reducing waste, increasing reuse and recycling and planned changes to vehicle fleets and infrastructure will play in tackling climate change.

#### Increasing population and number of households

The population of Surrey could rise to an estimated 1,309,500 by 2041, which could translate into 34,000 new houses being constructed<sup>4</sup>. This will result in more recycling and waste and therefore more pressure on our waste collection and disposal services.

#### Budget pressures

Surrey's authorities are facing unprecedented challenges because of reduced financial support from the Government combined with an increasing population and greater demand for our services. In addition, we are now experiencing the cost-of-living crisis in which prices for many commodities have risen sharply meaning services and infrastructure projects will cost more. This situation is being caused in part by a rise in inflation in the UK, in addition to the economic impact of global issues including the 2022 Russian invasion of Ukraine and COVID-19 pandemic (which had already reduced economic activity across the county whilst further increasing the support our communities need from us).

#### Infrastructure limitations

There is only one energy from waste type facility (an Eco Park which includes a gasifier<sup>5</sup> and an anaerobic digestion<sup>6</sup> plant), a lack of recycling processing infrastructure and there are

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<sup>4</sup> Office for National Statistics

<sup>5</sup> A process used to convert waste into energy

<sup>6</sup> A process which uses micro-organisms to break down biodegradable material

limitations with transfer stations in the county such as the distance to/from them for some waste collection and street cleansing rounds. This situation drives up cost and emissions, which come from transporting waste over longer distances. Also, where we use third party sites to sort recycling, we are limited by what the operator chooses to accept, which drives up inconsistency and causes confusion for household waste collection regimes. Over the next two to three years, SEP will need to consider infrastructure options for future service delivery that reflects the plans and strategies across authorities and enables successful attainment of the performance objectives and targets set out in this document.

### Stalling performance

The amount of residual waste per household in Surrey has been falling since 2013-14, hitting a low of 450.9kg per household in 2019-20. However, the COVID-19 pandemic saw this figure increase with more people being at home. While this is starting to decrease again as we move away from the pandemic, much more will need to be done to reach the proposed national target of a 50% reduction on 2019 levels by 2042.

Also, recycling rates levelled off back in 2016-17, and Surrey's performance has stayed around the 55% mark. While this meets the national target for 2025, significant investment and/or changes to approach will likely be required to meet the 65% recycling rate target by 2035.

A recent composition analysis (set out in Annex 3) highlighted there is still an estimated 90,000 tonnes of material in residual bins which can be recycled. So, the scope for significant improvement on both residual waste reduction and recycling does exist.

### Key priorities

The challenges set out above mean that the current situation is unsustainable. We need to reduce costs where possible whilst increasing performance and still providing a high-quality service to Surrey residents. To that end, we believe our key priorities should be to:

**Table 1: SEP 2025 priorities**

<p><b>Reduce all residual waste with a particular focus on food waste</b> To ensure focus is applied at the top of the waste hierarchy and to align with national targets, we will focus on reducing residual waste by preventing it in the first place. Compared to high performing authorities in England, Surrey has a much higher level of residual waste. We will use the learning gained from these authorities in our future work programmes, and we will continue to engage with Surrey residents to reduce their waste, especially food waste.</p>
<p><b>Promote and maximise reuse</b> To support the principle of a circular economy, we will seek to maximise opportunities to keep products in use for as long as possible through sharing, reuse, repair and refurbishment. This is an area we'll provide focus and priority to by developing a reuse strategy for Surrey.</p>
<p><b>Increase participation in food waste recycling</b> Of course, it's best to reduce food waste where possible, but any food that is left over should be composted<sup>7</sup> or recycled, not only for the environmental benefits, but because of the money that can be saved, as it costs less than a third to recycle food waste than it</p>

<sup>7</sup> This should be done in a completely enclosed process such as a food waste digester as to not attract vermin

<p>does to dispose of it as rubbish. Our capture rate for food waste recycling in Surrey in 2021 was 43%, and as the composition analysis highlighted, there is still an estimated 50,954 tonnes of food waste in residual bins that could be recycled. Therefore, as well as trying to reduce food waste from arising at all, increasing participation in food waste recycling will continue to be a priority for us.</p>
<p><b>Increase the quality and quantity of dry mixed recycling (DMR)</b> The recent composition analysis highlighted that there are still over 20,000 tonnes of plastic, paper and card, glass and metals that could be collected for recycling. Increasing the quantity collected and reducing contamination of DMR further (13,837 tonnes of recycling was rejected in 2020-21) will boost performance towards the 65% recycling rate target and will improve the quality of material and the prices we receive for selling it to re-processors. Therefore, we will work to improve the quantity and quality of the DMR recycling that we collect, which aligns with emerging policy.</p>
<p><b>Decarbonise our waste collection and street cleansing vehicle fleet</b> To align with our ambition to reach net zero emissions, we must look to reduce emissions from our collection vehicle fleet and switch to alternative fuels<sup>9</sup>. Therefore, SEP will develop a plan over the next couple of years to look at how we can achieve this objective to decarbonise our waste collection and street cleansing vehicle fleet that recognises the challenges that exist including affordability.</p>
<p><b>Support the development of infrastructure</b> We will consider what appropriate infrastructure is required to power our vehicles and how we create it, addressing limitations with the lack of recycling and waste infrastructure in the county and work together to develop solutions that address our collective needs.</p>
<p><b>Support optimised collections</b> We will help review collections, especially with the upcoming national changes in mind, so services run in the most optimal way from a financial and emissions viewpoint.</p>
<p><b>Reduce fly-tipping</b> We will work with enforcement teams to help bring those who fly-tip to justice, with the longer-term impact of reducing fly-tipping.</p>
<p><b>Reduce litter</b> We will develop a strategy which sets out our approach to tackling litter, and how we will work with different groups to take advantage of any funding opportunities that arise to reduce litter.</p>

## The partnership approach to delivering our vision and priorities

### Targets

We appointed Eunomia Research and Consulting to develop a long-term waste flow model for Surrey. The model was created to help us understand how far upcoming national changes and the work we do will get us towards achieving national and existing local targets. Working with Eunomia, we reviewed a range of different scenarios to enable us to set realistic targets for the next three years (the monitoring period of SEP 2025) that keep us

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<sup>9</sup> This could include renewable diesel, biodiesel, electric or hydrogen. Options appraisal to be determined.

on track in the short term to meet longer term national targets. Our partnership targets are set out in Table 2 below.

Table 2: SEP 2025 targets

Measure	2021-22 (unaudited) <sup>9</sup>	SEP 2025 (monitoring period)		
		2023-24	2024-25	2025-26
Residual waste per household (KG)	470.95	461	449	446
Recycling rate (inc DRS)	54.43%	56%	57%	58%
Food waste capture rate	43% <sup>10</sup>		48% <sup>11</sup>	
DMR contamination rate	8.9%	<8%	<8%	<8%
Waste to landfill	15.1%	<6%	<3% <sup>12</sup>	<3%

The targets set out above have factored in the following measures that we think will happen nationally and locally over this three-year period:

#### National measures

- The SUP bans on plastic plates and cups, balloon sticks, polystyrene cups, expanded polystyrene food boxes, trays and pots come in from April 2023.
- The implementation of EPR from 2024, through a combination of mandatory labelling, consistency in collections and national communications campaigns, is expected to increase capture rates of recyclable packaging material.
- It is expected that there will be a change in waste composition due to EPR fee modulation and recyclability requirements when this comes in from 2025. There is likely to be a shift from non-recyclable pots, tubs and trays and composite packaging to recyclable alternatives, and some change from flexible composites to mono-material flexible polyethylene. There could be further changes in the recyclability of 'other plastics'; more challenging formats (composite flexible packaging and tubes) could also become recyclable.
- The UK Government introduce an additional set of core materials that must be collected at the kerbside for recycling. This will result in kerbside collections of at least cartons, aluminium foil and trays (from 2024), and film and plastic bags (from 2027).
- The UK Government introduce a DRS for plastic bottles and cans from late 2024, whereby materials will be returned via a separate network, but the recycling rate is apportioned to local authorities.

#### Local measures

- Food waste collections will be rolled out to all flats in Surrey where space and operations permit.
- The food waste recycling and DMR contamination reduction intervention work will continue to be developed and delivered by SEP in collaboration with Surrey's councils.

<sup>9</sup> Data for a financial year is confirmed and made available to the public once information has been validated by the WasteDataFlow team and the Environment Agency. This usually happens on the following December.

<sup>10</sup> Figure from 2021 composition analysis

<sup>11</sup> To be measured when the next composition analysis is carried out in 2024/25

<sup>12</sup> Aligns with SCC's target set out in their waste disposal contract re-procurement

- SEP will continue to encourage Surrey residents through multiple platforms to participate in food waste recycling.

### Strategic objectives and actions

To address our priorities above and meet our targets, we must deliver the work which is described in the strategic objectives and key actions in Table 3 below.

**Table 3: List of strategic objectives and key actions**

Strategic objective	Key actions
Deliver joint work programmes that focus on partnership priorities	<ul style="list-style-type: none"> <li>• Continued creation of annual work programmes that address the key priorities of the partnership to reduce waste, increase food waste recycling, reduce contamination to improve the quality and quantity of DMR and decarbonise our vehicle fleet. This will move to a new level of focus which will tie in with the individual authority delivery plans mentioned below.</li> <li>• Develop an infrastructure and transport plan that enables us to comply with the RaWS and key emerging policy; and decarbonise the fleet ideally by 2030 but in line with existing local authority policies.</li> <li>• Develop key countywide strategies for reuse and litter.</li> </ul>
Set local targets and actions	<ul style="list-style-type: none"> <li>• Develop and agree annual performance indicators for each Surrey council that will contribute towards the overall partnership targets, along with individualised delivery plans that will enable the realisation of local and countywide targets.</li> </ul>
Exploit further opportunities to work jointly	<ul style="list-style-type: none"> <li>• Build on past work and look at opportunities to carry out joint processes where viable to procure required products (vehicles and bins/containers) to introduce consistent collections as determined by emerging Government policy.</li> </ul>
Respond to policy	<ul style="list-style-type: none"> <li>• Continue to respond to consultations held by Government on proposed policy to ensure our collective views are heard and that SEP 2025 remains aligned.</li> <li>• Engage positively with industry groups such as the Association of Directors of Environment, Economy, Planning &amp; Transport (ADEPT), The Local Authority Recycling Advisory Committee (LARAC) and The National Association of Waste Disposal Officers (NAWDO) to raise concerns and share thoughts and ideas on future policy and its implementation.</li> </ul>
Adopt best practice	<ul style="list-style-type: none"> <li>• Continue to research top performing authorities in England that are comparable to Surrey's authorities using rurality and deprivation as a starting point, and overlaying delivery factors, and then feed this learning into the development of the above annual work programmes and individual delivery plans.</li> <li>• Work with the fly-tipping enforcement teams to continue to share and develop intelligence, knowledge and best practice.</li> </ul>

### Monitoring

Progress against the targets, key actions including the annual SEP work programme and local delivery plans will be monitored quarterly. A standard template will be developed for this, and it will be reported back to the SEP Officers and Members Group at their quarterly meetings.

### Review

Targets and the work programme/individual delivery plans will be reviewed annually with adjustments to targets made where necessary including adding new projects to the annual SEP work programme and individual delivery plans, where required to support target achievement. This will be developed and agreed with the SEP Officers and Members Groups.

### Revision process

SEP 2025 is set to run to 2025. At the start of 2025 (the final year for SEP 2025) we'll begin work on developing a new Surrey JMWMS. At this point we should have further clarity from Government on the way forward following the implementation of the RaWS measures which are set to start from 2024-25. Once the Surrey JMWMS is drafted, consulted on, approved and adopted, this will be our new plan for partnership working from 2026.

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<sup>1</sup> Waste Framework Directive 2008. Image taken from [Waste Framework Directive \(eur-lex.europa.eu\)](https://eur-lex.europa.eu/eli/dir/2008/1275/oj).

<sup>2</sup> Resources and Waste Strategy. Image taken from <https://www.gov.uk/government/publications/resources-and-waste-strategy-for-england/resources-and-waste-strategy-at-a-glance>



# Surrey Environment Partnership Work Programme

2022 - 2023



## Objectives

The focus for 2022-23 will be supporting the SEP priorities which are waste reduction, food waste recycling and reducing contamination of dry mixed recycling. Activity will include making service improvements that ensure Surrey residents are enabled to make the changes we are asking of them, as well as communicating and engaging with residents to influence their behaviour and help them understand how their current behaviours impact the environment.

Work will also include providing the required data and insights to inform decision making and improve resident understanding of what happens to their waste, as well as managing the partnership and defining the future waste strategy for Surrey.

The objectives are to:

1. Develop and deliver initiatives to support the priority area of waste reduction, with a particular emphasis on food waste.
2. Develop and deliver initiatives to support the priority area of food waste recycling.
3. Develop and deliver initiatives to support the priority area of reducing contamination and improving the quality and quantity of dry mixed recycling.
4. Educate and encourage residents and their children to take action to reduce, reuse and recycle quality material.
5. Develop and implement a new recycling and waste strategy for Surrey and associated delivery plans.
6. Further improve our use of data and insight in order to better inform decision-making and communication with partners and residents.
7. Ensure partners are kept informed and the reputation of SEP continues to be protected and developed.
8. Manage the partnership effectively to ensure activities are delivered with appropriate governance and oversight.
9. Develop and maintain links with other groups and initiatives to ensure that our work remains relevant in the wider context.
10. Ensure that we have the capacity to be able to respond to new issues and opportunities as they arise.



**Programme of activity**

For each objective we have detailed below the activities for 2022-23. These will be reviewed regularly and updated as appropriate. Also included is how success will be measured for each objective and the input required from partners to ensure successful delivery.

Objective 1: Develop and deliver initiatives to support the priority area of waste reduction, with a particular emphasis on food waste reduction			
Activity	Description	How will success be measured?	Partner responsibilities
Waste reduction incentive scheme	Continued management of the Rethink Waste scheme currently being trialled in Elmbridge. The trial will run until March 2023, but it will be evaluated from November 2022 to establish whether it should be rolled out more widely within the county in 2023-24.	Reduction in residual waste tonnage in Elmbridge, and resident sign up and engagement with the scheme.	Elmbridge Borough Council: Promotion of scheme.
Compost bin and hot composter 'sales'	Run and promote a series of time-limited 'sales' which offer residents the opportunity to buy a discounted compost bin or hot composter to manage their garden and food waste at home.	Sales of compost bins and hot composters and return on investment from tonnage diverted.	All partners: Use communications toolkits to share messages and promote sales.
Food waste reduction partnerships	Carry out a review of any organisations that operate within Surrey which we could partner with to promote food waste reduction and reuse, promoting a local circular economy for any food waste which cannot be prevented.	Identification of organisations who are willing to partner with us to reduce food waste.	All partners: Provide details of any known organisations that could be approached.
Food waste reduction online toolkit	Create a new section of the SEP website featuring links to existing food waste reduction tools and national initiatives.  Communications to signpost residents to the resources – paid promotion to be covered by campaign budget included under objective 4.	Web page views plus communications reach and engagement.	All partners: - Add link to new section to own websites. - Use communications toolkit to share messages and promote the new online resource.

Objective 2: Develop and deliver initiatives to support the priority area of food waste recycling			
Activity	Description	How will success be measured?	Partner responsibilities
Food recycling at flats	Introduce food recycling at flats where there is currently no collection, including providing bins, liners and communication materials to engage residents in the new service.	Number of properties a new food waste service is provided to. Monitoring of fill levels to assess participation in new services.	All partners: - Provide site details. - Review and approval of communication materials. - Carry out delivery of food bins and caddies. - Carry out crew training (where bins are different from current) including testing on vehicles. - Work with contractor / DSO supervisors to plan new collection routes. - Resolve any collection problems. - Briefing of local customer service team and members. Provide safe storage of bins / associated items.
	Re-launch existing food recycling services at flats with improved bins, signage, liners and communication materials to engage residents in the re-launch and increase use of the service.	Number of properties covered. Comparison of pre-monitoring and post-monitoring fill levels and caddy orders to assess increases in participation.	All partners: - Provide site details. - Review and approval of communication materials. - Carry out delivery of food bins and caddies. - Carry out crew training (where bins are different from current) including testing on vehicles.

3

			- Resolve any collection problems. - Briefing of local customer service team and members. Provide safe storage of bins / associated items.
Food waste recycling targeted interventions	Roll out of interventions which were successful in previous trials, i.e., use of no food waste stickers on residual bins combined with communications delivered through letterbox. Will be targeted at low performing households, identified via in-cab exceptions data if available, or round tonnage/ local operational knowledge.	Increase in resident participation in the service and/or tonnages depending on data availability.	All participating D&Bs: - Discussion and agreement of data to be used/ areas to be targeted. - Review and approval of intervention materials. - Briefing of local customer service team and members. Provision of any caddies or food bins requested.
Explore adding 'no food waste' to new residual bins	Explore options for all D&Bs to include a 'no food waste' message on all new residual waste bins, to direct residents to use the food waste recycling service.	Identifying a practical approach that can be implemented to include a 'no food waste' message on new residual waste bins.	Provide input to discussions of options.
Review replacement food bin policies	Carry out a review of current policies for providing replacement food bins and caddies and assess options to make them easily available to residents.	Reaching agreement on an approach that could align policies to make food bins and caddies easily available to residents.	Provide input to discussions of options.
Investigate regular flats bin cleaning	Investigate and trial options for introducing regular cleaning of communal food waste bins, to resolve hygiene issues and make the bins more appealing for residents to use.	Carrying out trials and producing an options appraisal with a cost benefit analysis for introducing regular bin cleaning.	Provide input to discussions of options. Partners participating in trials: - Provide suitable site details. - Assist in co-ordinating with timing of collections. Briefing of local customer service team and members.

Objective 3: Develop and deliver initiatives to support the priority area of reducing contamination and improving the quality and quantity of dry mixed recycling.			
Activity	Description	How will success be measured?	Partner responsibilities
Contamination reduction at flats	Continuing the rollout of measures to reduce the contamination of communal recycling bins at blocks of flats with significant issues. This will include reviewing bin capacity, introducing reduced aperture lids and locks or providing one-off replacements of broken locks, updating signage and providing communication materials to encourage residents to recycle the right items.	Number of properties covered. Comparison of pre-monitoring and post-monitoring observations of contamination levels to assess improvements in material quality.	All partners: - Provide site details and attend site visits where required. - Review and approval of communication materials. - Carry out delivery of DMR bins. - Carry out crew training (where bins are different from current), including testing on vehicles. - Resolve any collection problems. - Briefing of local customer service team and members. Provide safe storage of bins / associated items.
Contamination interventions	Continuing the trial of targeted letters to residents who repeatedly contaminate. Taking learnings from trials started in the joint contract areas and carrying out further trials in other authorities.	Reduction in the number of repeated contaminators.	All participating D&Bs: - Provide in-cab lock out data as required and agree address lists to target. - Review and approval of communication materials. Briefing of local customer service team and members.
	Scope options to procure a third party to carry out monitoring or interventions. This could potentially involve monitoring whether collection crews are correctly identifying and not emptying contaminated bins or tagging bins that are contaminated.	Summary of actions taken by individual authorities to improve crew performance in response to monitoring results. This may include the results of locally managed spot checks/monitoring	All participating D&Bs: - Provide training/guidance to contractor on the expected practise for locking out bins. - Provide round data on streets to target.

4

		showing any improvements to performance.  Reduction in rejected loads and reduced contamination levels.	<ul style="list-style-type: none"> <li>- Briefing of local customer service team and members.</li> <li>- To act on the results of monitoring, to deliver any required local improvements e.g. crew training.</li> </ul> <p>To conduct spot checks following the delivery of any improvements and share the results within three months.</p>
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Objective 4: Educate and encourage residents and their children to take action to reduce, reuse and recycle quality material			
Activity	Description	How will success be measured?	Partner responsibilities
Own Your Impact campaign	<p>Year-long communications campaign badged under a new theme 'Own Your Impact'.</p> <p>To include the following specific campaign phases to support SEP's priority areas:</p> <ul style="list-style-type: none"> <li>- 1 x food waste reduction.</li> <li>- 2 x food waste recycling.</li> <li>- 1 x contamination reduction/ recycling education.</li> <li>- 1 x festive season contamination reduction.</li> </ul> <p>Ongoing communications activity to encourage and motivate residents to reduce waste, including single-use plastics and to reuse or repair where possible. This will link to national awareness days/weeks and events where relevant.</p> <p>Support and promotion of national WRAP initiatives:</p> <ul style="list-style-type: none"> <li>- Recycle Week (2022 theme TBC).</li> <li>- Food Waste Action Week (reduction focus).</li> </ul>	<p>Independent research to evaluate the impact of the campaign and service guides with residents. This will look at a range of measures such as awareness, message penetration, relevance, persuasiveness, engagement and claimed behaviour change.</p> <p>Digital channel metrics including website visits and social media reach and engagements (e.g., shares, retweets, video views and comments).</p>	<p>All partners:</p> <ul style="list-style-type: none"> <li>- Use campaign toolkits to share messages with residents and staff through own channels.</li> <li>- Share posts/tweets from SEP social media channels.</li> </ul>
Surrey Recycles search tool, app and waste sorting game	<p>Ongoing management, updates and improvements to the search tool, app and waste sorting game which aim to educate residents and specifically reduce contamination of mixed recycling bins.</p> <p>Communications to encourage and increase usage of the tool, app and game undertaken as part of the Own Your Impact campaign.</p>	<p>Increase in the number of searches and downloads of the Surrey Recycles search tool and app and plays of the waste sorting game.</p>	<p>All partners:</p> <ul style="list-style-type: none"> <li>- Promotion of the search tool, app and waste sorting game.</li> </ul> <p>Providing updates when services or acceptance criteria changes.</p>
Service guides and calendars	<p>Creation and distribution of printed annual recycling guides tailored for each area but based on a consistent template. Optional calendars also included where requested.</p> <p>Communication activity on social media to highlight the recycling guides to residents and encourage them to read and retain them.</p>	<p>Independent research to evaluate the impact of the campaign and service guides with residents. This will look at a range of measures such as awareness, retention and message penetration.</p> <p>Social media reach and engagement.</p>	<p>All participating D&amp;Bs:</p> <ul style="list-style-type: none"> <li>- Providing content for guides.</li> <li>- Reviewing and signing off content.</li> <li>- Providing residential postal addresses where relevant.</li> </ul> <p>Use of communications</p>
SEP digital channels	<p>Ongoing management, development and promotion of the SEP website and social media channels on Facebook, Twitter, Instagram and YouTube. Budget also covers subscriptions to a photo library for design use, film editing and animation tools, social media management system and e-newsletter software.</p>	<p>Digital metrics including website page views, social media reach and engagements (likes/shares/comments/retweets etc) and video views.</p>	<p>All partners:</p> <ul style="list-style-type: none"> <li>- Adding relevant SEP website links to own websites.</li> </ul> <p>Sharing content from SEP channels on own channels.</p>
Primary schools'	<p>Promotion of SEP website educational resources to primary school teachers.</p>	<p>Website visits and downloads of resources.</p>	<p>All partners</p> <p>Promotion of the resources.</p>

5

education programme	Development of additional new resources for the 2022/23 academic year to add to the SEP website.		
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Objective 5: Develop and implement a new recycling and waste strategy for Surrey and associated delivery plans			
Activity	Description	How will success be measured?	Partner responsibilities
Key waste policy consultation responses	<p>Produce and submit partnership responses to possible further consultations on the Government's Resources and Waste Strategy including a new written assessment process for separate recycling collection, minimum service standards, recycling credits, proposals from the Waste Prevention Programme for England, and any other waste related consultations that may arise throughout the year.</p>	<p>Agree and submit responses ahead of deadlines.</p>	<p>All partners:</p> <ul style="list-style-type: none"> <li>• Review and input into SEP responses where necessary.</li> </ul> <p>Produce individual response where required using the SEP responses as a template.</p>
SEP 2025: A partnership approach to waste prevention and recycling	<p>Development of 'SEP 2025: A partnership approach to waste prevention and recycling', which will look as a minimum to align with the Government's ambitions such as a 55% recycling rate by 2025 and 65% by 2035 and strive to go beyond this, and begin to respond to decarbonisation by planning changes to our vehicle fleets and infrastructure to reduce emissions in the shorter term and move towards net-zero emissions in the longer term. SEP 2025 will:</p> <ul style="list-style-type: none"> <li>• bridge the gap ahead of further clarity from central government;</li> <li>• take into account the anticipated changes resulting from the key emerging national policy to support the Resources and Waste Strategy;</li> <li>• provide clear strategic direction for the next 3 years and a longer term vision for the partnership that will continue to follow the waste hierarchy and work towards a net-zero waste trajectory. This will aid the future development of a new Joint Municipal Waste Management Strategy for Surrey post 2025; and</li> <li>• enable us to drive down waste (particularly food and single use plastic waste) and increase the quality and quantity of our recycling.</li> </ul>	<p>All partners endorsing and adopting SEP 2025 by March 2023.</p> <p>Delivery of the associated targets.</p>	<p>All partners:</p> <ul style="list-style-type: none"> <li>- Input into the design of SEP 2025.</li> </ul> <p>Endorse and adopt SEP 2025.</p>
Infrastructure & Transport Delivery Plan	<p>To review and document the existing infrastructure, it's capacity and usage.</p> <p>To consider future infrastructure requirements for managing waste in accordance with the national Resources and Waste Strategy and develop a delivery plan.</p> <p>To develop a plan to decarbonise the collection and disposal transport fleet and establish the supporting infrastructure requirements.</p>	<p>All partners endorsing and adopting the delivery plan by September 2023.</p> <p>Delivery of the associated targets set out in the final delivery plan.</p>	<p>All partners:</p> <ul style="list-style-type: none"> <li>- Input into the review and documentation of existing infrastructure, it's capacity ad usage and in the development of future requirements.</li> <li>- Input into the plan to decarbonise the collection and disposal fleet and to understand supporting infrastructure needs.</li> <li>- Endorse and adopt the agreed final delivery plan.</li> </ul>
Future governance arrangements	<p>Agree a pathway towards formalising Surrey Environment Partnership governance and approvals processes.</p>	<p>Greater transparency of decision-making.</p> <p>SEP has delegated authority to make decisions on matters such as budget</p>	<p>All partners:</p> <ul style="list-style-type: none"> <li>- Input into development of proposals.</li> </ul> <p>Provide information on individual authority governance arrangements and approvals processes.</p>

6

		agreement and approvals for strategy consultations.	
Funding mechanisms	Carry out a review of options to introduce a short-term financial incentive to increase food waste recycling and/or reduce contamination, prior to any new burdens funding from government, as part of the SEP funding mechanism. This would recognise the additional cost to D&Bs of expanding services.  Agree SEP and WCA funding arrangements for 2023-24 onwards in light of changes that will arise from the national Resources and Waste Strategy.	Reaching agreement on a financial incentive to introduce.	All partners: - Provide input to discussions of options. SCC: Agree and communicate funding arrangements for 2023-24 in time for individual authority budget setting cycles, with the aim of establishing a financial mechanism that will remain year-on-year until further funding arrangements develop through government policy.
Support the development of disposal contract requirements	Support SCC in developing the requirements for new waste disposal arrangements for 2024 onwards to ensure a strategic fit with the future direction of travel.  Ensure sufficient provision and management mechanisms within the new disposal contract(s) to ensure quality data is issued and updated in a timely manner and consistent format.	SCC are supported to ensure that future waste disposal arrangements are aligned with the strategic direction of the SEP.  The contractor(s) provide quality and reliable data within timescales required	SCC: - Consultation with partners as appropriate Districts and Boroughs: - Provide feedback on proposals.

Objective 6: Further improve our use of data and insight in order to better inform decision-making and communication with partners and residents.			
Activity	Description	How will success be measured?	Partner responsibilities
Performance reporting	Use up to date data to provide analysis and insights to current trends and performance against targets, including recycling performance, emissions and contract performance.  Produce quarterly performance reports for SEP members and officers.	Members and officers are well informed regarding strategic and operational performance.  Strategic decision-making processes are based on a robust and transparent evidence base.	All partners: - Review performance reports and provide feedback on format. Help identify opportunities for performance improvement.
Data management	Management of the SEP waste data system, including contract management and managing the supply of weighbridge data.  Management of third-party contractor data so that performance reporting incorporates up to date data regarding materials collected by third parties.	Data gathering from all parties becomes fully automated, without need of further development.	All partners: Support the introduction of new processes and reporting data issues.
What happened to Surrey's waste	Creation of report and infographic highlighting what happens to the waste collected in Surrey.  Communications activity to share the report findings with residents.	Resident engagement with 'What happened to Surrey's waste' report (e.g. website visits, social media engagements).	All partners: - Promotion of the report/ sharing of communications. Surrey County Council: Help with responding to media requests relating to waste disposal.

7

Future data management system	Develop options for when Open Sky contract ends in February 2023 <ul style="list-style-type: none"> <li>Undertake analysis of the OpenSky contract and data system performance, and future development requirements.</li> <li>Complete an appraisal of the options to manage data following the end of the current contract, with support of D&amp;Bs and SCC.</li> <li>Undertake procurement/implementation of the chosen option to ensure that there is no degradation of data availability / analysis.</li> </ul>	Report identifying the outcome of the review of the OpenSky contract and the potential options for the end of the contract.  Successful procurement & implementation of new system.	All partners: - Engagement of officers in the review of OpenSky and the future options.
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Objective 7: Ensure partners are kept informed and the reputation of SEP continues to be protected and developed			
Activity	Description	How will success be measured?	Partner responsibilities
Protecting and building the reputation of SEP	Respond to media enquiries from local and trade media, drafting responses and liaising with partners if appropriate.  Generate coverage in key trade media (local Surrey media engagement will be undertaken as part of the Own Your Impact campaign).  Identify, draft and submit entries for key award schemes to highlight the work being done in Surrey.	Positive media coverage. Nominations for awards. Involvement in industry/Government panels.	None.
Keeping partners informed	Monthly email updates detailing progress, outcomes and upcoming activities in the SEP programme.  An end of year report prepared for the June meeting cycle and an Annual Review of activity and outcomes created and published on the SEP website following release of Defra waste statistics.  Creation of quarterly Environment Matters email newsletter and distribution to all members and senior officers in partner authorities.	Partner feedback.	All partners: Share information with internal stakeholders.
Member seminars	Develop and deliver a programme of seminars on recycling and waste for all members across Surrey.	Partner feedback.	Help design and deliver seminars where required.

Objective 8: Manage the partnership effectively to ensure activities are delivered with appropriate governance and oversight			
Activity	Description	How will success be measured?	Partner responsibilities
SEP governance	Agenda planning in consultation with SEP Member and Officer Chairmen.  Administration of all the SEP member and officer meetings, including booking meeting venues, dispatch of papers and minute taking.	Smooth running of partnership governance processes.	Attendance at relevant meetings.

8

Financial management	<p>Monthly budget monitoring processes and production of quarterly reports for partners.</p> <p>Administration of Surrey waste financial mechanisms payments and administration of recycling credits payments for organisations in the Surrey (furniture) re-use network.</p> <p>Identification of potential savings opportunities, service efficiencies and budget reductions.</p>	<p>Timely and accurate reports available for partners to review.</p> <p>Payments are made in a timely manner.</p> <p>Development and approval of a savings plan for 2023-24 and delivery of actions set out in the plan.</p>	<p>All partners:</p> <ul style="list-style-type: none"> <li>- To invoice for services within appropriate timescales to enable effective and efficient budget management.</li> <li>- To support the delivery of the actions set out in the savings plan.</li> </ul>
Programme management	<p>Develop work programme proposals.</p> <p>Manage the SEP work programme for 22-23 by administering a process to plan and design projects and other work that the partnership has agreed to.</p> <p>Monitor and report against progress with delivery to SEP partners on a quarterly basis.</p>	<p>Ensuring projects and other work have an agreed plan to work from.</p> <p>Providing accurate and informative updates on a quarterly basis.</p>	<p>All partners:</p> <ul style="list-style-type: none"> <li>- Input into planning and help delivery of projects and other work where required.</li> <li>- Review reports and ask for additional information where necessary.</li> </ul>

Objective 9: Develop and maintain links with other groups and initiatives to ensure that our work remains relevant in the wider context			
Activity	Description	How will success be measured?	Partner responsibilities
Fly-tipping/ Enforcement Group	Provide administration support to the Enforcement Group, which is made up of officers from each Surrey authority.	Partners are kept up to date with what is happening across Surrey and issues can be dealt with as they arise.	All partners - relevant officers to attend meetings.
Waste industry groups	Attend meetings and monitor updates from groups such as ADEPT, South East Waste Partnership Managers, NAWDO and LARAC.	Good relationships built with industry and authority colleagues. Insights and intelligence gained from industry experts.	None.
Surrey Comms Group	Attend meetings to share details of SEP work programme and keep informed about other countywide communications work being undertaken.  Share toolkits for upcoming SEP activities via Surrey Comms Group for partner communications teams to use.	Use of toolkits/ sharing of messages by partner communications teams.	All partners: - Encourage communications teams to support and share SEP messages.
Planning Officers	Liaise with planning officers to ensure that guidance on bin storage and access is provided to developers.	Best practice shared and consistent guidance used by authorities.	Districts and Boroughs: - Provide case studies and best practice examples. - Liaise with planning officers in their authorities - Publish guidance on websites where appropriate.

9

Objective 10: Ensure that we have the capacity to be able to respond to new issues and opportunities as they arise.				
Activity	Description	How will success be measured?	Partner responsibilities	Budget
Crisis and issues management	Rapid response to any crises or issues that arise during the year.	To be determined by the nature of the crisis or issue and the response required.	To be determined by the nature of the crisis or issue and the response required.	Covered by underspends or reserves as appropriate.
Maximising opportunities	Allocate resource to research, develop or deliver new opportunities that emerge during the year.	To be determined by the nature of the opportunity.	To be determined by the nature of the opportunity.	Covered by underspends or reserves as appropriate.



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10

## **Annex 2 - Duties and responsibilities in accordance with relevant key legislation**

- **Environmental Protection Act 1990.** This is the main legislation that has covered waste management for the last 30 years. Key responsibilities include (but are not limited to):
  - A duty to provide a domestic waste collection service to households. Local authorities can also offer collection services to businesses for which they can charge. This is exempt from VAT.
  - A duty to provide domestic waste disposal and provide the necessary facilities for homeowners to dispose of their own refuse.
  - And a duty of care to handle waste responsibly.
- **EU Landfill Directive 1999.** This set minimum standards and targets to reduce reliance on landfill as a disposal option.
- **Waste and Emissions Trading Act 2003.** The JMWMS requirement sits under this. It sets out that in a two-tier area, local authorities have a legal requirement to have a joint strategy for the management of recycling and waste from households. This legislation also states that the strategy must be kept under review, and any significant future revisions will require public consultation.
- **Waste Framework Directive 2008.** This includes basic concepts and definitions related to waste management, such as definitions of recycling and waste, and a legally binding five-step waste hierarchy.
- **Waste (England and Wales) Regulations 2011, 2012.** This legislation chiefly transposes the requirements of the 2008 EU revised Waste Framework Directive into UK law. A key part of the regulation is to prioritise recycling over disposal. Local authorities are required to have regard to the waste hierarchy (above) in the preparation of waste development frameworks including local development plans.
- **Controlled Waste Regulations 2012 -** Classifies waste according to household, industrial and commercial for the provisions of the Environmental Protection Act. Sets out where charges for the collection or disposal of certain types of non-domestic household waste can be made.
- **MRF Regulations and Code of Practice 2014 -** The main aim of the regulation (implemented via the Environmental Permitting (England and Wales) (Amendment) Regulations 2014) is to improve transparency on material quality in the supply chain, through provision of accurate information on contamination levels.



### Annex 3 - Current performance and waste composition

#### Current performance

Recycling and waste performance in Surrey is currently monitored by measuring the amount of household waste generated within the county and how much of it is either recycled, recovered or sent to landfill. The most recent revision of the Surrey JMWMS gave performance data up to and including 2013-14, which showed that:

- The quantity of household waste generated in Surrey decreased by 9% from 583,518 tonnes in 2006-07 to 532,773 tonnes in 2013-14.
- The proportion of household waste that was recycled increased from 31% in 2006-7 to 52% in 2013-14.
- The amount of rubbish sent to landfill declined dramatically from 67% in 2006-07 to 11% in 2013-14.
- The amount of rubbish sent for energy recovery went from 2% in 2006-7 to 36% in 2013-14.

Since 2013-14, the total amount of household waste generated in Surrey has continued to fall, reaching a low of 507,428 tonnes in 2018-19 (a 5% reduction from 2013-14). In 2020-21 it increased significantly to 539,777 tonnes as shown in 1 below. However, this large spike correlated with the coronavirus pandemic and more people being at home. Provisional data for 2021-22, currently being audited by Defra ahead of publication in December 2022, shows that household waste decreased to approximately 520,000 tonnes.

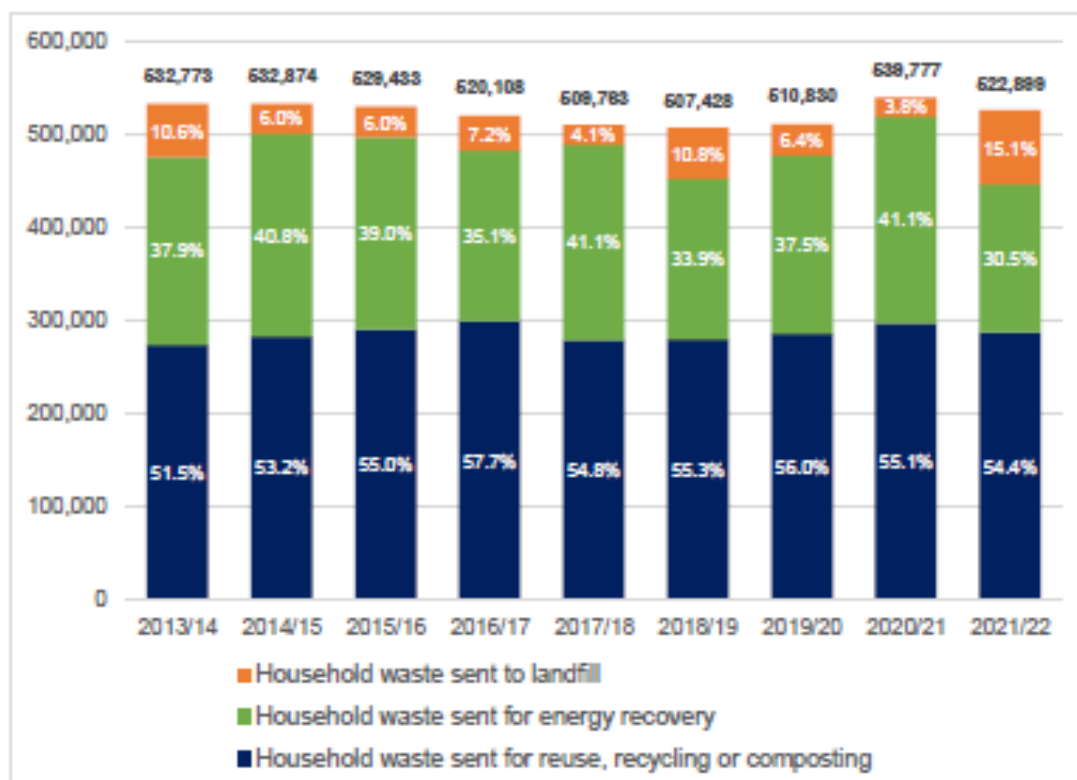
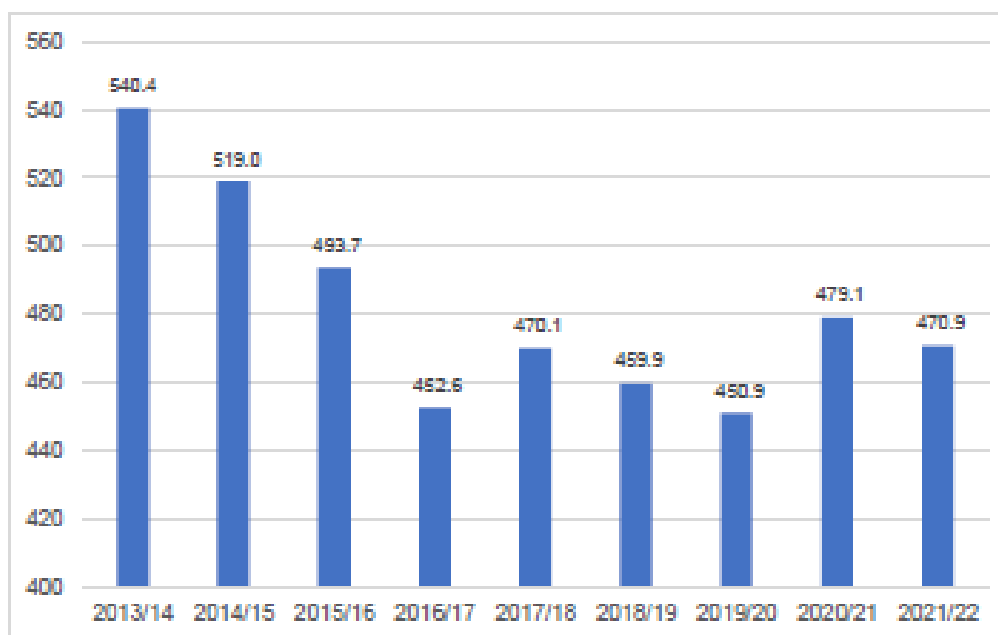


Figure 1: Household waste treated in Surrey from 2013-14 to 2021-22

Between 2013-14 and 2016-17 there was a steady increase in the proportion of household waste that was recycled each year, reaching a peak at 57.7% in 2016-17. From this point forward, SCC lost markets for recycling carpets and rigid plastics, and the ability to compost autumn leaf litter from street cleansing. Also, standards applied by the Environment Agency around what could be recycled began to tighten at this time with re-processors focussing more on quality, and not quantity, and demanding material with less contamination, which led to more recycling being rejected by materials recovery facilities (MRFs). Furthermore, Surrey had already realised most of the benefits associated with changes to recycling services such as the rollout of separate food waste collections from households, which has been provided by every Surrey authority since around 2012-13. With the above in mind, Surrey's recycling rate has fluctuated, but has remained around 55% for the last four years (Figure 1). Provisional data for 2021-22 indicates an unaudited recycling rate of 54.4%.

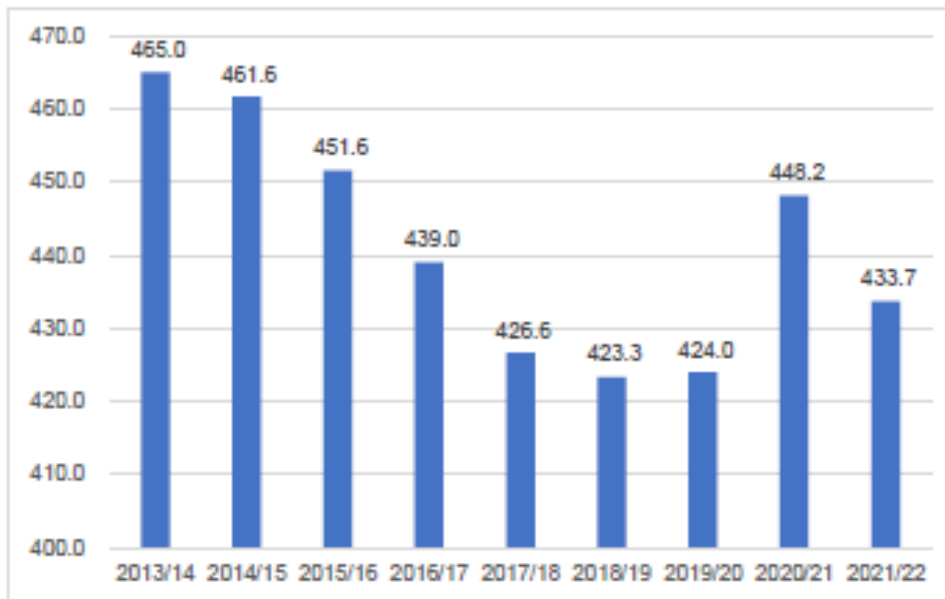
We have continued to reduce the amount of rubbish sent to landfill (Figure 1), hitting lows of around 4% in 2017-18 and 2020-21, although it has fluctuated around an average of 6 - 7%. However, provisional data for 2021-22 indicates that it has gone up to an estimated 15.1%. This was due to operational shutdowns at facilities used to treat Surrey's rubbish and a reduction in the amount of waste that was sent to facilities in Europe.

The amount of residual household waste collected per household in Surrey has been falling since 2013-14 hitting a low of 450.9kg per household in 2019-20 (Figure 2). However, there was a large spike in 2020-21, taking it up to 479.1kg per household, but again this correlates with the coronavirus pandemic and more people being at home. The unaudited data for 2021-22 now puts this at 470.9kg per household.



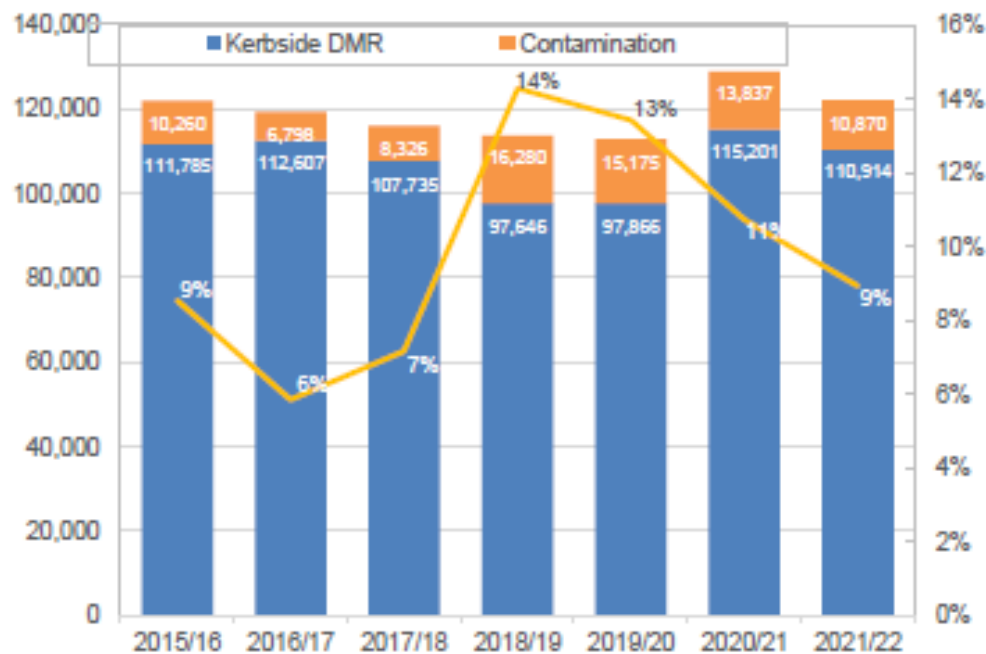
**Figure 2: Residual household waste per household (kg) in Surrey from 2013-14 to 2021-22**

The amount of household waste collected per person in Surrey has also been falling since 2013-14 (Figure 3) hitting a low of 423.3kg per person in 2018-19. Again, there was a large spike shown here in 2020-21, taking it up to 448.2kg per person, but again this correlates with the coronavirus pandemic and more people being at home. The unaudited data for 2021-22 indicates that this has dropped to 433.7kg per person.



**Figure 3: Collected household waste per person in Surrey from 2013-14 to 2021-22**

In 2015-16, data began to be collected on contamination of dry mixed recycling (DMR) following the introduction of legislation that required Material Recovery Facilities to sample material being delivered. Figure 4 shows a large spike in 2018-19, which was when data was consistently reported for all D&Bs, as it was limited before this. Since then, SEP has worked to drive down contamination, the effects of which can be seen in 2019-20 and 2020-21.



**Figure 4: Contamination of DMR in Surrey from 2015-16 to 2021-22**



### How we compare with others

Defra publishes performance data on an annual basis for each local authority in England. Table 1 below shows Surrey's position in a league table with all other local authorities in England in relation to performance data on recycling rates, residual waste per household, and collected household waste per person for 2020-21.

**Table 1: Position in the Defra league table for 2020-21**

Authority	% recycled, reused or composted	Rank in the league table	Residual household waste per household (kg)	Rank in the league table	Total household waste per person (kg)	Rank in the league table
<b>Disposal Authorities Only (out of 30)</b>						
Surrey County Council	55.1%	3rd	479.1	6th	448.2	17th
<b>Waste Collection Authorities Only (out of 308)</b>						
Elmbridge Borough Council	54.5%	37th	469.1	101st	440.5	264th
Epsom and Ewell Borough Council	53.7%	43rd	447	77th	388.3	129th
Guildford Borough Council	58.9%	15th	389.2	32nd	373.7	102nd
Mole Valley District Council	56.6%	25th	426.5	59th	437	259th
Reigate and Banstead Borough Council	53.2%	51st	413.2	49th	368.3	92nd
Runnymede Borough Council	49.0%	76th	411.9	47th	334.8	31st
Spelthorne Borough Council	46.4%	102nd	457	85th	369.8	95th
Surrey Heath Borough Council	61.3%	5th	364.9	22nd	397.1	155th
Tandridge District Council	59.9%	10th	379.6	29th	397.8	157th
Waverley Borough Council	57.0%	22nd	388.9	31st	391.2	140th
Woking Borough Council	54.3%	40th	434.5	66th	408.2	190th

Surrey has one of the best rates of recycling, reuse and composting at 55.1% (3<sup>rd</sup>) and residual waste per household at 479.1kg (6<sup>th</sup>) of all disposal authorities in England. However, it ranks around mid-table for landfill usage (14<sup>th</sup>) and collected household waste per person (17<sup>th</sup>).

Landfill rates are also provided, but this can only be compared by disposal authority. In 2020-21, Surrey ranked 14<sup>th</sup> out of 30 disposal authorities with a landfill rate of 3.8%.

Most waste collection authorities in Surrey (9 out of 11) rank in the top 50 for recycling, reuse and composting performance with Surrey Heath Borough Council placed at fifth.

However, performance on residual waste is less encouraging with just over half (8 out of 11) place in the top 50 for residual household waste per household with the rest between 59<sup>th</sup> and 101<sup>st</sup>. Only one authority of 11 is in the top 50 for collected household waste per person with the rest between 92<sup>nd</sup> and 264<sup>th</sup>.

In summary, while recycling performance is mostly encouraging, residual waste volumes are high compared to other authorities in England. To that end, there is more that can be done to improve performance in Surrey. We have looked at the top authorities in England that are comparable to Surrey's authorities in terms of rurality and deprivation to see what we can learn from them, and this thinking has been incorporated into the key actions referred to in the section on the **partnership approach to achieving our vision, objectives and targets** in the main SEP 2025 approach document.

### Where our recycling and waste goes

Surrey's residents have a keen interest in what happens to their recycling and waste with previous research suggesting that increased transparency around what happens to recycling and waste once collected can positively affect recycling behaviours. A report, *What Happened to Surrey's Waste, 2020/21*, is available on [SEP's website](#). In summary, Figure below shows that of the 539,777 tonnes of household recycling and waste generated in Surrey in 2020-21, 76.9% of it remained in the UK, 15.7% was treated in Europe (largely Germany and the Netherlands) and 7.4% was treated outside of Europe (largely India).

Of the 287,409 tonnes of recycling collected in 2020-21, 83.4% was processed in the UK, 3.1% in Europe and 13.3% outside of Europe.

Of the 242,368 tonnes of rubbish collected in 2020-21, 69.2% was treated in the UK with the remaining 30.8% treated in Europe.



Figure 5: Where our recycling and waste went in 2020-21

### Waste composition

Understanding the composition of waste in Surrey provides a valuable insight on where to target future resource to reduce waste and increase recycling. To that end we undertook detailed sampling and analysis of recycling and residual bins at houses and flats in the

summer of 2021. Based on the materials that each of the authorities are currently able to accept for recycling, Error! Reference source not found.shows the proportion of each material that was presented in the rubbish bin but that the analysis shows could have been recycled.

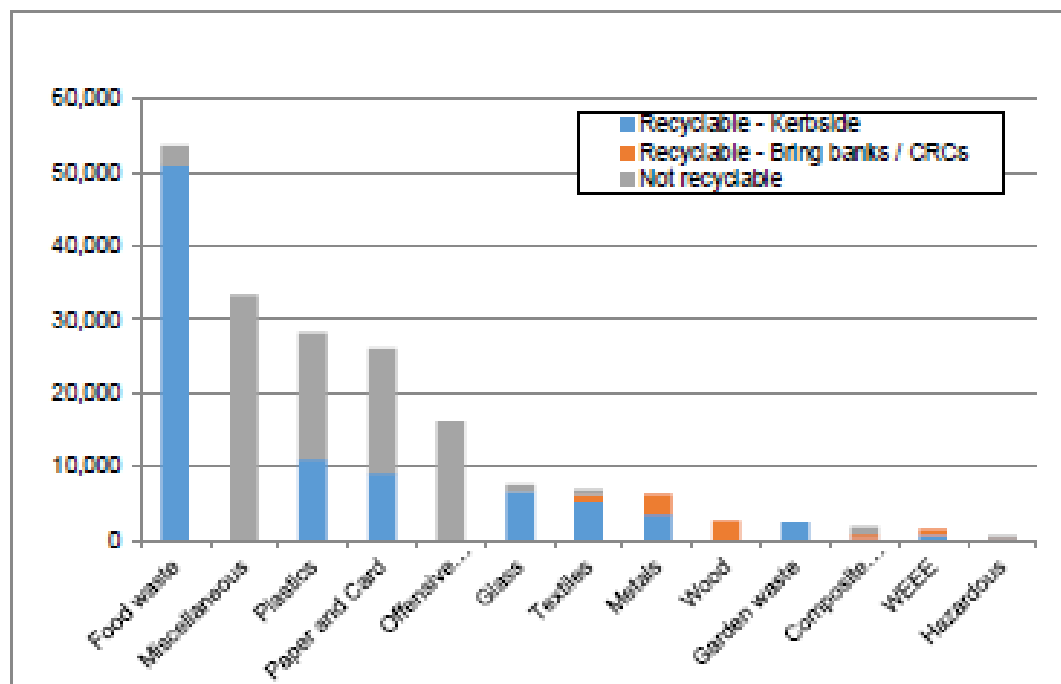


Figure 6: Recycling potential of residual waste 2021

In summary this shows that:

- Nearly 90,000 tonnes of material in kerbside rubbish bins could be recycled. Likewise, nearly 90,000 tonnes are not currently recyclable. A further 7,600 tonnes could be recycled at bring banks or Community Recycling Centres.
- The largest proportion of material which could be recycled is food waste at nearly 51,000 tonnes, over half the recyclable material. Only a small proportion of food waste is not recyclable – 2,700 tonnes of liquids and oils.
- There are significant quantities of plastics and paper and card in residual waste. However, only 40% and 30% of these respectively are recyclable, at 11,000 and 9,000 tonnes. Some plastics such as films and flexibles aren't accepted at the sorting facilities we use. This is because they can become entangled in equipment causing blockages increasing machinery downtime and, crucially, the current onward market for these materials isn't substantial. Paper and card can become contaminated when mixed with food waste, so is rejected for recycling when presented in this state. Some paper and card (shredded paper, glittery Christmas cards and wrapping paper etc.) aren't accepted for recycling as it can cause problems at the sorting facilities we use and the paper fibres are often of low grade or can't be separated.

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## **PLAYGROUND PROJECT FOR BOURNE HALL**

<b>Head of Service:</b>	Ian Dyer, Head of Operational Services
<b>Wards affected:</b>	Ewell Ward;
<b>Urgent Decision?(yes/no)</b>	No
<b>If yes, reason urgent decision required:</b>	
<b>Appendices (attached):</b>	Appendix One – Visual for prospective playground

### **Summary**

To seek approval for the provision of a multi-sensory play area in Bourne Hall park for children under six years old.

### **Recommendation (s)**

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

- (1) Approve the procurement and installation of a toddler play area outside the library at Bourne Hall as detailed in this report.**

### **1 Reason for Recommendation**

- 1.1 Bourne Hall is one of the borough's most iconic buildings. The building is listed at Grade II and is noted for its architectural interest of a striking design, space-age flair, and the generous, top-lit interior space.
- 1.2 The regeneration of this building is vital to ensure future sustainability. To support this initiative, officers have looked at ways to improve both the internal and external areas, ensuring the space is well used, well maintained and attractive to residents and visitors to the Borough.

## **2 Background**

- 2.1 At the meeting of the Community & Wellbeing Committee on 17 January 2023, members resolved to submit a capital bid for renovations to the patio area of Bourne Hall to full Council for approval at their meeting held on 14 February 2023.
- 2.2 Council agreed to this Capital Bid submission and works to the patio area are due commence in April 2023 subject to the successful appointment of contractors.
- 2.3 In tandem with the patio project, Section 106 funds have been identified to enhance it with a small, multi-sensory space-age themed play area, creating an improved visitor experience for those with young children.
- 2.4 Officers have identified a small space on the patio area to the rear of the library which could accommodate nine pieces of play equipment and safety play surfacing. Playground contractors have visited the site and drawn up plans, which can be seen in Appendix One of this report.
- 2.5 The brief for the play area design is a result of consultation with stakeholders and includes areas for sensory and imaginative play, including a reading chair to link with educational activities hosted by the museum and library.
- 2.6 The design also follows the space-age theme which is planned for the café area of Bourne Hall ensuring synergy between the two areas, with the aim of driving footfall to the café and other parts of Bourne Hall.
- 2.7 If members agree the proposed play area, it makes sense for the patio renovations and the play area installation to take place at the same time, ensuring minimum disruption to visitors and to be ready for the re-launch of Bourne Hall in May and the start of the summer season.
- 2.8 As the proposed play area design will preserve the existing openwork wall, which is noted by Historic England for its use of sculptural concrete blocks, the Council's Conservation Officer has stated that there is no need to obtain listed building consent. Additionally, the play equipment has been selected to ensure that it does not exceed the four-metre height restriction to ensure compliance with Permitted Development Rights.

## **3 Risk Assessment**

Legal or other duties

### **3.1 Equality Impact Assessment**

- 3.1.1 The patio renovation and play area installation provides suitable disability access.

3.2 Crime & Disorder

3.2.1 As this is a locked park there is less chance of vandalism and anti-social behaviour associated with the installation of these facilities.

3.3 Safeguarding

3.3.1 The proposed play area is clearly visible from the patio seating area allowing young children to be in full view and easily supervised.

3.4 Dependencies

3.4.1 This project depends on the timely release of Section 106 funds to progress the installation in time for the re-launch of Bourne Hall in May 2023.

3.5 Other

3.5.1 None.

#### 4 Financial Implications

4.1 Contractors have quoted an estimate of £53k for the nine pieces of equipment. A provisional £3k is recommended as a contingency, bringing the total estimated cost to £56k.

4.2 Section 106 funds of £40k are currently held for the specific purposes of playground equipment in the vicinity. It is proposed that these are used to fund the scheme, in addition to a further £16k identified from Section 106 balances held for Parks and Gardens and Environmental Improvements. The remaining balance of Section 106 funds held for Parks and Gardens and Environmental Improvements is £16k.

4.3 It is proposed that any balance of Parks and Gardens and Environmental Improvements not required as contingency is held for the ongoing maintenance of the playground.

4.4 The £40k of Section 106 funds held for playground equipment must be spent by January 2030. The other Section 106 funds are not time-limited but it is important that these funds are utilised for the benefit of local residents.

4.5 **Section 151 Officer's comments:** The financial implications are included within the body of the report.

#### 5 Legal Implications

5.1 Advice has been taken from the Council's Planning team to ensure compliance with Permitted Development Rights and it has been confirmed that the project does not require planning permission or listed building consent.

- 5.2    **Legal Officer's comments:** Under section 106(d) of the Town and Country Planning Act 1990 the Council can require sums to be paid on a specified date or dates or periodically as an obligation in a section 106 agreement.
- 5.3    Section 1 of the Localism Act 2011 grants the Council a general power of competence to do anything that individuals generally may do. This would include the right to use funds received from section 106 funds to fund the play area.

## 6    **Policies, Plans & Partnerships**

- 6.1    **Council's Key Priorities:** The following Key Priorities are engaged:
- 6.1.1    Safe and Well – play facilities enhance children's overall health and wellbeing
- 6.1.2    Opportunity and Prosperity – investing in our venues to ensure sustainability for future generations
- 6.1.3    Cultural and Creative – raising the profile of this iconic building and building on the space-age theme to appeal to new audiences.
- 6.2    **Service Plans:** The matter is not included within the current Service Delivery Plan.
- 6.3    **Climate & Environmental Impact of recommendations:** none
- 6.4    **Sustainability Policy & Community Safety Implications:** investing in Bourne Hall will ensure long-term sustainability of this important landmark and visual improvements to an area are known to reduce the likelihood of anti-social behaviour and improve public perception of community safety.
- 6.5    **Partnerships:** Close partnership working with the stakeholders such as Surrey Library Services.

## 7    **Background papers**

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

### **Previous reports:**

- Capital Bid Programme 2023/24 – Community and Wellbeing Committee – January 2023

### **Other papers:**

- None









## 2023/24 ANNUAL INCREASE FOR HOME GROUND AGREEMENTS

<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>	Appendix 1 – Home ground agreements 2023/24

### Summary

This report recommends the annual increase to the home ground agreement charges coming into effect from 1 April 2023.

### Recommendation (s)

#### The Committee is asked to:

- (1) **Agree the increase to the charge for home ground agreements as set out in appendix 1.**

#### 1 Reason for Recommendation

- 1.1 To agree the annual increase to home ground agreements for the financial year 2023/24 and to note the rationale for the increase.

#### 2 Background

- 2.1 Each year policy committees are asked to review and agree the increases to fees and charges for the new financial year. This committee received a report in January 2023 detailing the majority of fees and charges for which it is responsible.
- 2.2 In July 2022, under the circumstances of a large increase in inflation, Strategy & Resources Committee agreed a targeted increase in revenue from discretionary fees and charges of 6%.

- 2.3 Due to internal changes, a number of services are now reported under Environment & Safe Communities committee, one of which is home ground agreements for football, cricket and bowls. These fees were not included within the report in January 2023 and are therefore being brought for consideration to this committee, to be implemented from 1 April 2023.

### **3 Proposals**

- 3.1 The proposed increase for football and cricket home ground agreements is 6%. This is in line with July's Strategy & Resources decision.
- 3.2 The proposed increase for bowls home ground agreements is 3%. A lower increase is proposed for bowls due to the market being more sensitive to price rises. The Head of Service considers that any higher increase could lead to a loss of a club, should it become financially unviable.
- 3.3 Epsom and Ewell has lost one bowls club in the past year, therefore a lower increase in the 2023/24 fee is felt necessary to avoid losing any more. Officers are currently promoting the bowls vacancy locally to replace the lost revenue stream.

### **4 Risk Assessment**

Legal or other duties

#### **4.1 Equality Impact Assessment**

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

#### **4.2 Crime & Disorder**

- 4.2.1 None for the purposes of this report.

#### **4.3 Safeguarding**

- 4.3.1 None for the purposes of this report.

#### **4.4 Dependencies**

- 4.4.1 None for the purposes of this report.

#### **4.5 Other**

- 4.5.1 None for the purposes of this report.

### **5 Financial Implications**

- 5.1 The income from home ground agreements is included within the income budgets for Parks which has seen an increase of 6% for the 2023/24 financial year.

- 5.2 Appendix 1 details the new rates but is considered commercially sensitive and therefore exempt from publication.
- 5.3 Any shortfall in achieving the income budget as a result of a lower increase for bowls and the loss of a club, will be met from increased volumes in other income streams within Parks. Finance officers will work with colleagues to monitor the income streams and ensure opportunities for income generation are maximised where possible.
- 5.4 **Section 151 Officer's comments:** All financial implications are included within this report.

## 6 Legal Implications

- 6.1 There are no specific issues arising from this report, but the Council's resources will need to be applied to ensure that it fulfils its statutory obligations and delivers its policy on equalities.
- 6.2 **Legal Officer's comments:** None arising from the contents of this report.

## 7 Policies, Plans & Partnerships

- 7.1 **Council's Key Priorities:** The following Key Priorities are engaged: Effective Council.
- 7.2 **Service Plans:** The matter is included within the current Service Delivery Plan.
- 7.3 **Climate & Environmental Impact of recommendations:** None for the purposes of this report.
- 7.4 **Sustainability Policy & Community Safety Implications:** None for the purposes of this report.
- 7.5 **Partnerships:** None for the purposes of this report.

## 8 Background papers

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

### **Previous reports:**

- Budget Targets Report – October 2022
- Fees and Charges 2023/24 – January 2023

### **Other papers:**

- Revenue Budget 2023/24 report – January 2023

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