

## ENVIRONMENT COMMITTEE

Monday 17 March 2025 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 Liz Frost (Chair)  
Councillor Alan Williamson (Vice-Chair)  
Councillor Arthur Abdulin  
Councillor Christine Cleveland

Councillor Tony Froud  
Councillor Jan Mason  
Councillor Julie Morris  
Councillor Kieran Persand

Yours sincerely



Chief Executive

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

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- You should proceed calmly; do not run and do not use the lifts;
- 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

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## Exclusion of the Press and the Public

There are no matters scheduled to be discussed at this meeting that would appear to disclose confidential or exempt information under the provisions Schedule 12A of the Local Government 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](mailto: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, Wednesday 12 March 2025**.

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, Friday 14 March 2025**.

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## **AGENDA**

### **1. QUESTIONS AND STATEMENTS FROM THE PUBLIC**

To take any questions or statements from members of the Public.

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

To receive declarations of any Disclosable Pecuniary Interests or other registrable or non-registrable interests from Members in respect of any item to be considered at the meeting.

### **3. MINUTES OF THE PREVIOUS MEETING (Pages 5 - 12)**

The Committee is asked to confirm as a true record the Minutes of the Meeting of the Committee held on 21 January 2025 (attached) and to authorise the Chair to sign them.

### **4. CLIMATE CHANGE ACTION PLAN - PROGRESS UPDATE (Pages 13 - 52)**

This report provides an annual update and a 5-year overview on the progress of the Council's first Climate Change Action Plan.

### **5. ANNUAL REVIEW OF TENNIS IN THE BOROUGH (Pages 53 - 60)**

To review the annual progress of the Pay to Play Tennis Scheme and to seek permission to offer free Sunday morning sessions at Gibraltar and Poole Road Recreation Grounds and offer free morning tennis sessions during the school summer holidays in 2025.

### **6. FEES AND CHARGES UPDATE (Pages 61 - 64)**

This report recommends Street Trading and Pavement licence fees and charges for which this Committee is responsible, which were omitted from the Fees and Charges 2025/26 report presented to Environment Committee on 21 January 2025. These fees will be effective from 1 April 2025.

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**Minutes of the Meeting of the ENVIRONMENT COMMITTEE held at the Council Chamber, Epsom Town Hall on 21 January 2025**

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**PRESENT -**

Councillor Liz Frost (Chair); Councillor Alan Williamson (Vice-Chair); Councillors Arthur Abdulin, Christine Cleveland, Tony Froud, Jan Mason, Julie Morris and Kieran Persand

Officers present: Rod Brown (Head of Housing and Community), Justin Turvey (Head of Place Development) (item 25 - 33 only), Samantha Whitehead (Interim Assistant Head of Service - Streetcare), Richard Chevalier (Parking Manager), Jon Sharpe (Transport & Waste Services Manager), Fiona Farrell (Cemetery Superintendent), Sue Emmons (Chief Accountant), Vanessa Newton (Senior Accountant) and Dan Clackson (Democratic Services Officer)

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**25 QUESTIONS AND STATEMENTS FROM THE PUBLIC**

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

**26 DECLARATIONS OF INTEREST**

**Fees and Charges 2025/26**

Councillor Christine Cleveland, Other Interest: Councillor Christine Cleveland declared that she had a non-prejudicial interest as she held an allotment holder in the Borough.

Councillor Julie Morris, Other Interest: Councillor Julie Morris declared that she had a non-prejudicial interest as she held an allotment holder in the Borough.

**27 MINUTES OF THE PREVIOUS MEETING**

The Committee agreed (6 votes for, 1 against, and 1 abstaining) that the minutes of the meeting of the Committee held on 15 October 2024 were a true record, and authorised the Chair to sign them.

**28 ALTERNATIVE TRANSPORT COUNCILLOR CHAMPION ANNUAL STATEMENT 2024/25**

The Committee received a report providing the annual statement of the Alternative Transport councillor champion.

The Committee considered the following matters:

- a) **Zone 6 for Epsom Station.** In response to a comment from a Member, the Alternative Transport Champion advised that the matter of Epsom Station being included within Zone 6 remained under discussion, and that any queries on the matter would be best directed to the MP for Epsom & Ewell.
- b) **Bike Security and Parking.** In response to a question from a Member, the Alternative Transport Champion advised that anyone leaving their bike unattended at a bike rack should always take precautions to ensure their bike is locked securely. He stated that the subject of bike security and parking was addressed within the Stoneleigh and Auriol Neighbourhood Plan and within the Epsom & Ewell draft local plan.

Following consideration, the Chair thanked the Alternative Transport councillor champion for their work and report and the Committee unanimously resolved to:

- (1) **Receive and note the annual statement of the Alternative Transport councillor champion.**

## 29 GRAVE LEASE EXTENSIONS

The Committee received a report proposing updates to the Burial Policy for Epsom Cemetery, including the extension of expiring grave leases for an additional 25 years, an adjustment of the standard lease duration from 40 to 75 years, and the halting of both the sale of 11-foot graves and the practice of pre-purchasing graves.

The Committee considered the following matters:

- a) **Amendment to Wording of Recommendation 3.** The Chair proposed that the wording of recommendation 3 be amended to remove 'pre-purchasing', for the purpose of clarity. The proposal was seconded by the Vice-Chair. Subsequently, the Committee unanimously agreed to amend the wording as proposed.
- b) **Contacting Grave Leaseholders.** In response to a question from a Member, the Assistant Head of Service (Streetcare) explained that reasonable steps are taken to contact leaseholders, when necessary, via contact details held on record such as email, postal address and phone number, and where no contact details are on record a written notice is left at the grave for 6-month period.
- c) **Historic Pre-Purchases.** In response to a question from a Member, the Chair confirmed that any historic pre-purchases on graves would be honoured – however, should the Committee agree to recommendation 3, no further pre-purchases would be sold.

Following consideration, the Committee unanimously resolved to:

- (1) **Agree to extend expiring grave leases for an additional 25 years, with charges set at £350 for residents and £500 for non-residents as from 1 April 2025.**
- (2) **Agree to adjust the standard lease duration from 40 year to 75 years, with a 15% increase in current charges as from 1 April 2025.**
- (3) **Agree to halt the sale of graves for future use effective immediately.**
- (4) **Agree to halt the sale of 11 foot graves effective immediately.**

### 30 SURREY RIGHTS OF WAY IMPROVEMENT PLAN

The Committee received a report providing Surrey County Council's 'Surrey Rights of Way Improvement Plan' draft consultation and providing proposed comments on the consultation.

Following consideration, the Committee unanimously resolved to:

- (1) **Note the contents of the consultation.**
- (2) **Approve the draft response (attached at Appendix 1 of the report).**

### 31 URGENT DECISIONS

The Committee received a report on two decisions taken by the Acting Director of Corporate Services on the grounds of urgency, in compliance with the requirements of the Constitution.

Following consideration, the Committee unanimously resolved to:

- (1) **Note the urgent decisions taken and the reasons for those decisions.**

### 32 CAPITAL PROGRAMME 2025/26

The Committee received a report summarising the proposed 2025/26 capital programme and a provisional programme for 2026/27 to 2029/30. The Committee's approval was sought for the programme to be submitted to Council in February 2025.

The Committee considered the following matters:

- a) **CIL Funding.** In response to a question from a Member, the Head of Place Development and Chief Accountant confirmed that CIL funding can only be used for new development and cannot be used to repair or replace existing deficiencies. The Chief Accountant stated that the possibility of upgrading the Court Recreation Ground 3G football pitch to a 5G pitch was explored, but it transpired that the upkeep and running costs of a 5G pitch would have been unviable. She stated that, going forward,

greater investigations would be made into where CIL funding could be utilised for developments over capital receipts.

- b) **Streamlining of Schemes.** In response to a comment from a Member, the Chief Accountant explained that capital schemes often require streamlining in order to preserve a balance in the capital receipts reserve. She stated that, in instances where projects are reduced in scope, such as the reduction from three storeys to one for the Ashley centre car park waterproof membrane project, it is not to say that those works will never be done, and provided reassurance that the works may still be considered as part of future schemes.
- c) **Tendering Process.** In response to a question from a Member, the Chief Accountant explained that initial estimates are often sought prior to going out to tender in order to ascertain the financial viability of a scheme.

Following consideration, the Committee resolved (7 for, and 1 abstaining) to:

- (1) **Submit the capital programme for 2025/26 as identified in section 3 of the report to the Council for approval on 11 February 2025;**
- (2) **Note the provisional forecast of schemes for the capital programme for 2026/27 to 2029/30.**

### 33 BUDGET - PLANTING

The Committee received a report considering the implications of the previously agreed budget saving as set out in the 15 October 2024 Environment Committee '2025/26 BUDGET TARGETS' report.

The Committee considered the following matters:

- a) **Positive Influence of Flowers and Planting.** The Committee considered the positive effects and social benefits of enhancing the appearance of the borough through flowers and planting, including improving mental wellbeing for residents, and creating an increase in footfall in planted areas.
- b) **Planting Methods and Materials.** In response to comments from a Member, the Assistant Head of Service (Streetcare) explained that the Council had switched to using sustainable plant bedding c.10 years ago. She stated that the Council explores the market regularly and stays updated on current best practices and materials for planting.
- c) **Income Generation from Parks.** In response to a question from a Member, the Assistant Head of Service (Streetcare) explained that income was being generated through the rental of pavilions within the borough's parks, which would cover the £30,000 required for flowers and planting.



Following consideration, the Committee unanimously resolved to:

- (1) **Authorise the decision to reinstate the budget of £30,000 to 'Review of Borough Beautification (flowers and planting)' for 2025/26 and subsequent future years, noting the implications of the decision taken on 15 October 2024 and that alternative savings will be made from increased rental income from buildings within Parks to allow for this change.**

### 34 CAR PARK FEES AND CHARGES 2025/26

The Committee received a report seeking agreement for off-street parking fees and charges for 2025/26 as proposed by the Car Park Working Group. The report also proposed alignment of the start-times of evening tariffs in Epsom on a Monday to Saturday, a concessionary rate for performers and crew at the Epsom Playhouse and the continuation of Christmas parking offers.

The Committee considered the following matters:

- a) **Car Park Working Group.** The Chair confirmed that the fees and charges increases as set out in the report had been discussed and proposed by the Car Park Working Group.
- b) **Amendment to Wording of Recommendation 3.** Councillor Julie Morris proposed that the wording of recommendation 3 be amended to include 'with immediate effect'. The proposal was seconded by the Vice-Chair. Subsequently, the Committee unanimously agreed to amend the wording as proposed.
- c) **Tracking Car Park Usage at Christmas.** In response to a question from a Member, the Parking Manager explained that it is challenging to determine precise numbers in terms of car park usage in particular car parks during the free-parking period over Christmastime due to car park users not being required to interact with the payment systems.
- d) **Amendment to Wording of Recommendation 4.** Councillor Julie Morris proposed that the wording of recommendation 4 be amended to set out that the decision be effective for a duration of two years. The proposal was seconded by Councillor Kieran Persand. Subsequently, the Committee agreed (5 for, 1 against, 1 Abstaining, and the Chair not voting) to amend the wording as proposed.
- e) **Cost and Charges Considerations.** The Committee considered the cost to the Council in running and maintaining its car parks and the importance of monitoring and reviewing car park fees and charges to ensure they are set to an appropriate rate.

Following consideration, the Committee resolved (6 for, 1 against, 1 abstaining) to:

- (1) **Agree the proposed fees and charges as set out in section 3 of the report.**
- (2) **Agree the proposed parking permit prices as set out in Appendix 1 of the report.**

The Committee unanimously resolved to:

- (3) **Agree to a concessionary rate being offered to a limited number of Epsom Playhouse performers, cast, crew or technical team as outlined in Section 3.9 and 3.10 of the report, with immediate effect.**
- (4) **Agree to the concessionary rate of Christmas parking as outlined in Section 3.11, 3.12 and 3.13 of the report, for the next two years.**

The Committee resolved (5 for, 1 against, 2 abstaining) to:

- (5) **Nominate and Authorise the Head of Housing & Community to give such notice(s) and/or make such order as is considered necessary in order to give effect to the above recommendations. That any representations to these proposals are brought back to Environment Committee in March 2025.**

### 35 FEES AND CHARGES 2025/26

The Committee received a report recommending fees and charges for which this Committee is responsible, with the new charges being effective from 1 April 2025.

The Committee considered the following matters:

- a) **Accounting for Inflation.** In response to a question from a Member, the Chief Accountant explained that the increase to fees and charges for discretionary services had been proposed at 6% each year for a three-year period (2023/24 - 2025/26) to combat the extraordinary c.11% inflation rate of 2022.

Following consideration, the Committee resolved (6 for, 1 against, 1 abstaining) to:

- (1) **Agree the fees and charges for 2025/26 as set out at Appendices 1 and 2 of the report.**

### 36 REVENUE BUDGET 2025/26

The Committee received a report setting out budget estimates for income and expenditure for Environment Committee services in 2025/26.

Following consideration, the Committee resolved (7 for, 1 abstaining) to:

- 
- (1) Recommend the 2025/26 service estimates for approval at the budget meeting of Full Council in February 2025.**

*The meeting began at 7.30 pm and ended at 9.11 pm*

COUNCILLOR LIZ FROST (CHAIR)

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## CLIMATE CHANGE ACTION PLAN - PROGRESS UPDATE

<b>Head of Service:</b>	Justin Turvey, Head of Place Development
<b>Report Author</b>	Mark Rachwal
<b>Wards affected:</b>	(All Wards);
<b>Urgent Decision?(yes/no)</b>	No
<b>If yes, reason urgent decision required:</b>	N/A
<b>Appendices (attached):</b>	Climate Change Action Plan Progress update 2024

### Summary

This report provides an annual update and a 5-year overview on the progress of the Council's first Climate Change Action Plan.

The Council approved its first climate change action plan at its meeting on 20 January 2020, along with a commitment to achieving net carbon neutral operations by 2035. The plan was agreed as a living document that would be updated and reviewed annually.

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 2023/24 show that the Council has reduced its own operational emissions by 16% since 2019/20.

The first action plan reached the end of its term on 31 December 2024 and has been succeeded by the Council's second Climate Change Action Plan (2025-2029), adopted on 15 October 2024.

Work will continue during 2025 to deliver, monitor and review the second 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 first Climate Change Action Plan over the past year and over its 5-year term**

## **1 Reason for Recommendation**

- 1.1 This report outlines the progress over the past year (2024) in delivering the Council's first Climate Change Action Plan (CCAP).
- 1.2 The report also highlights the key progress made over the full 5-year term of the plan.
- 1.3 The plan was agreed as a living document that would be updated and reviewed annually, as a minimum.
- 1.4 The first action plan reached the end of its 5-year term on 31 December 2024 and has been succeeded by the Council's second CCAP (2025-2029).

## **2 Background**

- 2.1 A cross-party task and finish group was established to oversee the development of the Council's first Climate Change 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 first Climate Change Action Plan detailed objectives to be completed over a 5-year period in order to combat climate change. The Council aims to be net carbon neutral by 2035 and this is proposed through a number of themes:
  - Theme 1 - Council Leadership and influencing others
  - Theme 2 – Improvements to the environment
  - Theme 3 - Council buildings and energy use
  - Theme 4 - Tackling and minimising waste
  - Theme 5 - Council transport & switching to lower polluting vehicles
  - Theme 6 - Use of technology & information system
- 2.3 An annual update on the actions has been provided to the Committee each year since the plan was approved in January 2020.
- 2.4 This will be the final progress update for the first action plan as it came to the end of its term in 2024. This update therefore covers both progress over the past year and key achievements over the full 5-year term of the plan.
- 2.5 The Council's second Climate Change Action Plan, to cover the 5-year period from 2025 to 2029, was developed and adopted by this Committee in 2024.

- 2.6 The delivery of the plan is supported by a cross-party Members Environment & Sustainability Working Group (ESWG) and an officer level Climate Change & Biodiversity Action Group (CCBAG).

### **3 Annual progress update on Climate Change Action Plan**

- 3.1 Work continued to progress during 2024 on delivering the actions within the CCAP. 18 actions are now complete, 41 actions are continuing to be implemented/on-going and 2 actions are no longer relevant. The annex of the CCAP sets out further actions, originally included within the main plan, which are outside of the direct control of the Council. For these actions the Council seeks to support delivery, where possible.

- 3.2 In 2024, some of the key achievements include:

- £595k of external funding secured to deliver carbon saving projects including:
  - Installation of solar panels at Bourne Hall. Completed in Nov 2024 with expected annual savings of 9 tonnes of carbon emissions (tCO<sub>2</sub>e).
  - The development of a Heat Decarbonisation Plan for Bourne Hall. Completed in January 2025.
  - The installation of a 177kWp solar PV system on the roof of the Rainbow Leisure Centre. Completed in February 2025 with expected annual savings of 29tCO<sub>2</sub>e.
  - Partial funding for the replacement of windows at Bourne Hall with double glazing. Due to be delivered in 2025.
  - The planting of 2,610 new trees on Council land. Being delivered over the 2024/25 winter planting season.
- LED lighting replacement programme completed for Council operated streetlighting. Expected annual carbon savings of 6tCO<sub>2</sub>e.
- Installation of a voltage optimiser at Epsom Playhouse. Expected annual carbon savings of 2tCO<sub>2</sub>e.
- Replacement of 3 Meals-at-Home vehicles with electric & installation of 3 electric charge points for charging at Longmead Wellbeing Centre.

- Ongoing support and promotion of Surrey wide consortium schemes, including home energy grants and a third round of Solar Together. 85 home energy efficiency measures installed in the past year, 38 home energy surveys conducted under the HEAT scheme and provisionally 79 households proceeding with solar together installations.

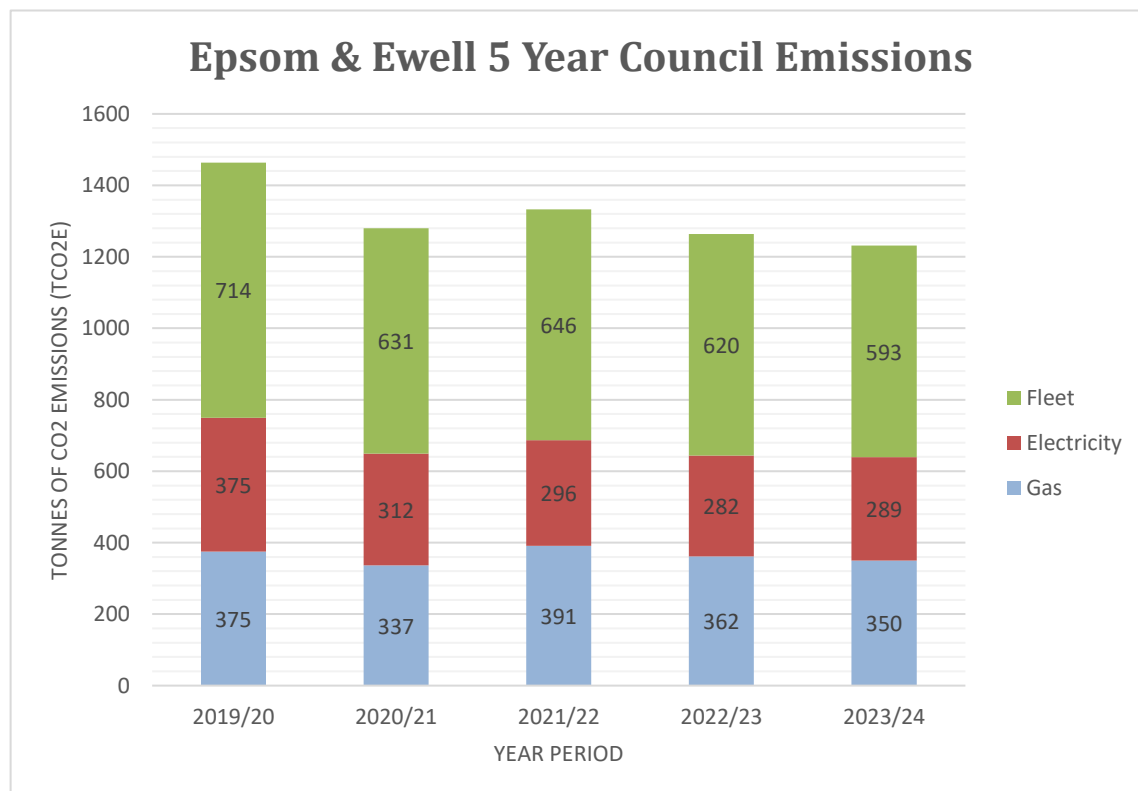
3.3 A full update on the progress of each action in the CCAP is set out in Appendix 1.

#### 4 Progress towards Council emissions target

4.1 The Council's CO<sub>2</sub> 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 CO<sub>2</sub> (tCO<sub>2</sub>e).

4.2 For the 2023/24 period the Council's operational emissions have been calculated as 1,233tCO<sub>2</sub>e. This shows a 16% reduction (232tCO<sub>2</sub>e) in Council emissions since 2019/20.

4.3 A summary of the progress from 2019/20 to 2023/24 is shown in the figure below:





- 4.4 There has been a year-on-year reduction in the Council's carbon emissions, except for between the periods of 2020/21 to 2021/22 which were a reflection of a change in the way people worked and the restricted service provision due to restrictions under Covid19.
- 4.5 It is also important to recognise that the electricity grid (National Grid) has been progressively decarbonising with an increasing proportion of energy generation coming from renewables. This has contributed to approximately 38% of our emissions reductions to date.
- 4.6 Whilst the Council's emissions have continued to reduce year on year, we are currently slightly behind target for achieving our 2035 target. However, planned schemes, as detailed in section 3 of this report and within the action plan update in Appendix 1, have the potential to make a significant contribution to reducing our emissions in the next couple of years and bring us back on track. This includes the Solar PV installation and windows replacement at Bourne Hall, feasibility work being conducted into options for replacing the heating system at Bourne Hall and the planned move of the Council to East Street.

## **5 Key progress during 5-year term of Climate Change Action Plan**

- 5.1 The Council's first Climate Change Action Plan came to the end of its term on 31 December 2024 and over the course of its 5-year term a considerable amount of progress has been achieved.
- 5.2 The annual progress updates, including for this past year (Appendix 1), have set out in detail the key progress made against each action, and our overall progress towards our 2035 target.
- 5.3 In addition to the latest progress update key achievements delivered during the plans 5-year term can be highlighted as below:
  - 16% overall reduction in Council operational emissions.
  - £2m leveraged towards climate change projects at Epsom & Ewell including:
    - £1m of secured external grant funding.
    - £425k of Community Infrastructure Levy (CIL) funding.
    - £610k of Capital funding.
  - 90kWp of solar PV installed on Council buildings.
  - 10 energy & cost saving retrofit schemes delivered across Council operated assets (e.g. LED lighting replacement and secondary window glazing).

- 11 feasibility surveys conducted on Council buildings identifying opportunities for energy saving/generation schemes.
- 4 fleet vehicles changed to electric/hybrid and 3 EV charge points installed to charge them.
- 14 public EV charge points installed in Council owned car parks.
- 200+ Comms posts on Climate Change themes.
- Support for resident & local business focussed schemes that have led to:
  - 138 households installing rooftop Solar PV.
  - 225 energy efficiency measures being implemented in residential homes.
  - 38 home energy surveys conducted by community energy champions.
  - 12 home upgrades to more energy efficient boilers.
  - 4 Small & Medium Enterprises (SMEs) claiming grants for decarbonisation measures.
- 8 public drinking fountains installed in the Borough.
- 27 additional cycle racks added to the Marketplace.
- 2,385 households added to the food waste collection service.
- 2,089 households supported with interventions to improve the dry mixed recycling service (i.e. reusable bags to store DMR inside, improved signage, apertured lids for recycling bins).
- Climate Change incorporated as a key consideration in the Corporate Plan, Council committee reports, the Capital investment programme, Asset Management Plan and all key Council policies/plans.
- Adoption of plans and policies to support the CCAP including: a Tree Management Plan; Taxi Emissions Policy; Climate Change Communications Plan and the second Climate Change Action Plan.

5.4 Work will continue during 2025 to deliver, monitor and review the second Climate Change Action Plan.

## **6 Risk Assessment**

Legal or other duties

6.1 Equality Impact Assessment

6.1.1 None arising from this report

6.2 Crime & Disorder

6.2.1 There are no implications in terms of crime and disorder

6.3 Safeguarding

6.3.1 None arising from this report

6.4 Dependencies

6.4.1 None arising from this report

6.5 Other

6.5.1 None arising from this report

**7 Financial Implications**

7.1 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.

7.2 **Section 151 Officer's comments:** None for the purposes of this report.

**8 Legal Implications**

8.1 None arising from this report

8.2 **Legal Officer's comments:** None for the purposes of this report.

**9 Policies, Plans & Partnerships**

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

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

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

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

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

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

9.4.1 Sustainability considered in all targets – positive implications only

9.5 **Partnerships:**

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

**10 Background papers**

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

**Previous reports:**

- Env Committee: Climate Change Action Plan (2025-2029) – 15 October 2024
- Env Committee: Climate Change Action Plan – Progress Update 23 January 2024
- 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 2024

RAG rating key					
C	Completed	On track	Slippage	Significantly off track	

### Completed Actions

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (2024)
1	Appoint, on a two-year fixed term contract a dedicated full-time post, to coordinate the Council's work on climate change	Environment & Sustainability Officer in post	March 2020	Head of Place Development	C	
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	
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	

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (2024)
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	
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	
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	
7	Addressing CO2 emissions" to be an explicit priority for action within the Council's new Asset Management Plan	Audit the CO2 emissions of Council buildings.	Sept 2020	Head of Property & Regeneration	C	

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (2024)
8	Replace traditional lighting with energy efficient longer lasting LED lighting	Complete an energy survey and develop and deliver a programme based on business cases to switch all lighting to LED.	March 2023	Head of Property & Regeneration	C	
9	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.	March 2025	Head of Property & Regeneration	C	Council owned Streetlighting replacement with LED programme completed in 2024.
10	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	
11	Promote take up of new electric pool car	Encourage more staff from across the Council to make use of the new electric zero emissions vehicle to undertake their travel across the borough	March 2022	Head of Legal & Monitoring Officer	C	

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (2024)
12	Fine drivers who leave engine running whilst parked	Implement the #DontBeldle campaign in the borough	April 2022	Head of Operational Services	C	Initial launch and comms campaign was delivered in 2022.  Now implemented as part of enforcement officer's duties.
13	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	
4	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 Operational Services	C	



	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (2024)
15	Council's Biodiversity Action Plan to reflect commitment to climate change	Update the Council's Local Biodiversity Action Plan 2010-2020 to cover period 2021-2031	Dec 2020	Head of Place Development	C	
16	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	
17	Rollout new low energy thin client infrastructure	Install thin client technology reducing power use	Dec 2020	Head of ICT	C	
18	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 (2024)
<b><u>Current Actions</u></b>						
	<b>THEME 1- Council Leadership and influencing others</b>					
1 P R I O R I T (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 &amp; engaged with SCC on their draft Net Zero Viability Toolkit which have both fed into the development of climate policies in the Draft Local Plan.</p> <p>The Regulation 19 consultation for the draft Local Plan was undertaken between December 2024 and February 2025.</p> <p>Due to be submitted on or before 12 March 2025.</p> <p>Draft Local Plan inclusive of a net zero carbon residential development policy and a minimum BREEAM 'excellent' UK New Construction standard for non-residential development.</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		To be addressed through Local Plan policy and for later years.

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (2024)
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 in 2025, following the update to the Contract Standing Order's in 2024.</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 is kept 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 the webpages are reviewed and updated at a minimum biannually.</p>

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (2024)
5 P	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 continued to be delivered in 2024. Comms msgs on climate change, including through a social media plan with monthly themed msgs (for example tweak your diet; clean air night/hub; walk this May; planet vs plastics (Earth Day); give nature a home; national tree week)</p> <p>A 'Green Your Home Guide' is in development, which will contain an array of measures that can be implemented by residents at home, including to save or generate energy, reduce water use and encourage and support nature. It's due to be published in early 2025.</p> <p>Energy grant schemes available to residents regularly promoted including fuel poverty grants, Solar Together, Boiler Upgrade Scheme.</p> <p>Promotion of Surrey's Green Careers website with access to free advice &amp; resources and Green skills opportunities for training in green construction/retrofit skills (<a href="#">Green careers - Surrey County Council</a>)</p> <p>Internal comms produced through staff update &amp; intranet (The Hub).</p>

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (2024)
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 Home Upgrade Grant (HUG2) scheme, along with ECO funding. 1,322 grant measures implemented in total since 2013 according to latest figures under ECO funding – 85 measures in 2024.</p> <p>An Expression of Interest (EOI) has been submitted by SCC, on behalf of E&amp;E and other Surrey Boroughs, to the Warm Home Local Grant (WHLG) scheme – the Governments new fuel poverty decarbonisation programme which is due to launch in April 2025.</p> <p>In April 2024 we launched a boiler repair and upgrade grant scheme, funded through the Disabled Facilities Grant. Targeted at households with low income and a low EPC rating. Boiler replacements are to higher energy efficiency standard. 12 boiler upgrades have been completed up to Dec 2024, with a further 16 approved for delivery.</p> <p>Supported a second round of the Solar Together scheme, which ran up to March 2024, with 60 household solar installs in Epsom &amp; Ewell (equivalent of a 55tonnes of carbon emissions saving). A third round of the scheme launched in Summer 2024 and 79 households are proceeding with solar installations, with 18 completed up to end of Dec 2024.</p>

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (2024)
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		<p>SCC, with the support of Surrey Boroughs including Epsom &amp; Ewell, have secured government funding &amp; support through the Local Area Retrofit Accelerator (LARA) Pilot Scheme. The scheme will support bringing together key stakeholders within the area, including housing associations and Borough Councils, to co-develop an area wide retrofit strategy and action plan and then support its delivery. The initial co-development workshops will be taking place in early 2025.</p> <p>A 'One-Stop Shop' Home Retrofit Scheme was launched by SCC in Autumn 2024, in partnership with Furbnow. The scheme is offering support to residents in upgrading homes with energy efficiency measures through a proportion of subsidised whole Home Energy Plans and support in progressing the upgrades to their homes.</p> <p>A Landlords Forum was organised by the Council in September 2024 and included engagement and key talks on energy efficiency standards for rented homes.</p>
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		<p>Focus continues to be 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.</p>

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (2024)
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 Tree Management Plan (see action 31) and delivery of Park Management Plans (see action 32).
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		Emissions data for the period 2023/24 collated and reported. Shows a 16% reduction in operational emissions against baseline year.  Continuing to work with current energy procurer and sub meter provider to ensure accuracy of data.
<b>THEME 2 Council building and energy use</b>						
11	Identify & implement opportunities to reduce energy consumption from Council owned and operated buildings	Incorporate reducing CO2 emissions as a criterion for the Council's capital investment programme	Oct 2022 On-going	Head of Finance		The Capital programme includes CO2 emissions as a criteria.  Highest energy consuming sites identified.  Feasibility & funding options continue to be developed for sites not under review.

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (2024)
Page 32 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>		<p>Environment &amp; Sustainability Officer</p> <p>Head of Property &amp; Regeneration</p>		<p>A Voltage Optimiser unit was installed in early 2024 at Epsom Playhouse. Expected to reduce electricity consumption and save 2tCO2e.</p> <p>As part of the Town Hall move, a BREEAM (sustainability) Assessment has been conducted at East Street, to assess options for sustainable/energy efficient measures for the new head office. This will inform options for the renovation of the building prior to the move in 2025.</p> <p>Delivery of this action is aligned with measures reported under actions 12, 13, 43 and completed action 9.</p>
	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>Partial replacement of windows at Longmead Depot with triple glazing, where heat loss was identified as being high from the thermal imaging survey carried out in 2023.</p> <p>The Playhouse cottages have had secondary glazing fitted to the windows and the fan coil heaters were replaced with small Air Source Heat Pumps (ASHP).</p> <p>£43k of external funding was secured from the Public Sector Low Carbon Skills Fund (LCSF) to develop a Heat Decarbonisation Plan (HDP) for Bourne Hall. The draft plan was completed in December 2024 and a finalised version is due to be completed in early 2025.</p>



	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (2024)
						Funding and listed building consent secured to replace all windows at Bourne Hall with double glazing. To be delivered in 2025.
13 P	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		A 52kWp Solar PV array installed on Bourne Hall roof in November 2024. Expected to contribute to a quarter of electricity usage on site and reduce carbon emissions by 9tCO2e.  Adds to existing arrays on Epsom Playhouse, Operation Depot and Mobile Trailer.
14	Investigate measures to reduce water consumption in Council owned assets	Set in place improved data collection in relation to water consumption from owned and operated Council sites  Investigate the installation of water saving fixtures and fittings as part of any upgrade works	Mar 23  On-going	Head of Property & Regeneration		Current water metering was reviewed in 2023 and arrangements were made with sub meter supplier to replace/fix faulty equipment, which was undertaken over 2023/24.  This has enabled better access to water consumption data via online portal.  Focus has remained on energy reduction schemes to date due to limited capacity and higher carbon saving potential, but water saving measures are considered in conjunction with building upgrade works.

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (2024)
15	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>Focus has been on Rainbow Leisure Centre as a high energy user.</p> <p>External funding secured from Sport England's Swimming Pool Support Fund. £139,500 secured to install a 177kWp solar array on the leisure centre roof. Expected annual carbon savings of 29tCO<sub>2</sub>e. Installation expected to be completed in early 2025.</p>
16	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>The Home Energy Advice Scheme (HEAT) was launched by SCC, with support from Borough Councils, in late 2023. The scheme's aim was to deliver community led home energy surveys for fuel poor and low energy efficient homes. 4 community energy champions have since been trained from Epsom &amp; Ewell and they have conducted 38 home energy surveys and provided 31 referrals to grant schemes to support implementation of measures.</p> <p>Continued promotion of Surrey partnership with Community Energy South. Surrey Community Energy (SCE) has now been set up as a Community Benefit Society seeking opportunities</p>

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (2024)
						and locations in Surrey for clean energy generation ( <a href="#">Surrey Community Energy   Home Energy Generation</a> ).
17 Page 35	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>Participated as a stakeholder in a research study, led by E3G on behalf of Central Government, into implementation of energy efficiency standards in the private rented sector. This will feed in to and support future government policy.</p>

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (2024)
	<b>THEME 3 Transport improvements &amp; switch to lower polluting vehicles</b>					
18 P	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 &amp; Waste Services (TWS) Manager updated the Climate Change &amp; Transport (Fleet) report for 2023, first produced in 2019, providing detail on current fleet situation and assessing low carbon opportunities. Due to review and update in 2025.</p> <p>Most of the fleet are on long leases until 2027, therefore emphasis is towards planning ahead for renewal dates.</p> <p>TWS Manager is part of a Surrey Environment Partnership (SEP) Working Group looking at fleet decarbonisation for larger vehicles.</p> <p>The Evolve telemetry system which was installed in 29 smaller fleet vehicles in 2023, collating various data including mileage and usage, was discontinued by the supplier part way into 2024.</p>

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (2024)
19	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		The Council's 3 Meals-at-Home vehicles, which were not part of the long lease to 2027 and had reached end-of-life, were replaced in Spring 2024 with electric cars. 3 electric charge points were installed at Longmead Wellbeing Centre for charging the vehicles. This was fully funded by an external grant from the Empty Homes Reallocation Fund.
20	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 completed action 10). Further opportunities will be considered in line with potential funding streams.
21	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 2024). Gradual improvement of air quality for over a decade in Borough. 2023 is the third 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 (2024)
22	Implement public electric charging points in Council operated car parks	Explore opportunities to install electric charging points in Council operated car parks.	Oct 22	Head of Operational Services		<p>14 charge points currently installed across 5 Council owned car parks.</p> <p>In 2024 there was consistent usage of all the charge points across the network with 6,821 individual charging events, drawing 188,244kWh of electricity charge.</p> <p>Plans for a charge point at Bourne Hall have not progressed further. Delays due to listed building status and need for additional feeder pillar.</p>
23 Page 38	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 agreed a long-term contract with EV charging provider in 2023 to deliver large scale rollout of charge points across Surrey, including in Epsom &amp; Ewell.</p> <p>Ongoing collaboration with SCC on the scheme through Surrey EV Forum.</p> <p>SCC completed EV on-street charge point installations at 2 sites in 2024 - Rosedale Road &amp; Alexandra Road. There are 8 charging sockets across the two sites.</p> <p>A further 8 sites were assessed and have proceeded to consultation. Six have been confirmed to progress to installation in 2025.</p>

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (2024)
24	Support and enable the public to transition to low emission vehicles	Understand emerging practice to promote behaviour change to driving regarding; differential parking charges and preferential parking spaces and to promote low or zero emissions vehicles.	Ongoing	Head of Operational Services		<p>Links with the delivery of actions 22 &amp; 23.</p> <p>Taxi Emissions Policy now being implemented following its adoption in 2023.</p> <p>The Council offers a small subsidy for licensing electric/hybrid taxis (£70 discount). 97 discounted vehicle applications made in 2024.</p> <p>The Solar Together scheme also offers home EV charge point installation and 17 households have progressed with installs to accompany solar panels through rounds 2 &amp; 3 of the scheme.</p>
25	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		<p>Part of planning process for new development.</p> <p>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.</p>
26	Investigate measures for incentivising Council employees to walk, cycle or use other lower emission modes of transport for their commute	<p>Review of current incentives for staff.</p> <p>Conduct staff survey on commuting</p> <p>Explore options for incentives to change travel habits</p>	Oct 2023	Head of People & Organisational Development		<p>Currently part of the Gov Cycle to Work scheme. Scheme was further promoted in 2024 with a cycle scheme competition, through the scheme provider, to win a free bicycle.</p> <p>Continue to explore options for additional measures that would support lower emission modes of transport as part of the staff benefits scheme provider contract renewal.</p>

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (2024)
	<b>THEME 4 – Improvements to the environment</b>					
27	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. Continue to explore options for any remaining SuP use where like-for-like replacement has not been viable.
28	Work with relevant specialist groups in the community to drive up sustainable practice both inside and outside the organisation	<p>Parks friends groups.</p> <p>Tree Advisory Board.</p> <p>Lower Mole Partnership.</p> <p>E&amp;E Local Biodiversity Action Plan Working Group.</p>	On-going	Head of Operational Services & Head of Place Development		<p>Promoting Community Energy South support for community groups.</p> <p>Supported Festival of Arts &amp; Sustainability at Bourne Hall in Spring 2024.</p> <p>Tree Advisory Board led planting schemes delivered at Long Grove Park &amp; Alexandria Recreation Ground (see update for action 31).</p> <p>The Lower Mole Partnership led a planting scheme at The Horton in November 2024 to create a new 200m native hedgerow.</p> <p>The HEAT scheme surveys are being led by trained members of the community – 4 energy champions trained in Epsom &amp; Ewell (see update for action 16).</p> <p>Countryside Team (CT) have active involvement with local partnership groups, e.g. in 2024 local voluntary groups supported scrub clearance and grassland management in Horton Country Park &amp; Nature Reserve along with along with tree planting at Lambert's Orchard.</p>



	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (2024)
29	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		The bill was not progressed through parliament. No longer relevant.
30 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		<p>Partially dependent on the Local Plan development and site allocations.</p> <p>Options have been explored on Solar Car Park canopies, due to limited land-based opportunities.</p> <p>New action, as part of the adopted second Climate Change Action Plan, to be progressed in 2025 to set up a working group to assess and identify options for larger scale renewables.</p>
31 P	Increase tree cover in the borough to enhance the Borough's biodiversity and increase carbon capture	Develop a plan to increase tree cover in the borough where appropriate	Jan 2023	Head of Operational Services		<p>Funding bids to the Local Authority Treescape Fund (LATF) &amp; Urban Tree Challenge Fund (UTCf) in 2024 were successful in securing £100k. This is being used to plant 2,610 new trees on 6 Council owned sites which are due to be planted in early 2025.</p> <p>Two planting schemes in 2024 organised by the Tree Advisory Board have added 100 new trees on Council owned sites:</p> <ul style="list-style-type: none"> <li>• Ford Copse at Alexandra Recreation Ground</li> <li>• Age Concern Memorial Woodland at Long Grove Park</li> </ul>

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (2024)
						8 new fruit trees were planted at Lambert's Orchard in Horton Country Park Local Nature Reserve.
32	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 goals of the Biodiversity Action Plan.
33	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 cleaning contract now stipulates no use of single use plastics.
34	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		During 2024 Natural England informed that they had decided to scale back their national programme of declaring Super NNR. The consequence is Surrey was a focus on the West Surrey Heaths Super NNR and an indefinite delay to the proposed Thames To Downs NNR. Natural England have been asked if the original proposal of an NNR declaration for Epsom Common would be possible and we continue to await a definitive answer.

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (2024)
	<b>THEME 5 – Tackling and minimising waste</b>					
35	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		<p>Business Bins has continued to be promoted and level of service maintained. 800 businesses were canvassed on the business bin service and on the incoming legal duty (31 March 2025) which will require all businesses to separate their dry recycling and food waste from their general waste.</p> <p>There has been a limited response to the canvassing. This will be monitored as we move toward the legal duty coming into force.</p>
36	Utilise the new Epsom Market Place to promote sustainable practice	<p>Promote use of sustainable packaging and LED lighting by market traders.</p> <p>Build on the success and embed Vegan Market to promote further behaviours that support and encourage low carbon living.</p>	April 2024	Head of Operational Services		Continue to promote sustainable practices at the Market Place, where feasible, including on eliminating single use plastics, all food waste, cardboard, paper and glass being recycled and no residual landfill waste collection required or provided.

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (2024)
37	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		<p>An initial review was conducted in 2023 into other council examples and best practice for setting up and running a LoT.</p> <p>This was followed with an exploration of whether a LoT could be set up in conjunction with the Epsom Repair Café. This has not yet progressed further in 2024.</p> <p>Bourne Hall now hosts a monthly pre-loved clothes market</p>
38	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		<p>Recycling in 2024/25 YTD (December 2024) has fallen by 1.95%, from 52.71% in the same period 2023/24 to 50.75%. Compared to last year we have collected 150 tonnes less mixed recycling and 200 tonnes more refuse. We have also collected approx. 100 tonnes less garden waste than last year, although this may be due to weather conditions.</p> <p>Overall Surrey has seen a stagnation in recycling rates for some time. The National Waste Strategy has yet to kick in, although Extended Producer Responsibility (packaging producers paying councils to collect packaging waste) starts on 1 April 2025. Deposit Return Scheme (affecting can and plastic bottles) does not start until late 2025.</p> <p>We are therefore generating three communications campaigns: a redesigned garden waste leaflet to all houses in March 2025; a full service leaflet and exhortation in May/June 2025, and a ‘No food waste’ refuse bin-lid sticker. These</p>

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (2024)
						<p>measures aim to remind residents of their recycling options and the need to use them fully.</p> <p>2024 focus has continued to be on reducing contamination in the green recycling bin – comms campaign led by SEP (Surrey Environment Partnership) &amp; on improving food waste recycling for flats.</p> <p>An additional 2,000 flats have been added to the food waste collection in 2024. Levels of contamination in the dry recycling have reduced.</p> <p>Rethink Waste campaign has continued as part of SEP partnership work.</p>
	<b>THEME 6 Use of technology &amp; information systems</b>					
39	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 to all Town Hall IT users completed in Autumn 2024.</p> <p>There has been a small increase in staff business travel for the period 2023/24 compared to 2022/23. However overall since 2019/20 there has been a reduction of 41%, equivalent to a saving of 3 tonnes of carbon emissions.</p>

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (2024)
40	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/Sharepoint roll out has increased functionality for sharing and working on documents digitally, supporting a significant reduction in paper use.
41	Move council service information and transactions on-line	To reduce journeys and postage launch an on-line portal and customer account to enable residents and businesses to complete and track their transactions on-line	By March 2023	Head of ICT		Ongoing project - implementing phase 2.  My Council Services - aim to make it as easy as possible for customers to make requests/transaction etc online.
42	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		Under the IT Strategy continuing the 'Cloud preference' approach, moving servers on to cloud system.  In shorter term some elements of the infrastructure will need to remain on-premise prior to their upgrade or removal and or replacement with alternatives.  The electricity consumption for the IT server room at the Town Hall has reduced by 16% in the past year (41% since 2020).

43	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 (Jan 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 Epsom Town Centre Masterplan was approved as an evidence base for the Draft Local Plan in September 2024. The Masterplan aims to support the transition towards zero-carbon transport, prioritising active travel and sustainable transport infrastructure.</p> <p>The Council has promoted cycling and work on Anti Idling outside schools.</p> <p>We continue to promote walks and cycle routes 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 & Safe Communities.				A Local Cycling and Walking Infrastructure Plan (LCWIP) was developed by SCC in liaison with EEBC and endorsed in September 2024. This will provide an evidence base to identify walking and cycling improvement schemes which can be incorporated into the Infrastructure Delivery 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.				LTP4 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.  Target not being progressed.

		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>				Council officers wrote to all major supermarkets regarding sustainable packaging.
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				LTP4 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) was developed by SCC in liaison with EEBC and endorsed in September 2024. This will provide an evidence base to identify walking and cycling improvement schemes which can be incorporated into the Infrastructure Delivery 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 has commented on LTP4



## **ANNUAL REVIEW OF TENNIS IN THE BOROUGH**

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

### **Summary**

To review the progress of the Pay to Play Tennis Scheme and to seek permission to offer free Sunday morning sessions at Gibraltar and Poole Road Recreation Grounds and offer free morning tennis sessions during the school summer holidays in 2025.

### **Recommendation (s)**

**The Committee is asked to:**

- (1) Note the progress of the Pay to Play Tennis Scheme**
- (2) Approve the proposal to offer additional free Sunday morning tennis sessions at Gibraltar and Poole Road Recreation Grounds as from 1 April 2025 as set out in paragraph 6.2.**
- (3) Approve the proposal to offer free morning tennis sessions on all tennis courts in the borough from 22 July 2025 to 29 August 2025.**

### **1 Reason for Recommendation**

- 1.1 The Pay-to-Play tennis scheme was introduced in April 2024 and has been well received, with an increasing number of residents signing up for annual membership or booking courts on an ad-hoc basis. The free morning tennis sessions offered during last year's school summer holidays were also considered a success, and the proposal is to repeat the initiative this year. The proposal to introduce free Sunday morning tennis sessions at Gibraltar and Poole Road Recreation Grounds will encourage use of these courts and compensate for the lack of tennis coaching providers at these locations.

## 2 Background

- 2.1 At the Environment Committee Meeting on 13 June 2023, members took the decision to introduce Pay to Play Tennis in the borough through the adoption of a Lawn Tennis Association (LTA) grant funded gate access system and the web based booking platform called Clubspark.
- 2.2 The scheme was launched in April 2024, and residents encouraged to participate in the scheme through direct marketing at the tennis courts and online. Residents either purchase a household membership for up to five people at a cost of £40 per year (£20 per year for low-income households), allowing unlimited play, or book courts on an ad-hoc basis at a rate of £6 per hour.
- 2.3 Tennis coaches were appointed at Court Recreation Ground, Alexandra Park and Auriol Park. Coaches pay an annual package price which allows them to book the courts for up to 10 hours per week. Coaches can buy multiple 10 hour packages up to a maximum of 30 hours per week. Currently the Coach at Court Rec buys 30 hours a week, Alexandra Rec, 20 hours and Auriol Park 10 hours a week. As part of the Coaching agreement, all tennis coaching providers take part in the Barclays Free Park Tennis Initiative, offering at least one hour of free, supervised, community tennis activity at their designated location each weekend.

## 3 Membership and Bookings

- 3.1 The following table shows the number of memberships and ad-hoc bookings sold each month between April 2024 and February 2025.

	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Total
Ad-hoc booking	87	130	194	190	236	145	91	46	41	31	36	1227
Discounted Membership @ £20 per annum	8	2			1	2	1					14
Membership @ £40 per annum	54	43	35	30	25	8	8	5	8	1	4	221
<b>Grand Total</b>	<b>149</b>	<b>175</b>	<b>229</b>	<b>220</b>	<b>262</b>	<b>155</b>	<b>100</b>	<b>51</b>	<b>49</b>	<b>32</b>	<b>40</b>	<b>1462</b>

- 3.2 The second table shows the usage at each site between April 2024 and February 2025. Please note this includes bookings made under the free weekend tennis scheme and 173 bookings made between July – August 2024 which were booked as part of the free summer tennis initiative:

	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Total
<b>Auriol Park total</b>	<b>44</b>	<b>65</b>	<b>121</b>	<b>129</b>	<b>140</b>	<b>82</b>	<b>77</b>	<b>69</b>	<b>63</b>	<b>43</b>	<b>56</b>	<b>889</b>
Member bookings	35	50	95	97	111	61	60	67	60	39	53	728
Ad-Hoc	9	15	26	32	29	21	17	2	3	4	3	161
<b>Court Rec total</b>	<b>96</b>	<b>145</b>	<b>246</b>	<b>245</b>	<b>210</b>	<b>205</b>	<b>196</b>	<b>179</b>	<b>133</b>	<b>152</b>	<b>142</b>	<b>1949</b>
Member bookings	70	101	169	189	142	153	159	141	110	140	127	1501
Ad-Hoc	26	44	77	56	68	52	37	38	23	12	15	448
<b>Gibraltar Rec total</b>	<b>5</b>	<b>14</b>	<b>19</b>	<b>31</b>	<b>58</b>	<b>22</b>	<b>9</b>	<b>7</b>	<b>2</b>	<b>19</b>	<b>9</b>	<b>195</b>
Member bookings	4	8	9	23	44	15	6	7	2	17	6	141
Ad-Hoc	1	6	10	8	14	7	3			2	3	54
<b>Poole Road total</b>	<b>29</b>	<b>49</b>	<b>30</b>	<b>70</b>	<b>91</b>	<b>52</b>	<b>34</b>	<b>25</b>	<b>26</b>	<b>26</b>	<b>19</b>	<b>451</b>
Member bookings	18	39	21	54	69	37	32	25	22	20	16	353
Ad-Hoc	11	10	9	16	22	15	2		4	6	3	98
<b>Alexandra Rec total</b>	<b>102</b>	<b>162</b>	<b>230</b>	<b>248</b>	<b>337</b>	<b>242</b>	<b>173</b>	<b>135</b>	<b>111</b>	<b>105</b>	<b>102</b>	<b>1947</b>
Member bookings	68	119	161	174	242	193	147	128	100	99	94	1525
Ad-Hoc	34	43	69	74	95	49	26	7	11	6	8	422
<b>Grand Total</b>	<b>276</b>	<b>435</b>	<b>646</b>	<b>723</b>	<b>836</b>	<b>603</b>	<b>489</b>	<b>415</b>	<b>335</b>	<b>345</b>	<b>328</b>	<b>5431</b>

- 3.3 The third table shows the income raised from membership and ad-hoc bookings less online payment fees of £848.09 for period of April 24 – February 25.

Payment Type	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Total
Ad-hoc booking	487	735	1148	1079	1381	828	519	220	225	157	209	6987
Discounted Membership @ £20 per annum	153	38			19	38	19					268
Membership @ £40 per annum	2084	1659	1350	1158	965	309	309	193	308	39	154	8526
<b>Grand Total</b>	<b>2724</b>	<b>2432</b>	<b>2498</b>	<b>2237</b>	<b>2364</b>	<b>1175</b>	<b>847</b>	<b>413</b>	<b>533</b>	<b>196</b>	<b>363</b>	<b>15782</b>

- 3.4 In addition to the £15,782 raised from membership and ad-hoc bookings, we have generated £3,937 coaching income to date, giving a total income of £19,719. Allowing for membership subscriptions and ad-hoc bookings during March 2025 we are predicting a final outturn of around c£20,000 at the end of this financial year against a income budget of £17,500.

#### **4 Maintenance of the Tennis Courts**

- 4.1 During the past year, we have also carried out the following maintenance of the tennis courts:

- Jet washing – all sites
- Moss Treatment – all sites
- Leaf blowing/sweeping – all sites
- Improved signs – all sites
- Wind breakers at Court Rec, Gibraltar Rec and Poole Road
- New benches at Poole Road and Auriol Park

- 4.2 Planned maintenance for 25/26 includes:

- Auriol – spring moss treatment and jet wash
- Poole Road – spring moss treatment and jet wash
- Alex Rec – spring moss treatment, jet wash and laser line marking
- Gib Rec – spring moss treatment and jet wash
- Alex Rec – spring moss treatment, jet wash and laser line marking

#### **5 Marketing**

- 5.1 The team are currently working on new marketing assets to ensure that we are ready for the new season, marketing will encourage people to take up new memberships, renew existing memberships and sign up to Clubspark to book the free morning sessions during the school summer holidays. It is hoped that introducing more people to the Clubspark platform via the offer of free summer sessions will convert some of these residents into new members.
- 5.2 Other marketing initiatives planned for the year include promoting the Activator Led Sessions, Coaching Open Days and supporting Barclays Big Tennis Weekends in collaboration with tennis coaches.



## 6 Free Tennis Sessions

- 6.1 We currently offer two hours of free, bookable, tennis sessions every weekend throughout the year. At Alexandra, Auriol and Court one of these sessions is provided by the Tennis Coaches under the LTA/Barclays Free Park Tennis Scheme.

	Saturday	Sunday
<b>Alexandra Park</b>	9am-10am 10am-11am - Activator Led	
<b>Auriol Park</b>	9am-10am 10am-11am - Activator Led	
<b>Court Rec</b>	10am-11am	10am-11am - Activator Led
<b>Gibraltar Rec</b>	9am-11am	
<b>Poole Road</b>	9am-11am	

- 6.2 In the absence of coaching providers at Gibraltar Recreation and Poole Road and to encourage usage at these locations, it is proposed to add additional free sessions between 9am-11am on Sundays at Gibraltar and Poole Road Recreation Grounds.

## 7 Free Summer Tennis

- 7.1 Last year, 173 bookings were made under the free morning tennis scheme, which ran during the school summer holiday period.
- 7.2 Due to the popularity of the initiative, it is proposed that members agree to offer a similar scheme in 2025.
- 7.3 The terms of this year's scheme will offer free morning tennis sessions (up to 12 noon) from 22 July 2025 to 29 August 2025, covering the school holiday period.
- 7.4 To take advantage of the offer, individuals must first register with Clubspark and then use the platform to book their free sessions. This serves as an effective way to introduce potential customers to the web-based application, with the aim of encouraging them to become members in the future. It operates similarly to a 'free trial' but without any obligation to purchase a full membership.

- 7.5 Last year, residents who already had a membership or signed up during the free period were automatically given an extra month for free as compensation. However, this year, we propose informing new and renewing members about the free summer tennis scheme before they purchase a membership or renew, allowing them to make an informed decision. We do not propose offering an additional free month to existing members this year.

## **8 Risk Assessment**

Legal or other duties

### **8.1 Equality Impact Assessment**

- 8.1.1 Tennis in the borough is accessible to people of all ages, abilities, genders, and ethnic backgrounds. To support low-income households, a 50% discount is available on the standard household membership, alongside free tennis sessions offered throughout the year.

### **8.2 Crime & Disorder**

- 8.2.1 None for the purpose of this report

### **8.3 Safeguarding**

- 8.3.1 All tennis coaching sessions are delivered by fully qualified coaches and volunteer activators, all of whom have undergone DBS checks.

### **8.4 Dependencies**

- 8.4.1 The ongoing success of the Pay to Play Tennis Scheme in the borough will be dependent on a sustained marketing campaign, reinvestment in the tennis facilities using the ringfenced income generated by the scheme, and a robust relationship with tennis coaching providers.

### **8.5 Other**

- 8.5.1 None

## 9 Financial Implications

- 9.1 The income generated by the scheme is set out in paragraph 3.3 and 3.4 of this report. As agreed by the Environment Committee on 13 June 2023, all income raised will be used to pay the annual Clubspark administration fee and to fund the ongoing maintenance and refurbishment of the tennis courts.
- 9.2 **Section 151 Officer's comments:** Financial implications are within the body of the report.

## 10 Legal Implications

- 10.1 Epsom and Ewell Borough Council have entered into a grant funding agreement with LTA which means that we are legally obligated to provide Pay to Play Tennis facilities in the Borough for the remainder of the 5 year term.
- 10.2 **Legal Officer's comments:** None for the purposes of this report

## 11 Policies, Plans & Partnerships

- 11.1 **Council's Key Priorities:** The following Key Priorities are engaged:
- Safe and Well
  - Smart and Connected
  - Effective Council
- 11.2 **Service Plans:** The matter is included within the current Service Delivery Plan.
- 11.3 **Climate & Environmental Impact of recommendations:** None
- 11.4 **Sustainability Policy & Community Safety Implications:** Pay to Play Tennis ensures the ongoing sustainability of Park Tennis in the borough.
- 11.5 **Partnerships:** The Lawn Tennis Association and Tennis Coaching Providers.

## 12 Background papers

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

### **Previous reports:**

- Tennis in the Borough Report – 13 June 2023

### **Other papers:**

- None

## FEES AND CHARGES UPDATE REPORT

<b>Head of Service:</b>	Peter Sebastian, Director of Corporate Services and Section 151 Officer (Chief Finance Officer)
<b>Report Author</b>	Vanessa Newton, Senior Accountant
<b>Wards affected:</b>	(All Wards);
<b>Urgent Decision?(no)</b>	No
<b>If yes, reason urgent decision required:</b>	N/A
<b>Appendices (attached):</b>	None

### Summary

This report recommends Street Trading and Pavement licence fees and charges for which this Committee is responsible, which were omitted from the Fees and Charges 2025/26 report presented to Environment Committee on 21 January 2025. These fees will be effective from 1 April 2025.

### Recommendation (s)

#### The Committee is asked to:

- (1) **Agree the fees and charges for 2025/26 as set out at section 2.4 in this report.**

## 1 Reason for Recommendation

- 1.1 To agree the Street Trading and Pavement Licence fees/charges for 2025/26.

## 2 Background

- 2.1 Section 5.5 of the Constitution of the Council states that the management of the Council's financial affairs will be conducted in accordance with the Financial Regulations (see the Framework). Section 14.3 of the Financial Regulations states that: The Heads of Service shall review charges at least once a year. Such charges shall then be submitted to the relevant Committee for approval, except where delegated authority shall otherwise provide. The financial implications of such reviews shall be reflected in the estimates for the forthcoming financial year.

- 2.2 A report recommending the fees and charges for the Environment Committee was brought to the 21 January 2025 meeting, with the agreed charges taking effect from 1 April 2025 - the charges for Street Trading and Pavement Licence were omitted from the January report and are now being brought before this Committee for approval.
- 2.3 Over 300 fees and charges across the Council's car parks and other services within Environment were agreed.
- 2.4 Fees and charges were omitted which are listed in the table below.

Description	Unit	2024/25 £	2025/26 £	Change
Street trading licence / Consent	6 months	556.50	556.50	0%
Street trading licence / Consent	Annual	901.00	901.00	0%
Pavement licence -Initial 2 year	Per licence	500.00	500.00	0%
Pavement licence – Renewal 2 year	Per licence	350.00	350.00	0%

### 3 Proposals

- 3.1 Street Trading licences can only recover administrative and enforcement costs incurred and as a result of economies of scale within the team, no increase is proposed for 2025/26.
- 3.2 Pavement licences can only recover administrative and enforcement costs incurred and are capped at £500 for a new licence, and £350 for renewals. These fees were set and approved alongside the Pavement licence policy at Environment Committee on 16 July 2024. They are included in table 2.4 to confirm these fees apply from April 2025.
- 3.3 All other standard rates to remain at the proposed rates of the previous report.

#### 4 Risk Assessment

Legal or other duties

##### 4.1 Equality Impact Assessment

4.1.1 None for the purposes of this report.

##### 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 There are fewer than 10 Street Trading licences granted each year, to date in 2024/25 they have generated £4,505 of income for the Council.

5.2 There are currently 5 premises with a pavement licence in the Borough. It is estimated that approximately 2 new licences may be received on average each year and with renewals income, this will help cover the team's costs.

5.3 **Section 151 Officer's comments:** The financial implications are set out in the body of the report.

#### 6 Legal Implications

6.1 **Legal Officer's comments:** None for the purposes of this report.

#### 7 Policies, Plans & Partnerships

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

- Effective Council

- 7.2 **Service Plans:** The matter is included within the current Service Delivery Plan.
- 7.3 **Climate & Environmental Impact of recommendations:** None for the purposes of this report.
- 7.4 **Sustainability Policy & Community Safety Implications:** None for the purposes of this report.
- 7.5 **Partnerships:** None for the purposes of this report.

## 8 Background papers

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

**Previous reports:**

- [Environment Committee Tuesday 21 January 2025 – Item 11 Fees and Charges 2025/26](#)
- [Environment Committee Tuesday 16 July 2024 – Item 4 Pavement Licence Fees and Policy](#)

**Other Papers:** None