

ENVIRONMENT AND SAFE COMMUNITIES COMMITTEE

Tuesday 26 March 2019 at 7.30 pm

Council Chamber - Epsom Town Hall

The members listed below are summoned to attend the Environment and Safe Communities Committee meeting, on the day and at the time and place stated, to consider the business set out in this agenda.

Councillor 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



Chief Executive

For further information, please contact Democratic Services, 01372 732122 or democraticservices@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 and Safe Communities Committee held on 26 March 2019 and to authorise the Chairman to sign them.

4. SINGLE USE PLASTICS POLICY (Pages 7 - 40)

This report seeks approval of the Council's Policy on single use plastics as well as endorsement of Surrey County Council's Policy on single use plastics.

5. PARENT & CHILD BAYS IN THE ASHLEY CENTRE CAR PARK (Pages 41 - 56)

This report seeks a decision from the Committee as to whether or not it wishes to add designated parent & child bays or additional wider bays for general use to Level 4 of the Ashley Centre car park at the expense of a number of regular sized parking bays.

6. CORPORATE PLAN: KEY PRIORITY TARGETS FOR 2019 TO 2020 (Pages 57 - 62)

This report presents the Committee with its Key Priority Targets for 2019 to 2020.

**Minutes of the Meeting of the ENVIRONMENT AND SAFE COMMUNITIES
COMMITTEE held on 29 January 2019**

PRESENT -

Councillor Peter O'Donovan (Chairman); Councillor Tella Wormington (Vice-Chairman);
Councillors Alex Coley, Chris Frost, Rob Geleit, Jane Race, Mike Teasdale and
Peter Webb

In Attendance: Councillor Tina Mountain (Items 21-24 only)

Absent: Councillor Steve Bridger and Councillor Lucie Dallen

Officers present: Damian Roberts (Chief Operating Officer), Ian Dyer (Head of
Operational Services), Mark Shephard (Head of Property and Regeneration), Richard
Chevalier (Parking Manager), Sue Emmons (Senior Accountant), Tony Foxwell (Senior
Surveyor), Jon Sharpe (Trade & Waste Services Manager) and Tim Richardson
(Democratic Services Officer)

21 QUESTION TIME

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

22 DECLARATIONS OF INTEREST

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

23 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Environment and Safe Communities
Committee held on 23 October 2018 were agreed as a true record and signed by
the Chairman.

24 HALF HOUR FREE PARKING IN BOROUGH COUNCIL CAR PARKS

In accordance with the Council's Rules of Procedure (contained within Part 4 of
the Constitution), the Committee received a report detailing a motion referred to
it by the meeting of the Council held on 11 December 2018 for debate and
resolution. The wording of the Motion was as follows:

"The Council should agree that the first half an hour of parking in all Epsom &
Ewell Borough Car Parks should be free".

The report highlighted that in considering the viability of the motion, the Committee would need to consider what service expenditure within its remit could be reduced to meet the cost of the proposal of approximately £240,000 per annum.

In accordance with the Committee Rules of Procedure (also contained within Part 4 of the Council's Constitution) Councillor Tina Mountain spoke to the Motion, as its proposer. Following this, the Committee considered the Motion and it was resolved:

That the Committee rejected the Motion that the Council should agree that the first half an hour of parking in all Epsom & Ewell Borough car parks should be free.

25 ASHLEY CENTRE CAR PARK SAFETY FENCING

The Committee received a report requesting agreement of additional funding to complete the Ashley Centre Car Park safety fencing scheme. The Committee was informed that an increase of £23,000 was required to fund the safety fencing scheme due to the need to urgently expedite the works.

Following consideration, it was resolved:

- (1) That the Committee supported the budget increase of £23,000 to the Ashley Centre Car Park safety fencing scheme, subject to the agreement by Strategy and Resources committee to the funding from the capital receipts reserve.**

26 GARDEN WASTE REVIEW OF OPTIONS

The Committee received a report providing a high-level review of the garden waste service and options for consideration going forward.

The following matters were considered:

- a) **Variations amongst Surrey Authorities and opportunity to review.** The Committee noted that garden waste recycling services varied across local authorities in Surrey. Epsom and Ewell Borough Council had last reviewed its garden waste service several years ago, and undertaking a review at the present time would enable Officers to identify proposals for the service's future development.
- b) **Success of current service.** Officers informed the Committee that the existing service was successful and made approximately £200,000 per annum contribution to the Council's finances net of costs.

Following consideration, it was resolved:

- (1) That the Committee authorised officers to explore opportunities to improve the garden waste service as outlined in the report.**

27 CAPITAL PROGRAMME 2019/20

The Committee received a report summarising the proposed 2019/20 capital programme for Environment & Safe Communities Committee. The report sought approval to the programme to be submitted to Council in February 2019. The programme included two projects: Upgrade of parking pay and display machines; and Hope Lodge Car Park expansion.

The following matter was considered:

- a) **Additional planting around fencing for Hope Lodge Car Park expansion.** The Committee requested Officers to consider whether additional shrub planting could be included around the fencing for the project. It was noted that Officers would investigate whether this could be accomplished within the proposed budget.

Following consideration, it was resolved:

That the Committee:

- (1) Agreed to submit the Capital Programme for 2019/20 as identified in section 4 of the report to the Council for approval on 19 February 2019.**

28 FEES AND CHARGES 2019/20

The Committee received a report recommending fees and charges for which it is responsible, with the new charges being effective from 1 April 2019.

The Senior Accountant informed the Committee of a correction to the text of Annex 1 to the report. The wording "NEW SUBSCRIBERS" was incorrectly included for the charge for fortnightly collection of a small garden waste bin (non-direct debit payment) listed on page 62 of the agenda, and should be deleted.

Following consideration, it was resolved:

That subject to the approval of Council, the Committee:

- (1) Agreed the fees and charges for 2019/20 as set out at Annex 1 and Annex 3 subject to the wording "NEW SUBSCRIBERS" being deleted from the charge for fortnightly collection of a small garden waste bin (non-direct debit payment), listed on page 62 of the agenda;**
- (2) Noted the parking fees and charges agreed by this Committee on 23 October 2018 as set out in Annex 2.**

29 REVENUE BUDGET 2019/20

The Committee received a report setting out estimates for income and expenditure on services in 2019/20.

Following consideration, it was resolved:

- (1) That the Committee recommended the 2019/20 service estimates, for approval at the budget meeting of Full Council in February 2019.**

30 EXCLUSION OF PRESS AND PUBLIC

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

31 TRADE WASTE REVIEW

The Committee received a report providing a high-level review of the trade waste service and options for consideration going forward.

Following consideration, it was resolved:

- (1) That the Committee noted the contents of this report, which supported the Council's service delivery plan.**

The meeting began at 7.30 pm and ended at 8.37 pm

COUNCILLOR PETER O'DONOVAN (CHAIRMAN)

SINGLE USE PLASTICS POLICY

| | |
|---|---|
| Head of Service/Contact: | Amardip Healy, Chief Legal Officer |
| Urgent Decision?(yes/no) | no |
| If yes, reason urgent decision required: | |
| Annexes/Appendices (attached): | Annex 1 – Single Use Plastics Policy – Our 5 Pledges Annex 2 – A Single Use Plastics Strategy for Surrey |
| Other available papers (not attached): | HM Treasury: Tackling the plastic problem summary of responses to the call for evidence |

Report summary

This report seeks approval of the Council's Policy on single use plastics as well as endorsement of Surrey County Council's Policy on single use plastics.

Recommendation (s)

That the Committee:

- (1) approves the Council's Policy on 'Single Use Plastics' and**
- (2) endorses Surrey County Council Policy on single use plastics and agree for the Chairman to sign the document on the Council's behalf.**

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

- 1.1 This proposal supports the Council's four year Corporate Plan specifically focusing on two Key Priorities; 'Keeping our Borough Clean and Green' through the reduction of non-recycleable or hard to recycle waste, and 'Managing our Resources', by taking a community leadership role in the management of resources and the effect on the environment.

2 Background

- 2.1 The Council has for some time been committed to taking leadership on tackling the plastic waste problem by taking responsibility for its own impact on the environment. It has been working towards minimising use of single-use plastics across its own operations and services and by all staff.
- 2.2 Recently this work has gained further momentum through the introduction of refillable water bottles for staff. Single use plastic cups are not being provided to staff and existing supplies are only being used in situations where it continues to be appropriate, for example at the reception desk to the Town Hall. In terms of future works, a water fountain will be installed as a part of the Market Square works, to encourage members of the public to refill their water bottles. There are many practical examples where reliance on single use plastics has and continues to be being actively avoided and discouraged throughout the Council's daily activity and interactions.
- 2.3 As a part of the launch of the Council's new behaviour framework, staff were encouraged to engage with the broader issues around the use of single use plastics, and not just within the work environment. Building awareness of the issues and changes in purchasing habits necessary enables a Single Use Policy to work in an environment where change is expected.
- 2.5 The agenda on single use plastics is now widely accepted as an area of universal concern. A report from the recent call for evidence by the HM Treasury, "Tackling the plastic problem summary of responses to the call for evidence"¹ states, *"Over the last few months, it has been extraordinary to see the level of public interest in the issue of plastic waste and litter, with 162,000 responses to our call for evidence on single-use plastic waste. This is the largest response to a call for evidence in the Treasury's history."*
- 2.6 For these reasons, it is important to galvanise public support for change. By pro-actively working with our supply chain, the Council will achieve a reduction in unnecessary waste plastics across our day to day supplies and operations.

1

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/734837/Plastics_call_for_evidence_summary_of_responses_web.pdf

- 2.7 The approach of taking direct action to address the use of single use plastics has to date helped to change attitudes and habits. However, to extend the scope of the Council's drive to promote change with those we do business with, we need a clear and direct policy statement. Such a statement will add the necessary authority to the message of change which in turn will translate in actions.
- 2.8 At the same time Surrey County Council has been working with all the Surrey Borough Councils to secure wider agreement on a strategic approach to single use plastics within the County.
- 2.9 It is fortunate both these pieces of work have now come together as both policy documents work together with the aim of changing behaviour both within and outside our organisations. They both add strength to the bargaining positions of the Councils to bring about choice and change - as both purchasers and consumers.

3 Proposals

- 3.1 Single use plastics are considered to include any disposable plastic item which is designed to be used only once - e.g. plastic bags, disposable utensils, beverage containers, coffee capsules, wet wipes, razor blades, plastic drinks bottles, food wrappers, bottle tops, straws, stirrers and plastic lids.
- 3.2 The nature of the threat to the environment from single use plastics has grown exponentially over a short period of time. Recent media coverage has resulted in both the knowledge and understanding of the impact on the environment becoming better understood.
- 3.3 As society gains a better understanding of the threats from a much wider range of goods which contains plastics, so has the pressure to take action to address these threats. This has led to pressure to consider with much greater care the implications of convenience items.
- 3.4 The purpose of introducing a Council Single Use Plastics Policy is to both embed the way we have been working and also to influence the behaviour of suppliers. By having a clear policy on how we want to buy our goods, it is easier to influence a change in behaviour towards the use of single use plastics.
- 3.5 Although our local policy has been ready in draft form for some time (**Annex 1**), it was felt best to wait until the County Council had completed its county-wide project on single use plastics, which it has now done (**Annex 2**).

- 3.6 The proposed Policy at Annex 1 is on the basis of 5 pledges. It has been designed to engage officers in the process of changing habits which will lead to the reduction of the use of single use plastics. By adopting a policy, we will be able to measure and audit the use of single use plastics within the organisation as well as set targets for a reduction in their use. This will aim to phase out as many as possible through the use of alternatives.
- 3.7 Through simple changes in habits and expectations, the Policy aims to ensure the reduction in reliance on single use plastics is sustained.
- 3.8 A Surrey wide joint working task force was set up and the work has developed into the draft document at **Annex 2**. The drivers and aims of the document almost mirror those of our own policy approach.
- 3.9 The county-wide policy has been produced by Surrey County Council through joint working with the Surrey Borough Councils. The aim of the County Policy is to “support Surrey to become a SUP free county”. The focus of the policy is driven from a waste disposal perspective in line with the County’s responsibility.
- 3.10 Following suggestions by Epsom & Ewell Borough Council, an offer has now been put for all the Borough Council’s to endorse the policy by their respective Chairmen or Leaders to sign the document.

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 There are no legal implications arising from the contents of this report. It will be important when contracting with suppliers to ensure they are made aware of the Council’s policy on single use plastics and how the supply chain can address the need, in particular, for a reduction in packaging which cannot be recycled.
- 5.2 **Monitoring Officer’s comments:** None arising from the contents of this report.

6 Sustainability Policy and Community Safety Implications

- 6.1 The Policies both at Borough Council and County levels will contribute to delivering change which will enable both authorities to demonstrate community leadership and best practice with regard to plastics.

7 Partnerships

- 7.1 The County-wide single use plastics policy will allow a clear message to be sent and this will be reinforced by local policies and measures.

8 Risk Assessment

- 8.1 The alternative is to not implement the Borough and County policies. This would not result in improved environmental performance, nor would it reflect the growing demand for change.

9 Conclusion and Recommendations

- 9.1 Over time, through increased public awareness and demands for change, industry will have to react by reducing the production of single use items. The agenda to reduce single use plastics has opened the door to increased public awareness of the effect of everyday items upon the environment.
- 9.2 By having a dedicated approach to single use plastics, both within our local and wider supply chain, the Council's agenda for change will be supported and has the greatest chance of influencing behaviour.

Ward(s) affected: (All Wards);

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Single Use Plastics Policy – Our 5 Pledges

Version number 1
Date March 2019

Tracking

| | | | |
|------------------------|--|-------------------------|--|
| Policy Title | Single Use Plastics Policy – Our 5 Pledges | | |
| LT sign off | October 2018 | | |
| Committee | Environment & Safe Communities Committee | Date approved | |
| Review due date | February 2020 | Review completed | |
| Service | Legal | | |
| | | | |

Revision History

| Revision Date | Revisor | Previous Version | Description of Revision |
|---------------|---------|------------------|-------------------------|
| | | | |
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Document Approvals

Each revision requires the following approvals:

| Sponsor Approval | | Name | Date |
|---------------------|--|---------|----------|
| Chief Legal Officer | | A Healy | Feb 2019 |
| | | | |
| | | | |
| | | | |

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Introduction

Epsom & Ewell Borough Council are committed to protecting the environment.

Part of this requires us to prevent, as far as we are able, pollution arising from our activities. It also requires us to embed best practices for corporate responsibility.

Purpose

As a Council we have long recognized that waste plastics present a threat to the environment. The seriousness of the current situation can no longer be played down when the best estimates of waste plastic in our oceans by 2050 will weigh more than all the fish.¹ Such a horrifying prospect requires organisations to take positive action now.

The Council will be working towards minimising use of single-use plastics across all our operations and services and also by our employees. We will seek to work pro-actively with partners to find solutions for reducing unnecessary waste plastics across all our services, functions and engage with our communities to encourage them to do so as well.

What are single –use plastics?

Single-use plastics can include any disposable plastic item which is designed to be used only once e.g. plastic bags, disposable utensils, beverage containers, coffee capsules, wet wipes, razor blades, plastic drinks bottles, food wrappers, bottle tops, straws, stirrers and plastic lids.

To support our work as an organisation, we have introduced the “5 Pledges”.

This document is aimed at ensuring action is taken and to encourage others to do likewise. The Council’s Leadership Team is responsible for this Policy and our employees share responsibility for its delivery.

Every step we take is important.

¹ Ellen MacArthur Foundation, “RETHINKING THE FUTURE OF PLASTICS”

| 5 Pledges | | |
|-----------------|--|---|
| What we will do | | How we will do it |
| 1 | measure our use of single-use plastics and set targets for reduction | we will conduct an audit of our use of single use plastics both as an organisation and as an employer to produce a priority improvement list |
| 2 | work with our employees and suppliers to encourage them to take practical steps to reduce the use of plastic | we will promote behaviours through education and initiatives to reduce reliance on plastics, for example encouraging the use of tap water over bottled water, the reduction of plastic packaging waste, changes to employee induction packs |
| 3 | where the use of plastics is unavoidable, we will use recycled and recyclable plastics where practicable | our audit of use of single plastics will identify products and supply chains which we can then influence to bring changes in products |
| 4 | we will encourage recycling opportunities for the plastic waste we and our supply chain produce in our buildings and in daily operations | we will start adding requirements in our contracts with whom we do business to follow more environmentally sustainable options, for example will encourage the reduction of polystyrene from our deliveries and the use of recyclable materials |
| 5 | support and encourage employee and community initiatives to remove plastic waste and litter from our environment | Work in partnership with our communities university, suppliers and other stakeholders |

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A Single-use Plastics Strategy for Surrey

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| Version Control | | | |
|-----------------|--------------|------------|-------------|
| Version | Owner | Issue date | Key changes |
| V1 | Gulcin Polat | Jan 2019 | - |

Foreword

The UK Government published its [25-Year Environment Plan](#) in January 2018, which includes a target of “achieving zero **avoidable plastic** waste by the end of 2042”. DEFRA’s new waste and resources strategy 2018/9 also sets out a number of plastic waste reduction reforms to help the Government achieve its ambitious plans for a greener future. These include proposals for further financial incentives to change consumer habits and greater responsibilities for retailers and manufacturers, such as handling the cost of treatment or disposal of their products at the end of their lifecycle and eco-friendly product design.

All of Surrey’s 12 local authorities* understand the urgent need to tackle avoidable plastic waste and are dedicated to being part of the solution. This strategy outlines our commitment to working towards eliminating avoidable single-use plastics (SUP) in the county. It reflects our overarching ambition for Surrey residents to “*live in clean, safe and green communities, where people and organisations embrace their environmental responsibilities*” which is captured in [our shared Community Vision For Surrey In 2030](#).

To achieve this a SUP Task Group, with representatives from all 12 local authorities, came together with the support of the Surrey Waste Partnership (SWP). Together we established a common vision of “supporting Surrey to become a SUP free county” and agreed joint policy objectives in October 2018. Subsequently we developed this strategy, which provides roadmaps to meet the objectives and an action plan with good practice activities enabling each authority to customise its approach.

This strategy will be governed by SWP, which includes representatives from all 12 of Surrey’s local authorities. SWP aims to manage Surrey’s waste (including SUP) in the most efficient, effective, economical and sustainable manner.

Taking this collaborative approach means we will have a greater impact on SUP reduction and as one of the first county partnerships to tackle the issue we hope to set a leading example for other local authorities.

Thanks to the drive and commitment of all involved, including council Members, Leaders and Officers we have created a far reaching agreement. Our strategy is a true partnership product, but we recognise we need to widen our reach to have the greatest impact.

The next step for us is working closely with our communities, businesses, schools, hospitals and beyond in order to implement our SUP objectives so as to enable Surrey residents, businesses and visitors to enjoy the long-term benefits these positive actions will bring.

Cllr Mike Goodman



Cllr Beryl Hunwicks



*Elmbridge Borough Council, Epsom & Ewell Borough Council, Guildford Borough Council, Mole Valley District Council, Reigate & Banstead Borough Council, Runnymede Borough Council, Spelthorne Borough Council, Surrey County Council, Surrey Heath Borough Council, Tandridge District Council, Waverley Borough Council, and Woking Borough Council

1. Introduction

During 2018 concern around the impact of SUP and plastic as a material in the wider environment has grown, in particular in the UK after the release of the [BBC's Blue Planet documentary series](#).

Although the benefits of plastic are undeniable, the global ability to cope with plastic waste is already overwhelmed. The programme revealed that only 9% of the nine billion tonnes of plastic the world has ever produced has been recycled. Therefore, unless action is taken to reduce the consumption of SUP and our addiction to its convenience, it will inevitably turn to a crisis.

SUP, often referred to as disposable plastics, are commonly used for packaging and are intended to be used only once before they are thrown away. They include, among other items, food packaging, bottles, straws, containers, cups, cutlery and grocery bags. SUP are also often described as being “avoidable” when a reusable or recyclable alternative could have been used instead.

In line with national policy, reducing SUP has become a priority for many local authorities across the UK and elsewhere. The target of “removing SUP from government estate by 2020” highlighted in DEFRA’s new Waste And Resources Strategy requires all local authorities to take action immediately in order to meet the given 2020 target.

Within Surrey, the 12 authorities have already brought their resources together to embrace a united approach to this matter. This is a significant opportunity for authorities to make a bigger impact and reduce the use of SUP through their roles as an employer, a service provider and as an advocate across the county. Therefore, each authority is committed to focus on what matters most in order to lead the change within their local area as well as tackling the problem collectively, consistently and comprehensively across the county.

This strategy is formed under four key themes:

| Theme | Explanation |
|--|--|
| 1. Getting our house in order 2. Working with our suppliers and contractors | These themes focus on each council’s internal practices to control the use of SUP across their own estates and operations in line with the Government’s target of removing SUP from its estates by 2020. Each authority will take responsibility for implementing action plan activities and report back progress to SWP. |
| 3. Raising awareness across Surrey 4. Supporting Surrey to take action | These themes are about extending our efforts across Surrey more widely. We want to influence and encourage our residents, visitors and employers to refuse SUP and consistently act responsibly “to prevent waste from occurring in the first place, and manage it better when it does”, which is one of DEFRA’s highlighted strategic principles. These activities will be managed by a lead officer from the SWP Task Group in order to establish a consistent approach to any infrastructure requirements. |

This strategy is long-term. The Five Year Action Plan (Appendix 1) provides a comprehensive list of necessary activities and good practice ideas around these themes to ensure a consistent approach.

Each authority will be responsible for delivering it reflecting their own local priorities and constraints. General progress, according to deadlines, will be reported on a quarterly basis.

1.1 The Challenges of SUP

Plastic is undoubtedly one of the most useful inventions in recent history and has allowed us to increase our quality of life. However, the current volume of plastic waste means it has also now become a pressing environmental challenge.

Its low cost has encouraged the development of many SUP items:

- SUP are found in many products: medical supplies that cannot be reused for safety and hygiene reasons, cigarette filters containing plastic among other materials, chewing gums, disposable nappies, food packaging, vehicle tyres, balloons, cups, straws and many more.
- The types of polymers used to produce some items are currently hard to recycle so they often end up in residual waste. The numbers of SUP items are high; the UK Government estimates that every year 4.7 billion plastic straws, 316 million plastic stirrers and 1.8 billion plastic-stemmed cotton buds end up in landfill.
- Items used 'on-the-go' are the most often littered, creating an environmental pollutant and removing the possibility of managing their end of life effectively.
- When SUP items are not adequately captured and managed at their end of life, they represent a real threat to our ecosystems by degrading into tiny particles. Known as micro-plastics, they can contaminate the food chain at its base by being ingested by plankton.

There is a move in the industry, including potentially in future legislation, to review how waste is measured, shifting the focus away from weight- and towards impact-based measurement. DEFRA's new Waste And Resource Strategy outlines that using weight data as the basis for making policy, setting targets and monitoring progress can be misleading. Plastic in particular is an issue because it is lightweight but has a large environmental impact.

Therefore, the Government will develop new indicators and metrics to help better measure waste, which may lead to even more emphasis on the reduction of plastic waste in the future. At Surrey's 12 councils, this confirms the need to focus on SUP, when taken in the context of our ongoing accountabilities to improve services for all waste streams.

1.2 Legislation around SUP

Increasingly, legislation in the UK, in Europe and internationally is being redefined to regulate the demand of SUP and its collection and processing in order to minimise environmental impact.

| | |
|------------------------------|---|
| <p>United Kingdom</p> | <p>The Government has committed to eliminate all avoidable plastic waste by 2042 in its 25 Year Environment Plan. It builds on the success of the 5p charge on carrier bags introduced in 2015, which led to 9 billion fewer bags used per year in the UK. It includes:</p> <ul style="list-style-type: none"> - A ban on the sale of products containing microbeads, which came into effect in June 2018. |
|------------------------------|---|

- A ban on plastic stirrers, straws and cotton buds, which is currently being worked on to divert these items from ending up in landfills or waterways and seas.

Nonetheless, this is a very limited range of items when compared to the significant quantity of SUP items (plastic or composites of materials including plastics) that are used each day in the UK. DEFRA's new Waste And Resources Strategy (published in December 2018) details further actions and commitments for the coming years, such as:

- Invoking the polluter pays principle and Extended Producer Responsibility (EPR) for packaging, ensuring that producers pay the full costs of disposal for packaging they place on the market.
- Stimulating demand for recycled plastic by introducing a tax on plastic packaging with less than 30% recycled plastic.
- Setting minimum requirements through eco-design to encourage resource-efficient product design.
- Incentivising consumers to purchase sustainably, for example by consulting on extending and increasing the carrier bag charge.
- Providing consumers with better information on the sustainability of their purchases through better product labelling.
- Continuing the ban on the most problematic SUP products (where there is a clear case for it and alternatives exist) in a systematic approach.
- Addressing barriers to reuse, repair and remanufacture.
- Introducing a deposit return scheme (DRS) for single-use drinks containers, subject to consultation.
- Developing measures to reduce the environmental impacts of disposable cups.
- Producing consumer guidance for the recycling, resale, reuse and disposal of consumer internet-connected devices.
- Leading by example by procuring more sustainably and requiring all government bodies to remove consumer SUP products from government estate by 2020.

The Government's new planned actions are ambitious and will potentially result in drastic changes to the way waste management is currently handled by local authorities. The polluter pays principle in particular is expected to take financial burden away from taxpayers, which could benefit local authorities significantly. Surrey's 12 local authorities will respond to the Government's consultation to support this reform.

Finally, although not directly related to SUP, Her Majesty's Treasury will be consulting on its plans to require a minimum of 30% recycled content in plastic products. It is envisaged that this will increase demand for certain plastic products and polymers in recycling market.

| | |
|--|--|
| <p>European Union</p> | <p>As part of the Circular Economy Package adopted in early 2018, the European Commission is working on a directive to influence the demand, usage and disposal of the top 10 most commonly littered SUP items found in seas. Notably, this includes:</p> <ul style="list-style-type: none"> - Market restriction measures on cotton bud sticks, cutlery and plates, stirrers and straws as well as balloon sticks. - Banning measures on ‘very lightweight’ plastic bags, products made of oxo-degradable plastics and fast food containers made of expanded polystyrene. - Manufacturing requirements ensuring that plastic bottle manufacturers meet a 35% recycled content target by 2025, with restrictions on the sale of non-recycled content bottles into Europe. - Collection targets to be met by Member States to ensure that 90% of plastic bottles are collected and recycled by 2025. - Additionally, EPR is expected to be a key mechanism that will significantly affect how the waste and resources industry collects and processes these materials. Such systems are already in place in the UK for a number of items, such as cars, electronic waste, batteries and packaging items. <p>The above is expected to be integrated into UK law after withdrawal from the EU in 2019.</p> |
| <p>Scotland</p> | <p>Scotland announced in January that it will match the EU in banning SUP by 2030, committing to making all plastic packaging recyclable or reusable.</p> <p>Scotland has funded an initiative, known as Action On Plastic Zero Waste Towns, with £500,000 to help communities reduce use of SUP. This is to help introduce water refill stations, replace takeaway containers with reusable ones and ensure that unavoidable SUP items are made from the same polymer to make recycling them easier.</p> |
| <p>Wales</p> | <p>The Welsh Government has two initiatives that are designed to help drive the country to become zero waste. Plastic waste is mentioned in both the Towards Zero Waste and Waste Prevention Programme documents but they are not specific to SUP, instead focusing on mixed recycling.</p> |
| <p>China’s Operation National Sword</p> | <p>China’s ban on contaminated loads of plastic coming from abroad has shrunk the reprocessing market significantly and caused the cost of plastic recycling to rise for councils.</p> <p>This issue is expected to continue as more countries follow China’s example and emerging markets for plastics abroad become less reliable and safe. In Surrey, a small percentage of the plastic collected by some Boroughs is sent to non-EU facilities, but we also work with plastic reprocessors in the UK to make sure plastic waste is given a new life more locally.</p> |

| | |
|-------------------------------|---|
| Other English county councils | <p>Plastic recycling is not uniform across England, as it is limited by the types of polymers local recycling facilities can process. The often-confusing message of what plastics can and can't be recycled must then be communicated effectively to residents, who must then put it into practice by putting the right plastics in the correct bins.</p> <p>The most widely recycled polymers taken by kerbside collections in the UK are PET (eg soft drinks bottles), HDPE (eg milk bottles) and PP (eg food tubs, trays, pots), with some councils offering additional services. Household Waste Recycling Centres (HWRCs) will normally accept a broader range of materials. For instance, few councils offer polystyrene recycling on kerbside collections, but polystyrene can be recycled at some HWRCs.</p> <p>In Surrey, not all district and borough councils accept the same types and formats of SUP.</p> |
|-------------------------------|---|

1.3 The New Plastic Economy and the UK Plastic Pact


The Ellen MacArthur Foundation launched a global-scale action plan on plastic items as part of its New Plastic Economy initiative. It binds signatory members to take important steps towards addressing plastic waste by 2025. The four working areas are:

- Eliminate unnecessary and problematic SUP packaging through redesign and innovation,
- Ensure all plastic packaging is reusable, recyclable, or compostable,
- Increase the reuse, collection, and recycling of plastic packaging,
- Increase recycled content in plastic packaging.

In the UK, the WRAP ([Waste and Resources Action Programme](#)) UK Plastics Pact addresses the same four themes and was signed by 42 businesses that are estimated to be responsible for 80% of the plastic sold as packaging in the UK. It gathers a number of retailers and members of the hospitality sector who contribute to SUP waste and encourages them to take steps to increase the recyclability of their packaging or reduce plastics overall. Many of these companies operate in Surrey and/or place SUP in the county through their business activities.

2. Surrey Vision and Strategic Delivery Planning

2.1 Joint Vision

- 
- To support Surrey to become a SUP free county.

Surrey County Council is responsible for waste disposal while Surrey's 11 district and borough councils are responsible for waste collection in the county. Together the 12 councils want to influence the behaviour of their communities and employees to help them reduce SUP usage and reduce the volume of plastic waste produced.

This strategy marks Surrey's 12 local authorities' shared vision of "supporting Surrey to become a SUP free county".

2.2 SUP Joint Policy

Joint policy objectives were agreed in principal by SWP in October 2018. The SUP Task Group has worked to develop this strategy from these objectives and expand them, as below. The Five Year Action Plan includes the necessary activities required to meet the objectives as well as a range of good practice activities (appendix 1).

The table below illustrates how the objectives are linked to the strategy themes. The delivery of the strategy themes will be reliant upon successful meeting objectives, with this strategy establishing what Surrey's 12 councils must do to achieve this.

| Theme | Joint Policy Objective (agreed in October 2018) |
|---|---|
| 1. Getting our house in order | -End the sale and provision of SUP products in order to phase out their use across our own estates and operations (where there is a clear case for it and alternatives exist). |
| 2. Working with our suppliers and contractors | -Ensure that our procurement policy and procedures require all of our suppliers to reduce and work towards zero avoidable SUP use (when applicable) in their service provision including at any events that take place. -Support greater awareness and action from our suppliers and contractors in finding sustainable SUP replacements wherever appropriate and encourage higher recycling rates across our estates. |
| 3. Raising awareness across Surrey | -Share best practice, raise awareness and support our staff, Members, partners, communities, schools, businesses, hospitals and beyond towards making their own locations avoidable plastic-free zones. |
| 4. Supporting Surrey to take action | -With the support of our partner authorities, innovate and encourage people in Surrey to reduce their SUP use, with a particular focus on busy public locations, and other areas where local authorities have control or influence. |

2.3 Aims and Objectives

2.3.1 Getting our house in order

Objective 1: End the sale and provision of SUP products in order to phase out their use across our own estates and operations (where alternatives exist).

What we are already doing

We carried out SUP waste audits at three of our office sites: Spelthorne Borough Council in Staines-upon-Thames and Waverley Borough Council in Godalming and Surrey County Council in Kingston-upon-Thames.

This gave us a detailed picture of the SUP found at these premises and highlighted problem areas in an office environment. For instance, drinks bottles, food packaging, milk bottles, cleaning supplies, plastic bags, yogurt pots, cling film, drinks cups and stationery were the most common forms of SUP waste at these premises. We have grouped these items with some others in terms of how easy they are to eliminate (easy, moderate, hard) so that we can tackle them in priority order starting with easy items.

This categorisation was based on whether or not there were environmentally and financially efficient solutions currently available for alternative products and with this in mind we determined the timescales for each category.

| EASY | MODERATE | HARD |
|---|--|---|
| <p>drink bottles, drink cups, food takeaway boxes, cutlery, grocery bags, straws, stirrers, sauce sachets and tea bags with plastic wrappers.</p> | <p>hot drinks cups and lids, coffee capsules and stationery.</p> | <p>bin bags, food wrappers, yogurt pots, composite food packaging (eg chocolate boxes, biscuit trays, crisp bags, soup containers), milk bottles, cleaning supplies (eg washing-up fluid, other cleaning fluids and wet wipes), food packaging film and protective packaging for fragile items.</p> |

We have made considerable progress on the first stage of work to eliminate SUPs listed under the easy category. The large majority of the 12 councils have stopped providing plastic cups for water fountains and introduced a range of reusable or compostable products to replace non-recyclable single-use catering items. However, due to differing priorities, this exercise has not yet been completed by everyone although we are working towards achieving this objective by December 2019.

The latest round of measures includes the provision of reusable bottles, instead of daily bottled water, to Surrey's 600 firefighters. This saves approximately 29,515 plastic bottle per year.

A lead officer within our SUP Task Group will assess whether proposed replacements have a lower environmental impact. They will also research emerging industry trends and share findings and general good practice.

What we want to do next and why

We want to end the sale and provision of SUP products across our estates and operations completely unless there is a justifiable reason for not being able to do so. We have started with easy and moderate items, however, we also need to focus on phasing out the provision of hard SUP items in line with the timeframe outlined within the Five Year Action Plan (Appendix 1).

We recognise that eliminating some of the hard SUP items (eg crisp packets, yogurt pots, sweet wrappers, washing-up fluid containers etc.) will be difficult without limiting choice because there are currently no alternative packaging options available. The Government's recently proposed reforms should play a key role in incentivising manufacturers to redesign their product packaging to address this and we will use our voice and influence wherever we can to support this.

According to our recent SUP waste audit results, the highest percentage of our SUP waste was actually externally sourced, where our staff purchased or obtained items while off site. These were then subsequently brought into the office and disposed of. This highlights the importance of raising awareness and staff engagement. To achieve this we plan to introduce various pledge initiatives, for example asking staff to refuse to purchase some SUP.

Mode of priority action

- End domestic sale and provision of SUP items.
- Raise staff awareness.

2.3.2 Working with our suppliers and contractors

Objective 2: Ensure that our procurement policy and procedures require all of our suppliers to reduce and work towards zero avoidable SUP use (whenever applicable) in their service provision including at any events that take place.

Objective 3: Support greater awareness and action from our suppliers and contractors in finding sustainable SUP replacements wherever appropriate and encourage higher recycling rates across our estates.

What we are already doing

Working towards zero internally sourced SUP is an important milestone in achieving our long-term objective of becoming a SUP-free county. A key way of doing this is to introduce procurement policies that limit the purchase of SUP.

An approach piloted by Surrey County Council involves adding an Environmental Standards section to the Supplier Code of Conduct Procurement Policy with a specific reference to SUP reduction for new suppliers and contractors. The Social Value Procurement Charter has also been revised and now includes a financial proxy for the reduction in SUP which could have an influence over the outcome of the award of contract following a tender process.

What we want to do next and why

We want to work with the Surrey Procurement Group, which is a collective, Surrey-wide procurement partnership, to roll out further the implementation of the SUP reduction criteria. The first step identified is that each authority needs to formally approve this strategy document and publish it on its own website in order to support and act as a driver for any variations to each authority's procurement policy. Once this is accomplished by each authority, the joint SUP objectives also need to be brought into other key organisational policies and plans to ensure broader buy-in for successful implementation.

This approach is in line with the Government's proposed measures in trying to achieve SUP elimination at procurement stage. As explained in the new Waste And Resources Strategy, the Government wants to enable sustainability to be considered and balanced against cost at the heart of procurement policy across the public sector.

The Government also announced its intention to extend the requirements of the 2012 Social Value Act to ensure that all major procurement explicitly evaluates social value where appropriate, rather than just consider it. Other proposed measures require all government departments to report on the social value impact of major new procurements and train relevant staff in how to take into account social value and procure from social enterprises, which we hope are enabled quickly.

We also want to support greater awareness and action in finding sustainable replacements for SUP items wherever appropriate and encourage higher recycling rates across our estates and at licensed events.

Although the primary objective of SUP policy is to reduce the amount of plastic waste generated in the first place, on occasions where this is not possible (eg where SUP is purchased outside and brought into our buildings) we want to increase recycling of SUP and any replacement products. Therefore, another area of focus will be on increasing recycling of SUP when it cannot be avoided. See appendix 1 for a range of actions proposed to achieve this goal.

Mode of priority action

- Embed our SUP objectives within our procurement policies.
- Make recycling easy.

2.3.3 Raising awareness across Surrey

Objective 4: Share best practice, raise awareness and support our staff, members, partners, communities, schools, businesses, hospitals and beyond towards making their own locations avoidable plastic-free zones.

What we are already doing

We know that communication is vital to influencing and changing the habits and behaviour of people living and working in the county. We are working with other organisations and are compiling a list of local and national plastic-free initiatives and organisations to share learnings on SUP reduction practices.

We are also involving schools and are working with education teams to ensure this strategy is part of the 2019 Surrey Conference for Schools agenda. A number of awareness-raising activities have been

rolled out to Surrey schools within the last six months, including speakers at school assemblies and poster campaigns.

We support the Eco-Schools programme and are encouraging Surrey schools to participate. This international awards programme guides schools on their sustainable journey, providing a framework to help embed sustainable principles into the heart of school life. We are working towards increased emphasis on SUP reduction within this programme. We are also promoting the Wastebuster online schools programme, which includes activities and competitions to promote the reduction of SUP, to primary schools.

We have established links with Surrey Chamber of Commerce and Surrey CC & Buckinghamshire CC Trading Standards in order to engage with local businesses and share best practice more effectively in the near future.

What we want to do next and why

We want to improve communication with residents and local businesses, increasing awareness and encouraging positive behaviour change to reduce the use of SUP and implement better recycling practices.

Depending on funding and resource available, a countywide communications campaign may take place or the partnership may work to ensure that each authority's local campaigns and communications are accurate and consistent.

Each authority will also continue to use their existing communications channels to emphasise the importance of protecting our urban environments, rural environments and waterways in Surrey and to support and promote plastic-free initiatives, awareness-raising campaigns and actions for reducing plastic waste at a wider level.

Finally, we want to explore how Surrey schools, businesses, hospitals and communities can be supported effectively to become SUP-free. We also want to support communities and litter-pick initiatives to ensure our parks, riversides and open spaces are free from plastic litter.

Mode of priority action

- Explore options to successfully communicate about the harm caused by SUP usage and to encourage consumer behaviour change by linking to awareness events and information.
- Find effective ways of supporting Surrey schools, businesses, hospitals and communities to become SUP-free and help them make improvements in line with the Government's targets.

2.3.4 Support Surrey to take action

Objective 5: With the support of our partner authorities, innovate and encourage people in Surrey to reduce their SUP use, with a particular focus on busy public locations, and other areas where local authorities have control or influence.

What we are already doing

We are taking steps to give Surrey a voice in all national debates on SUP currently taking place at national and international level. We are participating in DEFRA's consultation on Single Use Carrier Bags: Extending And Increasing The Charge and we are lobbying the Government for implementation of "EPR for Packaging" reform as quickly as possible.

What we want to do next and why

We want to work with partners in joint ventures and innovative projects for reducing SUP waste, for example water fountains and refill schemes and DRS's.

Where we can we want to use government legislation and initiatives that regulate the supply, collection and treatment of SUP. For example, the Government published plans for several reforms within its new Waste And Resource Strategy to tackle avoidable plastic waste, including the polluter pays principle; taxation on plastic packaging with less than 30% recycled plastic; better product labelling; extending product lifetimes through warranties and disclosure and improving product design.

To help with Surrey's 12 local authorities' efforts, we will continually review the Government's progress in launching these reforms. We will follow up any legislative adjustments and support their application through Surrey County Council's Trading Standards teams.

Mode of priority action

- Launch local refill schemes (covering all Surrey districts and boroughs), developing refill stations across Surrey and involving businesses in the national [Refill campaign](#). Evaluate the costs and practicalities of putting water stations in public areas and speak to water supply companies to see if they can provide support.
- Encourage and support the roll-out of DRS's across Surrey and seek government incentives or initiatives to help authorities develop them.
- Map links to local businesses to identify external sources of SUP and encourage them (in particular high-street retailers) to reduce SUP use across Surrey.

3. Next steps

3.1 Summary of Five Year Action Plan

The Five Year Action Plan (Appendix 1) includes activities to help Surrey's 12 local authorities work towards the objectives of this strategy.

Authorities have been at differing stages of progress up to this point due to varying priorities and resourcing issues, so it is recognised that the implementation of all actions within the plan may not be feasible for all. To address this issue we have identified 'nice-to-have' activities, which have been classified as "good practice" with timeframes left open within the plan.

Although we encourage all authorities to implement these good practices activities as much as they practicably can, we recommend that all authorities initially focus on activities classified as "monitor and control", "operational effectiveness", and "engagement". However, this will be down to each organisation to assess and take as many actions as they practically can in order to meet the defined priority areas.

The action plan also specifies how long activities are expected to take, grouping them into short (one year), medium (three years) or long term (five years). Despite our full commitment, we will be reliant on future developments in the industry to achieve some of our long term actions to meet national requirements.

3.2 Reporting and Review

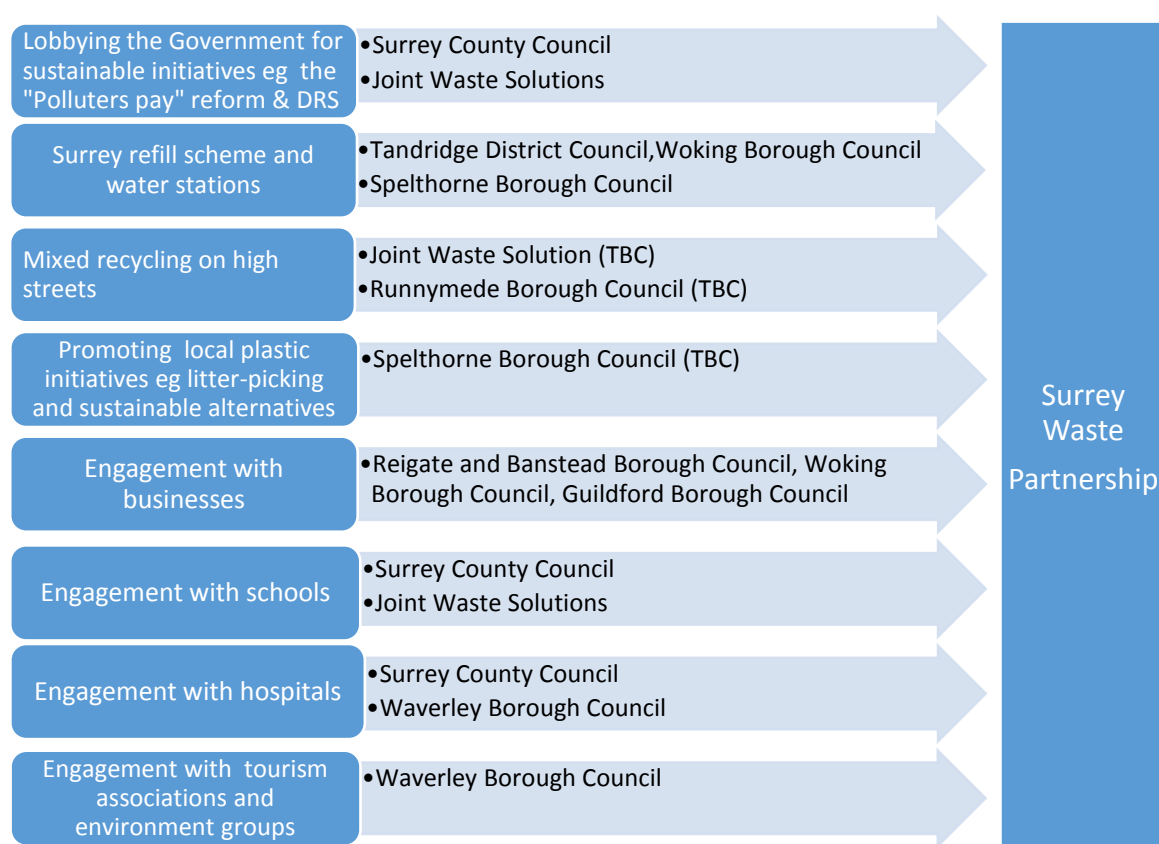
SWP (and the Joint Committee that is due to replace it) will seek to pool resources and identify funding to ensure the successful delivery of this strategy. It will also support and guide the SUP Task Group throughout the timeframe of this strategy. The group will discuss any key issues or decision-making requirements with Senior Officers initially, refining and improving the action plan before reporting progress to Members on a quarterly basis.

The SUP Task Group will meet every 8 to 10 weeks to review progress to date within each authority and will set up a knowledge sharing platform.

While each authority is accountable for implementing theme 1 and 2 actions within their own organisations, joint work will also be needed to deliver countywide objectives relating to strategy themes 3 and 4.

A nominated lead will set up a sub-working group for delivery of joint work-streams. The operation of the groups will be determined by the nominated lead and the selected group members moving forward and they will feed back their progress to the SUP Task Group's quarterly meetings. If the lead for the sub-group identifies that further involvement from each authority is required, such as inclusion of relevant officers who are responsible for any particular area of work, this will be organised and accommodated by each SUP Task Group officer on behalf of their local authority.

Demonstration of SUP Task Group work-streams and the sub-group councils



Appendix I – SUP Five Years Action Plan

| Theme 1: Getting our house in order | | | | | |
|---|--------|---|--------------------------------------|------|-------------|
| Objective 1: End the sale and provision of SUP products in order to phase out the use of SUP across our estates and operations wherever possible. | | | | | |
| Output | Action | | Classification | Lead | Target Date |
| 1.1 Group SUP items into level of difficulty to eliminate e.g. easy, moderate, hard. | 1.1 | EASY- plastic drink bottles, plastic drink cups, plastic food takeaway boxes, plastic cutlery, plastic grocery bags, straws, stirrers, sauce sachets and tea bags with plastic wrappers. | Measure and Control | All | Dec-19 |
| | 1.2 | MODERATE- hot drink cups and lids, coffee capsules and stationery. | Measure and Control | All | Dec-19 |
| | 1.3 | HARD- bin bags, food wrappers, yogurt pots, milk bottles, composite food packaging (e.g: chocolate boxes, biscuit trays, crisp bags, soup containers), cleaning supplies (e.g: washing-up fluid, other cleaning fluids and wet wipes), food packaging film, protective packaging for fragile items etc. | Measure and Control | All | Dec-23 |
| Theme 2: Working with Suppliers and Contractors | | | | | |
| Objective 2: Ensure that our procurement policy and procedures require all of our suppliers to reduce and work towards zero avoidable SUP use (wherever possible) in their service provision including at any events that are run. | | | | | |
| 2.1 Revise existing procurement policy and procedures. | 2.1 | Publish the SUP Strategy for Surrey at internal and external websites (at 12 councils) - this is to support and act as a driver for any variations to each authority's procurement policy (as well as general awareness raising). | Measure and Control, Restrict access | All | Apr-19 |
| | 2.2 | Work collaboratively with Surrey Procurement Group to implement procurement policy updates (eg: a SUP reduction criteria) in a timely manner. | Measure and Control, Restrict access | All | Apr-19 |
| | 2.3 | Procurement of only recyclable or reusable containers for catering facilities if applicable. | Measure and Control, Restrict access | All | Dec-19 |
| | 2.4 | Procurement of cleaning materials to include only recyclable or reusable containers | Measure and Control, Restrict access | All | Dec-23 |
| 2.2 Ensure where contractually possible that no SUP cups, bottles, straws, plates, cutlery etc. | 2.5 | To eliminate the use of SUP at internal events we run. | Measure and Control | All | Dec-19 |
| | 2.6 | To eliminate the use of SUP at external events we run. | Measure and Control | All | Dec-21 |

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| are used by contractors at events we run. | | <i>To encourage those external organisers (who apply for licensing for public events) to use alternatives materials to replace SUP items such as paper cups, plates and trays etc.</i> | <i>Good Practice</i> | | <i>NOC (No overall control)</i> |
| Objective 3: Support greater awareness and action in finding sustainable SUP replacements wherever appropriate and encourage higher recycling rates across our estates. | | | | | |
| 3.1 Promote the use of eco-friendly and fit-for-purpose alternatives. | 3.1 | Set up a knowledge Hub group to share good practice between SWP Task Group representatives. | Operational effectiveness | Duncan Laidlaw, Runnymede BC & Helen Trew, Joint Waste Solutions | June-19 |
| | 3.2 | When a SUP item cannot be eliminated or replaced by a reusable option, thoroughly assess any proposed alternatives to ensure that they have a lower environmental impact. | Operational effectiveness | All & Duncan Laidlaw, Runnymede BC | Dec-19 Ongoing |
| | | <i>Keep up with emerging trends and new alternatives as they become available.</i> | <i>Operational effectiveness</i> | <i>All & Duncan Laidlaw, Runnymede BC</i> | <i>GP (Good Practice)-ongoing</i> |
| | | <i>Replace SUP items with reusable items in order to avoid any type of single-use waste at the first instance.</i> | <i>Good Practice</i> | <i>All</i> | <i>GP</i> |
| 3.2 Embed our SUP objectives into other key organisational policies and plans. | 3.3 | Integrate the SUP strategy along with the already existing broader Joint Municipal Waste Management Strategy for operational effectiveness and to avoid crossovers, i.e. similar to Leicester and London approaches. | Operational effectiveness, Measure & Control | All | Apr-19 Ongoing |
| | | Speak to directors, CEX where possible and encourage them to include SUP objectives in business plans, corporate strategies etc | Engagement initiative | All | <i>GP</i> |
| 3.3 Improve knowledge of recycling facilities, where they are provided in-house, across our own estate and enable our employees to recycle better. | 3.4 | Look at best practice guidance on the WRAP Recycle Now website, and use this as a template for offices. | Facilities | All | Dec-19 |
| | 3.5 | Ensure water dispensers are sufficiently available and in good working order. | Facilities | All | Dec-19 Ongoing |
| | 3.6 | Application of standardised labelling for each waste stream, and corresponding bins across all sites. | Facilities, Operational Effectiveness | All | Dec-19 |
| | 3.7 | Reduce number of internal bins (where applicable) and assess saving in employee/cleaner time emptying bins. | Facilities, Operational Effectiveness | All | Dec-19 |

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|------|---|--|------------|----------------|
| 3.8 | Place internally standardised bin containers in central areas (where applicable). | Facilities, Operational Effectiveness | All | Dec-19 |
| 3.9 | Vote for or pledge initiatives to control and minimise externally sourced items. | Engagement initiative | All | Dec-19 Ongoing |
| 3.10 | Assess your largest SUP contributors by volume to identify key target for change. | Operational Effectiveness, Good Practice | All | Dec-19 |
| 3.11 | Format specific initiatives: stationary - offer recycled and/or recyclable options on site, offer a stationary recycling bin | Good Practice, Operational Effectiveness | All | Dec-19 |
| 3.12 | Input of standardised colour coded bins for each waste stream and for every waste consolidation zone. | Facilities, Operational Effectiveness | All | Dec-21 |
| 3.13 | Increase ratio of recycling volume to general waste volume (where applicable). | Facilities, Operational Effectiveness | All | Dec-21 Ongoing |
| | <i>Selection of a 'Green Champion' within each department and/or office area, who helps monitor the usage of the waste areas on a regular basis.</i> | <i>Good Practice</i> | <i>All</i> | <i>GP</i> |
| | <i>Keep staff informed of best practice and waste performance & initiatives through regular updates by using internal communication channels such as intranet, newsletters, notice board etc.</i> | <i>Good Practice</i> | <i>All</i> | <i>GP</i> |
| | <i>Monthly "focus themes" to maintain engagement on recycling.</i> | <i>Good Practice</i> | <i>All</i> | <i>GP</i> |
| | <i>Consider incentives and targets available to employees for example employee idea box (with rewards)</i> | <i>Good Practice</i> | <i>All</i> | <i>GP</i> |
| | <i>Plastic only visual collection every 3 months to see how much SUP is produced by staff.</i> | <i>Good Practice</i> | <i>All</i> | <i>GP</i> |
| | <i>Format specific initiatives: plastic bags- offer bag supply near exits.</i> | <i>Good Practice</i> | <i>All</i> | <i>GP</i> |
| | <i>Format specific initiatives: plastic cups- ask employees to use their own mugs to receive a "discount"</i> | <i>Good Practice</i> | <i>All</i> | <i>GP</i> |
| | <i>Format specific initiatives: promote healthy eating with packed lunch brought from home, or set up a working group to improve lunch facilities offered so more will choose to use cafeteria</i> | <i>Good Practice</i> | <i>All</i> | <i>GP</i> |
| | <i>Record waste weights supplied by waste service company and monitor to reduce and control cost.</i> | <i>Good Practice</i> | <i>All</i> | <i>GP</i> |

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| | | <i>Control materials on site by offering onsite options, for example tea and coffee instead of externally sourced disposable cups. Compare value of saving of provision of coffee and tea facilities with increase in cost of waste volume of non-recyclable material.</i> | <i>Good Practice</i> | <i>All</i> | <i>GP</i> |
| | | <i>Format specific initiatives: drinks cups - remove plastic cups & consider offering cup recycling service for compostable products.</i> | <i>Good Practice</i> | <i>All</i> | <i>GP</i> |
| | | <i>Open an "Ideas Lab" initiative to encourage external submission of ideas and create a dialogue on waste management and SUP reduction.</i> | <i>Good Practice</i> | <i>All</i> | <i>GP</i> |
| | | <i>Ongoing training support and communication for cleaning teams regarding recycling.</i> | <i>Good Practice</i> | <i>All</i> | <i>GP</i> |
| | | <i>Work with all waste authorities and actors in Surrey to collectively purchase solutions for hard to recycle materials.</i> | <i>Good Practice</i> | <i>All</i> | <i>GP</i> |
| | | <i>Organise waste awareness days provide guidance and education for staff that encourages good recycling practices.</i> | <i>Good Practice</i> | <i>All</i> | <i>GP</i> |
| 3.4 Make it easy for people to use our recycling facilities across Surrey's busy public locations, for example consistently providing joint bins (general waste & recycling). | 3.14 | Make it easy for people to use our recycling facilities across Surrey's busy public locations, for example consistently providing joint bins (general waste & recycling). | County-wide infrastructure requirement, Engagement Initiative, Public Education | Joint Waste Solutions | Dec-23 |
| Theme 3: Raise Awareness across Surrey | | | | | |
| Objective 4: Share best practice, raise awareness, and support our own staff, partner authorities, communities, schools, businesses and beyond towards making their own buildings SUP free zones. | | | | | |
| 4.1 Raise staff awareness and encourage positive behaviour change to reduce the use of SUP. | 4.1 | Regularly share best practice guidance with your staff for cascading the SUP message. | Engagement initiative (employee focussed) | All | Dec-19 Ongoing |
| | 4.2 | Regularly create accessible online content (i.e. blog-style) for wide ranging readership on the topic of SUP. | Engagement initiative | All | Dec-19 Ongoing |
| | | <i>Look into potential sponsorship for reusable items for staff and promote these (eg reusable bottles for water and cups for hot drinks).</i> | <i>Good Practice</i> | <i>All</i> | <i>GP</i> |
| 4.2 Communicate the importance of protecting our urban environments, | 4.3 | Look out for local SUP initiatives to support and get involved in, and promote via communication channels. | Engagement initiative | All | Dec-19 Ongoing |

| | | | | | |
|--|-----|---|--|--|-------------------|
| rural environments and waterways in Surrey through various channels including our social media, and support and promote plastic free initiatives, awareness raising campaigns and actions for reducing plastic waste at a wider level. | | | | | |
| 4.3 Support our schools, hospitals, businesses, communities and beyond in their efforts to become SUP free by sharing and demonstrating our best practice. | 4.4 | SCHOOLS- Work with the SCC team that encourages schools to participate in Eco Schools Awards, to see how SUP can be included in the programme. | Engagement initiative | Edward Cowley, Safer Travel Officer, Surrey County Council | Dec-21 |
| | 4.5 | SCHOOLS- SWP to continue to promote the Wastebuster online schools programme to primary schools, including activities and competitions to promote the reduction of SUP. | Engagement initiative | Helen Trew, Waste Programme Manager, Joint Waste Solutions | Dec-21 Ongoing |
| | 4.6 | BUSINESSES (High street retailers in particular) - Each authority to map out links to local businesses (eg LEPS) and engage with them to encourage SUP reduction | Engagement initiative, Monitor & Control | Frank Etheridge, Head of Service. Recycling & Cleansing, Reigate & Banstead BC Liz Mockeridge, Waste Policy and Development Manager Guildford BC | Dec-19 Ongoing |
| | 4.7 | HOSPITALS- reach out to Surrey hospitals and share good practice ideas to support them in their journey. | Engagement initiative | Verity Dinnage, Waste & Recycling Officer, Waverley BC; Surrey County Council | Dec-19 Ongoing |
| | 4.8 | Work closely with ENVIRONMENTAL GROUPS to ensure their support for our SUP policy implementation. | Engagement initiative | Tessa Crowder, Waste & Recycling Officer/ Carolyn Jarvis-Grogan, Interim Env Services Project Team Leader, Waverley BC | Dec-19 Ongoing |

| | | | | | |
|--|------|---|---|--|----------------|
| | 4.9 | RESIDENTS- Agreement & implementation of joint communications in order to raise public awareness about the harm caused by SUP use & encourage consumer behaviour change. | Engagement initiative | Pat Hindley, Resident Communication Manager, SCC & Paul Barnett, Assistant Communications Manager Surrey Waste Partnership | Dec-21 |
| | 4.10 | VISITORS- Liaise with locally based tourism associations to seek support for this initiative | Engagement initiative | Waverley Borough Council | Dec-21 Ongoing |
| Theme 4: Support Surrey to take action | | | | | |
| Objective 5: With the support of our partner authorities, innovate and encourage people in Surrey to reduce their SUP use, with a particular focus on busy public locations, and other areas where local authorities have control or influence. | | | | | |
| 5.1 Work with partners in joint ventures and innovative projects for reducing single-use plastic waste e.g: water fountains & Refill Scheme. | 5.1 | Launch local Refill schemes and develop water refill stations across Surrey and involve businesses in this. | Infrastructure requirement for desired change | Claire Cooney, Tandridge District Council | Dec-21 |
| | 5.2 | Continue to look into costs and practicalities of putting water stations in public areas and liaise with water supply companies whether any support can be given. Joint procurement options to be explored. | Infrastructure requirement for desired change | Mark Rachwal, Sustainability Officer & Damiete Oramabo, Waste and Recycling Officer, Spelthorne Borough Council | Dec-19 |
| | 5.3 | Encourage and support effective roll out of Deposit Return Schemes across Surrey. | Infrastructure requirement for desired change | Joint Waste Solutions - TBC | Dec-23 |
| | 5.4 | Adopt goals set out in the UK Plastics Pact and promote to businesses in Surrey | Engagement initiative, Monitor & Control | All | Dec-21 |
| | 5.5 | Consider to commission SUP art work for high-streets to catch public attention. | Engagement initiative | Pat Hindley, Resident Communication Manager, SCC & Paul Barnett, Assistant Communications Manager | Dec-21 |

| | | | | | |
|--|------|--|--|---|-------------------|
| | | | | Surrey Waste Partnership | |
| | 5.6 | Explore ways to support local businesses wherever we can on SUP reduction and encourage switch to widely recycled or lower environmental impact alternatives where SUPs are unavoidable (i.e. use of widely recycled polymers over polystyrene). | Engagement initiative, Monitor & Control | Frank Etheridge, Head of Service. Recycling & Cleansing, Reigate & Banstead BC Liz Mockridge, Waste Policy and Development Manager Guildford BC | Dec-21 |
| | | <i>Help retailers and fast-moving consumer goods (FMCG) companies wherever we can to support their goals towards reducing SUP</i> | <i>Good Practice</i> | | <i>Dec-21</i> |
| 5.2 Use government legislation/initiatives that regulates/encourages against the use of single-use plastics to support our efforts where we can. | 5.7 | Lobbying government for incentivised schemes e.g: offering tax rebates for sustainable alternatives. | Engagement initiative, Monitor & Control | Joint Waste Solutions, Surrey County Council | Dec-19 Ongoing |
| | 5.8 | Support government initiatives to ensure broad buy-in from manufacturers to reduce SUP waste arising from their products/services. | Engagement initiative, Monitor & Control | Joint Waste Solutions, Surrey County Council | Dec-23 |
| 5.3 Support communities and litter-pick initiatives to ensure our parks, riversides and open spaces are free from plastic litter. | 5.9 | Promote own local litter pick events | Engagement initiative | All & Duncan Laidlaw, Runnymede Borough Council | Dec-19 Ongoing |
| | 5.10 | Signpost people to the organisers of big litter pick events (such as Keep Britain Tidy) where they can find local litter picks. | Engagement initiative | All & Duncan Laidlaw, Spelthorne Borough Council TBC | Dec-19 Ongoing |

PARENT & CHILD BAYS IN THE ASHLEY CENTRE CAR PARK

Head of Service/Contact: Ian Dyer, Head of Operational Services

Urgent Decision?(yes/no) No

If yes, reason urgent decision required:

Annexes/Appendices (attached): **Annex 1** - Ashley Centre Level 4 Floor Plan
Annex 2 - Equality Impact Assessment

Other available papers (not attached):

Report summary

This report seeks a decision from the Committee as to whether or not it wishes to add designated parent & child bays or additional wider bays for general use to Level 4 of the Ashley Centre car park at the expense of a number of regular sized parking bays.

Recommendation (s)

That the Committee decides either to:

1) Approve one of the following changes:

- a) Add 12 parent & child bays to level 4 of the Ashley Centre car park, at a net loss of 6 parking bays overall.**
- b) Add 12 additional wider bays to level 4 of the Ashley Centre car park, at a net loss of 6 parking bays, but that these bays are retained for general use rather than specifically for parent & child bays.**
- c) Add 12 parent & child bays and an additional 10 wider bays to level 4 of the Ashley Centre car park, at a net loss of 11 parking bays overall.**

Or

2) Reline the car park within the existing model retaining the maximum number of bays available.

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

- 1.1 The proposals within this report relate to the Council's Key Priorities of "Managing our Resources" and "Supporting Businesses and our Local Economy".
- 1.2 The Committee will need to consider the effective management of car parking spaces, the potential loss of revenue from removing car parking bays against the potential gains as car park users requiring wider bays may increase their use of the Ashley Centre car park.

2 Background

- 2.1 The average size of a car in the UK is increasing.
- 2.2 As part of the Capital Programme, works are due to take place on level 4A and 4B of the Ashley Centre car park to introduce a waterproof deckshield. Once these works are complete level 4 of the car park will need to be re-lined.
- 2.3 In addition to what the Committee agrees the capital project will see the introduction of pedestrian walkways on level 4 and the introduction of up to 11 'wider' bays for larger vehicles visiting the car park.
- 2.4 In recent projects in the car parks at Hook Road, Depot Road and the rear of Town Hall, parent & child bays have been introduced to cater for those visitors who are attending the car park with young children.
- 2.5 The Ashley Centre car park does not have any parent & child bays currently.
- 2.6 Parent & child bays are difficult to enforce. They are advisory only and therefore if a visitor does decide to park in a parent & child bay without a child in accompaniment then a penalty charge notice cannot be issued.
- 2.7 A local resident has an online petition with over 1,200 signatures requesting that parent & child bays are introduced within the Ashley Centre car park. It should be noted that this petition is currently 'live' and has not been submitted to the Council.
- 2.8 The layout of the car park on level 4 is restricted due to numerous supporting concrete pillars. The width between these pillars is generally 7800mm. This length could fit three regular 2600mm bays or two parent & child bays with necessary hatching to allow access.
- 2.9 As per the plan on the attached appendix six areas have been highlighted which could accommodate two parent & child bays rather than three regular bays. These bays are situated closely to the pay station and the lift lobby within the Ashley Shopping Centre.

- 2.10 The 11 wider bays referenced in 2.3 would be situated on the end of aisles and would therefore be less suitable for parent & child bays as there would be more vehicles passing close by.
- 2.11 The Ashley Centre car park contains 660 bays in total, 638 of which are available to visitors to the car park. At weekends an additional 137 bays are available on the extended area of level 4.
- 2.12 Anecdotally some parents have commented in the past or been seen to drive to the quieter levels 4 or 5 of the car park or park on the end of aisles as it will give them a better chance of having room to access their vehicles when they return.
- 2.13 An informal survey was conducted between 11:30am and 12 noon on Friday 22 February 2019 to assess how many car park users may benefit from the introduction of parent and child bays. The survey witnessed 16 car park users either entering or leaving the lifts on the ground floor of the Ashley Centre car park with children estimated to be aged 4 or under. (Only those entering or leaving the lifts were counted as it could be safely assumed that they had visited the shopping centre by car).
- 2.14 The same survey was carried out on Tuesday 26 February 2019 (in school term time) and the result was that 18 car park users with young children were witnessed entering or leaving the lifts.

3 Proposals

- 3.1 The proposal put forward is to create either:
 - 3.1.1 12 new parent & child bays on level 4B of the Ashley Centre car park.
 - 3.1.2 12 additional wider bays on level 4 of the Ashley Centre car park for general use
 - 3.1.3 Or 12 new parent & child bays and an additional 10 new wider bays for general use on level 4B of the Ashley Centre car park.

4 Financial and Manpower Implications

- 4.1 In 2017/18 the Ashley Centre car park generated £1.73 million in revenue from car park fees. Divided equally across the 638 bays available during the week this equates to £2,700 per bay.
- 4.2 It is difficult to quantify the potential impact on income of the loss of a number of bays, as there will only be a loss of revenue when the car park is at or close to full capacity. In 2017/18, the Ashley Centre car park reached capacity at various times of the day on a total of 27 days.

- 4.3 It is also difficult to assess what additional income would be gained from the addition of parent & child bays but their introduction and any subsequent publicity may encourage previously dissatisfied car park users to return to the Ashley Centre.
- 4.4 The cost of lining the car park will be met by the existing capital budget for the project. Any subsequent works to add or remove bay markings after the completion of this capital project would incur additional cost.
- 4.5 **Chief Finance Officer's comments:** It is not possible to quantify the financial impact of reducing the number of bays in the car park as it is not known what additional income could be realised from the promotion of the parent and child bays, nor what income could be lost as a result of the reduced capacity during peak times.
- 4.6 Officers will continue to monitor the performance of the Ashley Centre car park and investigate alternative options if an adverse effect is seen as a result of any changes made following the Committee's decision.

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

- 5.1 An equality impact assessment has been completed. The benefits do not directly impact a set equality strand but would positively impact those car park users with small children.
- 5.1 **Monitoring Officer's comments:** No implications for the purpose of this report.

6 Sustainability Policy and Community Safety Implications

- 6.1 The introduction of parent and child bays within the car park would enable car park users with small children to park in a potentially safer location with increased access for buggies and car seats in parking bays situated more closely to the Ashley Shopping Centre.

7 Partnerships

- 7.1 The addition of parent and child bays may benefit some of the retail outlets in the Ashley Centre.

8 Risk Assessment

- 8.1 The introduction of parent and child or additional wider bays within the Ashley Centre car park would reduce the overall capacity at peak times increasing the length of any queues of users wishing to access the car park when full. Additional work could be undertaken to promote the use of Hook Road car park and the Epsom Gateway car park (Saturdays only) prior to peak periods of parking.

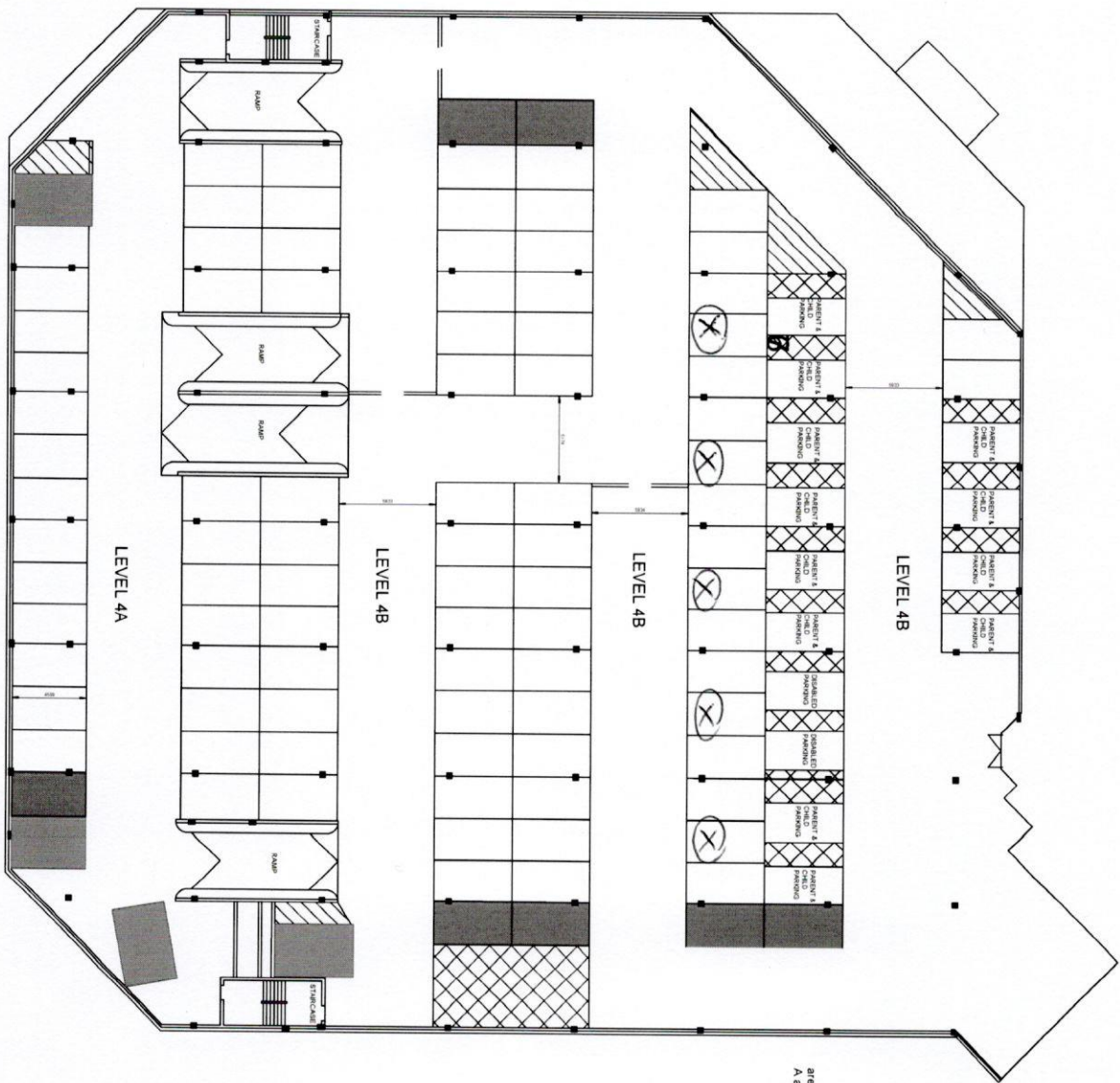
- 8.2 There is a small risk that at times when the car park is full that the only available bays could be parent and child bays meaning other users may be unable to park within a bay.
- 8.3 There is a risk that other car park users may choose to park in parent and child bays causing potential arguments between car park users.
- 8.4 There is a risk of an adverse media response if the Committee decision is not in favour of parent and child bays.

9 Conclusion and Recommendations

- 9.1 That the Committee considers the information within this report and decides whether it wishes to add parent and child bays or an increased number of wider bays within the car park at the expense of some regular parking bays.

Ward(s) affected: Town Ward;

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area 3.539m² for
A and B



2700mm
or 3900mm
Days

⊗ Bars which
could be considered
for additional p.c
or under parking.
Pillars



NOTE: NOT TO SCALE - CONFIRM
ALL DIMENSIONS ON SITE

Client: EPSOM & EWELL BOROUGH COUNCIL

Project: NEW WATERPROOF COATING TO
CAR PARK DECK

Drawing:
ASHLEY CENTRE CAR PARK -
LEVELS 4A AND 4B

| | |
|--------------------|------------|
| Autocad File Name: | |
| Set-up Size: | A3 |
| Scale: | 1:300 |
| Date: | 06.02.19 |
| Drawing No: | ACCP-001 |
| Drawn by: | Guy Parker |
| Checked by: | |
| Revision: | A |

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Community Equality Impact Assessment Form

Community Equality Impact Assessments should be carried out whenever you plan, change or remove a service, policy or function. The process should be used as a health check – a way of consolidating knowledge you have on your service. Please refer to the Community Equality Impact Assessment Guidelines to help you complete this activity.

| | |
|---|---|
| Name of service, policy, procedure, function or project to be assessed: | The introduction of designated parent and child parking spaces in the Ashley Centre Car Park |
| Is this a new or existing function or policy? | This would be a new function |
| Key purpose / objective of this service, policy, procedure, function or project to be assessed: | The key purpose would be to offer a designated wider parking bay to those car park users with young children to allow them easier access for items such as car seats and buggies. |
| Lead Officer – inc. contact details | Richard Chevalier, Parking Manager 01372 732355 |
| Directorate and Head of Service | Ian Dyer, Head of Operational Services |
| Other stakeholders – list all involved | |
| Start date – The assessment should be started <u>prior</u> to policy / service development and early enough to influence the decision-making process | March 2019 |
| End date – The assessment will need to inform decision making so the end date should take this into account | March 2019 |

Step 1: Identify why you are undertaking a Community Equality Impact Assessment

In the summer of 2019 Level 4 of the Ashley Centre car park will require re-lining following the addition of a waterproof deckshield. During this process we will have the opportunity to add parent and child bays subject to approval by the Environment and Safe Communities Committee.

Step 2: Identify the proposed changes to your service

Describe the possible changes your proposal will have on your service. Also outline the possible affect(s) it may have on the **protected characteristics**. Following your initial assessment if it is absolutely obvious that your changes will not have any effect on any of the **protected characteristics**, no further analysis or action is necessary. In this event, you must clearly record how you came to this conclusion.

The change would be to introduce 12 parent and child bays replacing 18 regular sized bays. An additional option is to add a further 10 wider bays at the expense of 15 regular sized bays.

Step 3: Assessment of data and research

Identify what data and research is available to inform the impact of your proposals on service users and / or staff. Where there are data gaps you should include this as an action within your **Community Equality Impact Assessment Action Plan – Step 7**.

A recent survey highlighted 16 potential users of parent and child parking bays within a 30 minute period in the Ashley Centre. A local resident has submitted a petition requesting the introduction of parent and child bays which has gained over 1200 signatures.

Step 4: Consultation

Identify what relevant consultation could inform your Impact assessment. If you have recent relevant consultation data you could use this. If not, you will have to undertake new consultation, this should be included as an action within your **Community Equality Impact Assessment Action Plan – Step 7**. Make sure the extent of your consultation is in proportion to the proposed change that is being made. Have you consulted the Equalities Forum?

No formal consultation has taken place. There is no legal requirement to provide this facility.

Step 5: Impact Assessment

Use the data, research and consultation results to consider the positive and negative impacts of the proposals in respect of the three aims;

- Eliminate unlawful discrimination, harassment and victimisation;
- Advance equality of opportunity; and
- Foster good relations

and the protected characteristics of the Equality Duty. Don't forget to consider staff as well as service users. Please use the template below.

| Equality Strand | Positive It could benefit Yes / No | Negative Yes (High / Low) / No | No Impact (Yes / No) | Reason Describe the person you are assessing the impact on, including identifying: details of characteristic (if relevant) e.g. mobility problems / particular religion and why and how they might be negatively or positively affected. Identify risks if negative; identify benefits if positive |
|---|--|--------------------------------------|-------------------------|---|
| Age (e.g. older people, younger people and children) | Yes | | | The introduction of parent and child bays would increase the safety of young children as the parents would have more room to load and unload their vehicles without the need for parking at the end of aisles where this is more passing traffic. |
| Disability (long-term health impairment could include mental health problems, asthma, heart conditions, chronic fatigue etc.) | | | No impact | |
| Gender (male, female) | | | No impact | |
| Race (Minority ethnic communities e.g. colour, ethnic or national origin, nationality. This includes travellers and gypsies) | | | No impact | |
| Religion or belief (Believing faiths/religions e.g. Christians, Hindus, Muslims, people with no faith/religion) | | | No impact | |
| Sexual orientation (heterosexuals, lesbians, gay men and bisexual men or women) | | | No impact | |

| Equality Strand | Positive It could benefit Yes / No | Negative Yes (High / Low) / No | No Impact (Yes / No) | Reason Describe the person you are assessing the impact on, including identifying: details of characteristic (if relevant) e.g. mobility problems / particular religion and why and how they might be negatively or positively affected. Identify risks if negative; identify benefits if positive |
|---|--|--------------------------------------|-------------------------|---|
| Gender re-assignment (people who intend, are in the process of or have undergone gender reassignment) | | | No impact | |
| Marriage and civil partnership – (only in respect of eliminating unlawful discrimination) | | | No impact | |
| Pregnancy and maternity | Yes | | | The introduction of parent and child bays would benefit parents of young children. |
| Non-statutory Group Consideration | | | | |
| Other equality issues (please state) | | | | |
| Socio-economically disadvantaged (e.g. factors such as family background, educational attainment, neighbourhood, employment status) | | | | |

Step 6: Decision / Result

Following your analysis, you should make a decision as to whether or not your proposal will negatively or positively impact any protected characteristics. You should take into account all factors such as finance and legal in your decision. Include information about whether stakeholders agree with your findings and proposed response (action plan).

The proposal would have a benefit to parents of young children and to the safety of the children themselves.

Step 7: Community Equality Impact Assessment Action Plan

Once you have taken all factors into account, you need to create an Action Plan using the template below. These actions should be based on the information and analysis gathered during Steps 1 to 6. It should include any gaps in the data you have identified, and any steps you will be taking to address any negative impacts or remove barriers. You should also identify positive actions. The actions need to be built into your service planning framework. Actions / targets should be SMART, Specific, Measurable, Achievable, Realistic and Time framed.

| Issues Identified | Actions Required | Progress Milestones | By When? | Responsible Officer(s) |
|-------------------|------------------|---------------------|----------|------------------------|
|-------------------|------------------|---------------------|----------|------------------------|

| Issues Identified | Actions Required | Progress Milestones | By When? | Responsible Officer(s) |
|--|---|--|---------------|------------------------|
| The introduction of parent & child bays would come at a net loss of parking bays within the car park overall. At peak times this could lead to an increase number of visitors being unable to access the car park. | Environment & Safe Communities Committee to determine whether they wish to add parent & child bays at the expense of some regular parking bays. | To prepare report for Environment & Safe Communities Committee | 26 March 2019 | Richard Chevalier |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Step 8: Sign off

| | Name & Job Title | Signature ** | Date |
|---|-------------------|--------------|-------------|
| Lead Officer: | Richard Chevalier | R Chevalier | 22 Feb 2019 |
| Validated By: (Head of Service) | Ian Dyer | I Dyer | 27 Feb 2019 |
| Approved By: (Equalities Lead) | | | |
| Published on website by: (Consultation & Communication team) | | | |

** Please type your name to allow forms to be sent electronically

CORPORATE PLAN: KEY PRIORITY TARGETS FOR 2019 TO 2020

| | |
|---|--|
| Head of Service/Contact: | Gillian McTaggart, Head of Policy, Performance & Governance |
| Urgent Decision?(yes/no) | No |
| If yes, reason urgent decision required: | |
| Annexes/Appendices (attached): | Annex 1 - Key Priority Targets 2019 to 2020 |
| Other available papers (not attached): | Corporate Plan 2016 to 2020 Key Priority Targets 2018 to 2019 |

Report summary

This report presents the Committee with its Key Priority Targets for 2019 to 2020.

Recommendation (s)

- (1) That the Committee agrees its Key Priority Targets for 2019 to 2020 as set out at Annex 1.**

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

- 1.1 This report addresses year four of the Corporate Plan 2016 to 2020.

2 Background

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

- 2.2 Each year a number of Key Priority Targets are agreed by each of the four policy committees. These targets sit under the four Key Priorities of the Corporate Plan:

2.2.1 Keeping our Borough Clean and Green

2.2.2 Supporting our Community

2.2.3 Managing our Resources

2.2.4 Supporting our Businesses and our Local Economy.

2.3 The Key Priority Targets provide focus for delivery and a means by which we can measure whether the Council has delivered on what it has set out to achieve.

2.4 Progress made against the targets is measured across the year and is reported to members. The Audit, Crime & Disorder and Scrutiny Committee receive regular progress update reports on target delivery.

2.5 During 2019/20 work will commence on the new Corporate Plan for 2021 to 2025.

3 Key Priority Targets 2019 to 2020

3.1 Work towards achieving the 2019/20 targets will commence on 1 April 2019. Year three of the Corporate Plan is presently coming to an end. It is anticipated that end of year progress will be reported towards the end of April 2019.

3.2 There are twelve 2019/20 targets for this Committee; these have been set out at **Annex 1**. The majority of targets follow on from the work of the Committee undertaken in 2018/19.

3.3 Four statistical targets of 2018/19 have been broadly replicated for 2019/20; these monitor the percentage of:

3.3.1 Domestic waste recycled

3.3.2 Bins collected on average each week

3.3.3 Fly-tips removed from Council owned land within 5 days of being reported

3.3.4 Graffiti and offensive graffiti removed within relevant timescales.

3.4 A fifth statistical target included for 2019/20 addresses the percentage of food businesses rated as 3-5 within the food hygiene ratings, a slight variation to the target of 2018/19 which focussed on food businesses rated 0-2.

4 Proposals

4.1 It is proposed that the Committee agree its twelve Key Priority Targets for 2019 to 2020 as set out at **Annex 1**.

5 Financial and Manpower Implications

5.1 The Key Priority Targets for 2019/20 have been developed in line with the 2019/20 budgetary process.

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

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

6.1 No implications for the purpose of this report.

6.2 **Monitoring Officer's comments:** There are no legal implications for the purpose of this report.

7 Sustainability Policy and Community Safety Implications

7.1 Community Safety and crime and disorder prevention are included within the terms of reference of this Committee. The 2019/20 targets address community safety matters.

8 Partnerships

8.1 None for the purposes of this report.

9 Risk Assessment

9.1 Failure to agree targets for year four of the Corporate Plan will increase the risk that the Council will not complete what it has set out to achieve.

9.2 Risks associated with each target will need to be considered and managed by lead officers in order to facilitate successful completion.

10 Conclusion and Recommendations

10.1 The Committee is requested to approve its Key Priority Targets for 2019/20.

Ward(s) Affected: (All Wards);

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Environment and Safe Communities Draft Key Priority targets 2019 to 2020

| Key Priority | Targets for 2019/20 | Targets to be achieved by | Responsible officer |
|--|---|---------------------------|--|
| Keeping our borough clean and green | <ul style="list-style-type: none"> Create the Seasonal Environmental Action team (SEAT) and work programme. | April 2019 | Ian Dyer Head of Operational Services |
| | <ul style="list-style-type: none"> Complete the extension of Hope Lodge Car Park | July 2019 | |
| | <ul style="list-style-type: none"> Upgrade the pay and display machines as agreed through the capital programme | October 2019 | |
| | <ul style="list-style-type: none"> Produce a report on the options for electric charging points in car parks to Environment & Safe Communities Committee | October 2019 | |
| | <ul style="list-style-type: none"> Recycle 54% domestic waste | March 2020 | |
| | <ul style="list-style-type: none"> Over the year at least 99% of bins to be collected on average each week | March 2020 | |
| | <ul style="list-style-type: none"> Fly tipping: Remove 95% of all fly tips on council owned land within 5 working days of being reported to Operational Services | March 2020 | |

Environment and Safe Communities Draft Key Priority targets 2019 to 2020

| Key Priority | Targets for 2019/20 | Targets to be achieved by | Responsible officer |
|--|--|---------------------------|--|
| Keeping our borough clean and green | <ul style="list-style-type: none"> • Graffiti: <ul style="list-style-type: none"> ○ Remove 95% of graffiti on council owned land within 5 working days of being reported to Operational Services ○ Remove offensive graffiti within two working days of being reported to Operational Services | March 2020 | Ian Dyer Head of Operational Services |
| | <ul style="list-style-type: none"> • Report on progress against the actions within the single use plastics policy | January 2020 | Amardip Healy Chief Legal Officer |
| Supporting our community | <ul style="list-style-type: none"> • Using evidence, identify and address community safety hot spots/themes within the Borough as outlined in the Community Safety Plan | December 2019 | Rod Brown Head of Housing & Community |
| | <ul style="list-style-type: none"> • Review the current CCTV provision and assess options and report to Committee | October 2019 | |
| Supporting businesses and our local economy | <ul style="list-style-type: none"> • 93% of all food businesses rated as 3-5 within the food hygiene ratings | March 2020 | |