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Democratic Services



ENVIRONMENT COMMITTEE

Tuesday 23 January 2024 at 7.30 pm

Place: Council Chamber, Epsom Town Hall

Online access to this meeting is available on YouTube: [Link to online broadcast](#)

The members listed below are summoned to attend the Environment 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 Liz Frost (Vice-Chair)
Councillor Arthur Abdulin
Councillor Tony Froud

Councillor Steven McCormick
Councillor Julie Morris
Councillor Kieran Persand
Councillor Kim Spickett

Yours sincerely

A handwritten signature in black ink, appearing to read 'Sing'.

Chief Executive

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

EMERGENCY EVACUATION PROCEDURE

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

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

Public information

Please note that this meeting will be held at the Town Hall, Epsom and will be available to observe live using free YouTube software.

A link to the online address for this meeting is provided on the first page of this agenda. A limited number of seats will be available on a first-come first-served basis in the public gallery at the Town Hall. If you wish to observe the meeting from the public gallery, please arrive at the Town Hall reception before the start of the meeting. A member of staff will show you to the seating area. For further information please contact Democratic Services, email: democraticservices@epsom-ewell.gov.uk, telephone: 01372 732000.

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

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

Exclusion of the Press and the Public

There are 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 Act 1972 (as amended). Should any such matters arise during the course of discussion of the below items or should the Chair agree to discuss any other such matters on the grounds of urgency, the Committee may wish to resolve to exclude the press and public by virtue of the private nature of the business to be transacted.

Questions and statements from the Public

Up to 30 minutes will be set aside for questions and statements from members of the public at meetings of this Committee. Any member of the public who lives, works, attends an educational establishment or owns or leases land in the Borough may ask a question or make a statement on matters within the Terms of Reference of the Committee.

All questions must consist of one question only and cannot consist of multiple parts. Questions and statements cannot relate to planning or licensing committees matters, 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 Chair are defamatory, offensive, vexatious or frivolous will not be accepted. Each question or statement will be limited to 3 minutes in length.

If you wish to ask a question or make a statement at a meeting of this Committee, please contact Democratic Services at: democraticservices@epsom-ewell.gov.uk

Questions must be received in writing by Democratic Services by noon on the third working day before the day of the meeting. For this meeting this is **Noon, Thursday 18 January 2024**.

A written copy of statements must be received by Democratic Services by noon on the working day before the day of the meeting. For this meeting this is **Noon, Monday 22 January 2024**.

For more information on public speaking protocol at Committees, please see [Annex 4.2](#) of the Epsom & Ewell Borough Council Operating Framework.

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Members of the Press who wish to film, record or photograph a public meeting should contact the Council's Communications team prior to the meeting by email at: communications@epsom-ewell.gov.uk

Filming or recording must be overt and persons filming should not move around the room whilst filming nor should they obstruct proceedings or the public from viewing the meeting. The use of flash photography, additional lighting or any non-handheld devices, including tripods, will not be allowed.

AGENDA

1. QUESTIONS AND STATEMENTS FROM THE PUBLIC

To take any questions or statements 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 - 14)

The Committee is asked to confirm as a true record the Minutes and the Restricted Minutes of the Meeting of the Committee held on 17 October 2024 (attached) and to authorise the Chair to sign them.

4. CLIMATE CHANGE ACTION PLAN - PROGRESS UPDATE (Pages 15 - 50)

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

5. TREE PLANTING FEES AND CHARGES (Pages 51 - 58)

This report seeks to set out Council Policy on determining applications for tree planting and the associated fees and charges.

6. FEES AND CHARGES 2024/25 (Pages 59 - 76)

This report recommends fees and charges for which this Committee is responsible, with the new charges being effective from 1 April 2024.

7. CAPITAL PROGRAMME 2024/25 (Pages 77 - 100)

This report summarises the proposed 2024/25 capital programme and a provisional programme for 2025/26 to 2028/29. The Committee's approval is sought for the programme to be submitted to Council in February 2024.

8. URGENT DECISIONS (Pages 101 - 104)

To report to Committee the decisions taken by the Chief Executive and Directors on the grounds of urgency, in compliance with Appendix 2 to the Constitution – The Scheme of Delegation paragraph 3.1.

9. REVENUE BUDGET 2024/25 (Pages 105 - 114)

This report sets out budget estimates for income and expenditure for Environment Committee services in 2024/25.

10. CHALK PIT (Pages 115 - 146)

This report sets out the options available to the Council which include, if necessary, to fund further substantial statutory nuisance investigations into noise or dust complaints arising from business located in Epsom Chalk Pit.

Minutes of the Meeting of the ENVIRONMENT COMMITTEE held at the Council Chamber, Epsom Town Hall on 17 October 2023

PRESENT -

Councillor John Beckett (Chair); Councillor Liz Frost (Vice-Chair); Councillors Arthur Abdulin, Tony Froud, Steven McCormick, Julie Morris, Kieran Persand and Kim Spickett

In Attendance: Councillor James Lawrence (Items 8-11 only) and Councillor Bernie Muir (Items 8-11 only)

Officers present: Rod Brown (Head of Housing and Community), Justin Turvey (Interim Head of Place Development), Oliver Nelson (Public Protection Manager), Stewart Cocker (Countryside Manager) (Items 8-12 only), Jeremy Young (Tree Officer) (Items 8-13), Sue Emmons (Chief Accountant), Vanessa Newton (Senior Accountant), Tim Richardson (Democratic Services Manager) and Dan Clackson (Democratic Services Officer)

8 QUESTION AND STATEMENTS FROM THE PUBLIC

No questions or statements were received from members of the public.

9 DECLARATIONS OF INTEREST

Councillor Julie Morris, Other Interest: Councillor Julie Morris wished to repeat her declaration that she held an allotment in the Borough, following her declaration to the same effect made at the previous meeting of the Committee.

10 MINUTES OF THE PREVIOUS MEETING

The Committee confirmed as a true record the Minutes of the Meeting of the Committee held on 13 June 2023 and authorised the Chair to sign them.

11 CHALK PIT

The Chair announced that in light of recent enforcement activity resulting in an abatement notice being served on an operator at the chalk pit, he proposed that consideration of the matter be deferred until the next ordinary meeting of the committee, stating he was conscious of the Councillor and public interest surrounding the matter and was keen to ensure that the proposed motion be debated in full consideration of the circumstances, including the impact of the recently served abatement notice.

The Committee voted (5 for, 1 against, 1 abstention, and the Chair not voting) to defer consideration of the matter until the next ordinary meeting of the committee.

Following the Committee's decision on the matter, Councillor Kieran Persand requested that his vote against the proposal be recorded in the minutes.

12 THAMES TO DOWNS NATIONAL NATURE RESERVE

The Committee received a report asking the Committee to agree that Officers continue to explore the possibility of including Epsom Common Local Nature Reserve (LNR), Manor Open Space, Horton Country Park LNR, Hogsmill LNR and Nonsuch Park in the proposed Thames to Downs National Nature Reserve (NNR).

The Committee considered the following matters:

- a) **External Funding.** In response to a question from a Member, the Countryside Manager explained that entering into a partnership with other authorities and organisations involved in the NNR will increase Epsom & Ewell's chances to secure external funding for the management of the sites within the borough.
- b) **Affiliate Status.** In response to a question from a Member, the Countryside Manager explained that sites, such as Epsom Downs, that have a high nature conservation value but do not have the primary purpose of nature conservation, could potentially become affiliated to the NNR which may allow them to secure long-term funding.
- c) **Function of NNR and Publicity.** In response to a question from a Member, the Countryside Manager stated that one of the functions of an NNR is to encourage people to become more involved and connected with nature. Through publicity, the NNR will allow more people to discover and experience the included sites. The Countryside Manager suggested there could be targeted publicity to help increase awareness of and accessibility to the sites for underrepresented groups, such as young people.
- d) **Biodiversity Action Plan 2020-30.** In response to a question from a Member in relation to the progression of the Biodiversity Action Plan 2020-30, the Countryside Manager stated he believed that over the long term, inclusion of the proposed sites within the NNR will secure and enhance biodiversity on a significant scale within the borough.

Following consideration, the Committee unanimously resolved to:

- (1) **Agree that Officers continue to explore the possibility of including Epsom Common Local Nature Reserve (LNR), Manor Open Space, Horton Country Park LNR, Hogsmill LNR and Nonsuch Park in the proposed Thames to Downs National Nature Reserve, and report back to this Committee if Natural England indicate that we meet the criteria for entry into the proposed National Nature Reserve.**

13 ASH DIEBACK ACTION PLAN

The Committee received a report presenting the Council's Ash Dieback Action Plan and seeking support for its adoption.

The Committee considered the following matters:

- a) **Number of Trees in Borough.** In response to a question from a Member, the Tree Officer explained that according to the National Tree Map, there are an estimated 200,000 trees in the borough (unverified). A Member queried as to why there was a discrepancy with the figure listed in the 2023 Tree Management Plan, which states there are an estimated 140,000 trees. The Tree Officer explained that the 200,000 figure had been taken from the most recent iteration of the National Tree Map and was considered to be the more accurate figure.
- b) **Error in Report/Recommendation.** The Chair informed the Committee that there was an error in the report – the frontpage of the report listed the Ash Dieback Action Plan as being attached as appendix 1 to the report, which was also reflected in the report's recommendation. He explained that the Ash Dieback Action Plan had in fact been attached to the report as appendix 2 and that the recommendation should read, '(1) Agree to adopt the Ash Dieback Action Plan set out in Appendix 2'. This was noted by the Committee.
- c) **The Action Plan.** The Head of Place Development explained to the Committee that the plan followed a model used successfully by other authorities, chiefly West Sussex's 2019 plan, and had been peer reviewed and approved as acceptable by Sutton Council.
- d) **Costs.** The Head of Place Development explained that required funding had not been set out in the plan as it was not possible to predict how much would be required with the current data.
- e) **Timescales.** The Head of Place Development explained that different affected trees die at different rates, and it is difficult to predict which ones will die, and when. He informed the Committee frequent inspections will be carried out in order to assess and monitor the health of affected trees.

Councillor Steven McCormick proposed that consideration of the item be deferred to a future meeting of the Committee, to allow for time to hone and formulate greater robustness within the plan and to provide improved clarity with respect to what the Committee is being asked to support.

The proposal was seconded by Councillor Kieran Persand.

The Committee voted (3 for, 4 against, and the Chair not voting) against the proposal.

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

- (1) Agree to adopt the Ash Dieback Action Plan set out at Appendix 2 to the report.**

14 CAR PARK WORKING GROUP - TERMS OF REFERENCE

The Committee received a report setting out the terms of reference for the Car Park Working Group

The Committee considered the following matters:

- a) The Committee agreed that the following minor changes be made to the terms of reference:
 - i. To revise the wording within the 'role of the group' to make more explicit reference to the exploration of the possibility of new car parks.
 - ii. To revise the wording at paragraph 1 bullet-point 3, to say, *"To explore options to replace, relocate, or upgrade existing car parks when required"*.

Following consideration, the Committee unanimously resolved to:

- (1) Agree to the continuation of a Car Parking Working Group.**
- (2) Approve the Terms of Reference for the Car Park Working Group as set out at Appendix 1 to the report, subject to the revisions set out in the minutes above.**
- (3) Agree the Membership of the Car Park Working Group for 2023/24 as set out in section 3 of the report.**

15 2024/25 BUDGET TARGETS

The Committee received a report informing the Committee of the Council's revenue budget targets presented to the Strategy & Resources Committee in July. The report sought guidance on the preparation of the Committee's service estimates for 2024/25.

The Committee considered the following matters:

- a) The Chief Accountant explained, in response to a question from a Member, that appendix 1 to the *Fees and Charges 2023/24* report, that went to the January 2023 meeting of the Committee, details all of the fees and charges that sit within the Committee. She highlighted to Members the target to increase the Committee's fees and charges income by 6% in both 2024/25 and 2025/26, as set out in the report at paragraph 3.2.7.

Stating that he believed the matter ought to be included as a consideration point within discussions regarding the Committee's budget for 2024/25, Councillor Steven McCormick proposed that an additional recommendation be added, as follows:

Agree that an additional cost item be added into this Committee's budget plans for 2024/25 for £40k to cover possible additional independent noise assessment works or other activities that may be required at the Chalk Pit site in Epsom.

The proposal was seconded by Councillor Tony Froud.

The Committee agreed (6 for, 1 abstention, and the Chair not voting) to the addition of the proposed recommendation.

Following consideration, The Committee unanimously resolved to:

- (1) Note the implications of the budget targets presented to Strategy & Resources Committee on 13 July 2023.**
- (2) Consider how additional income or savings can be generated to address the projected Council wide funding gap of £1.1m in 2024/25, rising to £2.5m by 2027/28.**
- (3) Note that owing to the Council's projected budget deficit, any additional new revenue growth items (i.e., service enhancements resulting in increased net expenditure) supported by Policy Committees will need to be fully funded from existing budgets.**

Resolved (6 for, 1 abstention, and the Chair not voting) to:

- (4) Agree that an additional cost item be added into the Committee's budget plans for 2024/25 for £40k to cover possible additional independent noise assessment works or other activities that may be required at the Chalk Pit site in Epsom.**

16 URGENT DECISIONS

The Committee received a report on the decisions taken by the Chief Executive and Directors on the grounds of urgency, in compliance with Appendix 2 to the Constitution (The Scheme of Delegation), paragraph 3.1, since the previous Environment Committee meeting on 13 June 2023.

The Committee considered the following matters:

- a) The Committee considered that the decisions taken were good news items and suggested that communications could be put out to inform residents. It was considered by the Committee that a greater focus could be placed on the communication of such news items in the future. The Head of Housing & Community agreed to liaise with the Head of Operational Services and the Communications & Engagement Manager with regard to putting out communications with respect to the decisions in the report.

Following consideration, The Committee unanimously resolved to:

- (1) Note the urgent decisions taken and the reasons for those decisions, since the last Environment Committee on 13 June 2023.**

17 EXCLUSION OF THE PRESS AND PUBLIC

The Committee unanimously resolved to exclude the Press and Public from the meeting in accordance with Section 100A (4) of the Local Government Act 1972 on the grounds that the business involved the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act (as amended) and that pursuant to paragraph 10 of Part 2 of the said Schedule 12A the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

18 PEST CONTROL

The Committee received a report outlining cost pressures in the pest control service and a proposed way forward.

The Committee's consideration of this item is recorded in a separate (not for publication) restricted Minute.

Following consideration, the Committee unanimously resolved to:

- (1) Implement a revised fee and structure from 25 October 2023, as at appendix 1 to the report, for the Council's pest control service.**

The meeting began at 7.28 pm and ended at 8.46 pm

COUNCILLOR JOHN BECKETT (CHAIR)

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CLIMATE CHANGE ACTION PLAN - PROGRESS UPDATE

Head of Service:	Justin Turvey, Interim Head of Place Development
Wards affected:	(All Wards);
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	
Appendices (attached):	Climate Change Action Plan Progress Update

Summary

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

Recognising the Council's role in helping address the serious and accelerating impact of climate change on the environment and people's lives, the Council approved an ambitious climate change action plan at its meeting on 20 January 2020. The plan was agreed as a living document that would be updated and reviewed annually.

The Council further committed to achieving net carbon neutral operations by 2035.

Progress has been made in the delivery of actions over the past year and a full update of the Action Plan is set out in Appendix 1.

Figures for 2022/23 show that the Council has reduced its own operational emissions by 14% (200 tonnes of CO₂) since the baseline year 2019/20.

Work will continue during 2024 to deliver, monitor and review the Climate Change Action Plan.

Recommendation (s)

The Committee is asked to:

- (1) Consider and note the progress made on the delivery of the Council's Climate Change Action Plan over the past year.**

1 Reason for Recommendation

- 1.1 This report outlines the progress over the past 12 months in delivering the Council's Climate Change Action Plan (CCAP).

- 1.2 The plan was agreed as a living document that would be updated and reviewed annually, as a minimum.
- 1.3 Reviewing and updating the plan ensures the actions it contains remain relevant and deliverable by the Council and continues to support the Council's carbon neutral commitment.
- 1.4 The Council's Annual Plan for 2023/24 set out priorities of the CCAP that would be focused on in 2023/24.
- 1.5 This report outlines the progress and positive actions that have been made against the priorities set out in the action plan.

2 Background

- 2.1 A cross party task and finish group was established to oversee the development of the Council's first Climate Action Plan. This was approved by this Committee and full Council on 20 January 2020 alongside the approval of the target, that the Council would be carbon neutral by 2035.
- 2.2 The CCAP details objectives to be completed over a 4-year period in order to combat climate change. The Council aims to be net carbon neutral by 2035 and this is proposed through six themes:
 - Theme 1 - Council Leadership and influencing others
 - Theme 2 – Improvements to the environment
 - Theme 3 - Council buildings and energy use
 - Theme 4 - Tackling and minimising waste
 - Theme 5 - Council transport & switching to lower polluting vehicles
 - Theme 6 - Use of technology & information system
- 2.3 An annual update on the actions has been provided to the Committee each year since the plan was approved in January 2020.
- 2.4 The delivery of the plan is supported by a cross party Members Climate Change Working Group (CCWG), and an officer level Climate Change & Biodiversity Action Group (CCBAG). The updates made to the plan have been shared and discussed with both working groups.

Progress update on Climate Change Action Plan

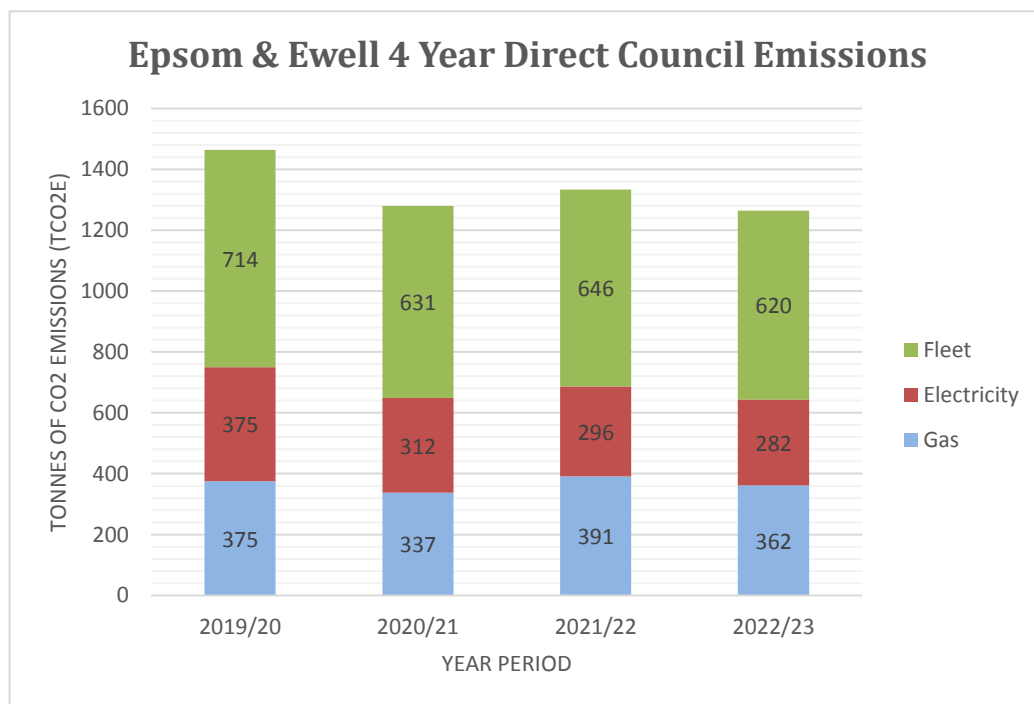
- 2.5 Work has progressed on delivering the actions within the CCAP in the last year with some of the key achievements set out below:

- Installation of solar panels and battery storage at Epsom Playhouse. Expected annual carbon savings of 7tCO₂e (tonnes of carbon emissions).
 - LED lighting replacement programme completed for Council operated buildings. Expected annual carbon savings of 6tCO₂e.
 - Heating improvement works at Longmead Wellbeing Centre providing a 30% reduction in gas usage. Expected annual carbon savings of 10tCO₂e.
 - Rollout of Electric Vehicle charge points at the Town Hall, Dorset House and Depot Road car parks. Data for first 6 months of 2023 show over 2,300 successful charges.
 - £100k external funding secured to deliver carbon saving projects in 2024. This includes replacing 3 fleet vehicles with electric vans, installing a voltage optimiser at Epsom Playhouse and additional tree planting.
 - Tree Management Plan, inclusive of a plan for additional tree planting, adopted.
 - Taxi Emissions Policy adopted. Implementing a phased approach to higher emissions standards.
 - Ongoing support and promotion of Surrey wide consortium schemes, including home energy grants and a second round of Solar Together. 61 home energy efficiency measures installed in the past year and 28 household solar installations completed through solar together, with more proceeding in the new year.
- 2.6 Of the 61 actions contained in the main action plan 16 have now been achieved/completed (grey), 32 are on track (green), 12 show some slippage (amber), 1 is not being progressed.
- 2.7 A full update on the progress of each action in the CCAP is set out in Appendix 1.
- 2.8 The annex within Appendix 1 contains actions outside of the direct control of the Council and for these the Council seeks to support delivery, where it is possible.

Progress towards Council emissions target

- 2.9 The Council's carbon emissions baseline data was determined for 2019/20 and covered direct operational buildings energy consumption and fleet activities. The baseline emissions were calculated as 1,464 tonnes of CO₂ (tCO₂e).

- 2.10 For the 2022/23 period the Council’s operational emissions have been calculated as 1,264tCO₂e. This shows a 14% reduction (200tCO₂e) in Council emissions since the baseline year 2019/20.
- 2.11 The reduction in emissions achieved to date can be attributed to a combination of successful measures implemented by the Council as part of the delivery of the CCAP and partly due to the progressive decarbonisation of the National Grid.
- 2.12 The electricity grid (National Grid) has been progressively decarbonising with an increasing proportion of energy generation coming from renewables. This has contributed to approximately 40% of our emissions reductions to date.
- 2.13 A summary of the progress from 2019/20 to 2022/23 is shown in the figure below:



- 2.14 It should be noted that 2020/21 was an unusual year due to the Covid Pandemic, which reflects the larger reduction in emissions. The larger emissions reduction during 2020/21 was more a reflection of a change in the way people worked and the restricted service provision due to restrictions under Covid19 than any deliberate actions to reduce emissions. The reporting years of 2021/22 and 2022/23 provide a more accurate picture of the Council’s emissions.
- 2.15 Work will continue during 2024 to deliver, monitor and review the Climate Change Action Plan.

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 Where future initiatives which have a budgetary implication not included in the Environment Committee budget, they will be reported and considered by the Strategy & Resources Committee in accordance with Financial Regulations.

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

5 Legal Implications

5.1 None arising from this report.

5.2 **Legal Officer's comments:** As above

6 Policies, Plans & Partnerships

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

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

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

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

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

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

6.4.1 Sustainability considered in all targets – positive implications only

6.5 **Partnerships:**

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

7 Background papers

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

Previous reports:

- E&SC Committee: Climate Change Action Plan – Update & Review 24 January 2023
- E&SC Committee: Climate Change Action Plan - Update 25 January 2022
- E&SC Committee: Climate Change Action Plan Update 26 January 2021
- Full Council Climate Change Action Plan 20 January 2020

Other papers:

- Climate Change motion to full Council 23 July 2019



CLIMATE CHANGE ACTION PLAN – Current Progress December 2023

RAG rating key							
C	Completed		On track		Slippage		Significantly off track

Completed Actions

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (Dec 2023)
1 Page 21	Appoint, on a two-year fixed term contract a dedicated full-time post, to coordinate the Council's work on climate change	Environment & Sustainability Officer in post	March 2020	Head of Place Development	C	Two-year appointment was made in 2020. Replaced with permanent role from January 2022
2	Impact of Climate Change addressed in every Council Committee report coming forward	Climate change addressed in committee reports	May 2020	Head of Legal & Monitoring Officer	C	All committee reports now require details of any climate & environment impact of recommendations
3	The new Four Year Corporate Plan 2020-2024 to reflect the Council's commitment to Climate Change	Climate change addressed within the themes of the new Four Year Plan	Jan 2020	Head of Policy & Corporate Resources	C	Implemented

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (Dec 2023)
4	Undertake an audit of Council policies to identify their impact on climate change and demonstrate that they are contributing positively to Climate Change	Complete audit of Council policies and plans to identify those that can make the greatest contribution to tackling Climate Change. Develop a programme outlining the timescale and resources for these policies to be reviewed and updated.	March 2022	Head of Policy & Corporate Resources and other relevant Heads of Service	C	All policies reviewed and updated
5	Provide information to support funerals that are ecological and environmental	Provide information & material on ecological and environmental interments	March 2022	Head of Housing & Community	C	Burial of remains are now in Bioboxes instead of Polytainers (plastic containers). The Council has limited influence beyond this.
6	Move the Council's electricity usage to 100% renewable sources	Review current energy contracts and explore opportunity and timeline to switch to fully renewable sources as early as possible.	Dec 2022	Head of Property & Regeneration	C	All purchased electricity for Council operated buildings is REGO (Renewable Energy Guarantees of Origin) certified. Specified criteria when electricity contracts are renewed.
7	Addressing CO2 emissions" to be an explicit priority for	Audit the CO2 emissions of Council buildings.	Sept 2020	Head of Property & Regeneration	C	Implemented

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (Dec 2023)
	action within the Council's new Asset Management Plan					
8	Replace traditional lighting with energy efficient longer lasting LED lighting	Complete an energy survey of current lighting in Council occupied buildings to ascertain those that will reduce energy consumption. Then develop a programme based on business cases to switch all lighting to LED.	March 2023	Head of Property & Regeneration	C	Implemented
9	Introduce more cycle racks/covers	Increase the number of cycle racks installed in the borough as part of the Plan E programme.	Dec 2020	Head of Policy & Corporate Resources	C	27 cycle racks were included in the marketplace.
10	Promote take up of new electric pool car	Encourage more staff from across the Council to make use of the new electric zero emissions vehicle to undertake	March 2022	Head of Legal & Monitoring Officer	C	The electric pool car is now predominantly reserved for use by the civil enforcement & environmental health team, aligned with those team's regular need for site visits.

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (Dec 2023)
		their travel across the borough				
11	Install water drinking fountains & refill stations around the Borough	Install drinking water fountains in the Market Place and the Harrier Centre. Develop a plan to install refill stations	Dec 2020 Dec 2022	Head of Operational Services	C	Drinking fountains were installed in the Market Place, Harrier Centre and 6 further locations including: Alexandra Park Auriol Park Bourne Hall Court recreation ground Gibraltar recreation ground Horton Country Park
12	Understand how the Council can increase the level of carbon capture from Council owned and managed land	Develop base line data on current level of carbon (CO2) capture by using trees on land that the Council owns and manages. Where possible increase the level of carbon capture that can be achieved by managing and enhancing biodiversity on Council owned land	Oct 2021	Head of Place Development	C	Tree Cover Study, incorporating review of carbon capture from trees, completed in 2021. Informed the development of the Tree Management Plan (see current action 33)
13	Council's Biodiversity Action Plan to reflect	Update the Council's Local	Dec 2020	Head of Place Development	C	Published and action plan agreed. Reflects a commitment to tackling both climate change and biodiversity at interrelated issues.

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (Dec 2023)
	commitment to climate change	Biodiversity Action Plan 2010-2020 to cover period 2021-2031				
14	Increase the rollout of recycling bins in key high footfall areas of the town	Install recycling bins in the Town Centre as part of the Plan E scheme and identify other locations after assessment of performance	June 2020	Head of Operational Services	C	Installed recycling containers in Town centre replacing old type litter bins. High levels of can contamination is an ongoing issue.
15	Rollout new low energy thin client infrastructure	Install thin client technology reducing power use	Dec 2020	Head of ICT	C	Implemented
16	Implement high speed Wi-fi & digital connectivity in Council's main public buildings	To reduce journeys and improve the ease of performing online work from Council buildings improve the speed and reliability of the Wi-fi	March 2022	Head of ICT	C	

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (Dec 2023)
Current Actions						
THEME 1- Council Leadership and influencing others						
1 P R I O R I T Y (Page 26)	Develop and deliver a Local Plan and associated policies that contribute positively and demonstrate the Council's commitment to climate change	Bring forward a Local Plan which includes planning design policies which supports the delivery of new homes that are energy efficient with minimal environmental impact.	Aligned to formal published Local Plan timetable	Head of Place Development		<p>Part of the Local Plan process.</p> <p>Commissioned a Climate Change Study which fed into the development of climate policies in the Draft Local Plan.</p> <p>Regulation 18 consultation conducted in Feb/March 2023.</p> <p>The Local Plan was put on pause between late March – October 2023.</p> <p>A new timetable was agreed in November 2023.</p>
	2	Actively seek opportunities to develop carbon neutral homes in the Borough	Through the Local Plan process identify potential locations and developers to build the borough's carbon neutral homes	Local Plan formally adopted	Head of Place Development	

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (Dec 2023)
3	Identify how sustainability can be taken into consideration as part of the procurement process	<p>Incorporate sustainability, carbon emissions reduction and single-use-plastic elimination into Procurement Strategy.</p> <p>Work with our contractors through our procurement procedures to implement sustainable practices across our estate</p>	<p>June 2022</p> <p>Ongoing</p>	Head of Policy & Corporate Resources		<p>The procurement strategy was revised in 2022 to include recognition of the Councils commitment to reducing carbon emission and single use plastics. It now highlights that the impact of climate change should be built into procurements where appropriate.</p> <p>Further opportunity to incorporate sustainability policies will be explored in conjunction with the development of the new procurement strategy for 2025 onwards.</p> <p>Baselining exercise underway to calculate Scope 3 emissions from procurement. Will inform work to engage with major contractors on sustainable practices.</p>
4	Provide information on Council website to promote changes which residents and businesses can make to address impact on climate change	Create a dedicated section on the Council's main website with information and links which enables residents and businesses to contribute to tackling climate change.	Jan 2023	Head of Place Development		<p>The Council has a designated webpage on Climate Change which has been updated. Includes accessible information on the Councils progress in delivering the Climate Change Action Plan and annual operational emissions figures. Information is included on what residents can do at home and links to further advice.</p> <p>Aligned with the Climate Change Comms Plan webpages are reviewed and updated at a minimum biannually.</p>

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (Dec 2023)
5 P R I O R I T Y	Increase communications on the impact of Climate Change with the need to reduce greenhouse gas emissions and the requirement for everyone to play their part in making a difference	Use a range of communication channels and signposting on key topics.	Jun 2022 & Ongoing	Head of Place Development & Comms & Engagement Manager		<p>Climate Change Comms Plan was developed in 2022 and has begun to be delivered in 2023. Increased comms msgs on climate change, including through a social media plan with monthly themed msgs (for example transform your travel; give nature a home; insulate to end heat waste)</p> <p>Energy grant schemes available to residents regularly promoted including fuel poverty grants, Solar Together, Boiler Upgrade Scheme.</p> <p>Internal comms increased through staff update & intranet.</p> <p>Supported and promoted Surrey wide LoCASE business grant scheme which ran until March 2023. 4 grants claimed by SME's in E & E for decarbonisation measures providing a 10.37tCO₂e annual saving.</p>
6	Provide practical help to vulnerable and disabled people to improve energy efficiency in their homes.	Promote and market the take up of available grants and support through the Council's Home Improvement Agency and provide energy efficiency advice through Action Surrey to vulnerable or disabled people	On-going	Head of Housing & Community		<p>Ongoing through Action Surrey partnership – Surrey's low carbon community.</p> <p>Delivery of Local Authority Delivery (LAD3) & Home Upgrade Grant (HUG) schemes, along with ECO funding. 1,237 grant measures implemented in total since 2013 according to latest figures under ECO funding – 61 measures in 2023.</p> <p>Supporting the second round of the Solar Together scheme. 100+ households in Epsom & Ewell are proceeding with installations through the scheme. 28 have been completed to date (as of December 2023).</p>

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (Dec 2023)
7	Review and share good practice in house building and housing management with local Housing Associations	Contact local Housing Associations to understand about what they are doing through construction of new homes and managing existing homes, to reduce CO2 emissions.	Mar 2023 Ongoing	Head of Housing & Community		Work is ongoing with the Strategic Housing Manager and SCC to engage with major housing associations in E & E on decarbonisation plans and shared opportunities to apply for funding, such as the Social Housing Decarbonisation Fund (SHDF).
8	Promote take-up of the Borough's allotments and the benefits of local food production	Review vacancy levels of allotments and promote take up where required.	March 2023 Ongoing	Head of Operational Services		Focus has been on non-cultivations and reducing the waiting list. Allotments remain popular with residents and are promoted through the website and contact centre, but not more proactively, whilst there is limited plot availability.
9	Increase number of sustainable planting schemes across the borough	Identify opportunities for new sustainable planting in parks, roundabouts, urban bedding etc.	March 2023	Head of Operational Services		Approach to sustainable planting & management included in the tree planting plans in the new Tree Management Plan (see action 33) and delivery of Park Management Plans (see action 34).

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (Dec 2023)
10	Baseline and then monitor the Councils own operational carbon emissions and report annually	Set in place improved data collection in relation to energy usage from owned and operated Council buildings and fuel usage by the Councils vehicle fleet	Dec 22 Ongoing	Environment & Sustainability Officer		<p>Emissions data for the period 2022/23 collated and reported. Shows a 14% reduction in operational emissions against baseline year.</p> <p>The process for energy data collection and monitoring has been improved in 2023, with the fixing of faulty sub-meters and better access to data through an online web portal.</p> <p>Continuing to work with current energy procurer and sub meter provider to ensure accuracy of data.</p>
THEME 2 Council building and energy use						
1	Identify & implement opportunities to reduce energy consumption from Council owned and operated buildings	<p>Incorporate reducing CO2 emissions as a criterion for the Council's capital investment programme</p> <p>Identify the highest energy consuming buildings in estate</p> <p>Develop detailed feasibility studies of our top energy consuming assets to identify viable energy efficiency projects that are funding ready.</p>	Oct 2022 On-going	<p>Head of Finance</p> <p>Environment & Sustainability Officer</p> <p>Head of Property & Regeneration</p>		<p>The Capital programme includes CO2 emissions as a criteria.</p> <p>Highest energy consuming sites identified.</p> <p>Feasibility & funding options being developed for sites not under review.</p> <p>Voltage Optimiser unit due to be installed in early 2024 at Epsom Playhouse. Expected to reduce electricity consumption and save 2tCO2e.</p> <p>Delivery of this action is aligned with measures reported under actions 12, 13 & 14.</p>

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (Dec 2023)
12	Reduce CO2 emissions caused by gas and other fossil fuel powered heating systems	Undertake a review of our current heating systems and identify options for tackling the highest emission buildings exploring alternative technology such as ground and air source heat pumps. Report back to Strategy and Resources outlining the findings of the review and the proposed next steps.	Dec 2022 On-going	Head of Property & Regeneration		<p>Thermal imagery surveys in late 2022 identified areas of heat loss at: Bourne Hall, Playhouse, Depot & Wellbeing Centre. Pursuing funding options for window replacements and improved insulation to be considered for delivery in 2024.</p> <p>Reviewing options for replacing heating system at Bourne Hall.</p> <p>Longmead Wellbeing Centre has had replacement and improvement of boiler heating system and heating controls. Gas consumption data for 2023 showing a 28% reduction in gas usage, equivalent to an annual carbon saving of 10.6tCO2e</p>
13	Replace traditional lighting with energy efficient longer lasting LED lighting	Develop and deliver a programme based on business cases to switch all Council owned street lighting to LED.	Mar 2025	Head of Property & Regeneration		<p>Lighting replacements completed for buildings (see action 8 in completed list) and focus now moved on to replacing Council owned Streetlighting with LED. Phase 1 of replacements expected to start December 2023.</p>

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (Dec 2023)
14 P R I O R I T Y	Investigate the potential for the installation of PV panels and solar storage on Council operated assets and land. Implement where economically and technically viable	Appraise options for installation of solar panels on Council buildings through a feasibility study. then submit business case and planning permission for each building	Dec 2022	Head of Property & Regeneration		<p>Solar PV array installed on Epsom Playhouse roof along with a battery in September 2023. Expected to contribute to a third of electricity usage on site and reduce carbon emissions by 6.9tCO2e.</p> <p>Adds to existing arrays on Operation Depot and Mobile Trailer.</p> <p>Feasibility studies conducted at Bourne Hall & Wellbeing Centre. Funding being sought for installations in 2024.</p> <p>Initial feasibility of Solar Car Park canopies at Ashley MSCP & East Street conducted.</p>
35	Investigate measures to reduce water consumption in Council owned assets	<p>Set in place improved data collection in relation to water consumption from owned and operated Council sites</p> <p>Investigate the installation of water saving fixtures and fittings as part of any upgrade works</p>	<p>Mar 23</p> <p>On-going</p>	Head of Property & Regeneration		Current water metering being reviewed and arrangements being made with sub meter supplier to replace/fix faulty equipment. This will enable better access to water consumption data via online portal.

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (Dec 2023)
16	Investigate and where appropriate implement opportunities to reduce energy consumption from our leased properties, subject to lease agreement	<p>Compile list of leased sites and lease end/renewal dates</p> <p>Collate data for annual energy consumption at leased sites</p> <p>Undertake feasibility studies to identify energy efficiency measures in leased buildings and implement where economically and technically viable.</p>	<p>Mar 23</p> <p>Oct 23</p> <p>Mar 24</p>	Head of Property & Regeneration		<p>Initial focus has been on Rainbow Leisure Centre as a high energy user. Data shared by current operator GLL for energy consumption, enabling assessment of opportunities.</p> <p>Exploring external funding opportunity through Sport England grant which would support the installation of a Solar PV array and shower flow restrictors.</p>
17	Build awareness and support opportunities for community energy projects in conjunction with other stakeholders	Promote and link to the support offered by Community Energy South East	On-going	Head of Place Development		<p>Predominantly through promotion of Surrey partnership with Community Energy South East.</p> <p>Government announced a new Community Energy Fund in August 2023, which will be delivered through the Local Net Zero Hub. Awaiting further details of the fund and launch.</p> <p>Scheme to deliver community led home energy surveys, through an SCC led project, being explored.</p>

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (Dec 2023)
18 Page 34	Lobby government to make retrofit of the existing building stock a national infrastructure priority	Respond in relevant government consultations	On-going	Head of Place Development		<p>As and when opportunities arise.</p> <p>As part of a Surrey Consortium of local authorities response to the Governments ECO+ consultation, it was highlighted that, in line with the Energy Saving Trusts recommendation, an impartial energy advice service and national retrofit awareness campaign should be introduced; that the funding proposed to date does not go far enough and that there should be a heavy focus on raising public comprehension of retrofit opportunities.</p>

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (Dec 2023)
THEME 3 Transport improvements & switch to lower polluting vehicles						
19 P R I O R I T Y Page 35	Assess the opportunity to transition fleet vehicles to electric or low carbon options	Investigate and understand any potential opportunities to progressively switch to low or zero emission vehicles.	Mar 2023	Head of Operational Services		<p>Transport & Waste Services (TWS) Manager updated the Climate Change & Transport (Fleet) report for 2023, first produced in 2019, providing detail on current fleet situation and assessing low carbon opportunities.</p> <p>Most of the fleet are on long leases until 2027, therefore emphasis is towards planning ahead for renewal dates.</p> <p>Evolve telemetry system has been installed in 29 smaller fleet vehicles. This collates various data, including mileage and usage, which can be analysed and used to identify suitable alternative fuelled replacements. Will feed into transition plans.</p> <p>TWS Manager is part of a Surrey Environment Partnership (SEP) Working Group looking at fleet decarbonisation for larger vehicles. Currently engaging a specialist consultancy firm to examine the types of vehicles we use now and how those may change in the future to support decarbonisation. Currently data gathering phase and expect first report back towards end of 2023</p>

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (Dec 2023)
20	Devise a plan for transitioning the fleet to electric or low carbon options	When current fleet contracts next come up for renewal and in the shorter-term, phase out use of all vehicles that do not meet at least the Euro 6 emissions standard.	Mar 2024	Head of Operational Services		<p>External funding has been secured to replace three end-of-life fleet vans, which are not on the long lease to 2027, to electric. Due to start progressing end of 2023.</p> <p>The Council has renewed its lease contract for one electric staff pool vehicle.</p>
21	Introduce more cycle racks/covers	Apply for funding to increase the number of cycle racks in more areas – particularly at key transport hubs.	Ongoing	Head of Policy & Corporate Resources		Number of cycle racks were increased in the marketplace as part of Plan E programme (see action 9 in completed list). Further opportunities will be considered in line with potential funding streams.
22	Publish DEFRA Annual Status Report with a plan of action to address areas of concerns	Publish finding and action plan and make available to the public on the council's web site.	Annually	Head of Housing & Community		Air Quality Management Plan published annually on Council website (latest 2023). Gradual improvement of air quality for over a decade in Borough. 2022 is the second year in a row in which levels in the existing AQMA were below the national objective and should this continue, the Council will be in a position to revoke the AQMA in subsequent years.

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (Dec 2023)
23	Implement public electric charging points in Council operated car parks	Explore opportunities to install electric charging points in Council operated car parks.	Oct 22	Head of Housing & Community		<p>6 charge points installed in 2023, adding to the 8 installed in 2022:</p> <ul style="list-style-type: none"> • Depot Road CP – Ultra Rapid (2) • Town Hall – Rapid (2) • Dorset House – Fast (2) <p>Over 2,300 successful charges recorded over a 6-month period in 2023.</p> <p>Plans for a charge point at Bourne Hall still being progressed. Delays due to listed building status and need for additional feeder pillar.</p>
24	Work with Surrey County Council to encourage a network of on-street electric vehicle charging points	Engage with Surrey County Council as the Highways Authority to develop a proposal and plan for a network of public charging points throughout the Borough for electric and hybrid vehicles to encourage the switch to hybrid and fully electric vehicles.	Mar 23	Head of Place Development		<p>SCC are progressing 4 on street sites for EV charge points which have passed through the TRO process. 3 sites are due to be installed imminently – Kiln Lane, Rosedale Road & Alexandra Road. Final site is planned for second phase, likely to be 2024 – Downs Hill Road.</p> <p>SCC have agreed a new long-term contract with EV charging provider to deliver large scale rollout of charge points across Surrey, including in Epsom & Ewell. Ongoing collaboration with SCC through Surrey EV Forum.</p>
25	Fine drivers who leave engine running whilst parked	Implement the #DontBeldle campaign in the borough	April 2022	Head of Housing & Community		<p>Initial launch and comms campaign delivered in 2022. Now continuing to implement by enforcement officers.</p>

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (Dec 2023)
26	Support and enable the public to transition to low emission vehicles	Understand emerging practice to promote behaviour change to driving regarding; differential parking charges and preferential parking spaces and to promote low or zero emissions vehicles.	Ongoing	Head of Housing & Community		Links with the delivery of actions 23 & 24. New Taxi Emissions Policy adopted. Phased approach agreed to implementing higher emissions standards.
27	Facilitate new car club scheme	Explore how to establish a car club within the Borough and promote the greater take up of car clubs and car sharing in the borough.	March 2023	Head of Place Development		Part of planning process for new development. Transport policy (S18) of emerging Local Plan supports the delivery of a sustainable transport network, including that new development in the borough will provide opportunities to establish car clubs and cycle rental schemes or other similar schemes.
28	Investigate measures for incentivising Council employees to walk, cycle or use other lower emission modes of transport for their commute	Review of current incentives for staff. Conduct staff survey on commuting Explore options for incentives to change travel habits	Oct 2023	Head of People & Organisational Development		Currently part of the Gov Cycle to Work scheme. A staff commuting survey is planned for after the new staff intranet is launched (2024). Exploring options for additional measures that would support lower emission modes of transport as part of the staff benefits scheme provider contract renewal.

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (Dec 2023)
THEME 4 – Improvements to the environment						
29	Tackle use of single use plastics at Council operated buildings and venues	Cease council use of single use plastics in all Council operated venues.	Oct 2023	Head of Property & Regeneration		Implemented where possible. Limited use of existing SuP supplies until they run out with the intention to not be replaced (i.e. milk pods).
30	Work with relevant specialist groups in the community to drive up sustainable practice both inside and outside the organisation	<p>Parks friends groups.</p> <p>Tree Advisory Board.</p> <p>Lower Mole Partnership.</p> <p>E&E Local Biodiversity Action Plan Working Group.</p>	On-going	Head of Operational Services & Head of Place Development		<p>Ongoing</p> <p>Supported Eco Fair 2023, organised by Sustainable Epsom & Ewell, at St Martins Church.</p> <p>Promoting Community Energy South support for community groups.</p> <p>Countryside Team (CT) have active involvement with local partnership groups. Chamber mead wetlands project being delivered as a broad partnership including local voluntary groups.</p> <p>CT also supporting voluntary groups on biological monitoring & utilising electric hand tools.</p>
31	Review implications and potential opportunities of the parliamentary Electricity Bill	Monitor the progress of the new Electricity Bill and identify future actions for the Council	On-going	Head of Place Development		<p>Amendments have been made by government to the proposed bill removing the sections on local supply.</p> <p>Bill still awaiting – outside control of EEBC</p>

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (Dec 2023)
32 P	Explore potential for land in the borough to be used for sustainable energy production	This may include locations for solar panels or wind turbines	March 2023	Head of Place Development		Partially dependent on the Local Plan development and site allocations. Options being explored on Solar Car Park canopies, due to limited land-based opportunities. One site at an early feasibility stage.
33 P	Increase tree cover in the borough to enhance the Borough's biodiversity and increase carbon capture	Develop a plan to increase tree cover in the borough where appropriate	Jan 2023	Head of Place Development		Tree Management Plan adopted in March 2023. Includes tree establishment plans which are in the early stages of being progressed.
34 Page 40	Park management plans reflecting climate change priorities	Promoting greater biodiversity. Sustainable planting.; carbon capture.; coping with more extreme weather conditions; sustainable approaches to land management.	Dec 2023	Head of Operational Services		New Management Plans for Nonsuch Park, Epsom & Walton Downs & Epsom Downs Golf Course produced for period 2023-2028. All recognise the need for Sustainable Management and align with the Biodiversity Action Plan. Epsom Common & Horton Country Park LNR MPs are long term plans (2017-2117) which align with goal s of the Biodiversity Action Plan.
35	Contractors – removal of the use of single use plastics at Borough buildings and venues by contractors	No single use plastic in use by Council Contractors	Dec 2023	Head of Property & Regeneration		As contracts come up for renewal. The new cleaning contract now stipulates no use of single use plastics.

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (Dec 2023)
36	In line with current Council Policy, secure National Nature Reserve status on Epsom Common Local Nature Reserve as directed by the 2016-2116 management plan	Work with Natural England and the Epsom Common Association to secure National Nature Reserve status for Epsom Common LNR as directed by the current management Plan	Dec 2025	Head of Place Development		In 2022 Natural England confirmed a change in approach to declaring a NNR with an emphasis on looking for opportunities to create much larger landscape scale NNRs. Now exploring a wider scale Thames to Downs Natural National Nature Reserve. Environment Committee agreed (17 Oct 2023) to explore the possibility of including 5 Epsom & Ewell sites in the super NNR, inclusive of Epsom Common LNR.
THEME 5 – Tackling and minimising waste						
37	Increase recycling by private companies in the borough	Through new Business Bins Recycling Service. Targeted business marketing to expand take up of the new service. Provide branding that businesses can use to promote their recycling practice.	Mar 2023	Head of Operational Services		Business Bins has continued to be promoted and level of service maintained. The latest available figures covering April - Oct 2023 show a modest increase in the business recycling rate to 21.2% (from 19% in 2022/23). There were significant issues involving operational staff shortages during part of the year which required focus to be on delivering the residential refuse and recycling service.
38	Utilise the new Epsom Market Place to promote sustainable practice	Promote use of sustainable packaging and LED lighting by market traders. Build on the success and embed Vegan	April 2025	Head of Operational Services		Commitment made that from April 2025 the Market Place will, where feasible, be a single use plastic free, sustainable zone; all food waste, cardboard, paper and glass must be recycled and no residual landfill waste collection required or provided.

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (Dec 2023)
		Market to promote further behaviours that support and encourage low carbon living.				
39	Establish a “Library of Things” in the Borough	Undertake a review to understand what other councils have done in this area, what is required and best practice to operate a “Library of Things”.	Dec 2023	Head of Policy & Corporate Resources		Initial review conducted into other council examples and best practice for setting up and running a LoT. Exploring whether a LoT could be set up in conjunction with the Epsom Repair Café.
40	Increase recycling in the borough to 60% by 2025	Increase recycling in the borough to 60% by 2025 through: More public and business communications about the value of recycling publishing information about what happens to recycled materials put into bins.	Dec 2025	Head of Operational Services		Recycling figures for April – Oct 2023 (latest available data) show a 54% recycling rate, an increase from 51.8% for the same period in the previous year. 2023 focus has been on reducing contamination in the green recycling bin – comms campaign led by SEP (Surrey Environment Partnership) & on improving food waste recycling for flats, with targeted projects to bring flats on to the food waste collections. Rethink Waste campaign launched as part of SEP partnership. Some clarity on National Waste Strategy with government announcement in October 2023 on simpler recycling collections.

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (Dec 2023)
						SEP 2025 (high-level approach document on county-wide management for the period 2023-2025), endorsed by committee in June 2023.
THEME 6 Use of technology & information systems						
41	Reduce need for staff to travel to meetings	Utilise conference technology to enable staff and partner organisations to meet virtually and reduce journeys	Dec 2020	Head of ICT		<p>Roll out of laptops to better support officers to work flexibly (and reduce need to travel). Rollout commenced in summer 2023 and aim to issue all Town Hall IT users by Autumn 2024.</p> <p>Staff business travel emissions for 2022/23 shows a 55% reduction from baseline year 2019/20 figures. Emissions have increased slightly from 2021/22 but this was the first full year not affected by Covid19 restrictions.</p>
42	Utilise technology to change working practices, promote digital skills and improve and make the Council more paper free	Utilise electronic systems and change the working practices to significantly reduce our reliance on paper	Dec 2020	Head of ICT		Office 365 roll out increased functionality for sharing and working on documents digitally, supporting a significant reduction in paper use.
43	Move council service information and transactions on-line	To reduce journeys and postage launch an on-line portal and customer account to enable residents and businesses to complete and track	By March 2023	Head of ICT		<p>Ongoing project - Starting phase 2.</p> <p>My Council Services - aim to make it as easy as possible for customers to make requests/transaction etc online.</p>

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (Dec 2023)
		their transactions on-line				
44	Progressively move Council's systems to more energy efficient cloud solutions	Develop and implement a road map for migrating systems to the cloud and ensuring that cloud solutions are using renewable sources of energy	2025/26	Head of ICT		Begun the process of moving servers on to cloud system. This will continue to be delivered under the new IT Strategy

Page 45 Page 44	Wi-fi in the Town Centre	Identify the mechanism to secure free wi-fi in the Town Centre. Report back on the options and next steps	June 2023	Head of Policy & Corporate Resources		A feasibility study to install Wi-fi capability across the Borough at key identified sites was considered in 2022. Decision taken to not progress at this time.
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Annex – actions outside of direct control of the Council

	Objective	Outcome	Timescale	Lead Officer	Rating	Current Progress (Dec 2023)
1	Encourage more sustainable transport options for visiting the Town Centre and trips to schools	<p>Work with Surrey County Council Highways Authority to explore options to further encourage a switch to more sustainable transport options into the Town Centre.</p> <p>Work with Surrey County Council Highways Authority to discourage the build-up of traffic outside schools such as piloting a “School Streets” type programme.</p>				<p>The Draft Epsom Town Centre Masterplan aims to support the transition towards zero-carbon transport, prioritising active travel and sustainable transport infrastructure. A public consultation on the Draft Plan is running until 22 December 2023.</p> <p>The Council has promoted cycling and work on Anti Idling outside schools.</p> <p>We have also promoted walks within the Borough. EEBC will comment on consultations from SCC recommending need for a school travel plan.</p> <p>SCC leads on working with schools.</p>

2	Increase number of safe cycle routes throughout the borough	Work with Surrey County Council to identify opportunities to improve cycling routes in the borough and /or introduce new ones reporting on progress to Environment Committee.				A Local Cycling and Walking Infrastructure Plan (LCWIP) is being developed by SCC in liaison with EEBC. Currently at early engagement stage. This will provide an evidence base to identify walking and cycling improvement schemes which can be incorporated into the Infrastructure Development Plan, CIL programmes and the emerging Local Plan.
3	Encourage fewer cars per household	Investigate options to improve public transport. This action is also linked to a number of other actions outlined in Theme 3.				Local Transport Plan 4 and parking standards and ongoing in Year 2 and 3.
4	Introduce Electric Buses	Understand recent policy change from Surrey County Council and promote the idea of the borough taking part in any pilot schemes. Contact local bus operators regarding piloting the introduction of low or				This is a SCC policy decision (as are the bus contracts) and therefore outside control of EEBC.

		zero emissions electric buses, starting with a smaller hopper bus.				
5	Promote the use of more sustainable materials in packaging	<p>Contact / lobby local supermarkets regarding phasing out single use plastics and reducing food miles.</p> <p>Promote how to reduce waste, by shifting to more sustainable packaging, greater recycling to local businesses (including retailers and restaurants).</p>				<p>Council officers wrote to all major supermarkets regarding sustainable packaging.</p> <p>Awaiting more information on packaging in National Waste Strategy.</p>
6	Devise opportunities to shift away from reliance on cars to travel in the borough	Work with the Surrey County Council as the Highways Authority and other relevant providers to look at local transport infrastructure and develop a plan to				Local Transport Plan 4 and parking standards.

		support moving away from car use. Embed a culture of sustainable travel in new housing developments using sustainable travel locations.				
7	Increase walking as an alternative to car use	a) Installation of new pedestrian signs and street maps to encourage walking as part Plan E. b) Encourage residents to walk through a range of initiatives and events.				A Local Cycling and Walking Infrastructure Plan (LCWIP) is being developed by SCC in liaison with EEBC. Currently at early engagement stage. This will provide an evidence base to identify walking and cycling improvement schemes which can be incorporated into the Infrastructure Development Plan, CIL programmes and the emerging Local Plan. Walking tours/ events in place and part of Health & Wellbeing initiatives
8	Enable more people to switch from car to bus travel	Work with Surrey County Council to complete the rollout of real time bus passenger information displayed on bus shelters to make bus travel an easier option				Realtime passenger displays in bus shelters LTP4, SCC bus policy - outside EEBC direct control although EEBC commented on LTP4

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TREE PLANTING FEES AND CHARGES

Head of Service:	Justin Turvey, Interim Head of Place Development
Wards affected:	(All Wards);
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	
Appendices (attached):	None

Summary

The Council's Tree Management Plan ("Plan") was approved by this committee at its meeting on 21 March 2023. Tree planting on Council owned land including memorial trees forms part of the Plan and a link is provided for those interested in requesting tree planting. The Plan recognised that there would need to be an application cost and a tree planting cost passed onto the applicant. This report seeks to set out Council Policy on determining applications for tree planting and the associated fees and charges.

Recommendation (s)

The Committee is asked to:

- (1) Agree and adopt the policy for determining single memorial tree planting applications to be implemented by the Council.**
- (2) Agree and adopt the policy for determining third party tree planting applications/requests.**
- (3) Agree the fees and charges for 2023/24 and 2024/25 as set out at paragraphs 1.12 and 1.23.**
- (4) Delegate authority to determine application/requests for tree planting to the Director for Housing, Environment and Regeneration in accordance with the Policy.**
- (5) Agree that the Policy at (1) and (2) above be finalised in consultation with the Chair and Vice Chair of the Environment Committee.**

1 Reason for Recommendation

1.1 To set a clear Policy for determining proposals made to the Council for tree planting on Council owned land and to set the fees and charges associated, to facilitate the effective implementation of the Tree Management Plan.

1.2 Background

1.3 The Council's Tree Management Plan ("Plan") was approved by this committee at its meeting on 21 March 2023. Tree planting on Council owned land including memorial trees forms part of the Plan and a link is provided for those interested in requesting tree planting. However, the Council has not got a policy for which to assess proposals against. This report therefore sets out a proposed policy.

1.4 Full Council will meet to agree the budget, including estimates of income and expenditure, in February 2024. To enable the budget to be finalised, policy committees are asked to recommend fees and charges covering the services for which they are responsible. Tree Planting fees and charges have not been set before and therefore following the adoption of the Tree Management Plan, it is important to introduce the relevant fees.

1.5 The fees and charges presented in this report are discretionary charges only. For discretionary charges, there is scope to generate additional income, to reduce any subsidy of the service or to contribute to an improved budget position.

1.6 **Single Memorial Tree planting requests on Council owned land to be delivered by the Council on behalf of the applicant.**

1.7 An application for a single memorial tree can be made in line with the Tree Management Plan.

1.8 Planting will take place on a council owned site selected by the Council which will conform to its plans for planting and ongoing maintenance. The Council will select the species of tree to be planted.

1.9 Ad hoc single tree planting will be avoided as this has on-going maintenance costs for the Council to nurture new planting on an on-going basis at multiple sites across the borough, until they are established.

1.10 The Council will look after the tree on an ongoing basis. However, the Council cannot protect all trees from damage from natural causes, disease, or anti-social behaviour. Should a memorial tree be damaged the Council is not in a position to replace the tree free of charge.

1.11 As part of these proposals no scattering of ashes, benches or plaques will be permitted.

1.12 The proposed fees and charges for 2023/24 and 24/25 are set out below:

Type of request	Action	Proposed Fee
Single Memorial Tree – Council to plant	Admin fee	£50
	Planting fee (if site selected is agreed)	£500

- 1.13 The admin fee covers the cost of officer time to receive and review the application and process payment. Bespoke requests for tree planting at ad hoc council owned sites not in conformity with the tree management plan will be declined.
- 1.14 The Council will offer the applicant a memorial tree on a selected site, if agreed, a planting fee will be requested. No planting will take place until the fee is received.
- 1.15 Planting will take place only during the tree planting season (November – March).
- 1.16 The planting fee covers the cost of sourcing the tree, planting it and on-going maintenance.
- 1.17 **Tree planting requests on Council owned land to be delivered by a third party.**
- 1.18 The Council receives tree planting requests by third parties to plant trees on Council owned land. Although the Council has its own plans for trees on its own land, we may at times accept offers from third parties to carry out tree planting with consent and instructions. The policy and process are set out below.
- 1.19 An application must be submitted containing the below information:
1. The proposed site location identified on an OS base map and appropriate photographs.
 2. The reasons for the site selected.
 3. Details of the proposed tree planting, number, and species
 4. Arrangements for the on-going maintenance
 5. A copy of the applicant's Public Liability Insurance
 6. Details of the planting including proposed date, number of volunteers, health, and safety, completed risk assessment.

7. The required admin fee.

1.20 The application will be assessed against the following criteria.

- a) Is this an acceptable location for the tree planting proposed? (*e.g., Service check, likely success rate of the trees in this location, compatibility with and/or impacts on purpose of the wider site*)
- b) Are the proposed tree species appropriate?
- c) Are the proposed number of trees appropriate for the proposed location?
- d) Are there any operational reasons as to why the proposal should not take place?

1.21 The Council will inform the applicant of the outcome of the application within 28 days of the application being acknowledged as valid. Should consultee feedback raise concerns an application may be refused.

1.22 If an application is successful:

- a tree planting fee will be required before planting can take place.
- a date for planting will need to be agreed with the Council.

1.23 The proposed fees and charges for 2023/24 and 24/25 are set out below.

Type of request	Action	Proposed Fee
Third party Tree planting	Admin fee	£150
	Planting fee	£350

1.24 The admin fee covers the cost of officer time to receive and review the application, process payment, undertake a site visit and carry out a service check.

1.25 The planting fee covers the cost of a Council officer being on site to supervise the tree planting and check its compliance with the original proposal.

1.26 As part of these proposals no scattering of ashes, benches or plaques will be permitted.

1.27 Where an application is recommended to be refused by the Head of Place Development, there will be an internal review process by the Director for Environment, Housing and Regeneration.

1.28 The third party must comply with the following:

- perform the tree planting with the highest level of care, skill, and diligence in accordance with best practice in the industry.
- co-operate with the Council in all matters relating to the proposal and comply with all instructions of the Council.
- only use personnel who are suitably skilled and experienced to perform the tasks assigned to them, and in sufficient number to ensure that the obligations are fulfilled.
- ensure that it obtains, and maintains all consents, licences, and permissions (statutory, regulatory, contractual or otherwise) it may require, and which are necessary to enable it to comply with its obligations.
- provide all equipment, tools, vehicles, and other items required to undertake the tree planting.
- observe all health and safety rules and regulations and any other reasonable security requirements.
- provide maintenance for five years following the planting of a scheme including watering, formative pruning, labour, top up mulch.

1.29 The Council's Obligations

1.30 The Council will provide continuing maintenance for the scheme following the first five years in accordance with the rest of the Council's estate management, this will not include any obligation on the Council to replace planting as a result of damage or loss for whatsoever reason.

2 Risk Assessment

Legal or other duties

2.1 Equality Impact Assessment

2.1.1 None arising from this report.

2.2 Crime & Disorder

2.2.1 There are no implications in terms of crime and disorder. However, some sites are prone to anti-social behaviour and therefore puts young trees at risk of damage. Where the Council considers this to be high risk, as mitigation it is likely not to permit further tree planting.

2.3 Safeguarding

2.3.1 None arising from this report.

2.4 Dependencies

2.4.1 None arising from this report.

2.5 Other

2.5.1 None arising from this report.

3 Financial Implications

3.1 Planting, establishing, and maintaining trees can have significant financial implications. The Council is supportive of additional tree planting but requests from third parties do have resource implications for the Council. The proposed fees and charges are intended to cover the costs to administer the applications received and cover the cost of any requested tree planting.

3.2 **Section 151 Officer's comments:** Financial implications are set in the body of the report.

4 Legal Implications

4.1 **Legal Officer's comments:** If third parties are permitted to plant and maintain trees on council land, absent a legal agreement with the applicant that settles the terms upon which consent is permitted, the Council may be required to take legal action against an individual who makes the application on behalf of the applicant in order to enforce the terms of such consent and to ensure that maintenance is upheld by the applicant. The Council could consider the use of a legal agreement to avoid this risk but it would require legal support which will increase the costs to the applicant alongside a willing applicant to review and sign up to it.

4.2 If it is decided that it would be expedient not to require a legal agreement to be entered into with the council, it shall be important to ensure that written records of any consent and the terms upon which consent is given are recorded in writing and retained for so long as the agreement is due to last.

4.3 If the applicant were to ever fail to keep to the agreed terms, this will incur both operational and legal costs that the department responsible for overseeing this Scheme will need to account for; that is likely to lead to a future report to this Committee to seek a budget to cover such maintenance and enforcement costs as and when required.

5 Policies, Plans & Partnerships

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

- Green & Vibrant and supports delivery of the Annual Plan.

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

5.3 **Climate & Environmental Impact of recommendations:** 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.

5.4 **Sustainability Policy & Community Safety Implications:** No specific implications

5.5 **Partnerships:** None

6 Background papers

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

Previous reports:

- [Tree Management Plan – Environment and Safe Communities Committee, 21 March 2023](#)

Other Papers:

- None

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FEES AND CHARGES 2024/25

Head of Service:	Brendan Bradley, Head of Finance
Wards affected:	(All Wards);
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
Appendices (attached):	Appendix 1 – Committee Fees and Charges 2024/25 Appendix 2 – Car Park Fees 2024/25 Appendix 3 – Trade Refuse & Recycling Charges 2024/25 (Part II paper – para 3 of Sch 12A; exempt from publication)

Summary

This report recommends fees and charges for which this Committee is responsible, with the new charges being effective from 1 April 2024.

Recommendation (s)

The Committee is asked to:

- (1) agree the fees and charges for 2024/25 as set out at Appendices 1, 2, and 3.

1 Reason for Recommendation

- 1.1 To agree the fees and charges for the Environment Committee for 2024/25.

2 Background

- 2.1 The Council will meet to agree the budget, including estimates of income and expenditure, on 13 February 2024. To enable the budget to be finalised, the policy committees are asked to recommend fees and charges covering the services for which they are responsible.

- 2.2 The current economic climate creates uncertainty and difficulties for budget setting. To this end, the budget guidelines agreed by Strategy and Resources in July 2023 included an overall increase in revenue discretionary fees and charges of 6%. The guidelines also anticipate that additional income may be generated to contribute to the required savings target.
- 2.3 The fees and charges presented in this report are discretionary charges only. For discretionary charges, there is scope to generate additional income, to reduce any subsidy of the service or to contribute to an improved budget position.
- 2.4 There are a number of charges set externally that the Council has no power to alter. This restricts the Council's ability to raise additional income and therefore the fees and charges set by statute are not presented to this Committee for approval.
- 2.5 When preparing budget estimates, fees and charges have been reviewed by service managers and any negative impact on demand anticipated by increased charges has been considered.
- 2.6 Members should refer to the revenue budget report on this agenda for an overview of the Committee's budget position.
- 2.7 In January 2018, to reflect changes to the Council's management structure, the Committee agreed that the Chief Finance Officer should have delegated authority to vary fees and charges for items generating income under £1,000 per annum. The Committee also agreed that this officer be permitted under delegated authority to set charges for one-off services or items not included in the fees and charges schedule.

3 Proposals

- 3.1 The proposed fees and charges for 2024/25 are set out at Appendices 1, 2 and 3 to this report. The main variations in fees and charges for each service area outside the range of an increase between 6% and 10% are set out below:

Car Parks

- 3.1.1 The Car Park Member Working Group met to discuss car park fees and charges for 2024/25. The Group identified increases that would meet the Council's overall 6% target increase.

- 3.1.2 The key changes proposed are:

- a) an increase in the up to 1 and up to 2 hour stays in the Ashley Centre car park. The up to 1 hour fee has not increased for four years and by bringing the up to 2 hour closer to the up to 3 hour it may encourage longer dwell time in the Centre and surrounding establishments;

- b) removal of the up to 2 hour tariff in Hook Road car park. This will promote its use as a long stay car park. A discount of £1.50 will still apply to Rainbow Leisure Centre users who will be required to pay £2 for a stay up to 3 hours. Removal of this two hour tariff may encourage dwell time in the Centre following a leisure activity;
- c) an increase in the up to 1 hour rate in Depot Road/Upper High Street and to the all day rates in these car parks as well as Hook Road and West Hill;
- d) a general increase in the tariffs in the Ewell Car Parks;
- e) an increase of 50p to the Sunday tariffs in Epsom and in Ewell;
- f) a change in the maximum evening fee to £10 in Epsom and £5 in Ewell. Visitors will continue to pay the standard hourly rate in the evening up to this maximum fee. In Bourne Hall the current evening rate of £1 will be maintained in order to support the commercial sustainability of the venue however an overnight parking fee at the new £5 rate will apply;
- g) an increase of approximately 7% in car park permit prices;
- h) these changes outlined in appendix 1 are expected to generate additional income in the region of £285k.

3.1.3 The in-year budget monitoring of car parks has identified that parking volumes have still not fully recovered in all borough car parks. The table in section 5.1 shows how this has been taken into account for the purposes of setting the income budget for 2024/25.

Refuse Collection

- 3.1.4 Trade Waste fees are considered commercially sensitive and therefore set out in a separate Appendix 3 which is exempt from publication. The fees have been increased by 6% across the board.
- 3.1.5 Bulky waste fees have been increased by approximately 5%. Any higher increase was deemed potentially commercially unviable due to competition from skip hire.
- 3.1.6 Garden waste fee increases have been limited to 2% for 2024/25 to ensure the perceived value of the service. Additional income is anticipated through increased volumes of subscriptions.

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 take up for some service areas. Managers have been asked to apply realistic increases to avoid this.

4.1.2 The current economic crisis has resulted in some instances in reduced revenue from fees and charges.

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 impact of the proposed fees and charges for services in 2024/25 is set out below:

	Increase in income budget target	Total increase or (decrease) due to changes in tariffs	Variation resulting from changes to volumes	Variation between target and total change
	a	b	c	(=b+c-a)
	£,000	£'000	£'000	£'000
Car Parks	231	285	(48)	6
Refuse Collection	86	33	79	26
Markets	7	0	7	0
Cemetery	19	19	0	0
Countryside, Parks and Open Spaces	15	15	1	1

Allotments	2	2	0	0
Total	360	354	39	33

- 5.2 The proposed charges will generate an additional estimated income of £393k. This has been taken into account in the budget to be presented to Council next month.
- 5.3 Overall, the effect of increased charges, combined with the anticipated change in volumes is that Environment Committee income budgets are higher than the targeted budgeted income from fees and charges by £33k.
- 5.4 The revised level of income has been included in the medium-term financial strategy to contribute towards a balanced budget over the next four years. A breakdown of the 2024/25 budget can be found in the budget report included on this agenda.
- 5.5 **Section 151 Officer's comments:** All financial implications are included within this report.

6 Legal Implications

- 6.1 If implemented, changes to parking charges should be made via an Amendment Order to the Council's on and off-street parking Traffic Regulation Orders, using the procedures set out in the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996.
- 6.2 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.
- 6.3 **Legal Officer's comments:** The legal implications are included within 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 2023

Other papers:

- Revenue Budget 2024/25 report – on this agenda.

Service Activity	Description	Unit	2023/24	2024/25	Change
Cemetery - Planting	Plants - Summer and Winter	Per year	180.00	195.00	8%
Cemetery - rights of burial - 40 years - Earthen graves	Any other row traditional - Non-resident	Per grave	3,995.00	4,250.00	6%
Cemetery - rights of burial - 40 years - Earthen graves	Any other row traditional - Resident	Per grave	2,055.00	2,178.00	6%
Cemetery - rights of burial - 40 years - Earthen graves	Butterfly lawn section (baby grave) - Non-Resident	Per grave	1,145.00	1,214.00	6%
Cemetery - rights of burial - 40 years - Earthen graves	Butterfly lawn section (baby grave) - Resident	Per grave	1,145.00	1,214.00	6%
Cemetery - rights of burial - 40 years - Earthen graves	Front row path traditional - Non-resident	Per grave	7,525.00	7,977.00	6%
Cemetery - rights of burial - 40 years - Earthen graves	Front row path traditional - Resident	Per grave	3,870.00	4,102.00	6%
Cemetery - rights of burial - 40 years - Earthen graves	Garden of Remembrance (cremated remains only) - Non-Resident	Per grave	1,250.00	1,375.00	10%
Cemetery - rights of burial - 40 years - Earthen graves	Garden of Remembrance (cremated remains only) - Resident	Per grave	645.00	710.00	10%
Cemetery - rights of burial - 40 years - Earthen graves	In pergola plot - Non-resident	Per grave	7,450.00	7,897.00	6%
Cemetery - rights of burial - 40 years - Earthen graves	In pergola plot - Resident	Per grave	3,835.00	4,065.00	6%
Cemetery - rights of burial - 40 years - Earthen graves	New lawn section - Non-resident	Per grave	3,445.00	3,652.00	6%
Cemetery - rights of burial - 40 years - Earthen graves	New lawn section - Resident	Per grave	1,780.00	1,887.00	6%
Interments Monday to Friday	Dug to 2ft (0.609m) or less (cremated remains) - Non-Resident	Per grave	680.00	880.00	29%
Interments Monday to Friday	Dug to 2ft (0.609m) or less (cremated remains) - Resident	Per grave	335.00	440.00	31%
Interments Monday to Friday	Dug to 4ft (1.219m) or less (Child under 12 only) - Non-Resident	Per grave	965.00	1,023.00	6%
Interments Monday to Friday	Dug to 4ft (1.219m) or less (Child under 12 only) - Resident	Per grave	460.00	488.00	6%
Interments Monday to Friday	Dug to 5 or 7ft (2.133m) - Non-Resident	Per grave	2,290.00	2,427.00	6%
Interments Monday to Friday	Dug to 5 or 7ft (2.133m) - Resident	Per grave	1,130.00	1,198.00	6%
Interments Monday to Friday	Dug to 9ft (2.743m) - Non-Resident	Per grave	2,715.00	2,878.00	6%
Interments Monday to Friday	Dug to 9ft (2.743m) - Resident	Per grave	1,270.00	1,346.00	6%
Interments Monday to Friday	Dug to 11ft (3.352m) - Non-Resident	Per grave	3,380.00	3,583.00	6%
Interments Monday to Friday	Dug to 11ft (3.352m) - Resident	Per grave	1,535.00	1,627.00	6%
Interments Monday to Friday	Over 11 ft (3.352m) - Non-Resident	Price on application	0.00	0.00	
Interments Monday to Friday	Over 11 ft (3.352m) - Resident	Price on application	0.00	0.00	
Interments Saturday Service	Dug to 2ft (0.609m) or less (cremated remains) - Non-Resident	Per grave	1,210.00	1,800.00	49%
Interments Saturday Service	Dug to 2ft (0.609m) or less (cremated remains) - Resident	Per grave	850.00	900.00	6%
Interments Saturday Service	Dug to 4ft (1.219m) or less (Child under 12 only) - Non-Resident	Per grave	1,675.00	1,776.00	6%
Interments Saturday Service	Dug to 4ft (1.219m) or less (Child under 12 only) - Resident	Per grave	1,100.00	1,166.00	6%
Interments Saturday Service	Dug to 5 or 7ft (2.133m) - Non-Resident	Per grave	3,055.00	3,238.00	6%
Interments Saturday Service	Dug to 5 or 7ft (2.133m) - Resident	Per grave	1,885.00	1,998.00	6%
Interments Saturday Service	Dug to 9ft (2.743m) - Non-Resident	Per grave	3,475.00	3,684.00	6%
Interments Saturday Service	Dug to 9ft (2.743m) - Resident	Per grave	2,015.00	2,136.00	6%
Interments Saturday Service	Dug to 11ft (3.352m) - Non-Resident	Per grave	4,260.00	4,516.00	6%
Interments Saturday Service	Dug to 11ft (3.352m) - Resident	Per grave	2,385.00	2,528.00	6%
Interments Saturday Service	Over 11ft (3.352m) - Non-Resident	Price on application	0.00	0.00	
Interments Saturday Service	Over 11ft (3.352m) - Resident	Price on application	0.00	0.00	
Interments Saturday Service	Walled graves	Price on application	0.00	0.00	

Memorials	Butterfly Baby Grave Memorial Resident/Non Resident	Per item	130.00	138.00	6%
Memorials	Butterfly memorial plaque - Resident/Non Resident	Per item	175.00	186.00	6%
Memorials	Flat stone tablet - Non Resident	Per item	275.00	292.00	6%
Memorials	Flat stone tablet - Resident	Per item	170.00	180.00	6%
Memorials	Ground level surround - Non Resident	Per item	790.00	837.00	6%
Memorials	Ground level surround - Resident	Per item	415.00	440.00	6%
Memorials	Kerbs - Non Resident	Per item	410.00	435.00	6%
Memorials	Kerbs - Resident	Per item	215.00	228.00	6%
Memorials	Memorial in the Garden of Remembrance - Non Resident	Per item	400.00	424.00	6%
Memorials	Memorial in the Garden of Remembrance - Resident	Per item	210.00	223.00	6%
Memorials	Not exceeding 3ft 6ins (1.066m) - Non Resident	Per item	405.00	429.00	6%
Memorials	Not exceeding 3ft 6ins (1.066m) - Resident	Per item	215.00	228.00	6%
Memorials	Princess Balustrades - Additional characters per inscription	Per item	0.00	0.00	
Memorials	Princess Balustrades including up to 80 characters per inscription	Per item	1,860.00	1,972.00	6%
Memorials	Small memorial baby grave - Non Resident	Per item	240.00	254.00	6%
Memorials	Small memorial baby grave - Resident	Per item	130.00	138.00	6%
Memorials	Tablets/Vases etc - Non Resident	Per item	275.00	292.00	6%
Memorials	Tablets/Vases etc - Resident	Per item	145.00	154.00	6%
Other cemetery charges	Additional Inscription - Non resident	per inscription	250.00	265.00	6%
Other cemetery charges	Additional Inscription - Resident	per inscription	130.00	138.00	6%
Other cemetery charges	Burial register search fee	Price on application	0.00	0.00	
Other cemetery charges	Exhumation	Price on application	0.00	0.00	
Other cemetery charges	Hire of music facility/chapel organ	Per event	0.00	250.00	NEW
Other cemetery charges	Issue of duplicate Deed of Grant	Per issue	130.00	138.00	6%
	Domestic collection and disposal of hazardous waste (one sharps bin per year free)	Per bin or bag	15.60	16.50	6%
Clinical Waste Collection	Officer time	Per hour	70.00	131.00	87%
Environmental Health general					
Environmental Information Regulations 1998	Supply of information relating to potentially contaminated land	Per hour	70.00	75.00	7%
Environmental Information Regulations 1998	Work requiring research of records	per hour	29.00	31.00	7%
Food safety	Food Hygiene Re-inspections	Per inspection	225.00	238.50	6%
Housing Act - Houses of Multiple Occupation	Enforcement action - officer time	per hour	70.00	131.00	87%
Pollution Prevention and Control	Summary of premises contained in public register	Per summary	28.00	30.00	7%
Private Water Supply	Sampling of Water - Officer time	Per hour	70.00	131.00	87%
Stray Dogs	New - Dog collected and claimed (No microchip or correct details not registered)	Per dog	130.00	137.50	6%
Stray Dogs	New - Dog collected and claimed (correct microchip details)	per dog	110.00	117.00	6%
Stray Dogs	New - Kennel fee (where at commercial kennels)	per dog per day	30.00	32.00	7%
Stray Dogs	New - Dogs delivered back to owner from kennels	per dog	15.00	16.00	7%
Street Trading	Food licence / consent	Annual	850.00	901.00	6%
Street Trading	Mobile food traders	Annual	850.00	901.00	6%
Street Trading	Mobile food traders	6 months	525.00	556.50	6%
Street Trading	Other licence / consent	Annual	850.00	901.00	6%
Street Naming and Numbering	Additional charges per plot 2-5 plots	Per plot	46.00	49.00	7%
Street Naming and Numbering	Additional charges per plot 6-10 plots	Per plot	38.00	40.50	7%
Street Naming and Numbering	Additional charges per plot 11-25 plots	Per plot	30.50	32.50	7%
Street Naming and Numbering	Additional charges per plot 26-75 plots	Per plot	23.00	24.50	7%
Street Naming and Numbering	Additional charges per plot 76 plots and over	Per plot	15.50	16.50	6%
Street Naming and Numbering	Changes to a development plot	Per plot	38.00	40.50	7%
Street Naming and Numbering	Development Charge	Per application	140.00	150.00	7%
Street Naming and Numbering	Additional charges per flat	Per flat	15.50	16.50	6%
Street Naming and Numbering	Flats redevelopment charge	Per application	231.00	245.00	6%
Street Naming and Numbering	Naming of a property	Per property	38.00	40.50	7%
Street Naming and Numbering	Renaming of a street	Per application	152.00	161.00	6%
Street Naming and Numbering	Renaming of a street additional charge per plot	Per plot	38.00	40.50	7%

Streetcare	Graffiti Removal from Privately Owned Property (Incl Labour and basic materials)	Per hour	100.00	110.00	10%
Communal Properties	Collection of contaminated recycling 180l bin as refuse (charge to managing agent or other relevant body)	Per 180l bin, emptied once	5.85	6.25	7%
Communal Properties	Collection of contaminated recycling 240l bin as refuse (charge to managing agent or other relevant body)	Per 240l bin, emptied once	7.45	7.90	6%
Communal Properties	Collection of contaminated recycling 360l bin as refuse (charge to managing agent or other relevant body)	Per 360l bin, emptied once	9.60	10.20	6%
Communal Properties	Collection of contaminated recycling 660l bin as refuse (charge to managing agent or other relevant body)	Per 660l bin, emptied once	12.75	13.55	6%
Communal Properties	Collection of contaminated recycling 1100l bin as refuse (charge to managing agent or other relevant body)	Per 1100l bin, emptied once	17.00	18.05	6%
Domestic bulk refuse disposal	Up to 3 items (5 sacks = 1 item)	Items	48.00	49.95	4%
Domestic bulk refuse disposal	4-6 items (5 sacks = 1 item)	Items	95.50	99.95	5%
Domestic bulk refuse disposal	7-9 items (5 sacks = 1 item)	Items	143.50	149.95	4%
Domestic bulk refuse disposal	10-12 items (5 sacks = 1 item)	Items	190.75	199.95	5%
Domestic bulk refuse disposal	Over 12 items	Items - cost by quotation	By quote	By quote	
Garden Waste (Places of worship and Charities)	Fortnightly collection of 240l garden waste bin	Per bin, per annum	54.20	55.25	2%
Garden Waste (Places of worship and Charities)	Fortnightly collection of 660l garden waste bin	Per bin, per annum	148.10	151.00	2%
Garden Waste (Domestic)	Fortnightly collection of small garden waste bin (renewal of existing bin only, no new subscriptions)	Per 140l bin, per annum	40.10	40.90	2%
Garden Waste (Domestic)	Fortnightly collection of standard garden waste bin	Per 240l bin per annum	68.60	69.95	2%
Garden Waste (Flats and Schools)	Fortnightly collection of 240l garden waste bin	Per 240l bin, per annum	68.60	69.95	2%
Garden Waste (Flats and Schools)	Fortnightly collection of 660l garden waste bin	Per 660l bin, per annum	188.65	192.35	2%
Provision of Bins for Events	180 litre food recycling bin	Per bin, emptied once	1.20	1.30	8%
Provision of Bins for Events	240 litre glass recycling bin	Per bin, emptied once	1.20	1.30	8%
Provision of Bins for Events	240 litre mixed recycling bin	Per bin, emptied once	1.20	1.30	8%
Provision of Bins for Events	240 litre refuse bin	Per bin, emptied once	3.50	3.75	7%
Provision of Bins for Events	1100 litre mixed recycling bin	Per bin, emptied once	3.50	3.75	7%
Provision of Bins for Events	1100 litre refuse bin	Per bin, emptied once	12.00	12.75	6%
Provision of Bins for Events	Delivery/collection of bins to/from event	One-off charge	23.50	24.95	6%
Parks - Building charges	Auriol Park - Pavilion less than 10 bookings	Per hour	28.00	30.00	7%
Parks - Building charges	Auriol Park - Pavilion greater than 10 bookings	Per hour	20.50	22.00	7%
Parks - Building charges	Other Park Pavilions less than 10 bookings	Per hour	22.00	24.00	9%
Parks - Building charges	Other Park Pavilions greater than 10 bookings	Per hour	18.50	20.00	8%
Parks - Building charges	Other Parks out of normal hours charge	Per hour	55.00	60.00	9%
Allotments	Allotment rent and water charge	Per sq m	0.52	0.56	8%
Allotments	Charge for lost keys	per key	22.50	24.00	7%
Allotments	New agreement - mark out and offer	per plot (up to 80 sq m)	38.50	42.00	9%
Allotments	Supply a skip for waste	Per skip	370.00	400.00	8%
Local Nature Reserve	Countryside Team annual guided walk-adult	Per Walk	5.00	5.00	0%
Local Nature Reserve	Countryside Team annual guided walk-child under 16	Per Walk	2.50	2.50	0%
Parks	Barbecue hire Up to 12 people, Mon-Fri (Minimum 2 hours)	Per hour	16.00	17.00	6%
Parks	Barbecue hire Up to 12 people, Sat-Sun (Minimum 2 hours)	Per hour	22.00	24.00	9%
Parks	Barbecue hire Up to 50 people, Mon-Fri (Minimum 4 hours)	Per hour	21.00	23.00	10%
Parks	Barbecue hire Up to 50 people, Sat-Sun (Minimum 4 hours)	Per hour	33.00	35.00	6%
Parks	Borough banner boards	Per board per week	86.00	92.00	7%
Parks	Borough banner commercial	A4 poster on all boards per	44.00	48.00	9%
Parks	Outdoor Fitness Classes - 2 to 4 times a week	Per annum	860.00	935.00	9%
Parks	Outdoor Fitness Classes - 5 to 7 times a week	Per annum	1,380.00	1,500.00	9%
Parks	Outdoor Fitness Classes - once a week	Per annum	350.00	380.00	9%
Parks	Permission to use small gazebo	Per small gazebo	15.00	16.00	7%
Parks	Permission to use small tent	Per small tent	15.00	16.00	7%

Court Rec Astro Turf Multicage - Adults	MON to FRI between 08:00 hrs to 15:00 hrs	per two hours	28.50	31.00	9%
Court Rec Astro Turf Multicage - Adults	April to September MON to FRI from 15:00 hrs onwards	per hour	52.00	57.00	10%
Court Rec Astro Turf Multicage - Adults	April to September SAT to SUN	per hour	55.00	60.00	9%
Court Rec Astro Turf Multicage - Adults	October to March MON to FRI from 15:00 hrs onwards	per hour	55.00	60.00	9%
Court Rec Astro Turf Multicage - Adults	October to March SAT to SUN	per hour	55.00	60.00	9%
Court Rec Astro Turf Multicage - Juniors	MON to FRI between 08:00 hrs to 15:00 hrs	per four hours	25.00	27.00	8%
Court Rec Astro Turf Multicage - Juniors	April to September MON to FRI from 15:00 hrs onwards	per hour	41.50	45.00	8%
Court Rec Astro Turf Multicage - Juniors	April to September SAT to SUN	per hour	44.00	47.00	7%
Court Rec Astro Turf Multicage - Juniors	October to March MON to FRI from 15:00 hrs onwards	per hour	44.00	47.00	7%
Court Rec Astro Turf Multicage - Juniors	October to March SAT to SUN	per hour	44.00	47.00	7%
Court Rec Astro Turf Multicage - Juniors	Borough Schools (term time) between 08:00 to 15:00	per day	25.00	27.00	8%
Cricket - Adults	Monday to Friday	Per match	110.00	120.00	9%
Cricket - Adults	Saturday and Sunday	Per match	185.00	200.00	8%
Cricket - Juniors	Monday to Friday	Per match	55.00	60.00	9%
Cricket - Juniors	Saturday and Sunday	Per match	82.00	90.00	10%
Football - Adults	Monday to Friday	Per match	88.00	95.00	8%
Football - Adults	Saturday and Sunday	Per match	139.00	150.00	8%
Football - Juniors	Monday to Friday	Per match	44.00	47.00	7%
Football - Juniors	Saturday and Sunday	Per match	70.00	75.00	7%
Mini Soccer - Juniors	Monday to Friday	Per match	27.50	30.00	9%
Mini Soccer - Juniors	Saturday and Sunday	Per match	39.00	42.00	8%
Tennis and Netball	Household Subscription	Annual	New	40.00	n/a
Tennis and Netball	Household Subscription for households in receipt of low income benefits	Annual	New	20.00	n/a
Tennis and Netball	Adhoc Cost - All courts	Per hour	New	6.00	n/a
Tennis and Netball	Adhoc Cost - All courts with floodlight	Per hour	New	12.00	n/a
Harrier Centre Hall	Hall - Mon to Friday (15:00 - 21:00)	Per hour	30.00	33.00	10%
Harrier Centre Hall	Hall - Mon to Sunday Softplay	Per day	86.00	94.00	9%
Harrier Centre Hall & Track	Hall & Track - Athletics Activities Mon to Friday	Per hour	35.00	38.00	9%
Harrier Centre Track	Track - Mon to Friday 08.00 - 21.00	Per hour	35.00	38.00	9%
Harrier Centre Track	Track - Saturday and Sunday	Per hour	35.00	38.00	9%
Harrier Centre Track	Track - Charities	Per hour	13.50	14.50	7%
Harrier Centre Track	Track - Drop in session	Per Session	3.30	3.50	6%
Harrier Centre Track	Track - Annual Membership	Per Year	182.00	195.00	7%
Harrier Centre Track	Track - Sports Days Monday to Friday	Per day	280.00	300.00	7%

Car Park Tariffs – Regular charges

ASHLEY CENTRE

Proposed Tariffs

Period of Stay	Current Tariff	Last change	Proposed Tariff	Tariff increase	% tariff increase	Estimated revenue increase
Up to 1hr	£2.00	Apr-20	£2.50	£0.50	25.0%	£50,646
Up to 2hrs	£3.50	Apr-23	£4.00	£0.50	14.3%	£54,221
Up to 3 hrs	£5.00	Apr-23	£5.00	£0.00	0.0%	£0
Up to 5 hrs	£7.00	Apr-23	£7.00	£0.00	0.0%	£0
Up to 6hrs	£14.00	Apr-23	£14.00	£0.00	0.0%	£0
Over 6hrs	£25.00	Apr-23	£25.00	£0.00	0.0%	£0
						£104,867

HOOK ROAD

Period of Stay	Current Tariff	Last change	Proposed Tariff	Tariff increase	% tariff increase	Estimated revenue increase
Up to 2hrs	£2.50	Apr-23	REMOVE	£1.00	40.0%	£10,288
Up to 3 hrs	£3.50	Apr-23	£3.50	£0.00	0.0%	£0
Up to 5 hrs	£4.50	Apr-23	£5.00	£0.50	11.1%	£897
5-24 hours	£7.00	Apr-23	£8.00	£1.00	14.3%	£3,838
						£15,023

UPPER HIGH STREET AND DEPOT ROAD

Period of Stay	Current Tariff	Last change	Proposed Tariff	Tariff increase	% tariff increase	Estimated revenue increase
Up to 1hr	£1.50	Apr-20	£2.00	£0.50	33.3%	£12,142
Up to 2hrs	£3.00	Apr-23	£3.00	£0.00	0.0%	£0
Up to 3 hrs	£3.50	Apr-23	£3.50	£0.00	0.0%	£0
Up to 5 hrs	£4.50	Apr-23	£4.50	£0.00	0.0%	£0
Over 5 hrs	£7.00	Apr-23	£8.00	£1.00	14.3%	£4,982
Weekly Season	£30.00	Apr-23	£30.00	£0.00	0.0%	£0
						£17,123

TOWN HALL AND HOPE LODGE

Period of Stay	Current Tariff	Last change	Proposed Tariff	Tariff increase	% tariff increase	Estimated revenue increase
Up to 30 mins	£1.50	Apr-22	£1.50	£0.00	0.0%	£0
Up to 1hr	£3.00	Apr-22	£3.30	£0.30	10.0%	£8,182
Up to 2hrs	£4.00	Apr-22	£4.50	£0.50	12.5%	£12,312
Up to 3 hrs	£6.00	Apr-22	£6.00	£0.00	0.0%	£0
Up to 5 hrs	£12.00	Apr-22	£12.00	£0.00	0.0%	£0
Over 5hrs	£25.00	Apr-16	£25.00	£0.00	0.0%	£0
						£20,494

TOWN HALL (front)

Period of Stay	Current Tariff	Last change	Proposed Tariff	Tariff increase	% tariff increase	Estimated revenue increase
Up to 30 mins	£1.50	Apr-22	£1.50	£0.00	0.0%	£0
Up to 1hr	£3.00	Apr-22	£3.30	£0.30	10.0%	£371
Up to 2hrs	£4.00	Apr-22	£4.50	£0.50	12.5%	£498
						£869

BOURNE HALL

Period of Stay	Current Tariff	Last change	Proposed Tariff	Tariff increase	% tariff increase	Estimated revenue increase
Up to 30mins	£0.50	Apr-20	£0.60	£0.10	20.0%	£1,351
Up to 1hr	£1.20	Apr-23	£1.20	£0.00	0.0%	£0
Up to 2hrs	£1.80	Apr-23	£2.00	£0.20	11.1%	£1,807
Up to 3 hrs	£2.50	Apr-23	£3.00	£0.50	20.0%	£1,503
Up to 4hrs	£3.50	Apr-23	£4.00	£0.50	14.3%	£732
						£5,393

DORSET HOUSE & HIGH STREET EWELL

Period of Stay	Current Tariff	Last change	Proposed Tariff	Tariff increase	% tariff increase	Estimated revenue increase
Up to 1hr	£0.60	Apr-23	£1.00	£0.40	66.7%	£9,148
Up to 2hrs	£1.20	Apr-23	£2.00	£0.80	66.7%	£8,006
Up to 3 hrs	£1.80	Apr-23	£3.00	£1.20	66.7%	£3,923
Up to 4hrs	£2.50	Apr-23	£4.00	£1.50	60.0%	£1,859
Over 4hrs	£5.50	Apr-23	£6.00	£0.50	9.1%	£250
Weekly Rate	£30.00	Apr-23	£30.00	£0.00	0.0%	£0
						£23,186

WEST HILL

Period of Stay	Current Tariff	Last change	Proposed Tariff	Tariff increase	% tariff increase	Estimated revenue increase
Up to 1hr	£2.00	Apr-23	£2.50	£0.50	25.0%	£1,213
Up to 2hrs	£3.00	Apr-23	£3.50	£0.50	16.7%	£999
Up to 3 hrs	£4.00	Apr-23	£4.50	£0.50	12.5%	£289
Up to 4hrs	£5.00	Apr-23	£5.50	£0.50	10.0%	£80
Over 4hrs	£6.00	Apr-23	£8.00	£2.00	33.3%	£355
						£2,936

Stoneleigh Parade

Period of Stay	Current Tariff	Last change	Proposed Tariff	Tariff increase	% tariff increase	Estimated revenue increase
Up to 3 hrs	£0.00	Apr-22	£0.00	£0.00	0.0%	£0
Up to 5 hrs	£4.00	Apr-22	£4.00	£0.00	0.0%	£0
Over 5 hours	£6.00	Apr-22	£6.00	£0.00	0.0%	£0
						£0

£189,890

Additional changes

Hook Road Car Park – Rainbow Leisure Centre users

Period of Stay	Current Tariff	Last change	Proposed Tariff	Estimated income
Up to 2hrs	£1.00	Apr-17	REMOVE	£3,232.60
Up to 3 hrs	£2.00	Apr-20	£2.00	

SUNDAY

Changing the Epsom Sunday fee from £2.50 all day to £3 all day. Last change April 2023.

Ashley Centre
Depot Road
Upper High Street
Town Hall (front & rear)
Hope Lodge
West Hill

Projected income **£29,527.40**

Changing the Ewell Sunday fee from £1.50 all day to £2 all day. Last change April 2023

Dorset House
High Street Ewell
Bourne Hall
Stoneleigh Parade

Projected income **£2,051.00**

EVENING EPSOM

Removal of the £3 maximum evening fee with daytime tariffs or a maximum £10 overnight fee to apply. The maximum evening applies from 4pm Monday to Friday or from 6pm on a Saturday. Tariff last changed in April 2023.

	Current evening fee	New evening fee (if tariff increase accepted)
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Ashley Centre

Up to 1hr	£2.00	£2.50
Up to 2hrs	£3.00	£4.00
Up to 3 hrs	£3.00	£5.00
Up to 5 hrs	£3.00	£7.00
Up to 6hrs	£3.00	£10.00
Over 6hrs	£3.00	£10.00

Hook Road

Up to 2hrs	£2.50	REMOVED
Up to 3 hrs	£3.00	£3.50
Up to 5 hrs	£3.00	£5.00
5-24 hours	£3.00	£10.00

Depot Road / Upper High Street

Up to 1hr	£1.50	£2.00
Up to 2hrs	£3.00	£3.00
Up to 3 hrs	£3.00	£3.50
Up to 5 hrs	£3.00	£4.50
Over 5 hrs	£3.00	£10.00

Town Hall / Hope Lodge

Up to 30 mins	£1.50	£1.50
Up to 1hr	£3.00	£3.30
Up to 2hrs	£3.00	£4.50
Up to 3 hrs	£3.00	£6.00
Up to 5 hrs	£3.00	£10.00
Over 5hrs	£3.00	£10.00

Town Hall (front)

Up to 30 mins	£1.50	£1.50
Up to 1hr	£3.00	£3.30
Up to 2hrs	£3.00	£4.50
Over 2 hours	£3.00	£10.00

West Hill

Up to 1hr	£2.00	£2.50
Up to 2hrs	£3.00	£3.50
Up to 3 hrs	£3.00	£4.50
Up to 4hrs	£3.00	£5.50
Over 4hrs	£3.00	£10.00

Estimated income across all sites £44,227

EVENING EWELL / STONELEIGH

**Removal of the £1 maximum evening fee with a £5 overnight fee to apply.
The evening tariff in Ewell applies from 6:30pm Monday – Saturday.
Tariff last changed in April 2023.**

Dorset House / High Street Ewell

Up to 1hr	£0.60	£1.00
Up to 2hrs	£1.00	£2.00
Up to 3 hrs	£1.00	£3.00
Up to 4hrs	£1.00	£4.00
Over 4hrs	£1.00	£5.00

Bourne Hall

Up to 30mins	£0.50	£0.60
Up to 1hr	£1.00	£1.00
Up to 2hrs	£1.00	£1.00
Up to 3 hrs	£1.00	£1.00
Up to 4hrs	£1.00	£1.00
Over 4 hrs	£1.00	£5.00

Stoneleigh Parade

Up to 3 hours	£0.00	£0.00
Up to 5 hours	£1.00	£4.00
Over 5 hours	£1.00	£5.00

Estimated income across all sites £1,562

Car Park Permits

		2023/24	Proposed tariff	% Increase	Expected revenue
Annual Business Permits	Ashley Centre	£2,250	£2,400	6.7%	£900
Annual Business Permits	Ashley Centre (Blue Badge)	£760	£800	5.3%	£0
Annual Business Permits	Hook Road	£760	£800	5.3%	£5,800
Annual Business Permits	Hudson House	£1,360	£1,450	6.6%	£3,060
Annual Business Permits	Kingston Parade (Stoneleigh)	£760	£800	5.3%	£80
Annual Business Permits	Bourne Hall*	£760	£800	5.3%	£480
Annual Business Permits	Upper High Street / Depot Road*	£790	£850	7.6%	£2,880
Annual Business Permits	Ewell Court House*	£350	£375	7.1%	£50
Annual Residents Permits					
Annual Residents Permits	Adelphi Road	£160	£180	12.5%	£320
Annual Residents Permits	Hook Road	£420	£450	7.1%	£480
Annual Residents Permits	Hudson House	£1,100	£1,200	9.1%	£300
Annual Residents Permits	Kingston Parade (Stoneleigh)	£420	£450	7.1%	£300
Annual Residents Permits	Chessington Road	£420	£450	7.1%	£180
Annual Residents Permits	Upper High Street	£420	£450	7.1%	£120

£14,950

*Existing permit holders only

Bulk discounts may be applicable

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CAPITAL PROGRAMME 2024/25

Head of Service:	Brendan Bradley, Head of Finance
Wards affected:	(All Wards);
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
Appendices (attached):	Appendix 1 – Proposed Capital Programme Appendix 2 – Capital Appraisal form for proposal 1 Appendix 3 – Capital Appraisal form for proposal 5

Summary

This report summarises the proposed 2024/25 capital programme and a provisional programme for 2025/26 to 2028/29. The Committee's approval is sought for the programme to be submitted to Council in February 2024.

Recommendation (s)

The Committee is asked to:

- (1) submit the capital programme for 2024/25 as identified in section 3 of this report to the Council for approval on 13 February 2024;**
- (2) note the provisional forecast of schemes for the capital programme for 2025/26 to 2028/29.**

1 Reason for Recommendation

- 1.1 To seek the Committee's approval to submit the proposed capital programme for 2024/25 to Council in February 2024 and to inform of the schemes included in the provisional forecast for 2025/26 to 2028/29.

2 Background

- 2.1 The Capital Strategy was last agreed by Full Council on 14 February 2023 at which time the capital programme was approved for 2023/24. Schemes for 2024-2028 were provisional pending the annual budget review and an annual assessment of funds for capital investment.

- 2.2 Strategy and Resources provided the Financial Strategy Advisory Group (FSAG) with a remit for the preparation of a capital programme for 2024/25. Under this remit, FSAG assessed all capital bids and recommended a programme for approval to the Policy Committees.
- 2.3 The programme assumed funding from capital receipts, revenue funding, and government grants. The proposed level of investment for the 2024/25 programme is £1,701k, of which £500k is to be funded from a planned contribution from revenue. Combined with funding from the Disabled Facilities Grants, this will allow the forecast available capital receipts to remain at £2.4m at the end of this period. The agreed minimum threshold of capital receipts is £1m.
- 2.4 The receipts forecast assumes a £500k revenue contribution to fund capital schemes in 2024/25, which is subject to the revenue budget being approved at Council in February 2024.

3 Core Programme 2024/25

- 3.1 FSAG recommended that the following schemes should be considered by this Committee for inclusion in the capital programme in 2024/25, subject to the Committee approving the project appraisals.

Capital Scheme	Proposed Budget 2024/25 £'000	Expected Funding Source
Ashley Centre Car Park - Barrier Controlled Parking System	240	Planned revenue contribution
Streetlight Replacement Phase 2	200	External funding if available/ Capital receipts
Total Environment Committee	440	

4 Provisional Forecast 2025/26 to 2028/29

- 4.1 FSAG also considered the provisional forecast for the subsequent four years, which has been compiled through drawing information from the Asset Management Plan for buildings and other known capital expenditure requirements.

- 4.2 The 2025/26 to 2028/29 provisional forecast for Environment Committee currently comprises the following sums, with individual schemes shown at Appendix 1:

Provisional Forecast	2025/ 26	2026 /27	2027/ 28	2028/ 29	Deferred from previous years	Total
	£'000	£'000	£'000	£'000	£'000	£'000
Ashley Centre Multi Storey Car Park	0	0	0	0	780	780
Auriol Pavilion	0	0	0	0	110	110
Cemetery Public Conveniences	0	0	0	0	25	25
Gibraltar Recreation Ground Pavilion	0	40	0	0	0	40
Poole Road Pavilion - Harrier Centre	155	0	0	0	60	215
Horton Country Park Public Conveniences	0	0	0	0	30	30
Hook Road Multi Storey Car Park	20	0	40	0	500	560
Total Environment Committee	175	40	40	0	1,505	1,760

- 4.3 The provisional forecast provides an illustration of the Council's anticipated capital expenditure need from 2025/26 to 2028/29 but is not an exhaustive list as future schemes may be identified through other workstreams such as the Climate Change Action Plan and Annual Plan cycle.
- 4.4 Where external funding can be used to fund capital schemes, it is anticipated that it will be the primary funding source. However, if it cannot be used, capital receipts or other alternative funding would be applied instead.

- 4.5 The Council expects to review its discretionary services in 2024/25. Should a property be impacted by these reviews or Council priorities change, capital works may be deferred until the outcome of reviews is known. Each year, the forthcoming annual programme will be reviewed by Financial Strategy Advisory Group through the annual capital budget setting process with proposals assessed against the agreed criteria, and the programme updated accordingly.
- 4.6 Where schemes proposed for an earlier financial year were not progressed, and the works remain outstanding, they have been included within the 'deferred' column of the table and included in the total.

5 Risk Assessment

Legal or other duties

5.1 Equality Impact Assessment

5.1.1 None for the purposes of this report.

5.2 Crime & Disorder

5.2.1 None for the purposes of this report.

5.3 Safeguarding

5.3.1 None for the purposes of this report.

5.4 Dependencies

5.4.1 The 2024/25 capital programme is dependent upon agreement of a planned £500k revenue contribution to fund the capital programme being considered by Full Council in February 2024 as part of the revenue budget for 2024/25.

5.5 Other

5.5.1 None for the purposes of this report.

6 Financial Implications

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

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

7 Legal Implications

- 7.1 **Legal Officer's comments:** There are no direct legal implications for the purposes of this report. However, it is likely the legal team will need to be involved in the delivery of some of the projects identified in the capital programme.

8 Policies, Plans & Partnerships

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

- Effective Council.

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

- 8.3 **Climate & Environmental Impact of recommendations:** The Streetlight Replacement Scheme will support the delivery of the Climate Change Action Plan, specifically the action to replace traditional lighting with energy efficiency longer lasting lighting. The scheme will further contribute towards achieving the Councils 2035 carbon neutral target.

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

- 8.5 **Partnerships:** None for the purposes of this report.

9 Background papers

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

Previous reports:

- None.

Other papers:

- Capital Strategy for agreement at Full Council in February 2024

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Environment Committee Proposed Capital Programme 2024/25 - 2028/29

	Original Budget 2024/25	Proposed Budget 2025/26	Proposed Budget 2026/27	Proposed Budget 2027/28	Proposed Budget 2028/29	Deferred Works from Prior Years	Total Provision 2024/25- 2028/29
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
ENV Proposal 1: Ashley Centre Car Park - Barrier controlled Parking System	240	0	0	0	0	0	240
ENV Proposal 5: Streetlight Replacement Phase 2	200	0	0	0	0	0	200
Provisional: Ashley Centre Car Park	0	0	0	0	0	780	780
Provisional: Auriol Pavilion	0	0	0	0	0	110	110
Provisional: Cemetery Public Conveniences	0	0	0	0	0	25	25
Provisional: Gibraltar Recreation Ground Pavilion	0	0	40	0	0	0	40
Provisional: Poole Road Pavilion - Harrier Centre	0	155	0	0	0	60	215
Provisional: Horton Country Park Public Conveniences	0	0	0	0	0	30	30
Provisional: Hook Road Multi Storey Car Park	0	20	0	40	0	500	560
Total Environment Committee	440	175	40	40	0	1,505	2,200

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Capital Programme Review 2024-25 Project Appraisal Form

**COMMITTEE &
PROPOSAL
NUMBER**

Environment 1

PROJECT TITLE

Ashley Centre Barriers Replacement

ACCOUNTABLE OFFICER

<p>Officer responsible for project planning and delivery of the scheme. Accountable officers are also responsible for post project review.</p>	<p style="text-align: center;">Richard Chevalier</p>
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DETAILS OF PROJECT

<p>Project scope, what is included/excluded in the scheme</p>	<p>The purpose of the project is to procure a new barrier-controlled system for use in the Ashley Centre Car Park to replace the existing system which is at end of life. The new system will ideally incorporate an Auto Number Plate Recognition (ANPR) system at the entry and exit of the car park, with paper ticket system in place as a back up, a variety of payment systems to be available including cash, card and mobile app as well as the ability to pay at the exit station.</p>
<p>Project outcomes and benefits</p>	<p>The primary outcome and benefit will be to provide a new modern parking system for over 600,00 visitors who use the Ashley Centre car park each year. The project aims to introduce a system which will improve the parking experience for our visitors, remove the frustrations caused by the current system and give us a modern fit for purpose system for the mid-long term. Members asked for more detail on how the system would operate so whilst there may be some variation depending on final choice of product the system would be expected to work as follows:</p> <ol style="list-style-type: none"> 1) In 97%+ of cases as the vehicle approaches the entry barrier the ANPR cameras will read the number plate and the entry barrier will lift accordingly. 2) In the small percentage of cases where the number plate cannot be read then the driver will collect a ticket issued by a machine at the entry gate. 3) The visitor will visit the shops and establishments within the Town 4) When ready to leave the car park user can make payment by one of three ways <ol style="list-style-type: none"> a) They visit a pay machine, key in their registration number and make payment for their stay in the car park by cash or card b) They drive to the exit barrier, their registration number is read and they make payment by card at the exit station or c) They use a mobile app or QR code, key in their registration on their phone, and make payment for the appropriate fee. <p>(For those who entered with a paper ticket then the ability to insert the ticket into the pay machine or the exit station to make payment</p>

Capital Programme Review 2024-25 Project Appraisal Form

	<p>will be available).</p> <p>The major benefits for the car park user will be:</p> <ul style="list-style-type: none"> a) The removal of chip coins “tokens” which add an unnecessary level of stress to car park users particularly as they can be confusing for new users, lost inside or outside of the car or left at pay stations. The charging of a replacement fee for a lost token is one of the primary reasons for anger/frustration amongst users. b) The ability to pay at the exit. Currently if a user has forgotten to pay or is required to pay an extra amount then they need to leave their car at the exit barrier and walk to the nearest pay station. c) The ability to pay remotely using a mobile phone, thereby avoiding queues at pay station. <p>All of these things should reduce delays for other car park users exiting the car park.</p> <p>From a security perspective the ANPR cameras will also be able to identify any vehicles of interest should an incident or accident occur.</p> <p>The other major consideration for this project is that our current system provider has advised that many of the parts used to service our existing equipment, including the tokens, will be obsolete from the end of 2024, meaning that once existing supply in stock has been exhausted we will be unable to repair parts of the machines. The Ashley Centre car park generates gross income in the region of £2million each year for the Council, which goes toward operating and maintaining the car park as well as supporting a number of other essential Council services. If the equipment does fail this could severely impact the income generated for the Council as a whole and cause significant reputational damage to car park users.</p>
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FINANCIAL SUMMARY

		Cost of Project £	Comments and detail where necessary. Provide appendices where relevant. Examples of business cases spreadsheets can be found in the Finance Handbook
a	Estimated cost of purchase, works and/or equipment	240,000	Cost to replace two entries and two exits at the Ashley Centre, nested entry and exit systems and ANPR camera equipment within the car park.
b	Consultancy or other fees	0	
c	Total Scheme Capital Costs (a+b)	240,000	
d	External Funding Identified (e.g. s106, grants etc.) Please give details, including any unsuccessful funding enquiries you may have made.	0	

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e	Net Costs to Council (c-d)	240,000	
f	Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.)	0	
g	Capital Reserves Needed to Finance Proposal (e-f)	240,000	
h	Annual Ongoing Revenue Additional Savings as a Direct Result of the Project	30,000	There would be a saving on Maintenance, Parts and Labour service charge costs in year 1 as the equipment would be under warranty.
i	Annual Ongoing Revenue Additional Costs as a Direct Result of the Project	10,000	From year 2 there would be a maintenance cost but it is likely to be similar to that currently paid for the existing maintenance contract and the replacement of tokens. During any installation / transition period there may be a period where elements of the car park are out of use which may impact on revenue for a short period of time. An approximate loss of two days revenue calculated although it may not be this significant.

Year	2024/25 £
Spend Profile of Scheme – please identify which year (s) the scheme spend will fall into	240,000

REVENUE IMPACT

Can Revenue Implications be funded from the Committee Base Budget? – Please give details	There is currently a budget for ongoing Parts, Labour and Maintenance as well as a budget for replacement of tokens. It is anticipated that this existing budget will be sufficient to cover for any ongoing Maintenance budget for the new equipment.
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ENVIRONMENTAL IMPACT

Does the scheme meet any of the Council's Climate Change Action Plan targets, and if so, which ones?	N/A
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FOUR YEAR PLAN 2020/24

Is this investment linked to EEBC's Key Themes? If so, say which ones and evidence how. How does project fit within service objectives?	Opportunity and Prosperity With the Ashley Shopping Centre completing a refurbishment and re-brand and a new key retailer coming into the Centre next year a modern and operational car park will support the vibrancy of the town.
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TIMESCALES

Capital Programme Review 2024-25 Project Appraisal Form

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

		Target Start Date	Target Finish Date
1	Design & Planning	Apr 2024	Apr 2024
2	Further Approvals Needed	May 2024	May 2024
3	Tendering (if necessary)	June 2024	July 2024
4	Project start date	August 2024	
5	Project Finish Date		Sep 2024

BASELINE CRITERIA

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

Spend to Save schemes should meet the following criteria:

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

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

<p>Is there a guarantee of the scheme being fully externally funded and is it classed as a high priority? Please give details of funding streams, including any restrictions on the funding.</p>	<p>It will not be externally funded but is a high priority as a key income generator for the Council</p>
<p>Is the Scheme a Spend to Save Project? Will investment improve service efficiency including cost savings or income generation? What is the payback in years?</p>	<p>No, the income generated by the car park covers the cost of the proposal.</p>

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<p>Is it mandatory for the Council to provide the scheme? Is investment required to meet Health and Safety or other legislative requirements? If so state which requirements.</p>	No
<p>Is this project the minimum scheme required to continue to deliver the services of the Council? - Is investment required for the business continuity of the Council? If so, say how.</p>	<p>Yes. The provider of our current equipment is unable to support it from next year with many of the parts being obsolete. The car park receives over 12,000 visitors per week and therefore if the car park equipment fails there will be a significant impact to revenue and to the Council's reputation.</p>

ASSET MANAGEMENT PLAN

<p>Is investment identified in the Council's Asset Management Plan?</p>	Yes
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PRIORITISATION

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

1	<p>Investment essential to meet statutory obligation.</p>	
2	<p>Investment Important to achieve Key Priorities.</p>	
3	<p>Investment important to secure service continuity and improvement.</p>	<p>The investment will enable the Council to maintain and operate a key income generator but also provide an important service to visitors to the Town and its retail and social establishments.</p>
4	<p>Investment will assist but is not required to meet one of the baseline criteria.</p>	

RISKS ASSOCIATED WITH SCHEME

1	<p>Outline the risks of delivering this project to timetable and budget. (Please do not include risks to the service or asset if project is not approved.)</p>	<p>The project timetable will depend on the availability of the chosen provider and their installation team. From the Council's perspective the main installation would ideally take place in the summer months when demand is a little less than at other times.</p>
2	<p>Are there any risks relating to the availability of resources internally to deliver this project</p>	<p>The project is not likely to require large staffing resources however there will be a few key decision makers involved.</p>

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3	Consequences of not undertaking this project	<p>With the existing equipment at end of life and replacement parts soon to become obsolete there is a danger that devices within the car park cease to work. This could impact an entry station (currently two) or an exit (currently two) and therefore lead to increased queues to enter or exit the car park. There could also be an impact on pay stations. Currently the car park has seven pay stations (two on Level 1 and 3, and one on levels 2, 4 & 5) so failure of one machine may lead to members of the public having to use other floors to pay. This could have an increased impact outside of shopping centre hours when no lifts are available.</p>
4	Alternative Solutions (Other solutions considered – cost and implications)	<p>With reliance on the existing equipment not a feasible option beyond this year the other alternative is to introduce pay and display, supported by a mobile telephone / app option. This would require a number of pay and display machines to be installed in the car park with users required to pay for parking in advance, either at a machine or via a mobile app. In terms of cost this would be a cheaper alternative, potentially around £100,000 in terms of initial cost and would remove the need for barriers at the entry and exit altogether. However there would likely be some drawbacks or risks to this option namely:</p> <ul style="list-style-type: none"> a) A return to pay and display may be seen as a regressive step in terms of usability and progression by car park visitors and local partners such as the Ashley Centre and Global House. b) Visitors would be required to pay for their anticipated length of stay and unless using RingGo may under or overpay for their length of stay which can cause frustration. c) Income would likely reduce as users may not pay for their full stay or may take their chances of not paying at times perceived to be low in enforcement. d) The system would require a greater civil enforcement presence. Officers would be required to routinely patrol the car park and issue Penalty Charge Notices to those who have not paid. Reputationally this could have an impact on car park users and may also lead to increased conflict between members of the public and staff. e) There would be a health and safety risk to consider if officers are patrolling on foot around a compact busy car park throughout the day. The risks would include the increased chance of being hit by a vehicle and inhalation of fumes. f) Without the barriers there would be an increased risk of vehicles driving at speed at the car park entrance and exit, which is near the primary pedestrian crossing.

<p>Is consultation required for this project? Please give details of the who with and when by.</p>	<p>The Car Park Working Group will be consulted to consider their views and once procurement complete the chosen provider will be consulted with in terms of how the transition can be most smoothly delivered.</p>
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<p>Ward(s) affected by the scheme</p>	<p>Town</p>
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Appendix 2

Accountable Officer Responsible for Delivery of the Scheme

Name and Signature Richard Chevalier

Whole life revenue costs of capital project

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

Accountable Officers for the revenue implications of the project

Project Manager Name and Signature Date

Revenue Budget Holder Name and Signature Date

Service Accountant Name and Signature Date

Director Name and Signature Date

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Capital Programme Review 2024-25 Project Appraisal Form

**COMMITTEE &
PROPOSAL
NUMBER**

Environment 5

PROJECT TITLE

Streetlights Replacement Phase 2

ACCOUNTABLE OFFICER

<p>Officer responsible for project planning and delivery of the scheme. Accountable officers are also responsible for post project review.</p>	<p style="text-align: center;">Mark Shephard</p>
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DETAILS OF PROJECT

<p>Project scope, what is included/excluded in the scheme</p>	<p>Scope of Works This is the Second Phase as first phase came in over budget after putting project out to tender twice. Replacement of existing time expired lamp columns and lights with new LED efficient lights.</p> <p>Further evidence and inspections have revealed that there are many issues with the existing stock. The wiring runs in some cases need to be re-run and the internal wiring has failed and is dangerous in many instances.</p> <p>The existing lamp columns are over 30 years old; replacement lamps, fittings and parts are no longer available. They are old sodium lights which should be replaced with LED in light with best practices under energy saving. As they break it is getting harder to fix, they vary between, old concrete, and metal columns, many panels that protect the wiring are lost or missing and cannot be replaced. This is serious health and safety risk to public via electrocution.</p> <p>The existing lamp columns are 150 watts we have approximately 250 throughout the Borough at a cost of £2000/£3000 per lamp column to replace, depending on the type of column. Some have twin heads; some are higher than others at 10m down to 4m in height.</p> <p>150w x 4000 annual operating hours/year = 600. kw per year per column x £0.08/hr= £48/yr x 250 columns = £12000yr</p> <p>Replace with 50w lamp x 4000 annual operating hours/year = 200kw per yr per column x £0.08/hr = £16 x 250 columns = £4000/yr</p> <p>The cost of installation of the remaining lamp columns will</p>
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Appendix 3

Capital Programme Review 2024-25 Project Appraisal Form

	<p>be approximately £170k. The energy saving would be £8000/yr which would take approximately 20years to pay back.</p> <p>Unfortunately, we cannot repair them so energy is not the only factor, we will be experiencing higher maintenance costs to keep the lights going. The past year 2019-20 we spend approximately 12k on maintenance repairs to lamp columns.</p> <p>Financial Strategy Advisory Group comments 29 Sept 23</p> <p>That the proposal could progress to the next stage of the capital programme. Members requested that the final proposal contain more detail including which streetlamps would be replaced and a priority list, including the benefits provided by lighting the area. Safety statistics or a safety assessment were also requested. Members requested that the final proposal confirm what increased maintenance costs the Council would incur if the scheme were not progressed.</p> <p>This question is answered on attachment. This is a lever arch file with all information on the health & safety issues of lamp columns in the projects office, it is too large to include within these documents.</p> <p>Tendering Please note that all projects over £25k must be tendered on the procurement portal in accordance with standing orders procedure and at this stage these are budget figures. By the time we get on site this process will have been running for over a year and cost of the project can increase with inflation or decrease depending on the tendered prices received.</p>
Project outcomes and benefits	<p>Criteria Minimum required to continue to deliver the services of Council (e.g., Minimum level of building maintenance and IT). Where the scheme is consistent with the Council's Climate Change Action Plan.</p> <p>Benefits Health and Safety issues prevented, energy saving, carbon reduction, saving environment, saving in maintenance cost, getting new efficient lights to the borough that will last 25 years plus.</p> <p>Since the first phase has started, the condition of lamp columns wiring, and connections has been raised as a high risk and therefore needs to be addressed as soon as possible.</p>

FINANCIAL SUMMARY

		Cost of Project £	Comments and detail where necessary. Provide appendices where relevant. Examples of business cases spreadsheets can be found in
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Capital Programme Review 2024-25 Project Appraisal Form

			the Finance Handbook
a	Estimated cost of purchase, works and/or equipment	200	This figure includes for consultant fees and legal fees
b	Consultancy or other fees	0	
c	Total Scheme Capital Costs (a+b)	200	
d	External Funding Identified (e.g. s106, grants etc.) Please give details, including any unsuccessful funding enquiries you may have made.	200	CIL Funding may be available
e	Net Costs to Council (c-d)	0	
f	Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.)	0	
g	Capital Reserves Needed to Finance Proposal (e-f)	200	
h	Annual Ongoing Revenue Additional Savings as a Direct Result of the Project	20	Initial savings on revenue are estimated at 68% unfortunately we do not have data on how much is used as some are linked to Surrey power supply, some come off the building supplies, and some are connected incorrectly to other power supplies we do not own. Additionally, there will be a saving of £10k a year on maintenance and repairs to lights.
i	Annual Ongoing Revenue Additional Costs as a Direct Result of the Project	0	

Year	2024/25 £
Spend Profile of Scheme – please identify which year (s) the scheme spend will fall into	2025

REVENUE IMPACT

Can Revenue Implications be funded from the Committee Base Budget? – Please give details	N/A
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ENVIRONMENTAL IMPACT

Does the scheme meet any of the Council's Climate Change Action Plan targets, and if so, which ones?	The LED replacement bulbs are significantly more energy efficient which will save energy and reduce resultant carbon emissions by up to 15 tonnes of CO2, contributing towards achieving the Councils
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	2035 net zero target.
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FOUR YEAR PLAN 2020/24

<p>Is this investment linked to EEBC’s Key Themes? If so, say which ones and evidence how. How does project fit within service objectives?</p>	<p>Work with partners to reduce our impact on the environment and move closer to becoming carbon neutral.</p>
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TIMESCALES

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

		Target Start Date	Target Finish Date
1	Design & Planning	All complete	
2	Further Approvals Needed	no	
3	Tendering (if necessary)	Already tendered this will be add on for next phase.	
4	Project start date	April 2024	
5	Project Finish Date	Sept 2024	

BASELINE CRITERIA

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

Spend to Save schemes should meet the following criteria:

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

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

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<p>Is there a guarantee of the scheme being fully externally funded and is it classed as a high priority? Please give details of funding streams, including any restrictions on the funding.</p>	<p>The works are funded by CIL</p>
<p>Is the Scheme a Spend to Save Project? Will investment improve service efficiency including cost savings or income generation? What is the payback in years?</p>	<p>no</p>
<p>Is it mandatory for the Council to provide the scheme? Is investment required to meet Health and Safety or other legislative requirements? If so state which requirements.</p>	<p>Yes, the existing lamp columns and wiring is dangerous and require replacement.</p>
<p>Is this project the minimum scheme required to continue to deliver the services of the Council? - Is investment required for the business continuity of the Council? If so, say how.</p>	

ASSET MANAGEMENT PLAN

<p>Is investment identified in the Council's Asset Management Plan?</p>	<p>yes</p>
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PRIORITISATION

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

1	<p>Investment essential to meet statutory obligation.</p>	<p>Yes, the existing lamp columns and wiring is dangerous and require replacement.</p>
2	<p>Investment Important to achieve Key Priorities.</p>	
3	<p>Investment important to secure service continuity and improvement.</p>	
4	<p>Investment will assist but is not required to meet one of the baseline criteria.</p>	

RISKS ASSOCIATED WITH SCHEME

Capital Programme Review 2024-25 Project Appraisal Form

1	Outline the risks of delivering this project to timetable and budget. (Please do not include risks to the service or asset if project is not approved.)	Risks are working in the streets and car parks around public, risks in obtaining materials, risk in working directly with uk power networks for live connections
2	Are there any risks relating to the availability of resources internally to deliver this project	no
3	Consequences of not undertaking this project	Someone could get injured as wiring is dangerous.
4	Alternative Solutions (Other solutions considered – cost and implications)	No other solutions available.

Is consultation required for this project? Please give details of the who with and when by.	no
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Ward(s) affected by the scheme	All wards
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Accountable Officer Responsible for Delivery of the Scheme

Name and Signature

Whole life revenue costs of capital project

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

Accountable Officers for the revenue implications of the project

Project Manager Name and Signature Date

Revenue Budget Holder Name and Signature Date

Service Accountant Name and Signature Date

Director Name and Signature Date

Capital Programme Review 2024-25 Project Appraisal Form

Environment 5 – Streetlamps Replacement: ADDITIONAL INFORMATION

That the proposal could progress to the next stage of the capital programme. Members requested that the final proposal contain more detail including which streetlamps would be replaced and a priority list, including the benefits provided by lighting the area. Safety statistics or a safety assessment were also requested. Members requested that the final proposal confirm what increased maintenance costs the Council would incur if the scheme were not progressed.

Streetlights to be replaced.

The proposal is to provide replacements for the following streetlights. Phases 1 & 2

Location	Count	Priority
Bourne Hall	8	2
Court RG	2	2
Cox lane	1	3
Depot Road Car park	11	1
Dorset Road Car park	3	1
Ebbisham centre	8	1
Ewell Court House	7	1
Ewell High Street CP	7	1
Gibraltar Crescent	3	2
Gibraltar Rec	12	3
King Georges PF	11	3
Long Grove Road	25	2
Lyncroft Gardens	4	2
Parade Car Park	3	1
Rainbow Leisure	10	2
Richards Field	2	2
Riverview	9	1
Station Way	2	1
Town Hall & Surrounding Area	37	4
Grand Total	165	

Benefits of streetlighting

Although the project has been headed with the title streetlights, the actuality is that this project also covers many locations off-street such as recreational parks, alleyways car parks and other areas where lighting an area at night has already been considered to be of benefit. The project is to provide replacements for existing lighting. No new lighting is proposed.

LED streetlights provide bright and uniform illumination, ensuring and public spaces are well-lit, making them safer for the residents of Epsom and Ewell. Well-lit areas also discourage vandalism and other criminal activities, enhancing overall security in the community.

The streetlights are being replaced out of necessity and to reduce the energy consumption of the lights. In addition, LED lights to last longer than traditional streetlights thus reducing future maintenance costs LED streetlights can last up to 50,000 hours, compared to the 10,000 hours that traditional streetlights typically last. Traditional street lighting tends to spread light in all directions. LED street lighting is less wasteful and directs the distribution of light generally down towards the road pavement to minimise any light intrusion into homes and gardens.

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The estimated energy saving would be around 68% when considering replacing all the streetlights included in this project.

Maintenance benefits

The lifespan of a lighting column varies greatly with an anticipated life of between 25 to 40 years most of the streetlights under Epsom and Ewell's responsibility have either exceeded or are close to their expected lifespan. Replacing individual streetlights is expensive due to the equipment required to replace them and the specialist nature of the expertise required to undertake the work. It is of greater financial benefit to provide the replacement of groups of lights rather than undertake the work ad hoc one at a time.

Assessment of need to provide lighting.

Car Parks

Lighting within car parks plays several essential roles. Not only does it aid the safety and security of those using the car park, but it also helps drivers locate their vehicle see notices and makes pedestrians to feel safer.

All roads, manoeuvring areas, yards, pedestrian areas, and anywhere traffic movements take place, should have suitable and sufficient lighting for safety.

Alley ways & Recreational areas

One of the primary concerns for parks and other pathways is ensuring the safety and security of its users, especially during the evening hours. Illuminating paths and areas with LED lighting significantly reduces the risk of accidents, discourages potential criminal activities, and instils a sense of security among visitors. The bright and uniform lighting provided by LED lights contributes to a pleasant and comfortable ambiance, facilitating safe movement and enhancing visibility. In Parks Good lighting can create a safer environment for park users, encouraging community gatherings and various recreational activities.

Crime

According to a study conducted by the Crime Prevention Through Environmental Design (CPTED), well-lit areas can deter criminal acts by up to 80%. By implementing good LED lighting in parks car parks and walkways

URGENT DECISIONS

Head of Service:	Ian Dyer, Head of Operational Services
Wards affected:	(All Wards);
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	
Appendices (attached):	N/A

Summary

To report to Committee the decisions taken by the Chief Executive and Directors on the grounds of urgency, in compliance with Appendix 2 to the Constitution – The Scheme of Delegation paragraph 3.1.

Recommendation (s)

The Committee is asked to:

- (1) To note the urgent decision taken and the reason for that decision.

1 Reason for Recommendation

- 1.1 To report to Committee the decisions taken by the Chief Executive and Directors on the grounds of urgency, in compliance with Appendix 2 to the Constitution – The Scheme of Delegation paragraph 3.1.

2 Background

- 2.1 Appendix 2 to the Constitution – The scheme of delegation sets out at Paragraph 3.1 that the Chief Executive and Directors are authorised to take decisions on grounds of urgency regarding matters which would otherwise be reserved for determination by a Committee or Council. A matter can be deemed urgent if, in the reasonable opinion of the Officer concerned, a delay would seriously prejudice the interest of the Council or of the public and it is not practicable to convene a quorate meeting of the relevant decision-making body in sufficient time to take the decision.

- 2.2 Since the last meeting of the Committee, one urgent decision has been taken by the Interim Director of Environment, Housing and Regeneration in consultation with the Chair, Cllr John Beckett, and published in Member News in line with the Council's Constitution, Appendix 2, Paragraph 3.1. iii. The decision is set out below.
- 2.3 Decision 1 – to approve the submission of the Council's consultation responses to Defra on 'Simpler Recycling', via its online response link.
- 2.4 Urgency reason 1 – the deadline for responding was 20/11/23 which is before the next meeting of the committee.

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 None arising from this report.
- 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 Financial implications are included within each decision form.
- 4.2 **Section 151 Officer's comments:** None for the purposes of this report.

5 Legal Implications

- 5.1 Legal implications are included within each decision form.
- 5.2 **Legal Officer's comments:** None for the purposes of this report.

6 Policies, Plans & Partnerships

- 6.1 **Council's Key Priorities:** The following Key Priorities are engaged:
 - To strengthen the Council's financial independence.

- To encourage and support business creation and growth.

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

6.3 **Climate & Environmental Impact of recommendations:** None arising from this report.

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

6.5 **Partnerships:** Not applicable to this report.

7 Background papers

7.1 The Urgent decision has already been published on Members News.

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REVENUE BUDGET 2024/25

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

Summary

This report sets out budget estimates for income and expenditure for Environment Committee services in 2024/25.

Recommendation (s)

The Committee is asked to:

- (1) Recommend the 2024/25 service estimates for approval at the budget meeting of Full Council in February 2024.
- (2) Support in principle the future savings as set out in section 5 for inclusion in the Medium Term Financial Strategy.
- (3) Note that potential Chalk Pit investigation works are being considered, in full, by this Committee at separate Agenda Item 10.

1 Reason for Recommendation

- 1.1 The recommendations will enable the Council to meet its statutory duty to set a balanced budget for 2024/25 and agree a Medium Term Financial Strategy 2024-28.

2 Background

- 2.1 For the period 2024/25 to 2027/28, Full Council will be asked in February to agree a four year Medium Term Financial Strategy (MTFS) to maintain the financial health of the Council whilst delivering the priorities in the Corporate Plan. The recommendation in this report is consistent with the proposed MTFS.

- 2.2 Local authorities face a great deal of financial planning uncertainty over the medium term. This is mainly because central government funding settlements have tended, since the pandemic, to be limited to one-year only. In addition, the economic environment remains highly challenging and difficult to forecast, with elevated inflation impacting demand for services and the cost of delivering those services.
- 2.3 At its meeting on 13 July 2023, Strategy and Resources Committee agreed the budget targets and workstreams to enable the Council to work towards setting a balanced budget for 2024/25 and over the next Medium Term Financial Strategy four year-period.
- 2.4 The committee noted that excluding any new growth in expenditure, additional annual income/savings of £1.1 million are projected to be needed to achieve a balance budget for 2024/25, increasing to £2.5m by 2027/28.
- 2.5 To address this deficit, Strategy & Resources Committee agreed that the following workstreams should be progressed by Directors and Heads of Service:
 - 2.5.1 Officers to be tasked with identifying further efficiencies, although these are becoming harder to achieve after over a decade of austerity.
 - 2.5.2 A base review, which entails reviewing the year end position for 2022/23, identifying any potential savings, additional cost pressures and areas where savings can be developed.
 - 2.5.3 Service Reviews focusing primarily on discretionary services to be undertaken over the next four years with the aim of increasing efficiencies and effectiveness whilst reducing cost.
 - 2.5.4 Review of existing asset utilisation, to realise cost reductions in Council operational buildings and increased income from investment properties.
 - 2.5.5 Investigate income streams to maximise revenue from new and existing services, such as invest to save opportunities. Ensure any new powers are considered to generate additional income for the Council, such as the pending new charging policy for waste. (New powers may typically arise if central government places new statutory responsibilities on a local authority, for example through any new National Waste Strategy)
 - 2.5.6 Undertake a review of reserves, providing a justification for the level of reserves retained.

- 2.5.7 A target to increase fees and charges income by 6% in both 2024/25 and 2025/26 (as previously agreed by S&R in July 2022), then by CPI+1% for both 2026/27 and 2027/28. Heads of Service review fees and charges annually to ensure increases are achievable and report fees and charges to policy committees for approval.
- 2.5.8 To maximise external funding and partnership opportunities.
- 2.6 The figures in this report reflect the latest outcome of the above workstreams, a number of which will continue into future years and the provisional local government finance settlement for 2024/25.
- 2.7 Service estimates for this Committee are included in the draft Budget Book 2024/25 that will be made available to all Councillors.
- 2.8 Estimates have been prepared on the basis that existing services to residents are maintained, unless specified otherwise in section 5.
- 2.9 To allow the Council to determine the budget and Council Tax in February, the Committee estimates have been presented as follows:-
- 2.9.1 The Budget Book contains the service estimates for 2024/25.
- 2.9.2 Unavoidable cost increases and income reductions are reflected in the estimates.
- 2.9.3 Recommended increases to fees and charges have been included within the Budget Book and the income estimates.
- 2.10 All increases in charges are subject to approval by the Committee/Council.

3 Forecast Outturn 2023/24

- 3.1 Before considering the revenue estimates for 2024/25, this section provides a summary of the forecast outturn for the current financial year.
- 3.2 The probable outturn specifically for Environment Committee is an adverse variance of £78,000 which is shown in the following table. The key reasons for the major variances are explained in the subsequent paragraphs.

Service Group	Original Budget	Current Approved Budget	Forecast Outturn	Forecast Variance
	£'000	£'000	£'000	£'000
Car Parking	(1,731)	(1,544)	(1,466)	78
Environmental Services	3,531	3,635	3,635	0
Community Safety	91	93	93	0
Contract Management	87	197	197	0
Environmental Health	392	333	333	0
Countryside, Parks & Open Spaces	2,202	2,206	2,206	0
Environment Committee	4,572	4,920	4,998	78

3.3 The Ashley Centre and Hook Road car parks have seen a slower than anticipated recovery in visitor numbers and has forecast an adverse variance of £78,000 for the year, although it is important to note this is a relatively early forecast ahead of the key festive trading period.

3.4 All other areas of Environment are forecast to budget.

3.5 The Committee's probable outturn (estimated net expenditure) for 2023/24 is included in the draft Budget Book on each service group page, with a detailed analysis of variations to budget. The outturn forecasts are all based on quarter one budget monitoring reports used by all managers.

4 Proposals for 2024/25 budget

4.1 The service estimates for 2024/25 are included in the draft Budget Book, circulated to councillors in January.

4.2 A summary of the Committee's service estimates for 2024/25 is shown in the following table:

Service Group	Published Budget 2023/24	Base Position 2024/25
	£'000	£'000
Contract Management	87	(109)
Car Parking	(1,732)	(2,453)
Countryside, Parks & Open Spaces	2,202	2,405
Environmental Services	3,277	3,749
Environmental Health	648	626
Environment Committee	4,482	4,218

- 4.3 Crime and Disorder Committee has now been established as a Policy Committee and is responsible for overseeing the Community Safety budget. The budget for Community Safety which was published as £91k in the 2023/24 budget book, has transferred to Strategy & Resources Committee for 2024/25 as it no longer falls under the remit of this committee.
- 4.4 The following table comprises a summary of the main changes to the Committee's proposed budget for 2024/25 compared with the published budget for 2023/24:

Environment Committee		Budget £'000
Published Budget 2023/24		4,482
Service Group	Change	
Various	Variation in pay, pension (IAS19) & support service recharges	178
Various	Increase in fees and charges income	(393)
Various	Reallocation of capital charges	(475)
Various	Inflationary increases of contracts	93
Various	Increased costs of grounds maintenance	324
Contract Management	Increased recharge of grounds maintenance	(390)
Contract management	Allocation of verge cutting saving	63
Car Parks	Allocation of savings from reduced costs due to end of contract with Surrey CC	290
Countryside	Reduction of rural grants funding	32
Countryside	Increased contribution from reserves to offset reduced grant	(27)
Highways	Loss of income from Surrey CC for ended verge cutting contract	63
Waste Collection	Reduced gate fees for trade waste	(22)
Base Position 2024/25		4,218

5 Financial Sustainability Proposals for Medium Term Financial Strategy 2024/25 to 2027/28

5.1 As set-out in paragraph 2.4, Strategy & Resources Committee had agreed a Council-wide savings target of £2.5m to achieve a balanced budget by 2027/28.

- 5.2 The following savings, identified as part of the 2024/25 budget setting process, are included in the estimates for this committee to reduce the Council's projected budget deficit:

Summary of New Savings/Income	Committee	2024/25	2025/26	2026/27	2027/28
		£000	£000	£000	£000
Income from Parks (Pet Crem)	Env	-	-	-	30
Review of Borough Beautification	Env	-	30	-	-
Total Savings/Additional Income		-	30	-	30

- 5.3 The Committee is targeted to generate an additional £30k annual income from 2027/28 from the Borough's parks and open spaces. Officers are currently investigating whether this could be delivered through a new pet crematorium, although the business case is still being developed and will be reported back as appropriate.
- 5.4 A review of the beautification of hanging baskets, troughs and roundabouts could save c.£30k per annum from 2025/26 on staffing and the purchase of plants. This could mean the cessation of Epsom and Ewell in-Bloom initiatives, although officers will investigate whether alternative options are available such as the use of volunteers, or planting that requires less maintenance.
- 5.5 Progress on delivery of savings will be closely monitored and reported to members through the budget monitoring process.

6 Additional Budget Request

- 6.1 On 17 October 2023, Environment Committee noted that owing to the Council's projected budget deficit, the budget setting framework (agreed at S&R in July) required that any additional new revenue growth items (i.e. service enhancements resulting in increased net expenditure) supported by Policy Committees will need to be fully funded from existing budgets.
- 6.2 Environment Committee also agreed at the same meeting that an additional cost item be added into the Committee's budget plans for 2024/25 for £40k to cover possible additional independent noise assessment works or other activities that may be required at the Chalk Pit site in Epsom. However, no funding option was identified by the Committee.
- 6.3 Officers have since sought to identify a funding option, however, with all Environment Committee budgets already committed to funding frontline services and due to the challenging financial environment faced by local authorities, it has not been yet been possible to identify a spare £40,000 expenditure budget within the committee, without adversely impacting the delivery of frontline services.

- 6.4 Officers can continue to seek savings throughout 2024/25, although as Agenda Item 10 (Chalk Pit) identifies that the full cost of further investigation work could ultimately reach up to £140,000, it is being recommended that the Chalk Pit matter should be separately managed through the bespoke report at Agenda Item 10 on this committee agenda.

7 Risk Assessment

Legal or other duties

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

Service	Risk	Budget Estimate 2024/25	Risk Management
Off Street Car Parking	High: The current cost of living crisis may impact adversely on car park visitor numbers.	Total Budgeted Income £4,254k 5% change affects income by £213k; 25% change affects income by £1.06m.	Monthly monitoring and work analysing individual car park performance against target will be undertaken. Additional income streams and a long-term strategy for the future of Council car parks to be progressed.
Operational Services	Medium: The service is reliant on fuel and therefore susceptible to price rises.	Fuel budget across Op Services is £268k; 10% rise would increase costs by £27k.	Officers will continuously monitor fuel costs and reduce consumption where possible.
Waste Collection and Trade Waste	Medium: Elevated energy costs, inflation and likelihood of recession may cause businesses to close resulting in reduced customer base. Gate fees for trade waste are outside EEBC control and are liable to increase.	Total budgeted income £1,758k; 10% change affects income by £176k. Budgeted gate fees are £250k; 10% rise would increase costs by £25k.	Officers will monitor income and costs throughout the year.

	Income from SCC may be cut.	£100k income from SCC for recyclables	
Savings / Additional Income Delivery	<p>Medium:</p> <p>There is a risk that if savings are not deliverable following the Review of Borough Beautification (main risk may be political) or Income from Parks (main risk may be business case viability or local opposition), the committee may face a budget shortfall in future years.</p>	<p>£0k in 2024/25 £30k in 2025/26 £30k in 2027/28</p>	<p>Officers will monitor income and costs throughout the year.</p> <p>Business cases and proposals will be reported to members.</p>

7.2 Equality Impact Assessment

7.2.1 None arising from the contents of this report.

7.3 Crime & Disorder

7.3.1 None arising from the contents of this report.

7.4 Safeguarding

7.4.1 None arising from the contents of this report.

7.5 Dependencies

7.5.1 None arising from the contents of this report.

7.6 Other

7.6.1 None arising from the contents of this report.

8 Financial Implications

8.1 The draft Budget Book 2024/25 is highly detailed, therefore please can any questions or queries be sent to relevant officers in advance of the Committee meeting wherever possible.

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

9 Legal Implications

9.1 The Council is under a statutory obligation to produce a balanced budget and to comply with its policy on equalities.

9.2 Although there are no direct legal implications arising from this report, decisions taken about the budget will impact the services which can be delivered. In the event of any impact, there will need to be an equalities impact assessment in relevant cases.

9.3 **Legal Officer's comments:** No further legal comments.

10 Policies, Plans & Partnerships

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

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

10.3 **Climate & Environmental Impact of recommendations:** None arising from the contents of this report.

10.4 **Sustainability Policy & Community Safety Implications:** None arising from the contents of this report.

10.5 **Partnerships:** Many services are provided by the Council without the direct involvement of other agencies. There is, however, an increasing role for partnership working with others to achieve mutually agreed objectives. The benefits and risks need to be assessed in each specific case to ensure that value for money is secured and the Council's priorities are delivered in the most efficient and effective manner.

11 Background papers

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

Previous reports:

- Strategic Financial Planning report to S&R Committee in July 2023
- 2024/25 Budget Targets report to Environment Committee in October 2023

Other papers:

- Draft 2024/25 Budget Book.

CHALK PIT

Head of Service:	Rod Brown, Head of Housing & Community
Wards affected:	(All Wards);
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	
Appendices (attached):	Appendix 1: Map showing various businesses operating at Epsom Chalk Pit Appendix 2: SCC planning conditions EP21/00223/CMA Appendix 3: Graph detailing emails received history during 2023 and 2024 Appendix 4: Draft specification (Part II paper – para 3 and 7 of Sch 12A; exempt from publication)

Summary

This report sets out the options available to the Council which include, if necessary, to fund further substantial statutory nuisance investigations into noise or dust complaints arising from business located in Epsom Chalk Pit.

Recommendation (s)

The Committee is asked to:

- (1) To note the motion referred to this Committee by Full Council and, in light of the options set out at section 8.8 of this report, make no resolution or recommendation following a debate on that motion.
- (2) Agree which of the three options set out in Para 8.8 of this report is to be resolved (option 1 or 2) or recommended to S&R Committee (option 3).

1 Reason for Recommendation

- 1.1 To consider the motion referred to this committee by Full Council at its meeting held on 25 July 2023 in accordance with Appendix 5 of the Constitution, CPR 12.3.

- 1.2 To consider the options available to the council, which include identifying funding for further investigations into recent complaints about significant noise or dust arising from the Epsom Chalk Pit.

2 Motion

- 2.1 A motion was proposed by Cllr Muir and seconded by Cllr Persand at Full Council on 25 July 2023 that read:

That this council mandates officers to install professional noise measurement equipment around the Chalk Pit site in College Road, Epsom, to leave that equipment in place for a minimum period of three months, and to respond to any breaches of noise regulations on the site with the imposition of a noise abatement order on the landowner and any identified operators responsible for the excess noise.

- 2.2 In accordance with CPR 12.3 (see Appendix 5 of the Constitution), Cllr Muir "...shall have the right to open the debate on the matter in question but may not vote on the matter" as she is not a member of this Committee.
- 2.3 In light of the remainder of this report with its associated options as set out in para 8.8, it is recommended that no resolution or recommendation be made further to that motion and that the debate proceed as to the remainder of the issues set out within this report.

3 Background

- 3.1 The Chalk Pit is located off College Road Epsom and ceased to operate as a chalk pit many decades ago. For the last 40 years or so the site has attracted various business uses of a light industrial nature.
- 3.2 Topographically, the site is composed of a deep basin forming the previous chalk pit, where several businesses operate, as shown in **Appendix 1**. These include Skip It, Reston Waste (previously Epsom Skip Hire) and until recently, a smaller skip business, PM Skips Hire Ltd, which has now ceased operating from the site. Other businesses using the pit are a coach company, scaffolding and vehicle repair workshop.
- 3.3 Above the basin there is a relatively narrow area, which is closer to the surface, known as the rim. This area is used by several businesses predominately for the storage of empty skips and for a road haulage company.
- 3.4 The sources of noise on the overall site are several.

- 3.4.1 Trommel Noise. This is a specific piece of equipment used to process construction waste into different sized elements. The trommels on site, along with associated handling equipment, both have the potential to be noisy and give rise to dust emissions.
- 3.4.2 Materials handling noise. This includes materials being mechanically sorted other than using a trommel, loading of the trommels, moving stockpiles, unloading of skip lorries, loading of HGVs.
- 3.4.3 Noise from site machinery, principally the 360° grabs, their hydraulics, and tracks, separate dumper trucks and other mobile plant.
- 3.4.4 Noise from road vehicle arrivals and departures including deliveries of skips both loaded and empty, HGVs, staff, and visitors to all the businesses within the pit and the rim.
- 3.4.5 Noise from the stacking and manoeuvring of empty skips.
- 3.4.6 Vehicle maintenance activities typically carried out by occupants of the rim.
- 3.5 Operations by the two remaining skip companies, each include the use of a trommel and manual picking line. The smaller skip company which has recently ceased trading from the site did not make use of a trommel during their time of operation.
- 3.6 Although largely out of direct line of sight and separated by natural topography and open fields, the Chalk Pit is close to residential properties on Longdown Lane North and College Road. For example, there are 16 residential properties in 250 metre radius and an additional 8 residential properties between 250m and a 300m radius.
- 3.7 Prior to 2021, complaints about activities on the Chalk Pit giving rise to noise and dust were not significant in number. More recently the volume of complaints had increased significantly including from properties some distance away from the site. From September 2021 the Council established a dedicated email address for residents to log their observations. It has not been possible to count every complaint since some residents have reported individual instances of noise separately, whilst others have summarised a day's or week's activities in one email. Similarly, the subjects range from noise from the pit, road traffic on the local network, to hours of operation. This is why the preferred measure is simply volume of emails received which gives a good indication of the level of community concern when taken as a trend. **Appendix 3** contains the most recent trend information.

- 3.8 Since May 2023 the number of complaints received by the Council had reduced significantly, however in September 2023 there was a further increase in complaint numbers which have fluctuated week on week. The dedicated email address established back in September 2021 remains in use for new complaints.

4 Surrey County Council Minerals and Waste Planning

- 4.1 Waste processing and recycling falls to Surrey County Council (SCC) as the County Planning Authority for minerals and waste. This includes the activities of Skip It and Reston Waste.
- 4.2 In 2021, the precursor company to Skip It submitted a planning application to SCC (SCC reference EP21/00223/CMA) for the part retrospective change of use of an existing Waste Transfer Station to a Materials Recycling Facility and extension of this site to incorporate new buildings and facilities.
- 4.3 This application included the construction of a new enclosure to encompass the noisiest operations from the Skip It site including the use of the trommel. This application was approved by SCC with conditions attached, including prohibition of the use of the trommel until the enclosure was built, specific noise limits placed on site operations, requirement for noise monitoring and a requirement for the submission and agreement of a dust management plan. The conditions relating to this planning permission are attached as **Appendix 2**. It is understood that at the time of the preparation of this report that there is counterpart planning enforcement action being taken.

5 Regulatory responsibilities

- 5.1 Pollution matters in the area of the Chalk Pit have always been regulated by both the local authority in respect of the general statutory nuisance provisions and the Environment Agency (EA) in respect of specific processes regulated under the Environmental Permitting Regulations. These have been the long-standing arrangements since the early 1990s from which the EA derive a subsistence fee from the regulated business.
- 5.2 The EA regulate processes by including technical conditions as part of the permits granted to operators. These controls are intended to mitigate emissions to air, land and water regardless of any complaints received. Permits are specific as to which aspects of the operation they control, and it could be the case that not all aspects of a business subject to an EA permit will be controlled by that permit. For example, the operation of the recycling plant will be controllable via the permit, but noise from arrivals of staff in adjacent roads will not.

- 5.3 The relevant planning authority (SCC for the waste processing activities and EEBC for activities outside of this definition), will be able to attach appropriate conditions controlling aspects of the permitted use in the event of planning application. Enforcement of relevant conditions will be the responsibility of the relevant planning authority.
- 5.4 In practice, on receipt of a complaint the local authority would determine whether it likely related to a process holding a permit from the Environment Agency and if so, inform the complainant that they ought to contact the EA via their incident hotline. Where the complaint arises from a source not controlled under the permit, the Council would commence a standard statutory nuisance investigation.
- 5.5 In the case of the various businesses operating out of the Chalk Pit, Skip It and Reston Waste are both subjected to controls through Environmental Permits granted by the EA. These limit their emissions and impose controls on their operation intended to reduce the impact to the environment.
- 5.6 Activities on the rim area of the Chalk Pit and other non-waste handling activities in the Chalk Pit itself are not EA regulated and fall to the local authority only, either through relevant planning conditions or through general statutory nuisance provisions.
- 5.7 Noise and dust can be considered as potential statutory nuisances via section 80 of the Environmental Protection Act. This general provision is the same one used for other nuisances such as a noisy party, barking dogs or unacceptable bonfire smoke. Its operation in respect of a situation such as the Chalk Pit is more complex involving many considerations. There is no set statutory decibel level at which noise would be a statutory nuisance and the assessment is inherently a subjective one based around the common law definition of nuisance. The council's Environmental Health Team have, and continue to, liaise closely with the EA and SCC concerning activities on the site. Each regulatory service considers their own justification for any enforcement action and it is therefore essential to hold unequivocal evidence to identify which company is the source of the nuisance when considering enforcement options.

6 Council activity in response to complaints

- 6.1 From 2021 the council's Environmental Health service has been heavily involved in investigating noise complaints from the Chalk Pit. This investigation has been the most intensive nuisance investigation the council has conducted over recent years, which up to the summer of 2023 involved:
- Deployment of a multi-officer team monitoring from residential premises and within the Chalk Pit area
 - In person visits in response to complaints from residents

- Over 100 hours of in-person dedicated monitoring including a full week of an officer being in a residents' garden.
- Review of in excess of 700 hours remote monitoring, using installed sound monitoring equipment at several residential addresses in the area, combined with the use of temporary CCTV recording over 22 thousand video clips.

6.2 Given the topography of the site and the fact that there are several operators all emitting the same type of noise, it is imperative that monitoring can identify which business operator is responsible for the source of the noise at any one time. It is not sufficient to assume or to guess, since that would risk the failure of any resultant regulatory action. As a result the council has developed an investigation strategy which is focussed on both the investigating officer witnessing the noise *and* verifying the source of that noise, identifying the individual business. This requires the use of multiple teams of officers, in communication, to identify noise at resident's properties and to cross reference that to activities on site in real time.

This monitoring was completed in June 2022 without the various operators at the Chalk Pit being informed of when this might be occurring and, apart from when we needed their co-operation to selectively isolate machinery, we did not inform any of the operators of the timing of our monitoring visits. The investigation included the installation of CCTV on site to help identify activities. In accordance with legal requirements, at the point when the CCTV was installed the users of the chalk pit were informed.

Professional opinion based on the outcome of the June 2022 investigation:

- 6.3 The council's approach to enforcement is evidence based. Despite this extensive monitoring in June 2022, it was the opinion of its qualified officers that at that time the council did not have sufficient justification to issue an abatement notice on any of the site operators.
- 6.4 Officers are very mindful of the concerns from local residents and extend their thanks to those who have facilitated short notice and planned visits and who have hosted noise monitoring equipment in their gardens. There is clear evidence that noise from the chalk pit is audible, causing annoyance and reasonably thought to have had a negative impact on the local amenity. However, taking into account what is required for the council to positively demonstrate a statutory nuisance, and despite undertaking the most significant nuisance assessment in recent times, officers could not show the disturbance, at that time, amounted to a statutory nuisance.

Further work from October 2023

- 6.5 Following the recent increase in noise complaints during the first half of October 2023, Environmental Health Officers once again deployed to the locality on the week commencing 9th October and undertook a series of monitoring activities over several days. During this intervention, it was possible to determine that a nuisance existed arising from the use of one particular piece of machinery at one of the two separate waste businesses in operation, and as a result an abatement notice was served on 13th October in line with the Council's duty to do so. This was communicated to residents on 16th October by email.
- 6.6 Since the abatement notice was served, the council has monitored for evidence of non-compliance. This monitoring is continuing at the time of reporting (January 2024). The Council has several options available, including prosecution for breach of an abatement notice in the event that there is clear evidence of non-compliance. Further discussion on this would require the meeting to vote to exclude the public as this is a live investigation and would amount to disclosure of "Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime" in accordance with paragraph 7 of Schedule 12A of the Local Government Act 1972.
- 6.7 The Environmental Protection Act 1990 enables any person affected by any form of nuisance to complain directly to the Magistrates' Court under section 82. There is a court fee of £226 to issue such proceedings. This remains an available option should local residents wish to explore this themselves.

7 Separate Council enforcement action

- 7.1 Separately to the action outlined above, the council has taken the following legal steps.
- 7.1.1 Community Protection Warning Notice on the landowner requiring various management steps and resurfacing of the road surface on the rim.
- 7.1.2 Nine further Community Protection Warning Notices on users of the rim and of the chalk pit mandating chain covers on skip guards.
- 7.1.3 One Community Protection Warning Notice requiring a skip company to cease using the site entirely.

8 Proposal

- 8.1 The multiple sources of possible noise and dust arising from the site, together with the difficult topography, including lack of visibility from resident's properties, make monitoring and evidence gathering very resource intensive. Fundamentally, the fact that there are two similar businesses, out of visual range, who at any one time may or may not be operating in such a way so as to cause nuisance, requires at least two, preferably three officers to properly assess.
- 8.2 Nevertheless, Officers are satisfied that by prioritising investigations at the chalk pit at the expense of other work, the response to this issue as outlined in this report has met and exceeded the statutory requirements on councils to complete a reasonable investigation into the complaints.
- 8.3 During 2023 and early 2024 building construction has taken place and in the case of Skip It, will mean the noisiest of their activities being carried out from within a building as per the intent of the original 2021 planning application.
- 8.4 The completion of this development will allow the relevant planning condition attached to the SCC consent to be engaged to control noise.
- 8.5 Save for Option 1 below (see para 8.8), Options 2 and/or 3 would only be acted upon should the council receive substantial and substantiated complaints about noise or dust nuisance arising from businesses operating in the Chalk Pit, and only if these businesses were operating in accordance with all other relevant regulatory controls. These include planning controls, including having constructed and commissioned the new building at Skip It. Under such circumstances, approval of either Option 2 or 3 would then provide the council with either a clear way forward (Option 2) or provide the necessary resources to commission external consultants to purchase the capacity necessary to carry out an intensive investigation into any new or ongoing complaints (Option 3). This option would represent a once only, last line defence for residents.
- 8.6 The investigation set out in option 3 below would require resourcing that the Environmental Health service could not provide without significant impacts on their other statutory functions. These statutory services include food safety inspection programme, private sector housing inspections, other noise and pollution complaints, and health and safety functions.
- 8.7 The Environmental Health service would be able to carry out a smaller intervention, based around officer availability which would be sufficient to constitute a further reasonable investigation.
- 8.8 This Committee is therefore invited to consider three options:
 - 8.8.1 Accept the account set out in this report that having investigated, the outcome of an abatement notice associated with the use of a trommel is sufficient and to close this investigation with no further action, or

- 8.8.2 Officers keep this under review and bring this back to this committee should, in their professional opinion, sufficient evidence of a breach of the abatement notice or a further statutory nuisance be evident to seek any necessary funding to take enforcement action, or
- 8.8.3 Submit a request to Strategy and Resources Committee that funding be allocated from limited Council reserves to instruct external noise consultants to conduct a fresh investigation based upon the activities on the site and that significant complaints continue despite the buildings being constructed and commissioned. It is anticipated that further investigations may require a substantial financial commitment of taxpayer's funds of up to £140,000, as set-out in section 10 of this report.
- 8.9 Should this committee be minded to adopt Option 3, if funding cannot be identified within the committee's budget envelope of identified savings within the said budget, a request would be required to Strategy and Resources Committee to find additional funding from alternative sources (such as reserves) to commission an external noise consultant to investigate for possible statutory nuisance and to take appropriate enforcement action, including representation in legal proceedings.

9 Risk Assessment

Legal or other duties

9.1 Equality Impact Assessment

- 9.1.1 There are substantial numbers of residents requesting assistance from the Environmental Health service. If existing resources were to be redirected into further extensive nuisance investigations, there could be negative impacts on other residents and the ability to respond to their needs.

9.2 Crime & Disorder

- 9.2.1 The council's Environmental Health service's resources are important as part of the overall response to community safety and enforcement. If existing resources were to be redirected into further extensive nuisance investigation, there could be negative impacts on the council's response to crime and disorder.

9.3 Safeguarding

9.3.1 The council's Environmental Health service's resources are important as part of the overall response to safeguarding. If existing resources were to be redirected into further extensive nuisance investigation, there could be negative impacts on the council's safeguarding response.

9.4 Dependencies

9.4.1 Regulation of activities from the businesses operating in the Chalk Pit are shared principally between the council, SCC, and the EA. The proposal outlined in this report is only required should alleged noise or dust nuisance continue, despite the application of controls from these other regulatory partners.

10 Financial Implications

10.1 In addition to the working hours committed to the investigation to date, the council has incurred a cost of £5,600 for matters associated to the investigation.

10.2 Informal approaches to several consultancies have resulted in indicative costs of £40,000 based on a specification generated by the service designed to address the likely work required to demonstrate nuisance or otherwise. (Appendix 4)

10.3 Should any resultant enforcement be contested, legal costs of up to £50,000 would be expected, with potentially a further estimated £50,000 payable to the appellant in the event of their successful appeal.

10.4 Officers have, to-date, been unable to identify funding within the committee's existing budget envelope to support the additional cost of £140,000 without impacting existing services. Should the committee decide to support further investigations, it is anticipated that a further report would be required to S&R Committee to request one-off funding from limited Council reserves.

10.5 **Section 151 Officer's comments:** The Council already faces a significant budget gap in 2024/25. If funding were required for external consultants to undertake additional investigations at the Chalk Pit, and this funding cannot be identified within existing Environment Committee budgets, it is expected that a request would need to be submitted to S&R Committee for funding from the Corporate Projects reserve, reducing the balance available for other key Council priorities.

10.6 In deciding whether to support renewed investigations on top of those that have already taken place, Members are asked to consider the likelihood of whether renewed investigation would ultimately lead to successful enforcement action and, by extension, whether it would be an effective use of limited council resources.

11 Legal Implications

- 11.1 The burden is on the council to demonstrate by way of evidence that a statutory nuisance exists at the time that both an abatement notice is served and at the time it is heard before the Court. Until the current planning conditions have been complied with, the on-going level of noise and dust emanating from the site and its impact on neighbouring residents cannot be known. The relevant legislation that applies to statutory nuisance is set out in section 79-81 of the Environment Protection Act 1990.
- 11.2 This report sets out that it is the view of its professional Environmental Health Officers who are experienced in nuisance matters and have the necessary qualifications and training in the area that there was insufficient previous evidence to justify service of an abatement notice, but that the noise in the week of 9 October 2023 did constitute a statutory nuisance so as to justify service of an abatement notice based on what was witnessed.
- 11.3 An abatement notice may be challenged by way of appeal before the Magistrates Court where the Council would need to set out why it felt it was warranted and legal to do so. If successfully challenged, the notice would be set aside with considerable financial, legal, and reputational damage to the Council. Likewise, where the council felt it warranted bringing proceedings further to clear evidence of any alleged breach of the recently served Abatement Notice, the Council would need to set out its case positively supported by evidence. If successful, the Council could seek to recover its costs in bringing such proceedings but cost recovery is not guaranteed. If unsuccessful, the council would need to bear its own costs and potentially be awarded to settle the costs of the successful party.
- 11.4 **Legal Officer's comments:** None arising further to the contents of this report that contain relevant advice relevant to legal issues.

12 Policies, Plans & Partnerships

- 12.1 **Council's Key Priorities:** The following Key Priorities are engaged: Safe and well.
- 12.2 **Service Plans:** The matter is not included within the current Service Delivery Plan.
- 12.3 **Climate & Environmental Impact of recommendations:** None arising from this report.
- 12.4 **Sustainability Policy & Community Safety Implications:**
- 12.5 **Partnerships:**

13 Background papers

- None



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The Chalk Pit



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Scale: 1:1250

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EP21/00223/CMA amended/amplified by Email from Agent dated 21 May 2021 with attached Further Information in Response to Transportation Development Planning Team Comments dated May 2021 and Drawing No. 193091/PL/D/011 Visibility Splay dated May 2021; Air Quality Assessment (Dust) rev 1 dated 8 June 2021; Email from agent dated 2 July 2021 with attached Drawing No. 193091/PL/D/001 rev B Site Location Plan dated January 2021, Drawing No. 193091/PL/D/006 rev C Proposed Block Plan dated May 2021, Drawing No. 193091/PL/D/012 Overnight HGV Parking Plan dated June 2021, Applicant response on noise (pdf titled Response on noise 3006), and Revised Further Information in Response to Transportation Development Planning Team Additional Comments of June 2021 dated June 2021; Email from Agent dated 6 September 2021 with clarifying info and Drawing No. 193091/PL/D/010 Proposed Office Elevations dated Sept 2021; Noise Impact Assessment Final Report v3 (Document ref: 1150.002R.4.0.NA.Final v3) dated 12 November 2021; Applicant document titled Surrey County Council Noise consultant responses 30 November 2021.

TOWN AND COUNTRY PLANNING ACT 1990

SURREY COUNTY COUNCIL AS COUNTY PLANNING AUTHORITY DO HEREBY **GRANT** PLANNING PERMISSION FOR CHANGE OF USE OF AN EXISTING WASTE TRANSFER STATION TO A MATERIALS RECYCLING FACILITY AND EXTENSION OF THIS SITE TO INCORPORATE A NEW WASTE TRANSFER STATION, INCLUDING: DEMOLITION OF EXISTING BUILDING; REINFORCEMENT OF RETAINING WALL; PROVISION OF NEW SITE SURFACING AND DRAINAGE; CONSTRUCTION OF BUILDINGS FOR THE BULKING AND PROCESSING OF MIXED SKIP WASTE AND SKIP STORAGE, AND THE SORTING AND TRANSFER OF INERT WASTE MATERIALS; USE OF AN OFFICE; RETENTION OF EXISTING WORKSHOP; INSTALLATION OF WEIGHBRIDGE; RETENTION OF ENTRANCE GATES AND FENCING; AND, PROVISION OF CAR PARKING [PART RETROSPECTIVE].

ON LAND AT THE CHALK PIT, COLLEGE ROAD, EPSOM, SURREY KT17 4JA

SUBJECT TO THE FOLLOWING CONDITIONS:

Approved Plans

1. The development hereby permitted shall be carried out in all respects in accordance with the following plans/drawings:

Drawing No. 193091/PL/D/001 rev B Site Location Plan dated January 2021

Drawing No. 193091/PL/D/002 rev A Existing Block Plan dated January 2021

Drawing No. 193091/PL/D/003 rev A Topographical Survey dated January 2021

Drawing No. 193091/PL/D/004 rev A Existing Cross Sections and Elevations dated January 2021

Drawing No. 193091/PL/D/005 rev A Proposed Buildings for Demolition dated January 2021

Drawing No. 193091/PL/D/006 rev C Proposed Block Plan dated May 2021

Drawing No. 193091/PL/D/007 rev A Proposed Site Zoning dated January 2021

This decision notice does not grant listed building consent or convey any approval under building regulations

Page 129
Attention is drawn to the attached notes

Drawing No. 193091/PL/D/008 rev A Proposed Cross Sections and Elevations dated January 2021

Drawing No. 193091/PL/D/009 rev A Site Drainage Plan dated January 2021

Drawing No. 193091/PL/D/010 Proposed Office Elevations dated September 2021

Drawing No. 193091/PL/D/011 Visibility Splay dated May 2021

Drawing No. 193091/PL/D/012 Overnight HGV Parking Plan dated June 2021 .

Hours of Working

2. No lights shall be illuminated nor shall any operations or activities authorised by this permission be carried out except between the following hours:

07:00 - 18:00 Mondays to Fridays

07:00 - 13:00 Saturdays

There shall be no working on Sundays or any Public, Bank, or National Holiday. This shall not prevent the carrying out of emergency operations, but these shall be notified in writing to the County Planning Authority within 24 hours of their commencement.

Contamination

3. If, during construction works, ground contamination not previously identified is found to be present at the application site then no further construction works shall take place until a remediation strategy detailing how this contamination will be dealt with has been submitted to and approved in writing by the County Planning Authority.

The remediation strategy shall be implemented as approved.

Drainage

4. Within three months of the date of this permission, details of the design of a surface water drainage scheme shall be submitted to the County Planning Authority for approval in writing. The design must satisfy the SuDS Hierarchy and be compliant with the national Non-Statutory Technical Standards for SuDS, NPPF and Ministerial Statement on SuDS. The required drainage details shall include:

a) Evidence that the existing on-site soakaway is fit for purpose.

b) A plan showing exceedance flows (i.e. during rainfall greater than design events or during blockage) and how property on and off site will be protected from increased flood risk.

c) Details of drainage management responsibilities and maintenance regimes for the drainage system.

The scheme shall be implemented in full within three months of approval and shall thereafter be complied with at all times.

Highways, Traffic and Access

5. Within two months of the date of this permission space shall be laid out within the application site in accordance with Drawings Nos. 193091/PL/D/006 rev C Proposed Block Plan dated May 2021 and 193091/PL/D/012 Overnight HGV Parking Plan dated June 2021 for cars, HGVs and cycles to be parked and for the loading and unloading of

12 HGVs and for all vehicles to turn so that they may enter and leave the site in forward gear.

A four hoop Sheffield toast rack cycle stand with sufficient space for eight bicycles shall subsequently be installed within the cycle parking area as shown on Drawings Nos. 193091/PL/D/006 rev C Proposed Block Plan dated May 2021 and 193091/PL/D/012 Overnight HGV Parking Plan dated June 2021 within one month of the laying out of the space as detailed above.

Thereafter the cycle parking area, parking/loading and unloading/turning areas shall be retained and maintained for their designated purposes.

6. Within three months of the date of this permission a scheme for at least 2 of the available car parking spaces within the application site to be provided with a fast charge socket (current minimum requirement: 7kW Mode 3 with Type 2 connector - 230 v AC 32 amp single phase dedicated supply) shall be submitted to the County Planning Authority for approval in writing.

The approved scheme shall be implemented within three months of approval and the installed sockets shall thereafter be retained and maintained in good working order.

7. Prior to any building construction work being undertaken within the application site other than the metal support posts previously erected, a Construction Transport Management Plan, to include details of:
- a) Parking for vehicles of site personnel, operatives and visitors;
 - b) Loading and unloading of plant and materials;
 - c) Storage of plant and materials;
 - d) HGV deliveries and hours of operation;
 - e) Vehicle routing;
 - f) Measures to prevent the deposit of materials on the highway; and
 - g) On-site turning for construction vehicles,

shall be submitted to and approved in writing by the County Planning Authority. Only the approved details shall be implemented during the construction of the development.

8. There shall be no more than an annual average of 68 daily HGV movements (34 in and 34 out) to and from the application site directly connected to the development hereby permitted.

The operator shall maintain accurate records of the daily number of HGVs accessing and egressing the application site and these records shall be submitted to the County Planning Authority by the first day of April, July, October and January each year.

9. All loaded HGVs entering and leaving the application site directly connected to the development hereby permitted shall be sheeted or otherwise enclosed so as to prevent spillage or the emission of dust.

Noise

10. The Rating Level, L_A,T_r, of the noise emitted from all plant, machinery and vehicle movements on the application site directly connected to the development hereby permitted shall not exceed the existing representative LA90 background sound level at any time by more than +5dB(A) at the nearest noise sensitive receptors.

Should this noise limit be exceeded the source(s) of the noise causing the exceedance shall cease until the operator has submitted a scheme to attenuate noise levels which has been approved by the County Planning Authority in writing and that scheme has been fully implemented.

11. Within seven days of the request of the County Planning Authority, the operator shall arrange for noise monitoring to be carried out at the application site in order to assess compliance with the noise limits set out in Condition 10 above.

The assessment shall be carried out in accordance with British Standard (BS) 4142:2014+A1:2019 'Methods for rating and assessing industrial and commercial sounds' or any subsequent Standard replacing or amending this Standard. The existing representative LA90 background sound level shall be determined by measurement that shall be sufficient to characterise the environment. The representative level shall be justified following guidance contained within BS4142:2014+A1:2019 or any subsequent Standard replacing or amending this Standard and agreed with the County Planning Authority.

Measurements shall only be undertaken by those competent to do so (i.e. Member or Associate grade of the Institute of Acoustics).

The results of the monitoring shall be reported to the County Planning Authority within 14 days of such monitoring.

12. Waste processing operations within the application site involving the use of any type of mechanical screener for any materials recycling hereby permitted shall cease until Building 2 as shown on Drawing No. 193091/PL/D/006 rev C Proposed Block Plan dated May 2021 has been fully constructed and fitted with the automated roller shutter doors as shown on Drawing No. 193091/PL/D/008 rev A Proposed Cross Sections and Elevations dated January 2021.
13. All company owned plant and vehicles shall be fitted with white noise/nontonal reversing alarms within one month of the date of this permission. Once fitted, these alarms shall be retained and maintained in accordance with the manufacturer's recommendations at all times.
14. All plant and machinery shall be serviced, maintained and silenced in accordance with manufacturers recommendations at all times.

Any damage, breakdown or malfunction of silencing equipment shall be treated as an emergency and should be dealt with immediately. Where a repair cannot be carried out within a reasonable period, the plant and/or machinery affected should be taken out of service.

15. There shall be no crushing of any inert waste within the application site at any time.
16. All company owned skip lorries shall be fitted with chain sleeves within one month of the date of this permission. Once fitted, these guards shall be retained and maintained in accordance with the manufacturer's recommendations.

Dust

17. Within three months of the date of this permission, a proactive Dust Management Plan shall be submitted to the County Planning Authority for approval in writing. Such a Plan shall be based on the Institute of Air Quality Management (IAQM) Guidance on the Assessment of Mineral Dust Impacts for Planning (v1.1) dated May 2016 or later version, and shall include measures for the control and management of any dust creating activities within the application site so as to prevent nuisance or any significant adverse impact on residential amenity or human health beyond the application site. The Plan shall be implemented upon approval and shall be complied with at all times.

Limitations

18. The loading and/or unloading of waste and/or materials to/from lorries and/or machinery; the storage, sorting, segregation, bulking and/or stockpiling of waste and/or materials; and, the deposit and storage of skips, shall only be undertaken within Building 1 and Building 2 as shown on Drawing No. 193091/PL/D/006 rev C Proposed Block Plan dated May 2021 after their construction.
19. The processing of waste using the trommel and/or picking station shall only be undertaken within Building 2 as shown on Drawing No. 193091/PL/D/006 rev C Proposed Block Plan dated May 2021,
20. The development hereby permitted shall receive up to a maximum of 26,000 tonnes of commercial and industrial and construction, demolition and excavation wastes per calendar year.

No putrescible food wastes or hazardous waste shall be imported to the application site. Any non-conforming waste imported to the application site, including any that arrive as part of loads, shall be removed from the site within 48 hours and shall be taken to a suitably authorised waste facility.

The operator shall maintain accurate records of the daily tonnages of waste imported to the application site and these records shall be submitted to the County Planning Authority by the first day of April, July, October and January each year.

21. Within three months of the date of this permission, details and colours of all materials to be used on the external faces of all buildings to be constructed and/or positioned within the application site shall be submitted to the County Planning Authority for approval in writing. All materials specified for the external facing surfaces shall be of a non-reflective nature.

The development shall thereafter be implemented and maintained in accordance with the approved details, and shall be kept in a good state of repair at all times.

22. Notwithstanding any provision to the contrary under Schedule 2 Part 2 (Class C), Part 4 (Class A), Part 7 (Classes F, H, I and L) and Part 11 (Class B) of the Town and Country Planning (General Permitted Development)(England) Order 2015 (or any order revoking and re-enacting that Order with or without modification), no plant, building or machinery, whether fixed or moveable shall be erected on the application site without the prior written approval of the County Planning Authority in respect of the siting, design, specification and appearance of the installation, such details to include the predicted levels of noise emission and their tonal characteristics.

Lighting Scheme

23. No form of external lighting, including floodlighting, security lighting, luminaires and/or any temporary lighting, shall be installed and/or used within the application site unless a lighting scheme has been submitted to and approved by the County Planning Authority in writing. Such a scheme shall include details of:
 - a) The siting of all external lighting, including floodlighting, security lighting, luminaires and/or any temporary lighting.
 - b) The hours during which lighting would be illuminated and good practice measures to minimise its use including timers.
 - c) The height and position of any lighting.
 - d) The intensity of the lighting specified in Lux levels.

- e) Measures to control and minimise light spill.
- f) Measures for reviewing any unforeseen impacts.
- g) Practical measures to minimise upward waste of light from lighting and to minimise light spill outside of the boundary of the application site.

The lighting shall thereafter be implemented, operated and maintained in accordance with such a scheme at all times.

Biodiversity

24. Within three months of the date of this permission, a scheme of biodiversity net gain shall be submitted to the County Planning Authority for approval in writing. Such a scheme shall include a schedule of ecological benefits to be implemented within the application site, including through the design of the new buildings to be constructed, and a timescale for the implementation of each ecological benefit.

The scheme shall be implemented in full within six months of approval and maintained as approved at all times.

REASONS FOR IMPOSING CONDITIONS:

1. For the avoidance of doubt and in the interests of proper planning.
2. To comply with the terms of the application, enable the County Planning Authority to exercise planning control, and to safeguard the environment and local amenity, in accordance with Surrey Waste Local Plan 2020 Policies 13 and 14 and Epsom and Ewell Borough Council Core Strategy 2007 Policy CS6.
3. To ensure that the development does not contribute to, or is not put at unacceptable risk from, or adversely affected by, unacceptable levels of water pollution from previously unidentified contamination sources at the application site in accordance with the National Planning Policy Framework 2021 paragraphs 174, 183 and 184; Surrey Waste Local Plan 2020 Policy 14 and Epsom and Ewell Borough Council Development Management Policies Document 2015 Policy DM17.
4. To ensure the design meets the national Non-Statutory Technical Standards for SuDS and the final drainage design does not increase flood risk on or off site in accordance with Surrey Waste Local Plan 2020 Policy 14 and Epsom and Ewell Borough Council Core Strategy 2007 Policy CS6.
5. In order that the development should not prejudice highway safety nor cause inconvenience to other highway users in accordance with the National Planning Policy Framework 2021 paragraph 110, Surrey Waste Local Plan 2020 Policy 15; Epsom and Ewell Borough Council Core Strategy 2007 Policy CS16 and Epsom and Ewell Borough Council Development Management Policies Document 2015 Policy DM37.
6. In order to meet the objectives of the National Planning Policy Framework 2021 Section 9 'Promoting Sustainable Transport' and in accordance with Surrey Waste Local Plan 2020 Policy 15.
7. In order that the development should not prejudice highway safety nor cause inconvenience to other highway users in accordance with the National Planning Policy Framework 2021 paragraphs 110 and 112; Surrey Waste Local Plan 2021 Policy 15; Epsom and Ewell Borough Council Core Strategy 2007 Policy CS16; and, Epsom and Ewell Borough Council Development Management Policies Document 2015 Policy DM37.

8. To comply with the terms of the application and to enable the County Planning Authority to exercise planning control over the development so as to safeguard the environment and protect the amenities of the locality in accordance with the National Planning Policy Framework 2021 paragraphs 104, 174 and 186; Surrey Waste Local Plan 2020 Policies 13 and 14 and Epsom and Ewell Borough Council Core Strategy 2007 Policy CS6.
9. In order that the development should not prejudice highway safety nor cause inconvenience to other highway users in accordance with the National Planning Policy Framework 2021 paragraph 110 and Surrey Waste Local Plan 2020 Policy 15.
10. In order to protect the amenity of noise sensitive receptors during the operation of the development in accordance with Surrey Waste Local Plan 2020 Policy 14 and Epsom and Ewell Borough Council Core Strategy 2007 Policy CS6.
11. In order to protect the amenity of noise sensitive receptors during the operation of the development in accordance with Surrey Waste Local Plan 2020 Policy 14 and Epsom and Ewell Borough Council Core Strategy 2007 Policy CS6.
12. In order to protect the amenity of noise sensitive receptors during the operation of the development in accordance with the National Planning Policy Framework 2021 paragraph 185; Surrey Waste Local Plan 2020 Policy 14, and Epsom and Ewell Borough Council Core Strategy 2007 Policy CS6.
13. In order to protect the amenity of noise sensitive receptors during the operation of the development in accordance with the National Planning Policy Framework 2021 paragraph 185; Surrey Waste Local Plan 2020 Policy 14, and Epsom and Ewell Borough Council Core Strategy 2007 Policy CS6.
14. In order to protect the amenity of noise sensitive receptors during the operation of the development in accordance with the National Planning Policy Framework 2021 paragraph 185; Surrey Waste Local Plan 2020 Policy 14, and Epsom and Ewell Borough Council Core Strategy 2007 Policy CS6.
15. To comply with the terms of the application, enable the County Planning Authority to exercise planning control, and to safeguard the environment and local amenity, in accordance with the National Planning Policy Framework 2021 paragraph 185; Surrey Waste Local Plan 2020 Policy 14 and Epsom and Ewell Borough Council Core Strategy 2007 Policy CS6.
16. In order to protect the amenity of noise sensitive receptors during the operation of the development in accordance with the National Planning Policy Framework 2021 paragraph 185; Surrey Waste Local Plan 2020 Policy 14 and Epsom and Ewell Borough Council Core Strategy 2007 Policy CS6.
17. To safeguard the environment and local amenity in accordance with the National Planning Policy Framework paragraph 174; Surrey Waste Local Plan 2020 Policy 14, and Epsom and Ewell Borough Council Core Strategy 2007 Policy CS6.
18. To comply with the terms of the application and to safeguard the environment and local amenity in accordance with the National Planning Policy Framework 2021 paragraph 185, Surrey Waste Local Plan 2020 Policy 14 and Epsom and Ewell Borough Council Core Strategy 2007 Policy CS6.
19. To comply with the terms of the application and to safeguard the environment and local amenity in accordance with the National Planning Policy Framework 2021 paragraph 185; Surrey Waste Local Plan 2020 Policy 14 and Epsom and Ewell Borough Council Core Strategy 2007 Policy CS6.
20. To comply with the terms of the application, enable the County Planning Authority to exercise planning control, and to safeguard the environment and local amenity, in

accordance with Surrey Waste Local Plan 2020 Policies 13 and 14 and Epsom and Ewell Recycling Joint Development Plan Document 2013 Policies AR4 and AR5.

21. To comply with the terms of the application, enable the County Planning Authority to exercise planning control, and to safeguard local amenity and the local character, in accordance with Surrey Waste Local Plan 2020 Policies 13 and 14.
22. To enable the County Planning Authority to exercise planning control, and to safeguard local amenity and the local character, in accordance with Surrey Waste Local Plan 2020 Policies 13 and 14.
23. To enable the County Planning Authority to exercise planning control and to safeguard the environment and local amenity in accordance with the National Planning Policy Framework 2021 paragraph 185; Surrey Waste Local Plan 2020 Policy 14 and Epsom and Ewell Borough Council Core Strategy 2007 Policy CS6.
24. To safeguard local amenity and the local character in accordance with the National Planning Policy Framework 2021 paragraph 174; Surrey Waste Local Plan 2020 Policy 13 and Epsom and Ewell Borough Council Core Strategy 2007 Policy CS3.

INFORMATIVES:

1. If proposed works result in infiltration of surface water to ground with a Source Protection Zone, the Environment Agency will require proof of surface water treatment to achieve water quality standards.
2. It is the responsibility of the developer to ensure that the electricity supply is sufficient to meet future demands and that any power balancing technology is in place if required. Please refer to: <http://www.beama.org.uk/resourceLibrary/beama-guide-to-electric-vehicle-infrastructure.html> for guidance and further information on charging modes and connector types.
3. Details of the highway requirements necessary for inclusion in any application seeking approval of details required by planning condition may be obtained from the Transportation Development Planning Division of Surrey County Council Transport Development Planning - Surrey County Council (surreycc.gov.uk).
4. The permission hereby granted shall not be construed as authority to obstruct the public highway by the erection of scaffolding, hoarding or any other device or apparatus for which a licence must be sought from the Highway Authority Local Highways Service.
5. Section 59 of the Highways Act 1980 permits the Highway Authority to charge developers for damage caused by excessive weight and movements of vehicles to and from a site. The Highway Authority will pass on the cost of any excess repairs compared to normal maintenance costs to the applicant/organisation responsible for the damage.
6. The operator is reminded that it is an offence to allow materials to be carried from the site and deposited on or damage the highway from uncleaned wheels or badly loaded vehicles. The Highway Authority will seek, wherever possible, to recover any expenses incurred in clearing, cleaning or repairing highways surfaces and prosecutes persistent offenders (Highways Act 1980 Sections 131, 148, 149).
7. The applicant is reminded of their commitment to use the 'NJB Overflow Car Park' as shown on Drawing No. 193091/PL/D/006 Rev C Proposed Block Plan dated May 2021, and not to use College Road, for the parking of vehicles in relation to the use of the application site.
8. The operator is reminded that, under the Wildlife and Countryside Act 1981, as amended (Section 1), it is an offence to remove, damage or destroy the nest of any wild bird while

that nest is in use or is being built. Planning consent for a development does not provide a defence against prosecution under this Act.

The existing waste reception building to be demolished as part of the development hereby approved should be assumed to contain nesting birds between 1 March and 31 August inclusive, unless a recent survey has been undertaken by a competent ecologist to assess the nesting bird activity during this period and shown it is absolutely certain that nesting birds are not present.

9. Attention is drawn to the requirements of Sections 7 and 8A of the Chronically Sick and Disabled Persons Act 1970 and to the Code of Practice for Access of the Disabled to Buildings (British Standards Institution Code of Practice BS 8300:2009) or any prescribed document replacing that code.
10. In determining this application the County Planning Authority has worked positively and proactively with the applicant by entering into pre-application discussions, assessing the proposals against relevant Development Plan policies and the National Planning Policy Framework including its associated planning practice guidance and European Regulations, providing feedback to the applicant where appropriate. Further, the County Planning Authority has identified all material considerations, forwarded consultation responses to the applicant, considered representations from interested parties, liaised with consultees and the applicant to resolve identified issues, and determined the application within the timeframe agreed with the applicant. Issues of concern have been raised with the applicant including impacts of and on noise, traffic, dust, landscape, visual impact, and Green Belt, and addressed through negotiation and acceptable amendments to the proposals. The applicant has also been given advance sight of the draft planning conditions. This approach has been in accordance with the requirements of paragraph 38 of the National Planning Policy Framework 2021.

DATE 2 May 2023

Caroline Smith

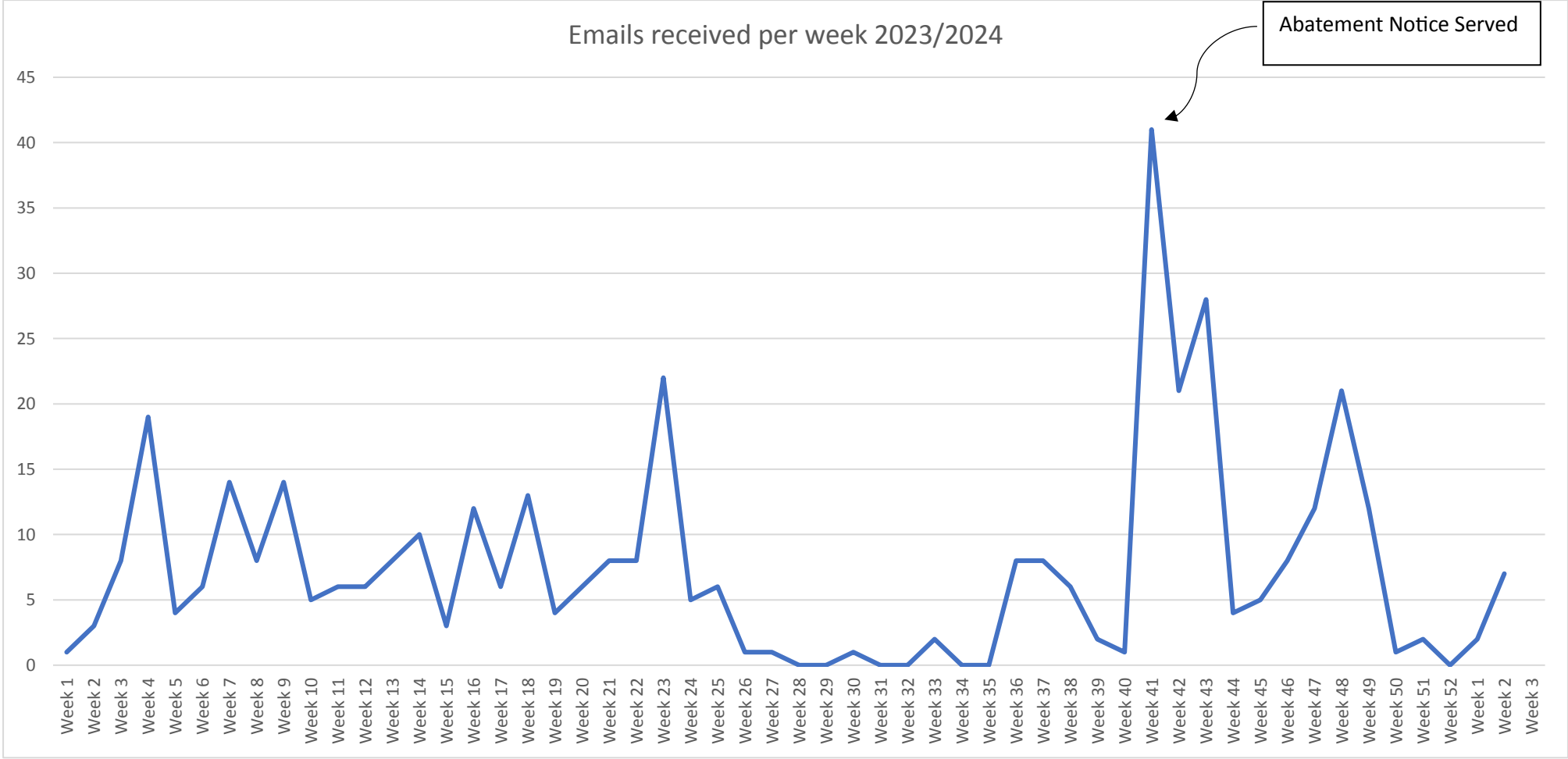
PLANNING GROUP MANAGER

NJB Recycling Ltd
per Suzi Coyne Planning
4 A'Beckets Avenue
Bognor Regis
PO21 4LU

Third Party Rights

Anyone seeking to challenge the lawfulness of this decision may make an application to the High Court for permission to bring a claim for judicial review. You should seek legal advice promptly if you wish to challenge this decision.

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