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Simon Young, Solicitor
Head of Legal and Democratic Services



ENVIRONMENT COMMITTEE

Tuesday 10 October 2017 at 7.30 pm

Council Chamber - Epsom Town Hall

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 (Chairman)
Councillor Peter O'Donovan (Vice-Chairman)
Councillor Richard Baker
Councillor Steve Bridger
Councillor Lucie Dallen

Councillor Rob Geleit
Councillor Keith Partridge
Councillor Jane Race
Councillor Mike Teasdale
Councillor Tella Wormington

Yours sincerely

A handwritten signature in black ink, appearing to read 'S Young', written over the printed name.

Head of Legal and Democratic Services

For further information, please contact Fiona Cotter, tel: 01372 732124 or email: fcotter@epsom-ewell.gov.uk

AGENDA

1. QUESTION TIME

To take any questions from members of the Public

Please Note: Members of the Public are requested to inform the Democratic Services Officer before the meeting begins if they wish to ask a verbal question at the meeting

2. DECLARATIONS OF INTEREST

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

3. MINUTES OF PREVIOUS MEETING (Pages 3 - 8)

The Committee is asked to confirm as a true record the Minutes of the meeting of the Environment Committee held on 12 June 2017 and to authorise the Chairman to sign them.

4. BUILDING CONTROL FEES AND CHARGES (Pages 9 - 14)

This report summarises the Building Control chargeable account.

5. CORPORATE PLAN: PERFORMANCE REPORT ONE 2017 TO 2018 (Pages 15 - 32)

This report provides an update our Key Priority Targets for 2017 to 2018, under our new Corporate Plan.

6. PROPOSED STREET TREE PLANTING SCHEME (Pages 33 - 50)

This report outlines a proposed new scheme to allow for the planting of new trees within the public highway, funded from public subscription. The Committee is asked to agree to the establishment of a new scheme and the proposed rates.

7. PARKING FEES & CHARGES 2018/19 (Pages 51 - 64)

8. BUDGET TARGETS 2018/19 (Pages 65 - 70)

This report informs the Committee of the Council's revenue budget targets approved by the Strategy and Resources Committee. This report seeks support for changes to services and any further guidance on the preparation of the Committee's service estimates for 2018/19 and for the following next two financial years.

Minutes of the Meeting of the ENVIRONMENT COMMITTEE held on 12 June 2017

PRESENT -

Councillor John Beckett (Chairman); Councillor Peter O'Donovan (Vice-Chairman); Councillors Richard Baker, Steve Bridger, Lucie Dallen, Rob Geleit, Jane Race, Mike Teasdale and Tella Wormington

Absent: Councillor Keith Partridge

Officers present: Ian Dyer (Head of Operational Services), Joy Stevens (Head of Customer Services and Business Support), Simon Young (Head of Legal and Democratic Services), Daniel Atubo (Grounds Maintenance Supervisor), Richard Chevalier (Parking Manager), Oliver Nelson (Environmental Health Team Leader), Samantha Whitehead (Streetcare Manager) and Fiona Cotter (Democratic Services Manager)

1 QUESTION TIME

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

2 DECLARATIONS OF INTEREST

No declarations of interest were made by councillors regarding items on the Agenda.

3 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Environment Committee held on 31 January 2017 were agreed as a true record and signed by the Chairman subject to the amendment of a typographical error in Minute 27 (the year to read 2016 and not 2017) and the clarification of grammar in the first recommendation in Minute 35.

4 CORPORATE PLAN: YEAR-END PERFORMANCE REPORT 2016 TO 2017 AND PROVISIONAL TARGETS FOR 2017/18

The Committee received and considered a report which provided a year-end update against its Key Priority Performance Targets for 2016 to 2017, (as set out in the Council's Corporate Plan), and provisional targets for 2017 to 2018.

The report confirmed that out of a total of its 8 targets for 2016/17, all eight had been achieved.

Accordingly, the Committee:

- (1) Considered the performance reported in Annexe 1 and did not identify any areas of concern
- (2) Agreed targets for 2017/18 as detailed in Annexe 2 of the report and outlined in paragraph 4.1

5 CHARGING FOR FOOD HYGIENE RATING SCHEME REVISITS

The Committee received and considered a report which proposed the introduction of charging for food hygiene rating scheme (FHRS) re-inspections.

In response to a query prior to the meeting as whether it would be possible to have a breakdown of the number of food businesses in each category, statistical information from the Food Standards Agency regarding the distribution of FHRS ratings in Epsom and Ewell as at 12 June 2017 had been circulated to members of the committee. It was noted that there was no statutory obligation on a business to display its food hygiene rating.

The report highlighted that it would be important to ensure that the Council could demonstrate that the level of charge did no more than cover the cost of the service provided (including overheads). Given the small number of likely applications, Officers considered that it would be appropriate to delegate to them the authority to set the scale of fees.

Accordingly, the Committee:

- (1) Agreed to introduce a charge for requested food hygiene rating scheme re-inspections on a cost recovery basis
- (2) Authorised the Head of Housing and Community to set the fee at such level, or on such scale, as he thinks fit.

6 FOOD SAFETY / HEALTH AND SAFETY SERVICE PLANS

A report was presented to the Committee containing monitoring information on action taken in 2016/17 and which proposed new targets for 2017/18.

The report reminded members that the Food Standards Agency and Health and Safety Executive monitored the effectiveness of the Authority's action in relation to its duties in respect of food hygiene and health and safety and that best practice was to establish transparent plans for the deployment of resources in these areas.

Accordingly, the Committee:

- (1) Adopted the service plan for food safety subject to the correction of a minor typographical error in paragraph 6.1 to read "broadly compliant"
- (2) Adopted the intervention plan for health and safety

- (3) Agreed to receive revised food and health and safety plans for 2018-19 at the meeting of the Environment Committee in June 2018.

7 HIGHWAYS HORTICULTURE

The Committee received and considered a report which set out three service options for highways horticulture in 2018/19 following the decision by Surrey County Council to review its current arrangements.

This authority currently topped up the number of urban verge cuts undertaken by the County from seven to twelve. In March this year, the County Council had advised this authority that, where it managed the service directly, it would be reducing the service level to four urban verge cuts, two rural verge cuts and one weed spraying treatment. The question before the Committee was whether it wished to find additional resources to maintain the current level of service or consider some other level of provision.

The three options before the Committee were to:

- (1) continue with the current level of service provision and request that provision be made in the budget for 2018/19 to fund the shortfall;
- (2) accept the reduction in the level of service from the County and revise operations to reduce the number of urban verge cuts to eight with no change in other elements of the service; or
- (3) to allow the current agency agreement to end with effect from 31 March 2018 and hand back the highways horticulture responsibilities to Surrey County Council.

The report set out the pros and cons of each option. In particular, the report highlighted the financial implications of these. Option 1 would result in an additional estimated cost to the Council of £35,776. There was no provision in the 2017/18 budget for these additional costs and therefore funding would need to be identified for this additional expenditure if members were minded to go with this option. Option 2 would result in a small estimated saving to the Council of £8,932 and Option 3 would result in an estimated saving of £40,776 before any penalty costs arising from handing back vehicles and plant.

The Committee considered three service options for highways horticulture in 2018/19 and, upon a vote on each option, a majority was in favour of Option 1 as the most appropriate service option for the Council, noting the financial implications of agreeing this approach i.e. that it would require provision to be made in the 2018/19 budget to fund the £35,776 shortfall.

8 EXCLUSION OF PRESS AND PUBLIC

The Committee 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 paragraphs 1 and 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.

9 SURREY COUNTY COUNCIL AGENCY ON-STREET PARKING AGREEMENT

The Committee received and considered a report which set out the current situation regarding the existing on-street enforcement agency agreement with Surrey County Council. This agreement expired on 31 March 2018. The County Council was seeking an indication from this Borough Council by 1 July 2017 as to whether it wished to participate in joint working arrangements regarding both on-street and off-street parking beyond the expiry of this agreement. However, it was clarified that the County Council could only enforce a solution in relation to on-street parking.

The report highlighted that there appeared to be significant uncertainties in regards to the proposals, for example, how on-street and off-street enforcement surpluses (or deficits) would be treated, and careful consideration would be required before the Council entered into any binding agreements. Equally, the Council needed to seek to ensure that it tried to avoid having imposed on it arrangements which were detrimental to this authority.

It was clearly to Surrey County Council's benefit to deal with on-street parking with Boroughs and Districts clustered together rather than dealing with each individually. It also provided the potential for cost savings in some areas although thought would need to be given to that totality of the impact of change.

Given that a decision was required by the County Council by 1 July, it was recommended, on balance, that the Council ought to participate in joint working arrangement discussions with the County Council and other Borough Councils regarding both on-street and off-street parking arrangements but should reserve the right as to whether or not to join the arrangement once full details of the proposals were available. This possibly included being named in any tender documents issued by Surrey County Council.

Accordingly, the Committee:

- (1) Agreed in principle that the Borough Council participate in joint working arrangement discussions to find a solution to the provision of on-street enforcement after 31 March 2018, including being named in any tender documents issued by Surrey County Council or otherwise, but reserving the right to make a decision as to whether or not to join the arrangement when details of the new proposals were available;
- (2) Agreed in principle to the Borough Council participating in joint working arrangement discussions regarding off-street enforcement after 31 March 2018, including being named in any tender documents issued by Surrey County Council or otherwise, but reserving the right to make a decision as to whether or not to join the arrangement when details of the new proposal were available;

- (3) Authorised the Chief Executive, in consultation with the Chairman of the Environment Committee, to progress discussions and negotiations on this issue.

The meeting began at Time Not Specified and ended at Time Not Specified

COUNCILLOR JOHN BECKETT (CHAIRMAN)

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BUILDING CONTROL FEES AND CHARGES

<u>Report of the:</u>	Head of Place Development
<u>Contact:</u>	Michael Hill
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	
<u>Annexes/Appendices</u> (attached):	<u>Annexe 1:-</u> Financial report for year ending 31 March 2017.
<u>Other available papers</u> (not attached):	Report to Environmental Committee 27 October 2015

REPORT SUMMARY

This report summarises the Building Control chargeable account.

RECOMMENDATION (S)

Notes

(1) That, the Committee notes the contents of this report.

1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy

1.1 This item does not directly relate to the Council's key Priorities, Service Plans or Community Strategy.

2 Background

2.1 Applications for Building Regulations approval attract charges to cover the cost of checking plans and inspecting work on site to verify compliance.

2.2 The principles of the charges regulations require authorities to ensure that the price charged is an accurate reflection of the costs of carrying out the chargeable Building Control functions and for giving chargeable advice relating to Building Regulations. Authorities should not increase their charges above the level of their costs. The principles in the charges regulations require authorities to achieve full cost recovery on their Building Regulation chargeable work and determine standard and individual charges that reflect the cost of the service on individual building projects.

- 2.3 The Building (Local Authority Charges) Regulations 2010 provide that a review of the level of charges is undertaken at the end of the financial year and shall prepare a statement which outlines the chargeable costs, the chargeable income and the amount of any surplus or deficit.

3 Proposals

- 3.1 The Building Regulations chargeable account for 2016/17 (Annexe 1) shows a surplus of £26,228 for the year and this compares to a £73,962 surplus for the previous year.
- 3.2 The regulations require Council's to breakeven over a 3 year period taking into account chargeable income and expenditure. The chargeable account for 2016/17 generated a surplus of 11% of total gross expenditure. In view of this it is not proposed to change our standard charges.
- 3.3 The fees and charges for Building Control service was agreed for the next 3 years at the Environment Committee on 27 October 2015, and authority given to allow officers to vary tariffs by up to 20% from the approved schedule during the 3 year period. During the year it has not been necessary to either reduce or increase our charges.
- 3.4 The budget for 2017/18 on the chargeable account has been increased by £42,496 mainly due to the increase in income over the previous period. Savings have been made by holding open a vacant post. The budget for 2017/18 assumes that the Council will generate £320,000 from building control charges, compared to £316,663 in 2016/17. This increase assumes that the current market will continue to rise without loss of projects to the private companies.

4 Financial and Manpower Implications

- 4.1 The financial implications have been considered in the body of the report.
- 4.2 ***Chief Finance Officer's comments:*** *The Building Control chargeable account has shown a surplus for the past three years. There is a risk that future income may not remain at previous levels. The data which upon which the split between chargeable and non-chargeable activities is identified has not been reviewed for a number of years.*
- 4.3 *Consequently it is necessary to carry out a review to ensure that the pattern of chargeable and non-chargeable time and costs have not significantly changed since the last assessment. This is important because it is a key factor in fee setting and determines the level of surplus or deficits upon the Building Control Account. This is important to ensure that the Council maximises its income and achieves the requirement to breakeven over the 3 year period under the legislation.*

- 4.4 *Building Control Fees were last reviewed by the Environment Committee on the 27 October 2015. Officers will report back to the Environment Committee in October 2018 with recommendations for Building Control Fees for the next three year period.*

5 Legal Implications (including implications for matters relating to equality)

- 5.1 ***Monitoring Officer's comments:*** *As indicated in the body of the report, the overriding objective when setting building control charges is that, taking one financial year with another, the income from performing chargeable functions and providing chargeable advice should as nearly as possible equate to the costs incurred by the authority in performing those functions and providing that advice. The level of work is variable and not directly controllable by the Council. A reasonable approach must therefore be taken to estimating expenditure and income. The Council's approach to doing this and setting charges conforms to standard practice.*

6 Sustainability Policy and Community Safety Implications

- 6.1 There are no sustainability or community safety implications arising directly from this report.

7 Partnerships

- 7.1 There are no implications for partnerships arising directly from this report.

8 Risk Assessment

- 8.1 It is not considered that any significant risks arise from this report.

9 Conclusion and Recommendations

- 9.1 The Committee is asked to note the contents of the report which provides a review of the Building Control chargeable account following the end of the 2016/2017 financial year.

WARD(S) AFFECTED: (All Wards);

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BUILDING REGULATIONS CHARGING ACCOUNT 2016/17 FINAL OUTTURN

Based on 65% expenditure to chargeable and 35% to non-chargeable

Building Regulations Charging Account	Financial Year 2015/16				Financial Year 2016/17				Financial Year 2017/18			
	2015/16 Full Year Outturn			2015/16 Full Year Budget	2016/17 Outturn			2016/17 Full Year Budget	2017/18 Full Year Budget	2017/18 August Year to Date Outturn	2017/18 August Year to Date Budget	2017/18 August Year to Date Variance
	Total	Chargeable	Non - Chargeable		Total	Chargeable	Non - Chargeable					
	£	£	£		£	£	£	£	£	£	£	£
Expenditure												
Employee expenses	217,209	141,186	76,023	250,619	210,550	136,857	73,692	226,064	225,474	78,456	97,399	18,943
Supplies and services	38,980	25,337	13,643	6,950	29,918	19,447	10,471	6,950	5,400	14,434	2,371	(12,063)
Central and support service charges	130,542	84,852	45,690	124,113	133,331	86,665	46,666	134,023	136,612	39,818	56,952	17,134
Total Expenditure	386,731	251,375	135,356	381,682	373,799	242,969	130,830	367,037	367,486	132,708	156,722	24,014
Income												
Building regulations charges	(323,175)	(323,175)	0	(255,000)	(268,405)	(268,405)	0	(316,663)	(320,000)	(104,518)	(133,408)	28,890
Miscellaneous income	(2,162)	(2,162)	0	(1,072)	(792)	(792)	0	(2,108)	(7,168)	(410)	(2,993)	2,583
Total Income	(325,337)	(325,337)	0	(256,072)	(269,197)	(269,197)	0	(318,771)	(327,168)	(104,928)	(136,401)	31,473
(Surplus) / Deficit for Year	61,394	(73,962)	135,356	125,610	104,602	(26,228)	130,830	48,266	40,318	27,780	20,321	7,459

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CORPORATE PLAN: PERFORMANCE REPORT ONE 2017 TO 2018

<u>Report of the:</u>	Head of Corporate Governance
<u>Contact:</u>	Adama Roberts
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
<u>Annexes/Appendices</u> (attached):	Annexe 1 – Performance Report One 2017 to 2018
<u>Other available papers</u> (not attached):	Corporate Plan 2016 to 2020

REPORT SUMMARY

This report provides an update against our Key Priority Performance Targets for 2017 to 2018, under our new Corporate Plan.

RECOMMENDATION (S)




- (1) That the Committee considers the performance reported in Annexe 1 and identifies any areas of concern.**
- (2) That the Committee considers the actions that have been proposed or taken where performance is currently a concern as shown in table 3.1.**

1 Background

- 1.1 The Council has a four-year Corporate Plan for the period 2016 to 2020.
- 1.2 The Corporate Plan sets out the Council's vision together with its four Key Priorities. The four Key Priorities are underpinned by 19 Key Priority Objectives and measured against 66 Key Priority Performance Targets.
- 1.3 The delivery of the Corporate Plan will be captured in the performance reports, which are based around Committee cycles and details what will be done, what the targets are and how these will be measured. The desired key outcomes have also been outlined in the Corporate Plan. An annual year-end report will be produced to highlight delivery against the Corporate Plan.

2 Corporate Plan: Delivery against Key Priority Performance Targets set

- 2.1 This report tracks the progress against the Key Priority Performance Targets previously agreed by the Committee. On the whole performance is good as shown in the table below. Consideration should be given to any Key Priority Performance Target where performance is currently a concern as shown in table 3.1.

Performance status		
Key to reporting status		Number
	On track/achieved	7
	Slightly off track not a major concern or slippage	4
	Off track or unlikely to be achieved for projected year	0
Total		11

3 Actions identified for the Key Priority Performance Target where performance is currently a concern

- 3.1 There are no Key Priority Performance Targets where performance is currently a concern for the purpose of this report.

4 Financial and Manpower Implications

- 4.1 **Chief Finance Officer's comments:** This report does not propose any expenditure initiatives.

5 Legal Implications (including implications for matters relating to equality)

- 5.1 **Monitoring Officer's comments:** *There are no legal implications arising from this report. The implications around each individual target are considered as those targets are considered and action is taken*

6 Sustainability Policy and Community Safety Implications

- 6.1 There are no particular community safety implications for the purpose of this report.

7 Risk Assessment

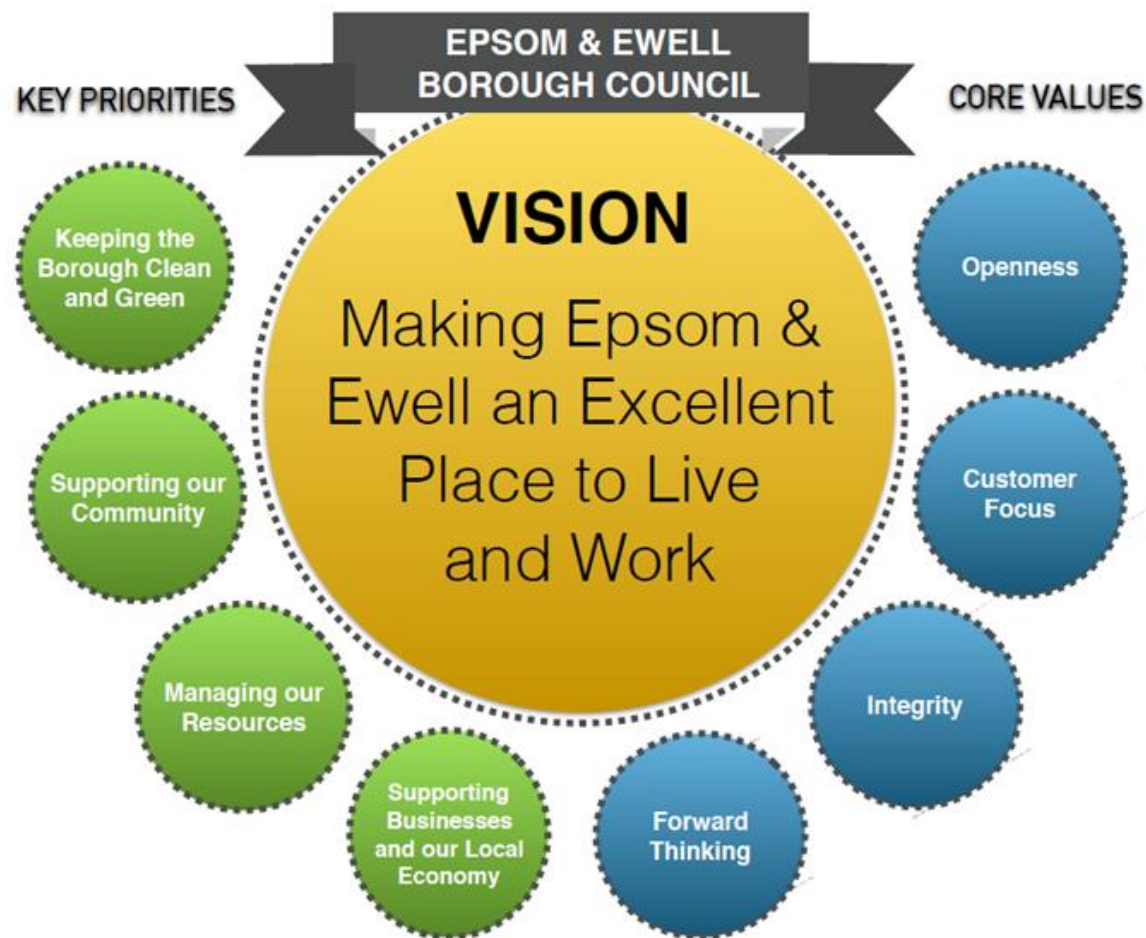
- 7.1 Actions have been identified for those Key Priority Performance Targets where performance is currently a concern.

8 Conclusion and Recommendations

- 8.1 The Committee is requested to consider the performance reported and identifies any areas of concern.
- 8.2 The Committee is requested to consider the actions that have been proposed where performance is currently of concern.

WARD(S) AFFECTED: ALL

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Corporate Plan: Key Priority Performance Targets
Environment Committee – Performance Report One 2017/2018

Keeping our Borough Clean and Green

We will do this by:

Providing quality parks, nature reserves and other public spaces that are safe, pleasant and well maintained

Accommodating sustainable development whilst protecting the green belt in accordance with Policy

Introducing a premium weekly waste and recycling service as standard for all residents and encourage more household waste to be recycled

Keeping the streets and public spaces clean and tidy

Taking action to reduce graffiti, littering, flytipping, flyposting illegal, advertising and dog fouling




KEY OUTCOMES



- Management plans for all major parks and public spaces
- Premium weekly recycling and waste service as standard for all residents introduced from Spring 2017
- Recycling clubs with local schools

KEY SUCCESS MEASURES

- External accreditation for our major parks and public spaces
- Delivery of the Biodiversity Action Plan
- Increase in recycled household refuse
- Street cleanliness assessment


Performance status

Key to reporting target status		Number
	On track/achieved	7
	Slightly off track not a major concern or slippage	4
	Off track or unlikely to be achieved for projected year	0
Total		11

Keeping our borough clean and green – Key priority					
Key priority objective. We will do this by...	Key priority performance target for 2017/18	Responsible officer	Achieved by:	Latest progress:	Status:
Introducing a premium weekly waste and recycling service as standard for all residents and encouraging more household waste to be recycled	Implement the new simply weekly recycling service to all residents	Ian Dyer Head of Operational Service	30 July 2017	April to Sept: Big Switch launched to all houses May/June. Excellent reception to new service from residents, and launch operations were highly successful. Service bedded in well and operating smoothly.	
				Oct to Dec:	
				Jan to March:	
	Recycle 53% domestic waste	Ian Dyer Head of Operational Service	31 March 2018	April to Sept: As at July 51% has been recycled, this figure is provisional. First month of full Simply Weekly Recycling (SWR) system at houses.	
				The introduction of SWR has resulted in a big rise in dry recycling, up from 573 tonnes last July to 615 tonnes this July, and food waste has risen from 167 tonnes last July to 179 tonnes this July. But garden waste continues to lag, with 562 tonnes last July but only 420 tonnes this July. This has served to continue to depress the overall recycling figure.	
				Hopefully the wet weather in July and early August will provide a boost to garden waste recycling in August.	
				Oct to Dec:	
				Jan to March:	


Keeping our borough clean and green – Key priority					
Key priority objective. We will do this by...	Key priority performance target for 2017/18	Responsible officer	Achieved by:	Latest progress:	Status:
Introducing a premium weekly waste and recycling service as standard for all residents and encouraging more household waste to be recycled	Promote household recycling by holding: <ul style="list-style-type: none"> • 20 road shows • 3 school events 	Ian Dyer Head of Operational Service	31 March 2018	April to Sept: Overall, 65% of roadshows have been carried out ie 13 pre-launch Big Switch roadshows in April/May. Roadshows and schools thereafter temporarily suspended while service beds in, and will re-start September to reinforce service introduction.	G
				Oct to Dec:	
				Jan to March:	

Keeping our borough clean and green – Key priority																																								
Key priority objective. We will do this by...	Key priority performance target for 2017/18	Responsible officer	Achieved by:	Latest progress:	Status:																																			
Introducing a premium weekly waste and recycling service as standard for all residents and encouraging more household waste to be recycled	Over the year at least 99% of bins to be collected on average each week	Ian Dyer Head of Operational Service	31 March 2018	April to Sept: Year to date, we have collected 99% of bins.	<div>G</div>																																			
				Oct to Dec:																																				
				Jan to March:																																				
				<div><p>Percentage of bins collected</p><table><thead><tr><th>Month</th><th>% Collected</th><th>% Missed</th></tr></thead><tbody><tr><td>April</td><td>99.87%</td><td>0.13%</td></tr><tr><td>May</td><td>99.80%</td><td>0.20%</td></tr><tr><td>June</td><td>99.72%</td><td>0.28%</td></tr><tr><td>July</td><td>99.79%</td><td>0.21%</td></tr><tr><td>August</td><td>99.84%</td><td>0.16%</td></tr><tr><td>September</td><td>100%</td><td>0%</td></tr><tr><td>October</td><td>100%</td><td>0%</td></tr><tr><td>November</td><td>100%</td><td>0%</td></tr><tr><td>December</td><td>100%</td><td>0%</td></tr><tr><td>January</td><td>100%</td><td>0%</td></tr><tr><td>February</td><td>100%</td><td>0%</td></tr><tr><td>March</td><td>100%</td><td>0%</td></tr></tbody></table></div>		Month	% Collected	% Missed	April	99.87%	0.13%	May	99.80%	0.20%	June	99.72%	0.28%	July	99.79%	0.21%	August	99.84%	0.16%	September	100%	0%	October	100%	0%	November	100%	0%	December	100%	0%	January	100%	0%	February	100%
Month	% Collected	% Missed																																						
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March	100%	0%																																						

Keeping our borough clean and green – Key priority					
Key priority objective. We will do this by...	Key priority performance target for 2017/18	Responsible officer	Achieved by:	Latest progress:	Status:
Keeping the streets and open spaces clean and tidy	Twice yearly street cleansing survey based on a random selection of 113 areas achieving a cleanliness rating of Grade B or above in 65% of all selected streets <ul style="list-style-type: none"> Phase 1 (Apr to Aug) to be reported in September Phase 2 (Sept to Mar) to be reported at year- end 	Ian Dyer Head of Operational Service	31 March 2018	April to Sept: Overall, a total of 113 streets, parks and shopping parades have been surveyed across all Wards (approx 9 areas per Ward). Of the 113 surveyed all Wards scored an overall B for grass cutting, detritus, litter, fly-posting and graffiti and an overall C for weeds. Weeds in gullies were most prolific and this can be attributed to the lack of big mechanical sweeper which was taken off the fleet for financial reasons. This decision has recently been reversed due to the impact noticed and a big mechanical sweeper forms part of the fleet. The sweeper has recently been retro-fitted with weed spraying technology and will soon be fitted with weed ripping tines. This should now start to address the score recorded for weeds.	
				Oct to Dec:	
				Jan to March:	

Keeping our borough clean and green – Key priority

Key priority objective. We will do this by...	Key priority performance target for 2017/18	Responsible officer	Achieved by:	Latest progress:	Status:																																																				
Keeping the streets and open spaces clean and tidy	Fly tips: <ul style="list-style-type: none">Investigate all fly-tips within five working days of being reported to Operational ServicesRemove 95% of all fly-tips on Council owned land (with the exception of hazardous waste) within five working days of being reported to Operational Services	Ian Dyer Head of Operational Service	31 March 2018	April to Sept: Year to date, all fly tips reported have been investigated within five working days and slightly over 95% removed.	<div>G</div>																																																				
				Oct to Dec:																																																					
				Jan to March:																																																					
	<div><p>Remove 95% of all fly-tips on Council owned land (with the exception of hazardous waste) within five working days of being reported to Operational Services</p><table><thead><tr><th>Month</th><th>Total number of flytips reported</th><th>Total number of flytips investigated within 5 working days</th><th>% Removed</th></tr></thead><tbody><tr><td>April</td><td>42</td><td>42</td><td>100%</td></tr><tr><td>May</td><td>55</td><td>55</td><td>98%</td></tr><tr><td>June</td><td>53</td><td>53</td><td>98%</td></tr><tr><td>July</td><td>40</td><td>40</td><td>98%</td></tr><tr><td>August</td><td>48</td><td>48</td><td>96%</td></tr><tr><td>September</td><td>0</td><td>0</td><td>0</td></tr><tr><td>October</td><td>0</td><td>0</td><td>0</td></tr><tr><td>November</td><td>0</td><td>0</td><td>0</td></tr><tr><td>December</td><td>0</td><td>0</td><td>0</td></tr><tr><td>January</td><td>0</td><td>0</td><td>0</td></tr><tr><td>February</td><td>0</td><td>0</td><td>0</td></tr><tr><td>March</td><td>0</td><td>0</td><td>0</td></tr></tbody></table></div>				Month	Total number of flytips reported	Total number of flytips investigated within 5 working days	% Removed	April	42	42	100%	May	55	55	98%	June	53	53	98%	July	40	40	98%	August	48	48	96%	September	0	0	0	October	0	0	0	November	0	0	0	December	0	0	0	January	0	0	0	February	0	0	0	March	0	0	0	
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February	0	0	0																																																						
March	0	0	0																																																						

Keeping our borough clean and green – Key priority					
Key priority objective. We will do this by...	Key priority performance target for 2017/18	Responsible officer	Achieved by:	Latest progress:	
Taking action to reduce graffiti, littering, flyposting, illegal advertising and dog fouling	To identify options for future enforcement action and report to Committee	Ian Dyer Head of Operational Service	31 March 2018	April to Sept: No action taken to date however, a report will be brought to Committee in January outlining the options available.	
				Oct to Dec:	
				Jan to March:	

Supporting our Community

We will do this by:

Supporting and enabling the delivery of affordable homes

Helping those at risk of homelessness

Promoting healthy and active lifestyles, especially for the young and elderly

Encouraging and supporting volunteering initiatives

KEY OUTCOMES

Increase supply of homes to meet local needs

Residents supported from becoming homeless

Implement the Leisure Development Strategy



KEY SUCCESS MEASURES

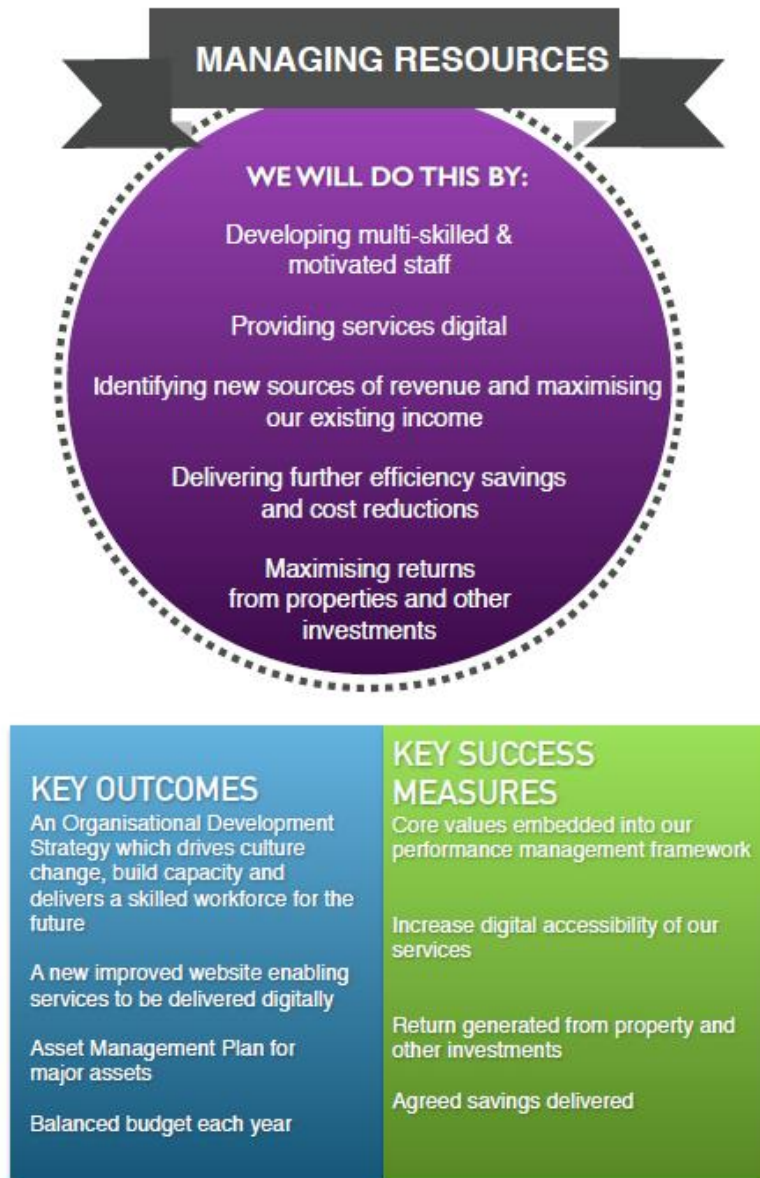
Delivery of affordable homes


Long term empty properties brought back into use

Reduction in homelessness
Increase our supply of temporary accommodation

Deliver the targets within the Leisure Development Strategy

Supporting our community – Key priority					
Key priority objective. We will do this by...	Key priority performance target for 2017/18	Responsible officer	Achieved by:	Latest progress:	Status:
Encouraging and supporting volunteering initiatives	Support at least three community/volunteer clean up campaigns	Ian Dyer Head of Operational Service	31 March 2018	April to Sept: Supply of litter picking packs to WERRA For two community events. Litter picking arranged and kits supplied to Councillor Wormington and Town Ward Residents Association.	
				Oct to Dec:	
				Jan to March:	
	Introduce a programme for raising awareness of volunteering initiatives in Epsom & Ewell	Gillian McTaggart Head of Corporate Governance	31 March 2018	April to Sept: Work has not commenced on this project however, a project scope will be drafted and a project working group established in October.	
				Oct to Dec:	
				Jan to March:	



Managing our resources – Key priority					
Key priority objective. We will do this by...	Key priority performance target for 2017/18	Responsible officer	Achieved by:	Latest progress:	Status:
Providing services digitally	Introduce new pay machines with contactless payment facilities as part of a refurbishment programme in: <ul style="list-style-type: none"> • Depot Road car park • Upper High Street car park 	Joy Stevens Head of Customer Services & Business Support	31 March 2018	April to Sept: A procurement tender has been completed and contract awarded to Metric. Machines being customer designed and due for installation in Q3.	
				Oct to Dec:	
				Jan to March:	

Supporting Businesses and our Local Economy

We will do this by:


- Supporting a comprehensive retail, commercial and social offer
- Maintaining strong links with local business leaders and representative organisations
- Supporting developers to bring forward the development of town centre sites
- Delivering an affordable Economic Strategy
- Promoting our Borough as an excellent place to do business

KEY OUTCOMES

- High quality/innovative building design
- Improved transport infrastructure
- Visual appearance of the town/shopping centres enhanced

KEY SUCCESS MEASURES

- Businesses attending the Business Leaders' meetings
- Delivery of Plan E to improve traffic flow into Epsom Town Centre
- Delivery of the Economic Development Strategy Action Plan
- Space for start-up/incubator businesses to grow and expand

Supporting Businesses and our Local Economy – Key priority					
Key priority objective. We will do this by...	Key priority performance target for 2017/18	Responsible officer	Achieved by:	Latest progress:	Status:
Supporting a comprehensive retail, commercial and social offer	Ten percent reduction of 0- 2 food hygiene rated food businesses	Rod Brown Head of Housing & Environmental Services	31 March 2018	April to Sept: Presently a 19 percent decrease - net figure of 11 premises have been moved from 0-2 following reassessment having received a previous inspection.	
				Oct to Dec:	
				Jan to March:	

PROPOSED STREET TREE PLANTING SCHEME

<u>Report of the:</u>	Head of Place Development
<u>Contact:</u>	Mark Berry
<u>Urgent Decision?(yes/no)</u>	No
<u>If yes, reason urgent decision required:</u>	
<u>Annexes/Appendices (attached):</u>	Annexe 1: Suggested way forward for Street Tree Planting 2017 Annexe 2: Background document on funded tree planting rates – May 2017 Annexe 3: Tree Advisory Board response on Street Tree Planting – 26 June 2017
<u>Other available papers (not attached):</u>	Surrey County Council website: https://www.surreycc.gov.uk/roads-and-transport/road-permits-and-licences/planting-trees-on-the-highway

REPORT SUMMARY

This report is about a proposed new scheme to allow for the planting of new trees within the public highway, funded from public subscription. The proposed introduction of the scheme follows the termination of the agency agreement with Surrey County Council which, until 31 March 2017, allowed for the maintenance of street trees and the planting of new street trees by Epsom and Ewell Borough Council on behalf of Surrey County Council.

Under this proposed new scheme, the Borough Council could continue to facilitate a programme of new tree planting within the highway which would help to ensure that the Borough remains green and tree-cover is maintained. This is a much-valued feature of the Borough. It is therefore anticipated that there will be public support for it.

The full cost of administration, design, procurement and delivery can be borne by the scheme at nil net cost to the Council's budget.

It is recommended that Members agree to the establishment of the new scheme and the proposed rates.

<u>RECOMMENDATION (S)</u>	<i>Notes</i>
<p>(1) That the Committee agrees to the establishment of a Street Tree Planting Scheme operated by Epsom and Ewell Borough Council that will be at nil net cost to the Council</p> <p>(2) That the Head of Place Development be authorised to make the necessary arrangements including the procurement of the requisite administrative resource to support the scheme</p> <p>(3) That the scheme will commence as soon as reasonably practical following the appointment of the administrative support</p> <p>(4) That the unit cost of £250 per tree be adopted for any planting carried-out in the remainder of the current financial year and through 2018/19 and that this rate be subject to review in subsequent years as part of the annual fee-setting process.</p>	

1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy

- 1.1 The proposal in this report supports the Borough Council's key priority to keep the borough clean and green. It will help to ensure that the Borough's public spaces are pleasant and well maintained.

2 Background

- 2.1 The borough has more than 7,000 street trees. This is a valuable environmental resource and adds greatly to the attraction of Epsom and Ewell as a place to live and work. Over the past 18 years an average of 194 new trees have been planted per annum despite there being two years in that period when no new trees were planted. Since the storm of 1987, the borough's street tree stock has not only been replenished but there has been a net increase of 2000. Most of that increase has been achieved since the year 2000. The population was relatively static before that as new planting barely kept pace with removals.
- 2.2 In 2006, the Environment Committee agreed to keep the budget for highway trees at £5000 per annum, which was deemed to be sufficient to plant 225 trees on an annual basis. With the transfer of responsibility for the street trees back to Surrey County Council (SCC) on 1 April 2017, the available budget for new street trees has disappeared. Surrey do not carry out replenishment following removal of dead, dying or dangerous street trees. Without a dedicated budget, the street stock is set to decline in number and residents' expectations would not be met.

- 2.3 A key expression of community interest in this issue is the Tree Advisory Board (TAB) who maintain a strong and active interest in arboricultural matters across the Borough. They have raised concern about the absence of any budget for street tree planting and the possible consequences for the borough. The proposed tree planting scheme has grown out of this and has been the subject of consultation with the TAB.

3 Proposals

- 3.1 The proposal is to create a scheme whereby residents and community groups can procure new street tree planting by subscription. The proposed scheme is summarised in the attached paper - *Suggested way forward for Street Tree Planting 2017* – at Annexe 1. The preferred Option is to use our own contractors to undertake the planting within the highway. Although SCC do have their own sponsorship scheme the cost of this is now much less than the prohibitive £600 per tree cited in Annexe 1 as SCC have secured new rates under a framework arrangement. Nonetheless, the cost of procuring work through SCC is likely to be equivalent to the costs envisaged for the borough scheme.
- 3.2 The anticipated cost of the proposed tree planting mechanism is set out in Annexe 2 – *EEBC funded tree planting rates*.
- 3.3 Historically, the Borough Council has not favoured the establishment of a resident-funded sponsorship of trees. In 2006 it is recorded that the Committee were informed of possible problems associated with vandalism and maintenance, especially where residents felt that they “own” a particular tree because they have paid for it.
- 3.4 It is undeniable that trees excite strong opinions and can give rise to disagreement. Nonetheless, the proposal to batch-up street tree planting proposals promoted by residents and the TAB, among others, will potentially create a positive sense of community ownership and help to ensure that the Borough’s street tree stock is nurtured and well maintained.
- 3.5 Borough officers have consulted with the TAB on the proposals and their comments are attached at Annexe 3. In addition to fundamental support for the proposals the TAB have set out their views on how the unit cost could be reduced in relation to certain situations. These views are considers below.

4 Financial and Manpower Implications

- 4.1 There is no longer a budget for highway tree planting. The proposed scheme will create a cost-neutral solution for the Borough to meet public expectations for a sustained programme of street tree planting. The associated costs are set out in the attached paper at Annexe 2.

- 4.2 The Borough no longer has the resources to administer a street tree planting scheme as, following termination of the agency agreement with SCC, a 0.6-FTE-post was deleted from the establishment. The proposed scheme could only commence when and if the necessary administration resource is identified. This can be fully funded through the scheme which has allowed for a reasonable hourly rate to include on-costs. The recommendation seeks authority for the Head of Place Development to identify an appropriate solution and to appoint the administrator based on the assumed number of trees to be planted. The resource will have to be flexible and is initially likely to be best suited to a secondment in a similar manner to the Civic Investment Fund administrator who was seconded from Elmbridge.
- 4.3 The scheme will require some input from the Tree Officer and will require inputs from other sources; not least, SCC. This will place a burden on existing staff but the proposals are considered to be operable.
- 4.4 The queries on cost raised by the TAB have been considered by officers. It has been suggested by them that the unit cost of c.£250 per tree could be reduced where the TAB are willing to commit to carry out regular watering and inspections during the early stages. They have also said that, in instances where a tree fails and a replanting request is made, the cost could be reduced further by £50 as the arboricultural design work would not be required.
- 4.5 On the first point, officers recognise the excellent work that the TAB has done over the years in helping to maintain the Borough's street tree stock. For instance, they have assisted in fitting strimmer guards, attaching tree watering tags to trees and encouraging the community to take "ownership" and assist in the care of newly planted trees. They have developed a small water bowser that can assist with street tree watering. Their voluntary efforts are commendable and have clearly assisted in the promotion of tree health and survival. However, officers do not think it would be acceptable to rely on voluntary effort alone for tree maintenance and consider that the unit cost of each tree should factor-in a consistent and Borough-wide capacity to water and maintain each tree wherever it may be.
- 4.6 On the second point, a degree of tree failure is an unavoidable aspect of new planting. Rather than reducing the unit cost of replacement trees it is suggested that any savings made should be ring-fenced to help subsidise the cost of other replacements. It is easier to administer a single fee and to plough-in any savings on specific sites to procure trees across the Borough. The suggested cost of £250 per tree is reasonable, being representative of the true cost of providing the service.
- 4.7 Surrey County Council have recently advised that dead trees will no longer be completely removed. They will be cut down to a metre in height and left. The Borough must therefore factor-in some additional cost for stump removal and this cost has not been included in Annexe 2. This

further supports the view that we should not reduce the unit cost for certain circumstances but that a uniform rate should be used. Our current contract allows for a cost range of between £26.20 for a small ornamental and £67.37 for a large ornamental but this is based on set quantities and removing a single tree may cost more.

- 4.8 The overall unit cost may seem to be high when compared to the average cost in 2006. This is because the 2006 figure did not represent the true cost to the Council. It is based on the schedule of rates set out in the Council's tree contract at that time which formed part of a much bigger contract for tree maintenance. It made no allowance for the associated administration and technical input from both Borough and County Councils.
- 4.9 The proposed rate will be reviewed on an annual basis and adjusted accordingly. It is not intended that we should do anything other than cover our costs. However, it would be desirable to ring-fence the income to ensure that the full cost of the service is being covered. Any minor surplus can be re-deployed into the scheme as suggested above.
- 4.10 **Chief Finance Officer's comments:** *In order for the scheme to remain cost neutral, the hours of the administrator would need to be flexible to meet the demand for new trees. For example, if donations were received to cover the planting of 200 trees, this would fund and administrator for one day per week (0.2 FTE) for a year. Any payments made by the TAB for the planting of trees on the highway can be treated as donations and will be outside the scope of VAT.*

5 Legal Implications (including implications for matters relating to equality)

- 5.1 The legal implications of this proposal relate mainly to the liability for the tree-planting works and the responsibility for the assets within the public highway. Discussions with SCC have established that, where planting is carried out with their consent, they are willing to assume the responsibility for the trees as the Highway Authority. In terms of insurance, the only risk to the Borough Council that needs to be covered is for public liability during the planting process itself.
- 5.2 Risks can be mitigated by ensuring that a proper utilities search is undertaken for each site. Therefore, this requirements would be built into the process and the cost of this is factored-in the unit rate.
- 5.3 SCC are willing to let EEBC contractors undertake such works within the highway in the same manner as they did under the agency agreement. There is no formal agreement required and each consent will be negotiated with the SCC Tree Officer and the local Highways Inspector.

- 5.4 **Monitoring Officer's comments:** *It is important that the Council is not considered to be exercising its powers as a local authority under section 96(4) of the Highways Act 1980, and that confirmation in writing of this is obtained from Surrey County Council, prior to the scheme coming into operation. If the Council is considered to be exercising its powers under section 96(4), it will, as a consequence, retain liability for damage caused by the trees planted.*

6 Sustainability Policy and Community Safety Implications

- 6.1 The replenishment of the existing tree stock is beneficial to the health and wellbeing of the population. Highway trees add character to the street scene, provide vital shade, improve air quality, enrich biodiversity, reduce flood risk and provide social benefits; additional planting is therefore supportive of sustainability.
- 6.2 There are no significant community safety implications from the proposed scheme.

7 Partnerships

- 7.1 Partnership with SCC and the TAB are important to the success of this scheme. Partnership with the wider community will be enhanced as we are able to provide new trees within their neighbourhoods.

8 Risk Assessment

- 8.1 See comments under 5 above. The risks around tree planting can be managed and the on-going liability is entirely SCCs.
- 8.2 There is a real risk that interest in the scheme will not be consistent over time. If a staff resource is to be dedicated to the scheme, there is no guarantee that there would be an even flow of tree planting work. The project could start with a flurry of activity from pent-up expectations and funding but this might tail-off unless there is a regular supply of funding available. This will need to be reviewed on a regular basis so that we ensure that there is no overspend on staffing that is underutilised. The suggestion is that the staffing could initially be on a flexible secondment basis and that we monitor the work over the first year or two to see how the project develops.
- 8.3 There is always a risk of tree failure and that subscribers hopes are dashed by seasonal weather conditions, vandalism, accidental impacts, other abuse, natural failure or disease. This is why it is desirable to factor-in to the unit cost some allowance to subsidise the cost of replacement trees. It would also be important to manage expectations before subscribers part with their money by explaining that they are paying for a one-off attempt at planting a tree and that the fee does not cover the provision of a replacement, should the tree die. The tree will be the property of Surrey County Council and the subscriber will have no rights over the tree or be able to demand its replacement. Whilst we can

set these terms and conditions out in advance, we will not be able to protect against situations where a customer is disappointed because their tree has failed.

8.4 Contractor capacity can be affected by seasonal fluctuations and storms. The timing of new planting and follow-up work can be affected by this and people's expectations need to be managed accordingly on this point too.

8.5 Payment for the service by public subscription will inevitably raise expectations of delivery which may not always be met in terms of timing or detail. These expectations will therefore need to be managed carefully so as to avoid complaints from those paying for the tree/s and from the wider public.

9 Conclusion and Recommendations

9.1 The proposed street tree planting scheme is a way forward that will hopefully ensure that the aspirations of the community can be met. This must be with a neutral cost to the Council. This self-funding arrangement can be set-up relatively easily subject to identifying the necessary administrative support. Members are asked to agree to set the scheme up and to authorise the Head of Place Development to procure the requisite support. Once the support is in place the scheme can be initiated using the unit cost of £250. This will be subject to review on an annual basis.

WARD(S) AFFECTED: (All Wards);

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Meeting Note and suggested way forward for street tree planting in Epsom and Ewell Borough from 2017 onwards.

A meeting between Borough officers and Nick Healey – Area Highway Manager at Surrey County Council was held at the Town Hall in Epsom on Monday 20 February 2017. Borough officers present were: Mark Berry, Ian Dyer, Gillian McTaggart, Sam Whitehead and Jeremy Young.

The meeting was called to consider what arrangements, if any, there could be for an on-going programme of street tree planting in the Borough following the termination of the agency arrangements with SCC for the maintenance of trees within the highway on 31 March 2017.

The meeting had been prompted by a letter from Mike Ford of the Epsom and Ewell Tree Advisory Board to Borough Councillors (attached).

Description of the current mechanism by which street trees are planted in other boroughs and districts

The arrangements are as follows:

There are two mechanisms:

1. A private party pay for the planting of a tree/trees and the work is undertaken entirely by SCC. This typically costs c. £600+ per tree although the precise cost would be based upon a case-specific quotation, not on the fixed tariff implied on the SCC website. The figure cited on the website is in order to manage expectations as the costs are quite prohibitive although the precise quote could be lower than stated.
2. The Borough produce a funded proposal and implement the work with SCC's approval, using their own contractors. This is a much more cost-effective mechanism. The Borough is responsible for procuring the work and assessing the risks associated with undertaking it. SCC are only interested in protecting their asset and will give consent for the work if they are satisfied that the tree/s would be suitable in terms of such things as their location, bed size, species and planting specification.

Insurance Risk

Under Option 1, SCC bears all of the risk. Under Option 2, the Borough is responsible for public liability in terms of the tree planting process itself. Beyond that, it has no on-going liability for any damage that the tree may cause. This would be entirely borne by SCC. An exception to this would be where the planting had been undertaken without SCC consent.

Utilities Searches

An important element of the risk associated with implementing the work is associated with subterranean services. Under Option 1 SCC take full responsibility for

undertaking the search. Under Option 2 the Borough can procure the information from SCC but this may have a cost associated with it and might be difficult to resource if a large number of proposals come at once. Alternatively, the Borough can undertake its own utilities search using the same methods undertaken by SCC to access information that is freely available on the web. Details of this process have been supplied by SCC.

The search is only for the Borough and their contractor's benefit to ensure that all reasonable measures have been taken to identify any potential hazards to the contractors and the public in advance.

Managing expectations

When SCC undertake tree planting in the highway, funded by individuals or other groups, they explain that they are paying for only one "attempt" at planting a tree. If it dies or is subsequently damaged SCC does not guarantee that it will be replaced or that a tree will be maintained in that location thereafter.

Local "ownership" of the tree is to be encouraged so that local people take responsibility for protecting and nurturing the tree where possible (including periodic watering). The procurement may include a limited number of watering events but beyond that, the tree must survive by itself. Survival and general health may depend on a degree of attention from local residents.

SCC's on-going support for new planting in the highway

SCC does not undertake the planting of new trees in the highway except when privately funded under Option 1. They will, however, support the Borough Council as they do other Districts, Boroughs and Parishes in the county in the planting of new trees through Option 2 above. They only have 40p to spend on each highway tree annually and so their resources are severely constrained and will continue to be so. Nonetheless, they aim to turn-around decisions on new planting proposals within 2 weeks. The longest turn-around would exceptionally be up-to 28 days in duration.

At present, this consenting process would be undertaken by Graham Banks (Tree Officer) and Gavin Smith (Highways Inspector).

We could procure work from SCC's framework contractors and details of these have been supplied to Borough officers.

The Borough's Objectives

The Borough Council does not want to re-assume on-going liability for street trees. However, it does want to ensure that the Borough remains green. This is part of a key priority in the Corporate Plan. The Borough has historically undertaken street tree planting at a rate of between 150 and 200 trees per annum. This has maintained the street tree stock and enhanced it in places. The result is a Borough that remains green and consequently a sought-after and attractive place to live. To meet the Council's priority it is desirable to ensure that there is no diminution of the tree stock within the highway as a result of removals, damage, disease and natural decline.

The Borough does not have identified funding for the purpose of new street tree planting. It would, therefore have to find that funding or identify new sources of funding from the community.

With sustained interest in new tree planting in the highway it is desirable to find a way to continue to plant new trees without incurring sustained additional cost to Council's budget based upon public expectation that it would do so. Funding streams from the community could be explored and a street tree planting capability developed in the event that fund is available.

Proposal for future street tree planting arrangements – a proposal

It makes sense to use option 2 for the future delivery of street tree planting in the Borough as this would be easily the most cost-effective way of doing so.

We can develop our own tariff for undertaking the work based upon a clear understanding of the costs. This might be as follows:

Item	Cost per tree
Administration: Carry out utilities checks and administer funds. Liaise with funding partner. Secure approval to location from SCC	£28
Tree Officer input	£50
Procure and plant tree and provide aftercare.	£173.95
Total	£251.95
N.B. See attached detailed breakdown of estimated costs	

This figure may seem high to a resident that may think it's simply a case of buying a tree for £70 and digging a hole to put it in. Nonetheless, it represents good value compared with the rates charged by Surrey County Council.

Possible sources of funding:

1. Tree Advisory Board
2. SCC Members' personal allocation
3. Individual residents/ resident's groups
4. A prepared and costed programme of multiple sites might attract funds from other sources.

Administration:

Members have rightly identified the need for additional administrative support. Given the uncertainty of the funding as a steady stream of income it would be necessary to identify a flexible resource that could provide support to the Tree Officer. A model for this was created for the administration of the Civic Investment Fund (CIF) which had to be flexible and responsive in a similar fashion. For that, we seconded an

officer from Elmbridge Borough Council on roughly one day/week. If the CIF is to be revived we could double-up the role. If not, we could, nonetheless, seek to identify some officer capacity from within EEBC or from another authority that could be deployed on an ad hoc basis. The cost of the relevant time would be charged to the funding partner through the new scheme.

Alternatively, we could have a standing arrangement with a contractor who would carry out the administrative tasks. This is likely to be significantly more expensive and will add to the unit cost of the scheme. It might also be more difficult for us to ensure adequate quality controls and performance standards.

Tree planting can be carried-out when resources allow and outside of the planting season preparatory checks can be made and proposals assessed. It is, by its very nature a very variable demand, although some residents have high expectations of timely delivery.

Way forward:

1. Firm-up details and discuss with Tree Advisory Board
2. Secure Member approval
3. Confirm intentions to Surrey County Council
4. Identify required additional admin support
5. Promote scheme
6. Implement
7. Review
8. Improve

Highway Tree Planting Scheme – Administration, design, planting and aftercare costs – May 2017

Plant feathered/light standard tree min 2m height - 25lt container.

The Contractor will use plans and Cable Avoidance Tools for the safety of operatives and to avoid damage to third party underground utility networks.

The Contractor will supply a container grown tree of species as specified from the Councils approved tree list.

The Contractor will remove the container and either excavate into a pre-constructed footway pit or excavate a 700mm x 700mm pit into a grass verge of sufficient depth to plant to height of root collar.

The contractor will supply and fit 1.5 -2m length of 60mm diameter irrigation tube into the planting pit.

The contractor will supply a single machine rounded, pressure treated, pointed stake measuring 600mm diameter x 1.5-2m length, to be supplied tree secured to stake with Holdfast HB2 (or similar) tree pad and rubber strapping held by galvanised nails also supplied by the contractor.

Composted wood chip mulch is to be supplied by the Contractor and applied as a top dressing to a depth of 100mm for a 50cm radius around the tree base.

A 225x125 Strimmer guard is to be supplied by the Contractor and affixed around each tree.

All surplus soil and packaging and marker tape to be cleared from site. Tree watering label supplied by the Council to be attached to tree with spindle bush supplied by the Contractor.

Materials	Cost
25Lt container tree	£70
Tree stake	£3.90
Tree tie	£2.40
Irrigation tube	£2.75
225x125 Strimmer Guard	£1.20
Mulch	£1.20
Planting cost	£45
Total	£126.45

Planting aftercare watering and maintenance stakes and ties	The contractor will supply 25lt of water into the irrigation tube and remove weeds from base; brush in and top up mulch. The contractor will ensure stake, tie and strimmer guard are correctly aligned, adjust and replace if necessary.										
Planting aftercare formative prune	The contractor will undertake formative pruning to lift lower branches if causing an obstruction on one occasion when the tree reaches extra heavy standard size.										
Arboricultural design	<p>Arboricultural design per 20 trees planting requests yielding 10 planting sited (50% unsuitable)</p> <table border="1"> <tr> <th>Task</th><th>Cost</th></tr> <tr> <td>Inspect site</td><td>£8 x 20</td></tr> <tr> <td>Service Checks</td><td>£16 x20</td></tr> <tr> <td>Produce planting list manage contract</td><td>£20</td></tr> <tr> <td>Total</td><td>£500</td></tr> </table>	Task	Cost	Inspect site	£8 x 20	Service Checks	£16 x20	Produce planting list manage contract	£20	Total	£500
Task	Cost										
Inspect site	£8 x 20										
Service Checks	£16 x20										
Produce planting list manage contract	£20										
Total	£500										
Administration	<p>The administration of each application would involve the following:</p> <ul style="list-style-type: none"> • Checking utilities information • Processing payment • Liaising with applicant as necessary • Liaising with neighbours as necessary • Coordinating implementation with Arboricultural Designer, Surrey County Council and contractor. <p>On a scheme of 10 trees this could amount to two hours per tree or twenty hours. An administrator might cost £14/hour including on-costs. So a ten tree scheme might cost £280 or £28/tree.</p>										

Planting and aftercare operation	Cost £
Plant tree light standard in 25Lt container	126.45
Planting aftercare watering and maintenance stakes and ties x 4 occasions	40
Aftercare formative prune x 1 occasion	7.50
Sub Total per tree	173.95

Arboricultural design	Cost £
Arboricultural design per 10 trees	500
Sub Total per tree	50

Administration	Cost £
Administration per 10 trees	280
Sub Total per tree	28

Total per light standard tree	251.95
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Assumptions

- Rates are based on 2017 rates but will be subject to an annual inflationary increment or retendered amount after 2017.
- Planting and aftercare rates are for a minimum 10 trees.
- Supplementary watering may be required and residents are encouraged to help with this task.
- Arboricultural design must be in multiples of 20 requests (yielding 10 positive planting sites).
- Rates are for planting in open ground/ grass verge areas not unprepared hard surfaced areas.
- Rates do not include removal of dead planting stock.
- Tree planting requests to include application which confirms residents commitment to watering and neighbours agreement to the planting

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To: Mark Berry
Head of Place Development
Epsom & Ewell Borough Council

June 26, 2017

From: Mike Ford
Chairman, Epsom & Ewell Tree Advisory Board
24 Copse Edge Avenue, Epsom, KT17 4HS

Re: 'Suggested Way Forward' on street tree planting

Dear Mark

Sorry for the delay responding to your email of June 7 – but we were keen to hold a special meeting of the Tree Advisory Board before replying. This we had last Thursday, so I am now in a position to report back.

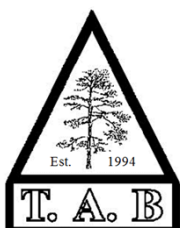
First, we'd like to thank yourself and everyone else involved at the Council end for the extremely constructive way in which EEBC has responded to the Tree Advisory Board's concerns. We were particularly gratified to read, under the section headed '*The Borough's Objectives*' that the Council doesn't just want "*to ensure that the Borough remains green*" but that "*this is part of a key priority in the Corporate Plan*".

The proposals you have outlined are an extremely welcome demonstration of the Council's willingness to work in partnership with the Tree Advisory Board, and the wider community, to safeguard the Borough's trees, as our headed paper describes.

We totally agree with your assessment (in the draft '*Suggested Way Forward*' document) that Option 2 provides the best blueprint for what we are hoping to achieve.

While the unit cost of £251.95 is, indeed, higher than we would have ideally liked, we recognise many factors are in the mix.

We'd be pleased, however, to explore further the ideas you mentioned of reduced rates for multiple purchases and the option of aftercare being provided by TAB members. With regards to the latter, it seems to us that this could be one of the easiest ways of reducing the unit cost per tree – as we'd be prepared to take on all aftercare, including the maintenance of stakes and ties – as well as the 'aftercare formative prune'...which, according to the costings you have provided, would together strip out £47.50, or nearly a fifth, of the £251.95 per-tree cost.



Tree Advisory Board
A partnership between the local Community
and Epsom & Ewell Borough Council
to safeguard the Borough's trees





As I'm sure you understand, we need to ensure that we get the best value for money, as we are 100% dependent on voluntary donations. On behalf of the local community we want to produce a tree planting programme to be proud of, at a unit price that doesn't deter individuals and organisations from contributing.

Might a reduction be possible if we replace trees that have died under recent planting schemes? We're thinking, in particular, of trees from the last two planting seasons that have not survived for whatever reason. Obviously surveying of services and 'design' for those particular plantings has only very recently been done – especially with regards to the casualties amongst those trees that were planted this Spring – so is there any way this element of the 'admin' costs could be reduced?

We are expecting our major sources of funding to be:

- County Councillors
- Residents Associations
- Other local voluntary and environmental organisations, including the Civic Society
- Donations from community-minded business and individuals, that TAB will be soliciting

At present we are hoping to fund the planting of 50 trees in 2017-18 (though obviously the precise number depends on the money we raise and the unit price) so we'd like to finalise an agreed way forward as soon as possible. If we are to organise and plant between November and January (the optimal time to maximise survival rates) we will need to firm up various donation offers that we have already received, so hope that the draft plan can be placed before the Council at the earliest possible opportunity.

We look forward to your thoughts on all the issues we have raised – but, in the meantime, the Tree Advisory Board would like to thank you for your positive engagement on this issue.

Yours sincerely,

Mike

Mike Ford



Tree Advisory Board
A partnership between the local Community
and Epsom & Ewell Borough Council
to safeguard the Borough's trees



PARKING FEES & CHARGES 2018/19

<u>Report of the:</u>	Head of Customer Services&Business Supt.
<u>Contact:</u>	Joy Stevens/Richard Chevalier
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
<u>Annexes/Appendices</u> (attached):	Annexe 1 – Epsom Car Park fees Annexe 2 – Parking Permit fees Annexe 3 – Parker Card & Lost Token fees
<u>Other available papers</u> (not attached):	None stated

REPORT SUMMARY

This report seeks the agreement of the Committee for off street parking fees and charges during 2018/19 as discussed by the cross party parking working group. It also proposes that arrangements for free parking for Christmas, Ewell Yule and Ewell village summer fair are formalised and agreed by Environment Committee.

RECOMMENDATION (S)

- (1) Agrees in principle the changes to car park fees identified by the cross party Parking Working Group in Annexe 1**
- (2) Agrees in principle the changes to business and residential permit fees as identified by the cross party Parking Working Group in Annexe 2**
- (3) Agrees in principle the fees in Annexe 3**
- (4) Agrees to waive car parking charges for the following identified events or periods annually until further notice:**
 - a) In all car parks on Christmas Day and the three Sundays immediately preceding it for shopping in Epsom Town Centre.**
 - b) In Dorset House and Ewell High Street car park**

Notes

<p>from 4pm on the day of Ewell Yule until 7am the following morning.</p> <p>c) In Dorset House and Ewell High Street car parks from 6:30pm on the evening prior to the Ewell Village Summer Fair until 6:30pm on the day of the fair.</p>	
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1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy

- 1.1 In considering parking fees and parking charges in this report the Committee will need to consider and balance the effective management of parking spaces and of the economic impact on the Borough.

2 Background

- 2.1 At the meeting of the Financial Policy Panel on 12 September 2017 members agreed that at least £200,000 additional revenue needed to be generated from an increase in discretionary fees and charges, based on a minimum overall increase in yield of 3% in 2018/19.
- 2.2 It was estimated that if the yield on car park fees was 3% an additional £113k would be required from car parking fees. If lower charges are agreed, the Council will be required to identify further income or cost savings elsewhere to enable the Council to meet its overall budget target.
- 2.3 As part of the terms of reference for the cross party parking working group fees & charges have been discussed by the group for 2018/19. These proposed changes are outlined in the attached annexes on a fee per fee basis.
- 2.4 As car park fees can only be raised by coinage denominations of 10p due to the coinage held in our parking machines, charges which change will need to be rounded up to the nearest 10p denomination.
- 2.5 The cross party parking working group discussed the need to balance the additional revenue required with the fact that car park visitor numbers in Epsom & Ewell Borough Council car parks have fallen by 5.2% overall in 2016/17 compared to the previous year. However contrary to this, Hook Road car park saw a 4.7% increase, Town Hall car park saw a 5.1% increase and Hope Lodge saw a 33% increase in visitor numbers in 2016/17 compared to the previous year. As a result only minimal changes to car parking fees have been proposed for 2018/19.
- 2.6 Revenue from parking permits within Epsom & Ewell Borough Council car parks increased by 20% in 2016/17 when compared with 2015/16.

- 2.7 Expenditure upon car parks finances the day-to-day running costs including repairs and remedial works. Over the previous five years revenue and capital expenditure upon car parks represents approximately an average of 61.57% of the overall car parking income received. The balance of income supports the Council's revenue budget and contributes to funding all the services provided to residents and visitors by the Council. The table below shows expenditure and income over the past five years.

Revenue and Capital Costs and Income	2012/13 £'000	2013/14 £'000	2014/15 £'000	2015/16 £'000	2016/17 £'000	Average over 5 years
Revenue Expenditure	1,318	1,379	1,269	1,357	1,138	1,292
Capital Expenditure and Capital Charges	397	594	636	633	916	635
Direct Car Park Income	(2,801)	(2,790)	(3,069)	(3,252)	(3,739)	(3,130)
Net income	(1,086)	(816)	(1,164)	(1,263)	(1,685)	(1,203)
<i>Expenditure on car parks as a % of Income</i>	61.23%	70.73%	62.06%	61.17%	54.94%	61.57%

- 2.8 Despite a reduction in car park usage, the Council is committed to investing in Car Parks, with new pay machines being introduced in Depot Road and Upper High Street in 2017/18. This will benefit car park users, who will benefit from updated machines with the ability to pay using debit or credit cards.
- 2.9 The revenue and capital spending expenditure priorities for Car Parks will be considered alongside the expenditure priorities for other services as part of the budget setting process for 2018/19
- 2.10 The Car Parks service make a net contribution towards the funding of other council services, therefore any reduction in the net contribution made by Car Parks will inevitably increase the spending pressures faced by other Council services and consequently the need for expenditure reductions in order to avoid these spending pressures impacting upon the level of Council Tax for 2018/19.

3 Proposals

The cross party parking working group discussed the following proposals:

- 3.1 To re-align the maximum evening charge in all Epsom car parks to £2.50. This will also ensure that the maximum charge on a Sunday evening in the Ashley Centre, Depot Road and Upper High Street is harmonised with the charge on a Monday to Saturday.
- 3.2 To amend five other car park tariffs by an additional 10p as per annexe 1.
- 3.3 To increase the car park permit charges as per annexe 2.

- 3.4 For the existing charges in annexe 3 to remain for 2018/19.
- 3.5 To formalise a release fee for vehicles wishing to exit Hook Road car park during the hours it is closed. A vehicle will only be released in exceptional circumstances and if an officer is available to do so.
- 3.6 The proposals in annexe 1, 2 & 3 estimate an additional £61.7k in parking income in 2018/19.
- 3.7 The proposal increases tariff charges on only 12 of the 108 pay as you park tariffs in Epsom & Ewell Borough Council car parks and proposes to leave the other 96 unchanged.

4 Parking Dispensations

- 4.1 In recent years free parking has been offered in Epsom on Sunday's preceding Christmas and special events in Ewell by way of a Chairman's action. The proposal as discussed at the Cross Party Parking Working Group is for the Committee to agree these as an ongoing annual arrangement until further notice.
- 4.2 The first proposal is to agree and authorise free car parking in Epsom car parks, these are the Ashley Centre, Town Hall, Hope Lodge, Upper High Street and Depot Road car parks on the three Sundays immediately prior to Christmas Day.
- 4.3 Furthermore, this proposal would also offer free parking in all Borough Council car parks on Christmas Day.
- 4.4 In 2016/17 it was estimated that the loss of revenue to the Council for offering three free Sundays was £16.2k across all car parks.
- 4.5 To agree and authorise free parking in Ewell village car parks, these are Dorset House and Ewell High Street car parks, from 4pm on the day of Ewell Yule until 7am the following morning.
- 4.6 Ewell Yule is an annual event and supports Ewell traders.
- 4.7 It is estimated that the loss of revenue to the Council for free parking at Ewell Yule is £64.
- 4.8 To agree and authorise free parking in Ewell village car parks, these are Dorset House and Ewell High Street car parks, from 6:30pm on the evening before the Ewell Summer Fair until 6:30pm on the day of the Ewell Summer Fair.
- 4.9 The Ewell Summer Fair is an annual event held within the village. The evening parking prior to the event is to support residents vehicles dislodged due to road closures in the village. The free parking offered during the day is to support visitors to the fair.

- 4.10 In 2017/18 it was estimated that the loss of revenue to the Council would be £315.

5 Financial and Manpower Implications

- 5.1 **Chief Finance Officer's comments:** *The budget targets for 2018/19 car parking income anticipate additional income from car parking totalling £112,896. The current proposed changes would generate an additional £61,746 of income. This results in a shortfall of £51,150 against the target determined by Strategy and Resources. Additional income will need to be identified either from car parks or elsewhere within the Council's budget to address this shortfall.*
- 5.2 *It may be necessary for Strategy and Resources Committee to consider the estimated shortfall in income generated by the proposed changes in car parking tariffs in this report, in the event that further budget savings are required to enable the Council to set a balanced budget for 2018/19 in the new year.*

6 Legal Implications (including implications for matters relating to equality)

- 6.1 **Monitoring Officer's comments:** *Due process needs to be followed in order to bring new parking charges into force, in accordance with provisions in the Road Traffic Regulation Act 1984 and the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996. Setting charges involves a balance between the desire for income and ensuring that each car park performs its functions well – whether as a car park for shoppers, local businesses, commuters or otherwise. If charges are set too low or too high, the car park will not be used to best effect.*

7 Sustainability Policy and Community Safety Implications

- 7.1 None for the purposes of this report

8 Partnerships

- 8.1 It is proposed that in future years the car parking working group will consult with representatives of the Epsom Town Centre BID, if the BID board is established and the BID is formerly constituted.

9 Risk Assessment

- 9.1 It is expected that significant highway improvement works will continue in to 2018/19 as part of Plan E. The effect of this on traffic flow around the town centre and usage of the car parks could adversely affect car park visitor numbers and income.

- 9.2 Potential developments in the area of Upper High Street car park may impact on car park visitor numbers and income.

10 Conclusion and Recommendations

- 10.1 That the Committee agrees in principle the changes to car park fees in annexe 1
- 10.2 That the Committee agrees in principle the changes to the permit fees in annexe 2
- 10.3 That the Committee agrees in principle to retain the fees in annexe 3
- 10.4 That the Committee agrees to offer free parking in all borough car parks on Christmas Day and in the Epsom car parks on the three Sundays preceding it.
- 10.5 That the Committee agrees to offer free parking in Dorset House and Ewell High Street car parks at the times specified within the report to support Ewell Yule and the Ewell Village Summer Fair.

WARD(S) AFFECTED: (All Wards);

The current and proposed tariffs at these car parks are shown in the tables below.

ASHLEY CENTRE CAR PARK TARIFFS

Period of Stay	Last Change	Current Tariff	Proposed Tariff	Change	Potential net revenue
Up to 1hr	Apr-16	£1.80	£1.80	No change	£0
Up to 2hrs	Apr-17	£2.60	£2.60	No change	£0
Up to 3 hrs	Apr-17	£3.10	£3.20	£0.10	£7,633
Up to 5 hrs	Apr-17	£5.70	£5.80	£0.10	£3,164
Up to 6hrs	Apr-16	£12.00	£12.00	No change	£0
Over 6hrs	Apr-16	£20.00	£20.00	No change	£0
Mon – Fri*					
13:00 - 05:00**	New 2014	£10.00	£10.00	No change	£0
15:00 - 05:00**	New 2014	£5.00	£5.00	No change	£0
16:00 - 05:00**	Apr-16	£2.00	£2.50	£0.50	£18,806
Sat*					
13:00 - 05:00**	New 2014	£10.00	£10.00	No change	£0
15:00 - 05:00**	New 2014	£5.00	£5.00	No change	£0
18:00 - 05:00**	Apr-16	£2.00	£2.50	£0.50	£1,824
Sun					
Up to 2hrs	Apr-16	£1.50	£1.50	No change	£0
Over 2hrs	Apr-16	£2.50	£2.50	No change	£0
				Total	£31,427

HOOK ROAD CAR PARK TARIFFS

Period of Stay	Last Change	Current Tariff	Proposed tariff	Change	Potential net revenue
Up to 2hrs	Apr-17	£1.60	£1.60	No change	£0
Up to 3 hrs	Apr-17	£2.60	£2.60	No change	£0
Up to 5 hrs	Apr-16	£4.00	£4.00	No change	£0
5 - 24 hours	Apr-17	£5.70	£5.80	£0.10	£1,020
Mon – Fri*					
15:00 - 05:00**	New 2014	£3.50	£3.50	No change	£0.00
16:00 - 05:00**	Apr-16	£2.00	£2.50	£0.50	£685
Sat*					
15:00 - 05:00**	New 2014	£3.50	£3.50	No change	£0.00
18:00 - 05:00**	Apr-16	£2.00	£2.50	No change	£7
				Total	£1,712

UPPER HIGH STREET AND DEPOT ROAD CAR PARK TARIFFS

Period of Stay	Last Change	Current Tariff	Proposed tariff	Change	Potential net revenue
Up to 1hr	Apr-17	£1.20	£1.20	No change	£0
Up to 2hrs	Apr-16	£1.80	£1.80	No change	£0
Up to 3 hrs	Apr-17	£2.60	£2.60	No change	£0
Up to 5 hrs	Apr-16	£4.00	£4.00	No change	£0
Over 5 hrs	Apr-16	£6.00	£6.00	No change	£0
Weekly Season	Apr-16	£25.00	£25.00	No change	£0
Mon – Fri*					
15:00 - 05:00**	Apr-16	£4.00	£4.00	No change	£0
16:00 - 05:00**	Apr-16	£2.00	£2.50	£0.50	£16,756
Sat*					
15:00 - 05:00**	Apr-16	£4.00	£4.00	No change	£0
18:00 - 05:00**	Apr-17	£2.00	£2.50	£0.50	£3,140
Sun					
Up to 2hrs	Apr-16	£1.50	£1.50	No change	£0
Over 2hrs	Apr-16	£2.50	£2.50	No change	£0
				Total	£19,896

REAR OF TOWN HALL AND HOPE LODGE CAR PARK TARIFFS

Period of Stay	Last Change	Current Tariff	Proposed tariff	Change	Potential net revenue
Up to 30mins	Apr-08	£1.00	£1.00	No change	£0
Up to 1hr	Apr-08	£1.80	£1.80	No change	£0
Up to 2hrs	Apr-17	£2.60	£2.60	No change	£0
Up to 3 hrs	Apr-16	£4.00	£4.00	No change	£0
Up to 5 hrs	Apr-16	£6.00	£6.00	No change	£0
Up to 6hrs	Apr-16	£12.00	£12.00	No change	£0
Over 6hrs	Apr-16	£20.00	£20.00	No change	£0
Mon – Fri*					
13:00 - 05:00**	Dec – 15	£10.00	£10.00	No change	£0
15:00 - 05:00**	Dec - 15	£5.00	£5.00	No change	£0
16:00 - 05:00**	Apr-16	£2.50	£2.50	No change	£0
Sat*					
13:00 - 05:00**	Oct 15	£10.00	£10.00	No change	£0
15:00 - 05:00**	Oct 15	£5.00	£5.00	No change	£0
18:00 - 05:00**	Apr-16	£2.50	£2.50	No change	£0
Sun					
Up to 2hrs	Apr-16	£1.50	£1.50	No change	£0
Over 2hrs	Apr-16	£2.50	£2.50	No change	£0
				Total	£0

FRONT OF TOWN HALL CAR PARK

Period of Stay	Last Change	Current Tariff	Proposed tariff	Change	Potential net revenue
Up to 30mins	Dec -14	£1.00	£1.00	No change	£0
Up to 1hr	Dec-14	£1.80	£1.80	No change	£0
Up to 2hrs	Apr-17	£2.60	£2.60	No change	£0
<i>Mon to Fri*</i>					
16:00 to 05:00**	Apr-16	£2.50	£2.50	No change	£0
<i>Sat*</i>					
18:00 to 05:00**	Apr-16	£2.50	£2.50	No change	£0
<i>Sun</i>					
Up to 2hrs	Apr-16	£1.50	£1.50	No change	£0
Over 2hrs	Apr-16	£2.50	£2.50	No change	£0
				Total	£0

WEST HILL CAR PARK

Period of Stay	Last Change	Current Tariff	Proposed tariff	Change	Potential net revenue
Up to 1.5hrs	Apr-17	£1.50	£1.60	£0.10	£632
Up to 3hrs	Apr-17	£2.50	£2.60	£0.10	£288
				Total	£920

ATKINS CAR PARK (Saturdays only)

Period of Stay	Last Change	Current Tariff	Proposed tariff	Change	Potential net revenue
Up to 2hrs	Apr-16	£2.00	£2.00	No change	£0
Up to 5 hrs	Apr-17	£4.00	£4.00	No change	£0
Over 5 hrs	Apr-17	£6.00	£6.00	No change	£0
				Total	£0

* Customers will pay either the time based tariff or the maximum charge, whichever is the **lowest** of the two

** Vehicles entering during this period will be permitted to stay to 09:00 without incurring additional charges; however the appropriate time based tariff will be added to the maximum charge if the vehicle remains after 09:00

BOURNE HALL CAR PARK

Period of Stay	Last Change	Current Tariff	Proposed tariff	Change	Potential net revenue
Up to 30mins	Apr-16	£0.30	£0.30	No change	£0
Up to 1hr	Apr-17	£0.60	£0.60	No change	£0
Up to 2hrs	Apr-16	£1.20	£1.20	No change	£0
Up to 3 hrs	Apr-16	£2.00	£2.00	No change	£0
Up to 4hrs	Apr-13	£3.00	£3.00	No change	£0
Evening Rate (18:30 – 7am)	Apr-17	£0.40	£0.40	No change	£0
				Total	£0

DORSET HOUSE & HIGH STREET EWELL CAR PARKS

Period of Stay	Last Change	Current Tariff	Proposed tariff	Change	Potential net revenue
Up to 30 mins	Apr-17	£0.30	£0.30	No change	£0
Up to 1hr	Apr-17	£0.40	£0.40	No change	£0
Up to 2hrs	Apr-16	£0.80	£0.80	No change	£0
Up to 3 hrs	Apr-16	£1.20	£1.20	No change	£0
Up to 4hrs	Apr-17	£1.60	£1.60	No change	£0
Over 4hrs	Apr-17	£3.60	£3.60	No change	£0
Evening Rate (18:30 – 7am)	Apr-17	£0.40	£0.40	No change	£0
				Total	£0

HOOK ROAD (RAINBOW CENTRE USERS ONLY)

Period of Stay	Last Change	Current Tariff	Proposed tariff	Change	Potential net revenue
Up to 3 hours	Apr-17	£1.00	£1.00	£0	£0

The current and proposed charges for Business and Resident permits are shown in the tables below.

Business Permits

Description	Current tariff (per year)	Proposed tariff (per year)	Change	Potential net revenue
Ashley Centre	£1,950	£1,995	£45	£638
Ashley Centre (Blue Badge)	£605	£630	£25	0
Depot Road (Existing Permit holders only)	£605	£630	£25	£583
Ewell Court House (Existing Permit holders only)	£280	£290	£10	£17
Hook Road	£605*	£630*	£25	£5,479
Hudson House	£1,115	£1,150	£35	£758
Upper High Street (Existing permit holders only)	£605	£630	£25	0

*Bulk discounts may be applied at officers discretion

Resident Permits

Description	Current tariff (per year)	Proposed tariff (per year)	Change	Potential net revenue
Adelphi Road	£115	£120	£5	£75
Hook Road (Hope Lodge o/night)	£330	£340	£10	£108
Hope Lodge (Hook Road during day - existing only)	£330	£340	£10	£8
Hudson House	£895	£920	£25	£125

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The current and proposed charges for Parker Cards are shown in the tables below.

Description	Last Change	Current tariff (per year)	Proposed tariff (per year)	Change
Hook Road parker card discounted rate	2017	£3.50 per day	£3.50 per day	£0
Hook Road parker card	Apr-16	£15	£15	£0
Lost parker card	Apr-16	£15	£15	£0

The current and proposed charges for lost tokens are shown in the tables below.

Description	Last Change	Current tariff (per year)	Proposed tariff (per year)	Change
Hook Road lost token	Apr-17	£10	£10*	£0
Ashley Centre lost token	Apr-17	£25	£25*	£0
Hope Lodge lost token	Apr-17	£25	£25*	£0
Town Hall lost token	Apr-17	£25	£25*	£0

*Where time of entry can be proven then the lost charge will be £5 for the lost token plus the relevant parking charge.

Description	Last Change	Current tariff (per year)	Proposed tariff (per year)	Change
Hook Road release fee	N/A	N/A	£25	N/A

This fee will not guarantee release from Hook Road but is the fee that would be charged if officer availability allows the release of a vehicle.

The current and proposed charges for Parking Dispensation permits are shown in the tables below.

Description	Last Change	Current tariff (per week)	Proposed tariff (for up to 3 days)	Proposed tariff (For 4 to maximum 28 days)
Dispensation permit for contractors and residents to carry out works subject to restrictions	Apr-16	£20	£20	£5 per day

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BUDGET TARGETS FOR 2018/19

<u>Report of the:</u>	Head of Financial Services
<u>Contact:</u>	Brendan Bradley; Richard Appiah-Ampofo
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
<u>Annexes/Appendices</u> (attached):	None
<u>Other available papers</u> (not attached):	Budget targets report to Strategy & Resources Committee 26 September 2017

REPORT SUMMARY

This report informs the Committee of the Council's revenue budgets targets approved by the Strategy & Resources Committee. The report seeks support for changes to services and any further guidance on the preparation of the Committee's service estimates for 2018/19 and for the following next two financial years.

RECOMMENDATIONS

- (1) That the Committee notes the implications of the budget targets approved by the Strategy & Resources Committee;**
- (2) That the Committee notes the previously agreed savings identified in section 3.3 of this report;**
- (3) That the Committee supports in principle the future savings options as set out in 3.4 of this report for further work and inclusion in the Medium Term Financial Strategy;**
- (4) That the Committee considers how additional savings can be generated to address the Council-wide funding gap of £90,000 as identified in section 3.5 of this report.**

1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy

- 1.1 The Medium Term Financial Strategy and Efficiency Plan aims to maintain the financial health of the Council whilst delivering the priorities in the Corporate Plan.

2 Background

- 2.1 At its meeting on 26 September 2017, the Strategy & Resources Committee approved the following General Fund budget targets
- estimates are prepared including options to reduce organisational costs by £588,000 subject to government grant announcement, to minimise the use of working balances and maintain a minimum working balance of £2.5 million in accordance with the medium term financial strategy;
 - that at least £200,000 additional revenue is generated from an increase in discretionary fees and charges, based on minimum overall increase in yield of 3.0%;
 - that a provision for pay award is made of £228,000 that represents an increase to the staffing budget of 1.5%;
 - That further savings and efficiencies be identified to address the budget shortfalls of £90,000 in 2018/19, £577,000 in 2019/20 and £791,000 in 2020/21;
 - That the Capital Member Group seek to limit schemes included within the capital expenditure programme that enable the retention of agreed minimum level of capital reserves.

3 Budget Savings to meet the targets for this Committee

- 3.1 The budget targets outlined above (£588,000) include operational and efficiency savings across the organisation in 2018/19 of £405,000. This Committee has previously agreed savings of £52,000 for 2018/19 and details of these specific savings are listed in paragraph 3.3 below. Efficiency savings and income generation of £94,000 have also been identified by Officers in 18/19 making the total savings for this Committee of £146,000.
- 3.2 The delivery of all these savings, will assist the Council in being able to deliver its services in a sustainable way in the future with no reliance on the Council's limited working balances.
- 3.3 The savings for this Committee in 2018/19 shown in the following table. Any known changes to these savings based on recent decisions are also listed below.

Table 1 - Savings agreed for this Committee	2018/19
	£'000
Cease sweeping up highway verge cuttings after cutting	52
Total	52

- 3.4 Subject to the savings agreed for this Committee in paragraphs 3.3 and 3.4 and the discretionary fees and charge increases required from paragraph 2.1, this still leaves the Council with a budget deficit of £90,000 for 2018/19 as reported to Strategy and Resources Committee on 26 September 2017. Further savings are therefore still required by Committees to address the funding gap through:

3.4.1 Continued Service reviews – In addition to the venues review we will also be looking at Venues car parks through the Car Park Working Group for ways to increase income and reduce costs.

3.4.2 Efficiency savings – officers will continue to review service delivery to identify any further efficiencies, income streams and economies of scale.

3.4.3 Income generation – The Capital bid process will include schemes that have the potential to generate future income streams for the Council. Also income generation savings from property are being developed.

- 3.5 It is proposed that Officers continue to undertake reviews throughout the year and during the budget setting process to help deliver a balanced budget for 2018/19. If necessary a list of proposals will be presented to members of this Committee with suggestions of how to reduce the Council-wide £90,000 shortfall for 2018/19.

4 Capital

- 4.1 The capital programme agreed in February 2017 can be found in the Policy Book 2017/18.

- 4.2 The capital programme review for 2018-19 is under way. The Capital Member Group will meet this month to review draft bids. However, no new capital receipts have been obtained, therefore any additional bids will need to be funded from reprioritising existing approved schemes.

5 Financial and Manpower Implications

- 5.1 The financial outlook for 2018/19 and four year plan was detailed in the report - Budget Targets Report to Strategy & Resources Committee 26 September 2017.
- 5.2 The 2018/19 budget figures will change throughout the budget setting process as managers and Accountants review budgets and trends.
- 5.3 **Chief Finance Officer's comments:** All budget proposals are planned for within the Council's MTFS. Decisions on a pay settlement for April 2018 are not required prior to the budget being agreed however, resource constraints will need to be taken into account in any pay award

6 Legal Implications (including implications for matters relating to equality)

- 6.1 The Council will continue to fulfil its statutory obligations on all services provided.
- 6.2 **Monitoring Officer's comments:** It will be important to ensure that changes to services are implemented in ways which ensure that the Council continues to comply with its statutory obligations. It is also important that changes to fees and charges are implemented in accordance with the relevant statutory procedures.

7 Sustainability Policy and Community Safety Implications

- 7.1 Any implications will be addressed in the review of service budgets.

8 Partnerships

- 8.1 Partnership issues will be identified in the preparation of service budgets.

9 Risk Assessment

- 9.1 Risks will be assessed in the budget process review process.

10 Conclusion and Recommendations

- 10.1 The current budget strategy involves continuing to deliver efficiency savings and generate extra service income whilst reviewing service levels so that service costs can be reduced as needed to achieve a balanced budget year on year.
- 10.2 This report identifies the impact of the budget targets on this Committee's budget. It also provides an opportunity for the Committee to give guidance on the preparation of the service estimates and savings options for 2018/19 and 2019/20.
- 10.3 The Committee will receive service estimates on 30 January 2018.

WARD(S) AFFECTED: (All Wards);

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