

# Public Document Pack

Legal and Democratic Services



## ENVIRONMENT COMMITTEE

Monday 11 June 2018 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 Peter O'Donovan (Chairman)  
Councillor Tella Wormington (Vice-Chairman)  
Councillor Steve Bridger  
Councillor Alex Coley  
Councillor Lucie Dallen

Councillor Chris Frost  
Councillor Rob Geleit  
Councillor Jane Race  
Councillor Mike Teasdale  
Councillor Peter Webb

Yours sincerely

A handwritten signature in black ink that reads 'K. Beldan'.

Chief Executive

For further information, please contact Fiona Cotter, tel: 01372 732124 or email: [fcotter@epsom-ewell.gov.uk](mailto: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 to the Committee**

#### 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 - 6)

The Committee is asked to confirm as a true record the Minutes of the meeting of the Environment Committee held on 27 March 2018 and to authorise the Chairman to sign them.

**4. CORPORATE PLAN: KEY PRIORITY TARGETS FOR 2018 TO 2019** (Pages 7 - 12)

This report provides a list of all the Key Priority Targets for 2018 to 2019.

**5. FOOD & HEALTH AND SAFETY INTERVENTION PLANS** (Pages 13 - 36)

This report contains monitoring information on action taken in 2017-2018 against the Health and Safety and Food Safety Plans and proposes new targets for 2018-2019.

**6. LONG GROVE CAR PARK** (Pages 37 - 40)

This report proposes that the Long Grove car park be added to the Off Street Parking Places Traffic Order and that enforceable parking restrictions be introduced within the car park.

**7. CAR PARKING WORKING GROUP** (Pages 41 - 44)

This report sets out a proposal in relation to the membership of the Car Parking Working Group.

**8. FORWARD PLAN FOR COMMITTEE ITEMS** (Pages 45 - 48)

This report sets out a work plan for the next Municipal Year.

**Minutes of the Meeting of the ENVIRONMENT COMMITTEE held on 27 March 2018**

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**PRESENT -**

Councillor John Beckett (Chairman); Councillor Peter O'Donovan (Vice-Chairman); Councillors Alex Coley, Neil Dallen (as nominated substitute for Councillor Richard Baker), Rob Geleit, Jane Race, Mike Teasdale, Peter Webb (as nominated substitute for Councillor Steve Bridger) and Tella Wormington

In Attendance: Steve Howard (Transport Strategy Project Manager) (Surrey County Council) (Items 29 - 32 only)

Absent: Councillor Richard Baker, Councillor Steve Bridger and Councillor Lucie Dallen

Officers present: Damian Roberts (Chief Operating Officer), Rod Brown (Head of Housing and Community), Richard Chevalier (Parking Manager), Rachel Jackson (Licensing, Grants and HIA Manager) (Items 29 - 32 only), Karol Jakubczyk (Planning Policy Manager) (Items 29 - 32 only), Sue Emmons (Senior Accountant) and Tim Richardson (Democratic Services Officer)

**29 QUESTION TIME**

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

**30 DECLARATIONS OF INTEREST**

No declarations of interest were made by Councillors regarding items on the agenda.

**31 MINUTES OF PREVIOUS MEETING**

The Minutes of the meeting of the Environment Committee held on 30 January 2018 were agreed as a true record and signed by the Chairman.

**32 TAXI RANK TRAFFIC ORDER EPSOM HIGH STREET**

The Committee received a report presenting representations received in response to the advertisement of a Parking Place Order for Hackney Carriages. The proposed Order was to cover the area between 112 (at the eastern extent) and 122 (at the western extent) High Street, Epsom. It was also proposed that the appointment of the existing established Hackney Carriage Rank situated by the Clock Tower, High Street, Epsom should be cancelled.

The Committee received a verbal representation from Mr Richard Massett, Chairman of the Licensed Taxi Driver's Association with regard to the report.

The Committee considered the report and representations received. The following matters were noted:

- a) **Rationale for scheme.** The Committee was informed of the of public consultation activities undertaken since 2015 which had included the proposal to relocate the taxi rank. Alternative locations for the rank had been considered during the planning and consultation process, but all had been found to be less suitable than the proposed site.
- b) **Benefits of the proposed new rank.** The Committee was informed that the new location would provide and enable a number of benefits, including improved accessibility for wheelchair users, prohibition of non-compliance from private hire vehicles and a reduction in congestion of the Spread Eagle and West Street/High Street junctions.
- c) **Future use of existing taxi rank location.** The Committee was informed that the existing taxi rank location would be utilised as an extension of the marketplace area following the traffic order for it being cancelled. Officers anticipated that this change would be implemented shortly after the establishment of the new rank.

Following consideration of the report and representations, the Committee:

- (1) Agreed that the Traffic Order for establishment of a new Taxi Rank should be made.
- (2) Agreed that the Traffic Order for the existing Taxi Rank by the Clock Tower, Epsom should be cancelled.

### 33 CHESSINGTON ROAD CAR PARK REPRESENTATIONS

The Committee received a report requesting it to consider the representations received in relation to the change of parking restrictions in Chessington Road car park (Richards Field). The Committee was asked to decide whether to continue, delay or not proceed with the proposal.

The following matter was considered:

- a) **Request from residents of Oakdale Road to delay implementation.** The Committee noted that residents of Oakdale Road had submitted a request that the implementation of the proposed parking restrictions be delayed until a Resident Parking Zone for the area was brought into effect by Surrey County Council (SCC). This would satisfy many of the concerns which residents had. An application for the Zone had been submitted to SCC by the residents, and SCC had informally indicated that it was possible that the Zone could be implemented by December 2018.

Accordingly, the Committee considered the representations received in relation to the change of parking restrictions in Chessington Road car park (Richards Field) in West Ewell and decided:

- (1) To continue with the proposal but defer its implementation until Surrey County Council implemented a residents parking zone in Oakdale Road.

**34 PROPOSED USE OF CANCER CARE UNIT IN DEPOT ROAD CAR PARK**

The Committee received a report presenting a request from the Royal Marsden NHS Foundation Trust for agreement to situate a mobile chemotherapy unit in Depot Road car park every Friday.

Following consideration, the Committee:

- (1) Agreed for a mobile chemotherapy unit to be sited in Depot Road car park within six parking bays to the east of the car park adjacent to the electrical sub-station.
- (2) Agreed that the proposal be progressed on a cost neutral basis to the Council with expected parking charges and legal costs being covered by the Royal Marsden NHS Foundation Trust.
- (3) Agreed for the Head of Customer Services and Business Support or the Parking Manager in conjunction with the Chairman and Vice-Chairman of Environment Committee, to negotiate terms of the agreement.

**35 UPDATING EPSOM CEMETERY RULES AND REGULATIONS**

The Committee received a report presenting revisions to the regulations relating to internment, memorials and inscriptions within Epsom cemetery. The following matter was noted:

- a) **Typographical corrections.** The Committee noted that there were typographical errors in the regulation numbering, and that these would be corrected in the final version. It was also noted that references to branded artificial grass products in the regulations would be replaced with the term 'artificial grass'.

Following consideration, the Committee:

- (1) Approved the revised cemetery regulations as set out in Annexe 1 to the report.

**36 VOTE OF THANKS**

The Chairman informed the Committee that this was his last meeting as its Chairman, and thanked the Members for their support over the past 4 years. The Chairman expressed that he had felt privileged to have undertaken the role.

The Committee passed a vote of thanks to the Chairman for all his work on its behalf over the past 4 years, noting the successes that its services had achieved during that period.

*The meeting began at 7.30 pm and ended at 8.10 pm*

COUNCILLOR JOHN BECKETT (CHAIRMAN)

## Corporate Plan: Key Priority Targets for 2018 to 2019

<b>Head of Service/Contact:</b>	Gillian McTaggart, Head of Corporate Governance
<b>Urgent Decision?(yes/no)</b>	No
<b>If yes, reason urgent decision required:</b>	N/A
<b>Annexes/Appendices (attached):</b>	<b>Annex 1</b> – Key Priority Targets for 2018 to 2019
<b>Other available papers (not attached):</b>	Corporate Plan 2016 to 2020 Service Delivery Plans 2018 to 2019 Yearend Performance Report 2017 to 2018

### Report summary

This report provides a list of all the Key Priority Targets for 2018 to 2019.

### Recommendation (s)

That the Committee agrees its Key Priority Targets for 2018 to 2019 as detailed in Annex 1 of this report and outlined in paragraph 2.1.

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

1.1 This report covers year three of the Key Priorities for the Corporate Plan.

## 2 Background

2.1 The Council has a four-year Corporate Plan for the period 2016 to 2020.

2.2 The delivery of the Corporate Plan will be captured in the performance reports. The report details what will be done, what the Key Priority Targets are and how these will be measured. In September 2017 it was agreed by Chairman's Group that progress against the Key Priority Targets would be reported directly to all councillors through the weekly Members Update, rather than to each committee. Performance targets for phase two (August to December) 2017 to 2018 were reported on 12 January 2018. Phase three (year-end) was reported on 18 May 2018. All

targets will continue to be reported to meetings of the Audit, Crime & Disorder and Scrutiny Committee for scrutiny.

### **3 Key Priority Targets for 2018 to 2019**

- 3.1 The Council's Key Priority Targets are linked to its Annual Service Delivery Plans for 2018 to 2019. The targets for 2018 to 2019 have been developed in consultation with the Council's officer Leadership Team and Committee Chairmen. The targets are focussed around our key priorities for 2018 to 2019.
- 3.2 The Council's performance management arrangements for year two of its Corporate Plan (2017 to 2018) have been successfully completed. At the year-end, the progress report showed that 42 targets have been achieved, which equates to approximately 67% attainment for the year, as reported in the year progress report to all Councillors.
- 3.3 Feedback received as part of year two has been fed into the target setting process for year three. We will continue to review our performance management processes to ensure performance information submitted facilitates decision making and is fit for purpose. The Environment Committee is asked to review and agree its targets for 2018 to 2019 as outlined in **Annex 1**.

### **4 Financial and Manpower Implications**

- 4.1 **Chief Finance Officer's comments:** *None for the purposes of this report.*

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

- 5.1 **Monitoring Officer's comments:** *There are no legal issues arising from this report.*

### **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**

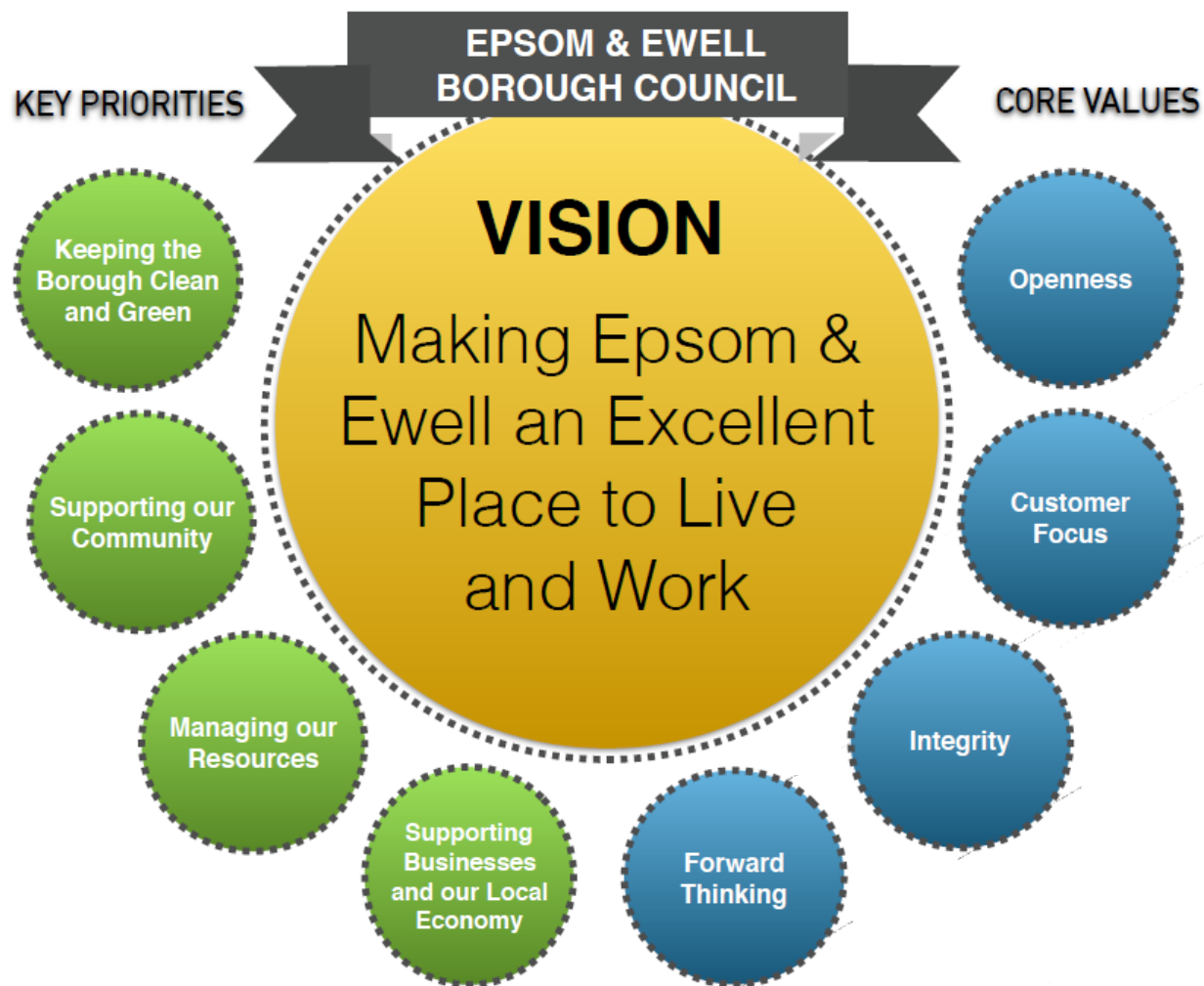
- 7.1 Failure to maintain performance. Continue to ensure actions are identified and implemented for targets unachieved.

### **8 Conclusion and Recommendations**

- 8.1 The Committee is requested to approve its Key Priority Targets for 2018 to 2019.

**Ward(s) Affected:** (All Wards);





Corporate Plan 2016 to 2020  
Environment Committee's Provisional Targets for 2018 to 2019

Key Priority	Targets for 2018/19	Responsible officer	Targets to be achieved by
Keeping our borough clean and green	<ul style="list-style-type: none"> <li>Evaluate the available powers and legal options for enforcement and present a report to Committee for member consideration</li> </ul>	Rod Brown	September 2018
	<ul style="list-style-type: none"> <li>Oversee the implementation of Public Space Protection Orders (PSPOs) as agreed by the Environment Committee</li> </ul>	Rod Brown	September 2018
	<ul style="list-style-type: none"> <li>Prepare options for introducing electric charging points</li> </ul>	Joy Stevens	October 2018
	<ul style="list-style-type: none"> <li>Introduce new sustainable planting scheme for flowers beds and flower displays</li> </ul>	Ian Dyer	December 2018
	<ul style="list-style-type: none"> <li>Undertake a survey on the changes resulting from simply weekly collection and feedback on what would increase recycling behaviours</li> </ul>	Ian Dyer	September 2018
	<ul style="list-style-type: none"> <li>Recycle 54% domestic waste</li> </ul>	Ian Dyer	March 2019
	<ul style="list-style-type: none"> <li>Over the year at least 99% of bins to be collected on average each week</li> </ul>	Ian Dyer	March 2019
	<ul style="list-style-type: none"> <li>Fly tipping: Remove 95% of all fly tips on council owned land within 5 working days of being reported to Operational Services</li> </ul>	Ian Dyer	March 2019
	<ul style="list-style-type: none"> <li>Number of fly tips dealt with: Tonnage of fly tips removed* (*Note: Information only indicator)</li> </ul>	Ian Dyer	March 2019

Key Priority	Targets for 2018/19	Responsible officer	Targets to be achieved by
<b>Keeping our borough clean and green</b>	<ul style="list-style-type: none"> <li>• Graffiti:               <ul style="list-style-type: none"> <li>○ Remove 95% of graffiti on council owned land within 5 working days of being reported to Operational Services</li> <li>○ Remove offensive graffiti within two working days of being reported to Operational Services</li> <li>○ Remove 95% of graffiti on private property within two working days from receiving the waiver document</li> </ul> </li> </ul>	Ian Dyer	March 2019
	<ul style="list-style-type: none"> <li>• Street Cleaning /Cleanliness Twice yearly street cleansing survey (Phase 1: April to Aug; Phase 2 Sept to Mar) based on a random selection of 113 areas achieving a cleanliness rating of Grade B or above (grading being A to D) in 75% of all selected streets</li> </ul>	Ian Dyer	March 2019
<b>Managing our resources</b>	<ul style="list-style-type: none"> <li>• Implement the new on-street parking agreement</li> </ul>	Joy Stevens	September 2018
<b>Supporting businesses and our local economy</b>	<ul style="list-style-type: none"> <li>• Upgrades to the Ashley Centre Car Park installing:               <ul style="list-style-type: none"> <li>○ Fencing, railings, mesh and fire doors</li> <li>○ Deckshield work to be completed</li> </ul> </li> </ul>	Joy Stevens	December 2018 March 2019
	<ul style="list-style-type: none"> <li>• Ten per cent reduction of 0-2 food hygiene rated food businesses</li> </ul>	Rod Brown	March 2019

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## Food & Health and Safety Intervention Plans

<b>Head of Service/Contact:</b>	Rod Brown, Head of Housing & Community
<b>Urgent Decision?(yes/no)</b>	No
<b>If yes, reason urgent decision required:</b>	N/A
<b>Annexes/Appendices (attached):</b>	<b>Annex 1:</b> Food Safety Service Plan <b>Annex 2:</b> Health and Safety Intervention Plan <b>Annex 3:</b> Food Hygiene Rating Scheme: Distribution over time & Changes at last inspection
<b>Other available papers (not attached):</b>	None stated

### Report summary

**This report contains monitoring information on action taken in 2017-2018 against the Health and Safety and Food Safety Plans and proposes new targets for 2018-2019.**

### Recommendation (s)

**That the Committee:**

- (1) Adopt the service plan for food safety**
- (2) Adopt the intervention plan for health and safety**
- (3) Agree to receive revised food and health and safety plans for 2019-2020 at its meeting in the summer of 2019.**

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

- 1.1 The Council's Key Priority of Supporting Business and the Local Economy applies. Fair, justifiable and proportionate intervention to address poor standards in business helps to ensure a level playing field for law abiding operators whilst protecting and promoting public health.

- 1.2 The Council's Key Priority of Supporting our Community applies owing to the beneficial effects to public health of an effective food and health & safety service. The service exists to protect and enhance public health, particularly in cases where the most vulnerable are involved.
- 1.3 The Council's Key Priority of Managing our Resources applies as the proper planning of services allows for efficient delivery using the available resources in the most effective manner.

## **2 Background**

- 2.1 In 2017 the Committee adopted two separate service plans relating to Health and Safety and Food Safety. These plans have been updated with information on progress and achievements in 2017-2018. In addition the planned actions for 2018-2019 have been included as targets.
- 2.2 The section 18 standard under the Health and Safety at Work etc Act 1974 requires local authorities to make adequate arrangements for the enforcement of health and safety law in their area and draw up effective intervention plans setting out how they plan to carry out their enforcement and advisory function for the year.
- 2.3 The Council is charged with enforcement of UK and European food hygiene controls within its area. The expectation from the Food Standards Agency under the food framework agreement and food law code of practice is that local authorities will draw up a service plan illustrating how they intend to fulfil their food safety duties and for that plan to be adopted by the relevant policy deciding body of the Council.
- 2.4 Best practice in the area of regulatory service is to establish transparent plans for the deployment of public resources and to publicise those plans.

## **3 Proposals**

- 3.1 It is proposed that the Committee adopt both the food safety service plan and the health and safety intervention plan for 2018-2019.

## **4 Financial and Manpower Implications**

- 4.1 No additional arising from this report.
- 4.2 **Chief Finance Officer's comments:** *This report does not propose any expenditure initiatives. The costs of activities to deliver the 2018/19 targets will be funded from within the 2018/19 revenue budgets.*

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

- 5.1 The Council has statutory duties in relation to these service areas.

**6 Sustainability Policy and Community Safety Implications**

6.1 None arising from this report

**7 Partnerships**

7.1 The Service is working in partnership with other Surrey Boroughs in both the health and safety and food safety areas. Further partnership arrangements exist with other bodies such as the Health and Safety Executive, OFSTED, Care Quality Commission, Surrey County Council and Public Health England.

**8 Risk Assessment**

8.1 The Food Standards Agency and the Health & Safety Executive monitor the effectiveness of the Authority's action taken in these service areas. The risk of under resourcing these areas is a decrease in public protection and public health, adverse publicity arising from annual reports on local authority performance and dereliction of statutory obligations.

8.2 Any circumstance involving the need to allocate significant officer time will put at risk the objectives of the plans. In this event, decisions will be made about how best to resource this including buying temporary resource and/or reprioritising other areas of Environmental Health work.

**9 Conclusion and Recommendations**

9.1 It is recommended the Committee adopt the service plan for food safety and the intervention plan for health and safety.

9.2 The Committee agree to receive revised plans for the 2019-2020 year at the Committee meeting in June/July 2019.

**Ward(s) affected:** (All Wards);

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## Food Safety Service Plan 2018-2019 Review of Plan 2017-2018

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## **1.0 Service Aim, Objectives, Key Tasks and Targets**

### **1.1 Objective, Aims and Key Tasks**

- To meet statutory responsibilities in respect of national and European requirements concerning official controls of food in a cost effective and responsible manner in accordance with statutory guidance.
- To encourage best practice and publish advice on Food Safety to businesses and voluntary groups.
- To discharge food safety inspection and enforcement responsibilities in accordance with the Regulators Code and the enforcement policy for Environmental Health and Licensing.
- To implement national and local food sampling programmes and to promote Food Safety.

### **1.2 Links to Corporate Objectives and Targets**

The food inspection service is relevant to several of the current key priorities and core values.

#### **Supporting Business and the Local Economy**

By ensuring a level playing field through appropriate and proportional regulatory interventions and providing a degree of trusted technical advice in the fields of food safety, health and safety and pollution control.

#### **Supporting our Community**

By ensuring a minimum standard of hygiene in business to reduce the occurrence of ill health through food borne disease and by promoting good hygiene practice in the home.

## **2.0 Background**

### **2.1 Profile of the Local Authority**

The Borough of Epsom & Ewell is situated in the North East of Surrey, with an area of 3,411 hectares, of which over half is open space, particularly to the South and West. The Borough has a population of approximately 79,500 predominantly in suburban areas. There are in the region of 30,250 households in the Borough and the average household size is 2.41 people.

### **2.2 Organisational Structure**

A chart is attached showing the structure of Housing and Community and with the elements involved in food hygiene delivery highlighted.

Specialist services, when required, are provided as follows

- (i) Public Analyst: Public Analysis Scientific Services, 28-32 Brunel Road, Westway Estate, Acton, W3 7XR
- (ii) Microbiological testing: Public Health England, Food, Water and Environmental Laboratory, Manor Farm Road, Porton Down Salisbury Wiltshire SP4 0JG

### **2.3 Scope of the Food Service**

The Food Safety Service exists to ensure that all food produced, purchased, stored or distributed in the Borough is fit for human consumption. Delivery of the service is principally centred on the delivery of Official Controls such as inspections and audits in compliance with UK and European Union requirements followed by appropriate enforcement action as necessary. By providing this service, the Council actively contributes to the maintenance of high standards of hygiene in processes of production, preparation and sale of food throughout the Borough. Advice is given to food businesses and handlers to ensure they meet legal requirements and observe best practice designed to protect public health.

The Service also undertakes routine food sampling, a service which complements and reinforces the overall objective of protecting public health.

The Environmental Health Service, in certain circumstances, works in association with Public Health England in relation to the investigation of notifications of infectious disease and food poisoning.

In addition to programmed food hygiene inspections, and the investigation of complaints related to food and food premises other services are delivered in commercial business premises. These include health and safety interventions, infectious disease investigations and pollution emanating from premises where food is prepared, processed or sold. The full range of the environmental health service includes the varied elements of pollution control, conditions in private sector housing and other public health and public protection obligations.

### **2.4 Demands on the Food Service**

As at April 2018 there were 495 food premises in the Borough. Of these 386 were restaurants, cafes, canteens or other caterers, and 96 were retailers. The remainder are made up of small scale producers and distributors. 148 premises fall into the high risk categories of A to C. Category A requires inspection at 6 month intervals, category B at 12 month intervals and category C at 18 month intervals in accordance with Food Safety Code of Practice issued by the Food Standards Agency. Included in the total number of businesses are 13 premises which are yet to receive an inspection as they are recently opened. Presently there are no approved establishments operating within the Borough. The service advises and inspects the in-house and external catering provision at the Derby Race meetings including the mobile traders.

Environmental Health Services is based at the Town Hall, and the service is available from 9am to 5pm Monday to Friday although a substantial proportion of premises now only open in the evening necessitating out of hours visits. In the event of a major incident or an outbreak of food poisoning, there are arrangements for contacting senior officers outside of normal office hours.

A significant proportion of catering establishments are operated by people whose first language is not English. In rare circumstances arrangements are in place for professional translation of necessary documentation and use of interpreters.

## **2.5 Enforcement Policy**

The Environmental Health Enforcement Policy was revised in 2014 to reflect the national Regulators Code.

## **3.0 Service Delivery**

### **3.1 Food Premises Inspections**

Food premises are inspected in accordance with the Food Law Code of Practice (England) published by the Food Standards Agency.

Other premises e.g. childminders are not routinely inspected other than at their request or by referral from OFSTED. The Council, in line with other Surrey local authorities have reached an agreement with OFSTED whereby any food hygiene concerns from OFSTED inspectors will be referred to the local authority for follow up.

Additional to programmed inspections, the service also carries out a proportion of revisits during the same period. These are necessary to check whether informal action has been successful, where compliance with notices needs to be assessed and where a formal request has been made by a food business operator as part of the Food Hygiene Rating Scheme.

Any significant increase in the numbers of food related complaints or incidents would place additional demands on the service. Without additional resources this demand could only be met at the expense of the premises inspection programme and/or other areas of environmental health.

### **3.2 Food Complaints and requests for service**

Procedures exist to deal with food complaints which allows for working with Buckinghamshire and Surrey Trading Standards when necessary.

Enforcement of food safety is undertaken in accordance with the Food Safety Act 1990, EU Regulations 852/2004, the Food Safety and Hygiene (England) Regulations 2013 and associated legislation. Enforcement decisions and decisions to bring legal proceedings in appropriate cases are made in accordance with the Service's Enforcement Policy and the Scheme of Delegated Authority to Officers.

### **3.3 Primary Authority**

The Council is committed to the Primary Authority principle whereby, in order to ensure consistency of enforcement, a business can form a partnership with a local authority, normally the authority where its head office exists and enforcement issues can be moderated by that authority.

Epsom & Ewell have no formal partnerships with any food business at this time.

### **3.4 Advice to Business**

Businesses are encouraged to consult the Council's website in the first instance or else the advice displayed on the website of the Food Standards Agency. Enquiries of a specific and/or technically complex nature will normally be dealt with by telephone. However officers frequently advise business during programmed inspections.

### **3.5 Food Sampling**

The authority undertakes planned food sampling in coordination with the Public Health England (PHE) and local initiatives.

Samples may also be submitted to the PHE laboratory or to the Public Analyst in support of food complaint investigations.

### **3.6 Control and Investigation of Outbreaks and Food Related Infectious Disease**

In respect of an outbreak of food poisoning or infectious disease, procedures are set out in the Surrey Outbreak Control Plan and the Environmental Health Service will act in conjunction with PHE under the guidance of the Consultant in Communicable Disease Control (CCDC).

In 2017-2018 the Environmental Health Service received 142 notifications of infectious disease including food poisoning, actual or suspected and some notable instances of hepatitis and typhoid which require careful handling.

### **3.7 Food Safety Incidents**

Food Alerts are part of a national system of letting local authorities and consumers know about problems associated with food and, in some cases, provide details of specific action to be taken.

Where necessary a media release or high priority visits to premises are arranged.

Out of hours contact arrangements are in place whereby the Environmental Health Team Leader can be contacted by national authorities via the Mole Valley out of hours call centre.

The resource implications are very much dependent on the category of any given alert 'For Action' alerts can potentially involve a considerable amount of work contacting and inspecting food outlets, whilst 'For information' may involve less response. To date, all work relating to food alerts has been undertaken by Environmental Health Officers and resources are considered adequate. In the event of a large-scale warning, support staff will be drawn from other areas of the Council as required.

### **3.8 Liaison with Other Organisations**

The authority has in place various arrangements to ensure that enforcement action taken in its area is consistent with that in neighbouring local authorities.

Epsom & Ewell is represented on the Surrey Food Liaison and Study Group that includes the other Surrey local authorities, Buckinghamshire and Surrey Trading Standards, Public Health England and the Food Standards Agency.

Joint working with, in particular, Trading Standards will continue and where possible, inspections will be coordinated as will action on food alerts.

Epsom & Ewell is also represented on the Surrey Infection and Environmental Control Group, which is chaired by Public Health England.

The service responds to planning consultations involving new food premises or alterations to existing premises.

Any application received by the Borough's Licensing Service that includes food preparation or sales are individually reviewed for compliance with regulations.

The Service routinely works with organisations such as OFSTED, the Care Quality Commission, the Inland Revenue and the Health and Safety Executive.

### **3.9 Food Safety Promotion**

Resource constraints are such that food safety promotion is largely confined to the point of service delivery and mostly at the time of food premises inspection.

The service will seek to publicise any enforcement action which results in a fine or other sanction issued by the courts.

## **4.0 Resources**

### **4.1 Staffing Allocation**

The number of staff working on food law enforcement and related matters (including infectious diseases) is 1.25 officer full time equivalent. There are no dedicated administrative support staff.

All Environmental Health Officers are authorised in all aspects of Food Safety Enforcement with appropriate supervision as necessary. The service operates a competency checking procedure utilising document review and occasional shadowed visits.

### **4.2 Staff Development Plan**

The Council operates a system of developmental one to one meetings with staff members and their manager. From this, learning needs are identified and provision made to fulfil them. The Food Law Code of Practice requires at least 20 hours of continuing professional development per authorised officer.

## **5.0 Quality Assessment**

In line with the Food Law Code of Practice, monitoring measures are in place to assess performance of EHOs and adherence to standard working methodology.

Any newly recruited officer will be assessed in accordance with the team monitoring procedure involving shadowed visits and follow up. This also applies periodically for EHOs already in post. Team meetings address consistency issues within the team and food service matters are discussed.

## **6.0 Review of 2017-2018 service plan**

### **6.1 Interventions**

- There were 495 registered food premises by the end of the year.
- 235 interventions were due (interventions typically meaning an inspection)
- 244 interventions were carried out. It is common to visit more premises than were due owing to the number of new ownerships and new businesses which start during the year and businesses requests for re-inspection as part of the Food Hygiene Rating Scheme.
- 46 visits were made for the purposes of verification and surveillance.
- 25 self assessment questionnaires were issued and reviewed in support of the low risk business alternative enforcement policy.

Performance of the service was directly monitored by the Environmental Health Manager.

Additional Epsom Derby full food hygiene inspections were carried out plus detailed negotiations with catering contractors and subcontractors.

The service monitored the number of businesses that are “broadly complaint”. Overall 88 percent of food businesses met this criterion, up by four percent from the previous year.

The service continued to monitor a higher number of people wishing to start their own catering business either conventionally in commercial premises or from home. The service supports these businesses by offering advice through the Council’s website. These businesses are additionally subject to inspection.

### **6.2 Food Hygiene Rating Scheme**

2017-2018 was the eighth year the service operated the Food Hygiene Rating Scheme (FHRS), having been an early adopter. Official food hygiene ratings appear on a national website available for public information at [www.food.gov.uk/ratings](http://www.food.gov.uk/ratings) as well as various mobile device apps. The service took advantage of the option to charge for food hygiene re-inspections and undertook 14 such inspections generating a small source of income.

The service continued to operate a scheme to utilise social media to publicise five rated premises. This publicity was consistently in the top twenty percent of liked, commented and shared on the Council’s various social media feeds.

This year also saw the launch and completion of a project designed to address persistently poorly performing premises by offering them free, intensive coaching sessions instead of formal enforcement. The service experienced a 100% success rate as every business assisted in this way improved their score. Publicity of this initiative is being devised as at the date of this report.

### **6.3 Complaints**

In total 61 complaints were received and investigated concerning both concerns about food and of food businesses. These ranged from allegations of food poisoning, complaints about foreign bodies in food, unfitness of food and hygiene of premises. Complaint numbers were the highest in recent years due, in part, to the Food Standards Agency implementing an improved system of emailing complaints received centrally to individual Local Authorities.

### **6.4 Sampling**

In 2017-2018 the service did not take any samples of food owing to the concentration on the poor premises project.

The financial allocation set aside for Epsom & Ewell in 2017-2018 was at £2800 and this is normally found to be adequate. This allocation facilitates bacteriological and qualitative sampling and analysis of food, water and environmental monitoring.

### **6.5 Education and information**

The service does provide a degree of free advice to business who either make contact independently or request advice during inspections. Environmental Health Officers are also in the position to be able to refer potential new businesses to the Economic Development Support Officer, the local Growth Hub and for Epsom – the Business Improvement District.

### **6.6 Partnership working**

Representation was made on the Surrey Food Liaison Group which includes trading standards officers to develop joint working relationships such as sampling initiatives and procedural guidance. Wider partnership arrangements exist with the Health and Safety Executive, OFSTED, Care Quality Commission and Public Health England.

### **6.7 Document review**

The majority of documentation now exists on the internet and the service no longer carries hard copies of leaflets. The Council's website contains information for businesses and the consumer whilst the Food Standards Agency website contains more technical information for those involved in food production and catering.

### **6.8 Enforcement**

89 written warnings were issued and eight improvement notices were served.

### **6.9 Alternative Enforcement Strategy (AES)**

The service continued to operate an alternative enforcement policy for low risk food premises involving a self assessment process. The aim of this strategy is to enable the Council to focus attention on those businesses which present the greatest risk to consumer safety and/or who are failing to meet their statutory obligations whilst relieving low risk businesses from a proportion of formal inspection.



## 7.0 Plan for 2018-2019

### 7.1 Programmed inspections 2018-2019

In 2018-2019 185 premises inspections are due broken down as follows.

Category	Number
A	4
B	32
C	96
D	66
E	52 (AES)

It is planned to undertake all high risk (category A-C) premises inspections within +/- 28 days of their due date. This will include evening and weekend visits. It is anticipated that the service will also be able to carry out category D interventions within +/- 28 days of their due date. Category E interventions will be achieved in batches as per the Alternative Enforcement Strategy.

It should be noted that within the due inspection programme additional inspections are also required for new food premises and business premises that close and re-opened as a different category operation and those that change management. This number is largely unpredictable as is the number of business who request a re-inspection as part of the safe guards employed under the Food Hygiene Rating Scheme.

The inspection of food businesses at the Derby is priority based on the large number of visitors to the event and the hugely diverse food offering from a large number of caterers. Prior to the event discussions will be held with the racecourse management and the contractors for food supply to ensure best practice in food and health & safety.

### 7.2 Accuracy of database

The accuracy of the commercial premises database will be ensured by the following means:

- Liaison with OFSTED regarding childminders in the borough
- Liaison with the Care Quality Commission regarding care homes in the Borough
- A periodic cross check against web based directories for changes to businesses in the Borough
- Updating of details via intelligence gathered during other Council visits and reported to the Environmental Health team.
- Use of local knowledge

### 7.3 Sampling

A budget of £300 has been allocated for chemical sampling of food and water. Where this is insufficient, underspends will be looked for to supplement the budget. An allocation of around £2,500 is expected from Public Health England for the routine microbiological sampling of food and water.

#### **7.4 Complaints**

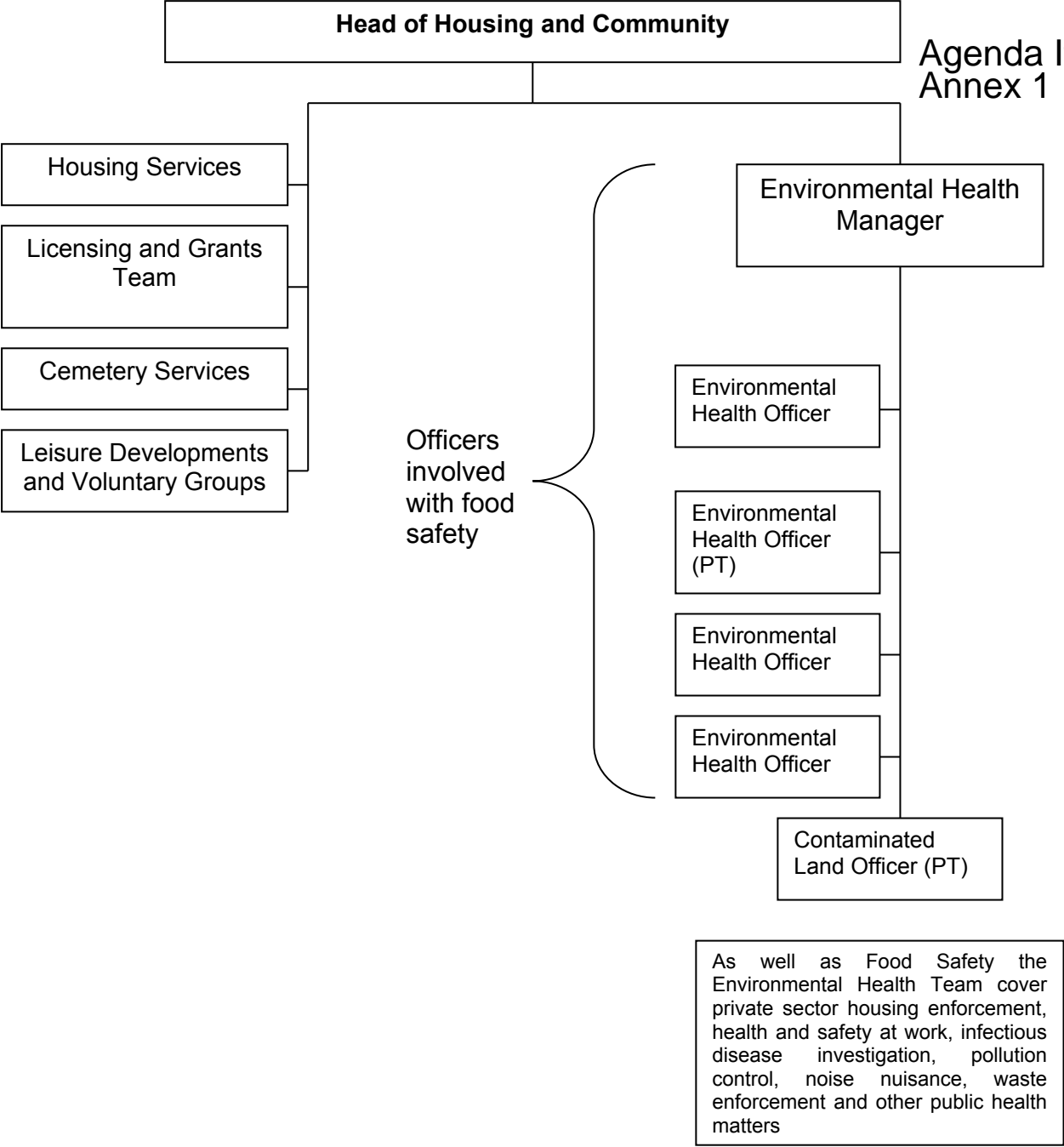
Complaints and enquiries from members of the public will be assessed and priority given to situations representing immediate or urgent public health risks. In some circumstances it will be appropriate to follow the matter up at the next routine inspection.

#### **7.6 Publicity**

The Service will seek to publicise successful initiatives which are of benefit and interest to the public. In particular the service will utilise the Council's social media channels to inform, advise and alert the public to issues pertaining to food safety and food businesses which score the maximum five out of five. Additionally the service will explore the options of proactively publicising highly rated businesses as a way of aiding consumer choice and rewarding those better performing businesses.

#### **7.7 Young Report**

Lord Young published his report "Common Sense, Common Safety" on 15 October 2010 and called for, amongst other things, food hygiene interventions to be coordinated with health and safety inspections. At Epsom & Ewell since the same team deal in both it is intended that the existing system be continued and food interventions as far as possible be combined with health and safety interventions.



**Structure of Housing and Community Services**

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## **Epsom & Ewell Borough Council Health and Safety Intervention Plan 2018-2019**

Epsom & Ewell Borough Council has a duty to enforce the Health and Safety at Work etc Act 1974 and associated regulations within its district. The Council has enforcement responsibilities in many areas including retail units, offices, warehousing, catering premises, leisure and entertainment premises, consumer services such as beauty parlours and tattooists and tyre and exhaust fitters - the vast majority of areas the public has access to.

The primary objective of the health and safety service placed within the Environmental Health Service at Epsom & Ewell Borough Council is to protect employees and the public from hazards arising from work activities and to seek improvement in working conditions in terms of health, safety and welfare.

This intervention plan sets out the overall aim of the service and identifies specific areas where we will prioritise our efforts in line with the better regulation concepts of modern regulatory enforcement.

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    Reactive ..... 4

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## Service aim and objectives

The primary objective of the health and safety service placed within the Environmental Health Team at Epsom & Ewell Borough Council is to promote health and protect employees and the public from hazards arising from work activities and to seek improvement in working conditions in terms of health, safety and welfare through advisory and enforcement activities.

We will do this by both proactive and reactive means.

## Key Delivery Priorities

In 2013 changes in government guidance and direction caused the service to review its method of operation. For example, The Löfstedt review<sup>1</sup>, the Department for Work and Pensions Ministerial Statement on Good Health and Safety<sup>2</sup> the Young Report<sup>3</sup> and the Health and Safety Executive/Local Government Association guidance on reduced proactive inspections<sup>4</sup> is directing enforcement authorities to carry out fewer overall inspections and utilise greater targeting of proactive interventions. The result of these changes meant that very few routine inspections are carried out in Epsom & Ewell, and instead the Council concentrates on a project based approach taking into account national priorities and local initiatives where there is evidence that intervention is warranted.

The key delivery priorities are as follows

- Execution of proactive inspections of businesses and undertakings representing particularly high risk or poor standards.
- Investigating accidents and incidents in line with the Health and Safety Executive's (HSE) incident selection criteria which has been adopted for use locally
- Responding to service requests in line with the Council's customer charter

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<sup>1</sup> Reclaiming health and safety for all: An independent review of health and safety legislation  
Professor Ragnar E Löfstedt November 2011 [www.dwp.gov.uk/docs/lofstedt-tor.pdf](http://www.dwp.gov.uk/docs/lofstedt-tor.pdf)

<sup>2</sup> Good Health and Safety, Good for Everyone The next steps in the Government's plans for reform of the health and safety system in Britain 21 March 2011 [www.dwp.gov.uk/docs/good-health-and-safety.pdf](http://www.dwp.gov.uk/docs/good-health-and-safety.pdf)

<sup>3</sup> Common Sense Common Safety [www.hse.gov.uk/aboutus/commonsense/index.htm](http://www.hse.gov.uk/aboutus/commonsense/index.htm)

<sup>4</sup> Joint guidance for reduced proactive inspections [www.hse.gov.uk/lau/pdfs/reduced-proactive-inspections.pdf](http://www.hse.gov.uk/lau/pdfs/reduced-proactive-inspections.pdf)

## **Proposed 2018-2019 interventions**

In 2018-2019 the service plans to deliver the following programme of interventions.

- Identification and resolution of matters of evident concern identified during interventions for other regulatory reasons.
- Reactive responses to complaints, accidents and requests for assistance from business.

## **Measurable Targets**

- We will deliver the above identified priorities as planned during the year.
- We will not investigate all accidents reported to us. Instead we aim to investigate 100% of those accidents which meet the accident investigation criteria.
- We will respond to matters of evident concern highlighted during our work with business and in the community at the time they are identified or as soon as possible afterwards.

## **Review of 2017-2018 Service Plan**

### **Proactive**

In line with the national local authority enforcement code, the service carried out just the one proactive inspection. However representation was made on two safety advisory groups and the derby safety planning group.

### **Reactive**

The service responded to 18 accidents, complaints or matters of evident concern found during visits to premises for other reasons. These ranged from concerns over asbestos, use of chemicals and dangerous lifting gear. The service received 52 formally notified accidents and investigated those matching the incident selection criteria. One particularly serious accident was notified and the investigation is ongoing.

### **Formal action**

Two improvement notices were issued in respect of inadequate training and risk assessments. These are being followed up to assess compliance with notice in the 2018-2019 year.



# Food Hygiene Rating System

Distribution of FHRS ratings over time for Epsom and Ewell at 30/05/18 01:27



## Number of establishments in each rating

FHRS Rating	Sep - 17	Oct - 17	Nov - 17	Dec - 17	Jan - 18	Feb - 18	Mar - 18	Apr - 18	May - 18
5 - Very good	240	241	237	239	239	235	236	234	235
4 - Good	101	101	102	101	102	100	100	101	96
3 - Generally satisfactory	39	36	35	36	38	37	37	42	40
2 - Improvement required	16	16	12	12	12	12	13	13	14
1 - Major improvement required	23	24	24	22	21	21	17	12	13
0 - Urgent improvement required	0	0	0	0	0	0	0	0	0
Total rated establishments	419	418	410	410	412	405	403	402	398
Establishments with rating of 3 or better	380	378	374	376	379	372	373	377	371
Awaiting inspection	2	2	12	12	13	14	14	15	23
Exempt	16	16	50	50	43	43	43	44	43
Sensitive	0	0	0	0	0	0	0	0	0
Excluded	6	7	26	25	23	21	22	21	23
Total establishments	443	443	498	497	491	483	482	482	487

# Food Hygiene Rating System

Distribution of FHRs ratings over time for Epsom and Ewell at 30/05/18 01:27



## % breakdown of distribution of rated establishments

FHRS Rating	Sep - 17	Oct - 17	Nov - 17	Dec - 17	Jan - 18	Feb - 18	Mar - 18	Apr - 18	May - 18
5 - Very good	57.3	57.7	57.8	58.3	58.0	58.0	58.6	58.2	59.0
4 - Good	24.1	24.2	24.9	24.6	24.8	24.7	24.8	25.1	24.1
3 - Generally satisfactory	9.3	8.6	8.5	8.8	9.2	9.1	9.2	10.4	10.1
2 - Improvement required	3.8	3.8	2.9	2.9	2.9	3.0	3.2	3.2	3.5
1 - Major improvement required	5.5	5.7	5.9	5.4	5.1	5.2	4.2	3.0	3.3
0 - Urgent improvement required	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total rated establishments	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Establishments with rating of 3 or better	90.7	90.4	91.2	91.7	92.0	91.9	92.6	93.8	93.2

# Food Hygiene Rating System

Distribution of FHRS ratings over time for Epsom and Ewell at 30/05/18 01:27



## % breakdown of distribution of all establishments

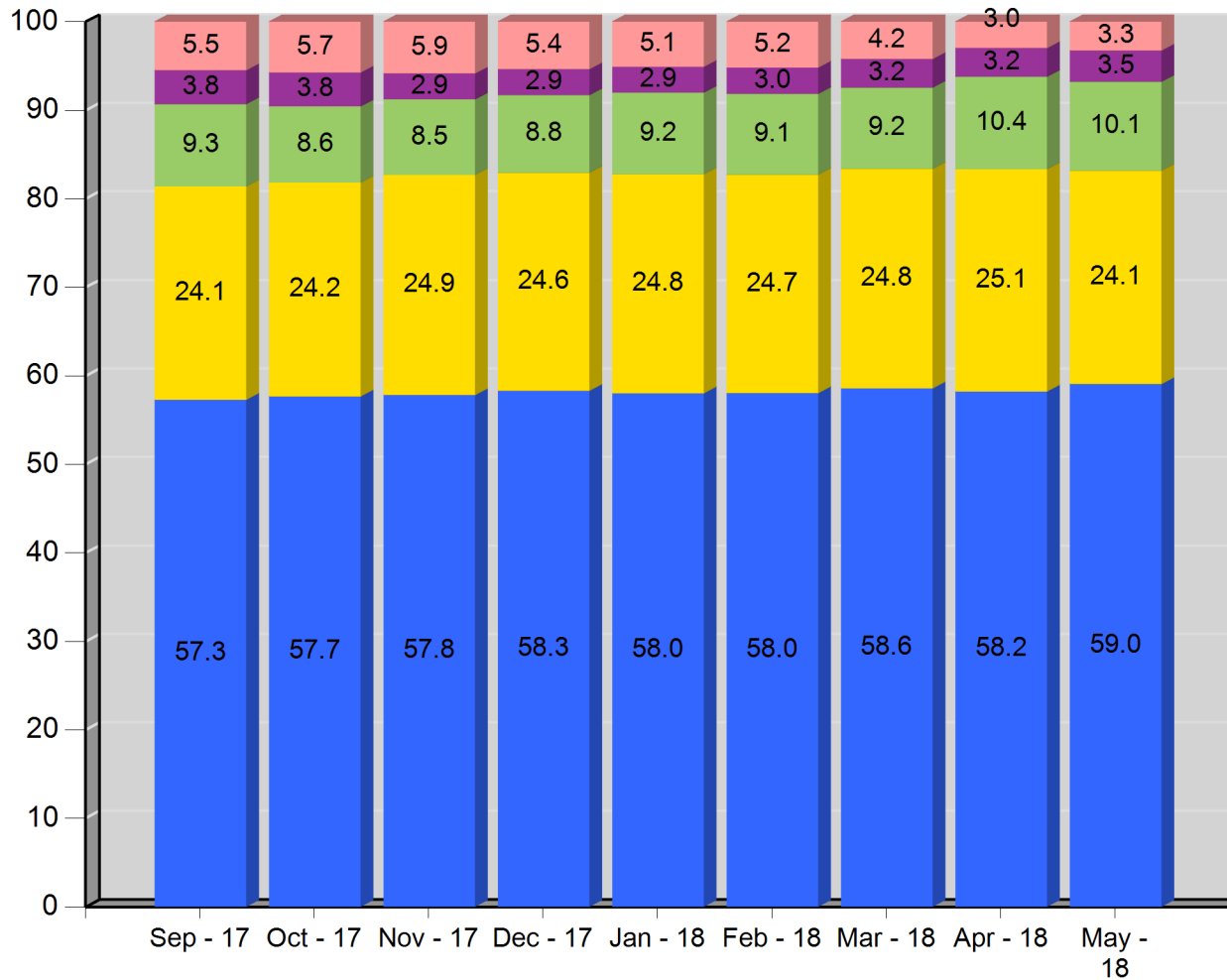
FHRS Rating	Sep - 17	Oct - 17	Nov - 17	Dec - 17	Jan - 18	Feb - 18	Mar - 18	Apr - 18	May - 18
5 - Very good	54.2	54.4	47.6	48.1	48.7	48.7	49.0	48.5	48.3
4 - Good	22.8	22.8	20.5	20.3	20.8	20.7	20.7	21.0	19.7
3 - Generally satisfactory	8.8	8.1	7.0	7.2	7.7	7.7	7.7	8.7	8.2
2 - Improvement required	3.6	3.6	2.4	2.4	2.4	2.5	2.7	2.7	2.9
1 - Major improvement required	5.2	5.4	4.8	4.4	4.3	4.3	3.5	2.5	2.7
0 - Urgent improvement required	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total rated establishments	94.6	94.4	82.3	82.5	83.9	83.9	83.6	83.4	81.7
Establishments with rating of 3 or better	85.8	85.3	75.1	75.7	77.2	77.0	77.4	78.2	76.2
Awaiting inspection	0.5	0.5	2.4	2.4	2.6	2.9	2.9	3.1	4.7
Exempt	3.6	3.6	10.0	10.1	8.8	8.9	8.9	9.1	8.8
Sensitive	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Excluded	1.4	1.6	5.2	5.0	4.7	4.3	4.6	4.4	4.7
Total establishments	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0

# Food Hygiene Rating System

Distribution of FHRS ratings over time for Epsom and Ewell at 30/05/18 01:27



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- 1 - Major improvement required
- 2 - Improvement required
- 3 - Generally satisfactory
- 4 - Good
- 5 - Very good

## Long Grove Car Park

<b>Head of Service/Contact:</b>	Joy Stevens, Head of Customer Services & Business Support.
<b>Urgent Decision?(yes/no)</b>	No
<b>If yes, reason urgent decision required:</b>	N/A
<b>Annexes/Appendices (attached):</b>	None
<b>Other available papers (not attached):</b>	None stated

### Report summary

This report proposes that the Long Grove car park be added to the Off Street Parking Places Traffic Order and that enforceable parking restrictions be introduced within the car park.

### Recommendation (s)

That the Committee:

- (1) Agrees to a proposal to add the Long Grove car park to the Off Street Parking Places Traffic Order;
- (2) Authorises the Chief Legal Officer to publish such notice(s) and/or make such order as is considered necessary to give effect to the recommendations;
- (3) Authorises the Chairman of the Environment Committee and the Chief Operating Officer to consider any objections or representations received following consultation, with the option of bringing them to a future Committee.
- (4) Agrees to Epsom & Ewell Borough Council officers enforcing specific parking restrictions within the car park as detailed in 3.2 should the proposal be approved.

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

- 1.1 The proposal would Support Our Community by making parking safer within a car park close to a school and a play area.

## **2 Background**

- 2.1 In September 2002 Planning Permission was granted for a new primary school to be built on the land adjacent to Long Grove Park. Southfield Park Primary School opened in September 2003.
- 2.2 As part of the application a new car park was created containing 76 parking bays across two sections of car park.
- 2.3 The 22 bays in the front car park section nearest the school were earmarked for use by staff and visitors on school days. The remainder, although primarily to serve recreational use of the park, were made available to parents at start and finish times of school as deemed to not coincide with peak recreational use of the park.
- 2.4 The land on which the car park has been built is owned by Epsom & Ewell Borough Council although is not currently include in our Off-Street Parking Places Traffic Order.
- 2.5 The staff parking area in the front car park was designed as a circular in/out to create a collection/drop off point for parents to avoid the build up of parked cars and congestion on Long Grove Road.
- 2.6 Double yellow lines were painted around the centre of this circular area although they are advisory only and currently cannot be enforced.
- 2.7 A two-way in/out access road leads to the rear car park which contains 54 parking bays, including two for use by blue badge holders.
- 2.8 The rear car park is also used by the Cherryfield Day Nursery, which has been a tenant since February 2005 on a 25 year lease, and by visitors to Long Grove Park.
- 2.9 At school collection/drop off times a number of vehicles have been witnessed as parking in areas outside of marked bays. An inner circle of parked vehicles has been seen occurring behind the staff parking bays reducing visibility in the area earmarked for drop/off or collection. A line of vehicles has also been witnessed as parking on the entrance lane despite a large banner asking them not to.
- 2.10 The Chief Operating Officer is due to meet with representatives of Southfield Park School to discuss the proposals and contact will also be made with the Cherryfield Day Nursery.

## **3 Proposals**

- 3.1 To add Long Grove Car Park to our existing Off Street Parking Places Traffic Order.

- 3.2 For Epsom & Ewell Borough Council civil enforcement officers to enforce the following parking contraventions - Parked beyond the bay markings, Parked in a disabled person's space without clearly displaying a valid disabled person's badge, Parked causing an obstruction.
- 3.3 To improve signage in the car park including a Welcome to Long Grove car park sign, speed restriction signs and park in marked bay only signs.
- 3.4 To reinforce the double yellow line kerb markings within the car park as a visual deterrent.
- 3.5 The aim of these proposals are to improve safety within the car park for all users.

#### **4 Financial and Manpower Implications**

- 4.1 The total cost of signage, lining and publicity is estimated to be £2.5k and would be met from existing car park budgets. Any income from penalty charge notices would off-set some of these costs.
- 4.2 ***Chief Finance Officer's comments:*** *The estimated cost of £2,500 for implementation is a one-off with minimal ongoing revenue implications, which can be met from the current revenue budget for car parks.*

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

- 5.1 Off street parking is regulated by Orders made under Part IV of the Road Traffic Regulation Act 1984. There is a statutory process to be followed if an order is to be made or amended.
- 5.2 In summary the process is as follows:
  - 5.2.1 Prior to making an order there is a requirement to consult with certain organisations, to publish a notice of proposals in a local newspaper, and to display/deliver notices in places affected by the proposals.
  - 5.2.2 If any objections are made to the proposals, the Council must consider these and may make modifications to the proposals. If the modifications are significant and may affect certain persons, they should be given further opportunity to make representations about the modifications.
  - 5.2.3 The Council may then make the order.
- 5.3 The Council must then publish and where relevant give notice that it has made the order, setting out details such as a brief statement of the general nature of the order and description of the key provisions.
- 5.4 After this has all been done the order can come into effect.

- 5.5 Where an order makes provision as to the charges to be paid in connection with the use of an off-street parking place, and there is a proposal only to vary the charges to be paid, it is not necessary to make a full new order; a shorter process is available under section 35C of the 1984 Act.
- 5.6 A notice of variation of parking charges must be published in a local newspaper at least 21 days before the new charges are to come into force. Notice must also be displayed in the parking place. There is no provision for representations to be made or considered.
- 5.7 ***Monitoring Officer's comments:*** *It is important that the changes proposed in this report are implemented in a way which is compliant with the relevant legislation.*

## **6 Sustainability Policy and Community Safety Implications**

- 6.1 The aims of the proposal are to improve safety within the Long Grove Car Park.

## **7 Partnerships**

- 7.1 The Council would seek to work in conjunction with Southfield Park School to ensure that the car park is being used in the correct manner.

## **8 Risk Assessment**

- 8.1 There is a risk that some vehicles may have to park on the Highway rather than in unmarked locations within the car park. There are few parking restrictions in local roads a short walk from the school to enable this to happen.

## **9 Conclusion and Recommendations**

- 9.1 The Council's Chief Operating Officer will be meeting with interested parties to discuss possible measures to ameliorate issues identified in relation to parking at this location. In order for enforceable measures to be introduced, Officers are seeking the Committee's authority to instigate the appropriate statutory process to enable these to be put in place.

**Ward(s) affected:** Court Ward;



## Car Parking Working Group

<b>Head of Service/Contact:</b>	Amardip Healy, Chief Legal Officer
<b>Urgent Decision?(yes/no)</b>	No
<b>If yes, reason urgent decision required:</b>	N/A
<b>Annexes/Appendices (attached):</b>	None
<b>Other available papers (not attached):</b>	Reports to Environment Committee dated 27 October 2015

### Report summary

This report sets out a proposal in relation to the membership of the Car Parking Working Group.

### Recommendation (s)

That the Car Parking Working Group comprise the Chairman and Vice Chairman of this Committee together with Councillors Tony Axelrod (Town Ward representative), Michael Arthur (Ewell Ward representative), Councillor Jane Race (Conservative Group representative) and Councillor Rob Geleit (Labour Group representative).

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

- 1.1 The Council needs to balance the economic and effective management of parking spaces and the promotion of economic vitality.

#### 2 Background

- 2.1 At the meeting of the Financial Policy Panel on 7 July 2015, a report which set out a work programme for preparing the Medium Term Financial Strategy (MTFS) was presented. One of the items included in the programme was a review of parking.
- 2.2 At the meeting of the Environment Committee on 27 October 2015, a cross-party working group was established comprising Councillor John Beckett, Councillor Neil Dallen, Councillor Michael Arthur, Councillor Jane Race and Councillor Robert Geleit.

- 2.3 The Environment Committee approved the Working Group's Terms of Reference at its meeting on 21 January 2016. The terms of reference included the Working Group undertaking a review of parking. The precise scope of the review had already been agreed at the Financial Policy Panel meeting on 7 July 2015 and the recommendations of the Working Party in this regard were considered by the Environment Committee on 31 January 2017.
- 2.1 At the same meeting on 31 January 2017, in the absence of Councillor Neil Dallen it was considered appropriate that Town Ward Councillors had the opportunity to be represented at any meetings of the Working Group. It was therefore agreed that either Councillor Tella Wormington or Tony Axelrod could substitute in his absence. In addition, it is further considered appropriate that the Vice-Chairman of the Environment Committee should be permitted to attend the Working Group whether in substitution for the Chairman or otherwise.
- 2.2 In summary, the membership of the Working Group is therefore currently the Chairman and Vice Chairman of the Environment Committee, a Town Ward representative, a Ewell Ward representative and conservative and labour group representative.
- 2.3 Councillor Neil Dallen was elected Mayor at the Annual Council meeting on 19 May and Councillor Tella Wormington was appointed as the Vice Chairman of the Environment Committee

### **3 Proposals**

- 3.1 It is proposed that Councillor Tony Axelrod be appointed to the Car Parking Working Group as the Town Ward representative. Councillors Peter O'Donovan and Tella Wormington will become members of the Working Group in their capacity as Chairman and Vice Chairman respectively. It is proposed that subject to the wishes of their respective Group Leaders, Councillors Rob Geleit and Jane Race continue on the Working Group.

### **4 Financial and Manpower Implications**

- 4.1 There are no direct financial implications arising from the proposals in this report this report. The finance team will be consulted when necessary on any recommendations from the Car Parking Working Group with financial implications.
- 4.2 **Chief Finance Officer's comments:** *None for the purposes of this report.*

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

- 5.1 This body is a Working Group with no decision-making powers constituted under Section 111 of the Local Government Act 1972. It will report to the Environment Committee as necessary.

**6 Sustainability Policy and Community Safety Implications; Partnerships**

6.1 There are no implications for the purposes of this report.

**7 Risk Assessment**

7.1 There are no significant risks associated with the proposals set out in this report.

**8 Conclusion and Recommendations**

8.1 The proposals set out in this report assist the Council in making effective and timely decisions.

**Ward(s) affected:** (All Wards);

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## Forward Plan for Committee Items

<b>Head of Service/Contact:</b>	Amardip Healy, Chief Legal Officer
<b>Urgent Decision?(yes/no)</b>	No
<b>If yes, reason urgent decision required:</b>	N/A
<b>Annexes/Appendices (attached):</b>	<b>Annex 1:</b> Forward Plan 2018/19
<b>Other available papers (not attached):</b>	None

### Report summary

This report sets out a work plan for the next Municipal Year.

### Recommendation (s)

That the Committee notes the forward plan for items.

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

- 1.1 The Council's Key Priorities and Service Plans are under pinned by decisions made by the relevant policy committees.

#### **2 Background**

- 2.1 The forward plan for committee items will be updated and reported to each meeting of this Committee. It is intended to support the delivery of the Key Priority Targets and provide members with an overview on upcoming reports.
- 2.2 A report elsewhere on the Agenda sets out the Environment Committee's Key Priority Targets for 2018 to 2019. Progress against these targets will be reported in Members' Update and monitored by the Audit, Crime & Disorder and Scrutiny Committee.

#### **3 Forward Plan for Committee Items 2018/19**

- 3.1 A forward plan of anticipated reports is attached at **Annex 1**.

#### **4 Financial and Manpower Implications**

- 4.1 Whilst there are no direct financial or manpower implications for the purposes of this report, it should be noted that overall financial and resource implications were taken into account when developing the Key Priority Targets for the policy committees.
- 4.2 Financial and manpower implications in relation to specific targets which require a committee approval prior to implementation will be set out in the relevant report.
- 4.3 **Chief Finance Officer's comments:** *None for the purposes of this report.*

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

- 5.1 There are no legal implications for the purposes of this report.
- 5.2 **Monitoring Officer's comments:** *Having a work plan reported to each meeting is supported.*

#### **6 Sustainability Policy and Community Safety Implications; Partnerships**

- 6.1 There are no implications for the purposes of this report.

#### **7 Risk Assessment**

- 7.1 Good planning facilitates timely and effective decision-making in the achievement of the Committee's targets.

#### **8 Conclusion and Recommendations**

- 8.1 Not all of the Committee's Key Priority Targets require a committee report prior to implementation. However, the forward plan for committee items will assist Officers in delivering those targets that require a decision on a matter of policy prior to implementation.
- 8.2 The Committee is asked to note the forward plan for committee items set out in **Annex 1**, which will be reported regularly to the Committee and updated as necessary.

**Ward(s) affected:** (All Wards);

## ENVIRONMENT COMMITTEE

### **October**

Review of bedding operations  
Trade Waste Review  
Parking Fees and Charges 2019/20  
Public Space Protection Orders  
Options for Electric Charging points

### **January 2019**

Refuse collections review  
Garden waste review of options  
Capital Programme  
Revenue Budget  
Fees and Charges 2019/20

### **March 2019**

Key Priority Targets for 2019 to 2020

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