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Legal and Democratic Services



ENVIRONMENT AND SAFE COMMUNITIES COMMITTEE

Tuesday 22 October 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 Neil Dallen (Chair)
Councillor Alex Coley (Vice-Chair)
Councillor Steve Bridger
Councillor Lucie Dallen
Councillor Chris Frost

Councillor Rob Geleit
Councillor Steven McCormick
Councillor Julie Morris
Councillor Peter O'Donovan
Councillor Chris Webb

Yours sincerely

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

Chief Executive

For further information, please contact Democratic Services, 01372 732122 or democraticservices@epsom-ewell.gov.uk

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- Do not stop to collect personal belongings;
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Written questions must be submitted to the Council's Chief Legal Officer, who can be contacted via the following email address: Democraticservices@epsom-ewell.gov.uk. The written question must arrive by noon on the tenth working day before the day of the meeting. For example, for a meeting on a Tuesday, the request must therefore arrive by noon on the Tuesday two weeks before the meeting.

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 5 - 8)

The Committee is asked to confirm as a true record the Minutes of the meeting of the Environment and Safe Communities Committee held on 10 June 2019 and to authorise the Chair to sign them.

4. ESTABLISHMENT OF THE ENVIRONMENT & SUSTAINABILITY CROSS PARTY MEMBER WORKING GROUP (Pages 9 - 14)

To agree to the establishment of a cross party Member working group to oversee the development of the Council's new Climate Change Action Plan.

5. FOOD & HEALTH AND SAFETY INTERVENTION PLANS (Pages 15 - 34)

In 2018 the Environment and Safe Communities Committee adopted the Environmental Health Service Plans for Health & Safety and for Food Safety. This report contains monitoring information on action taken in 2018-2019 and proposes new targets for 2019-2020.

6. CAR PARKING FEES AND CHARGES 2020/21 (Pages 35 - 60)

This report seeks the agreement of the Committee for off street parking fees and charges during 2020/21 as proposed by the Car Park Working Group. It also proposes changes to the operational hours of Hook Road car park and some alterations to the current charging schedules within our car parks.

7. ADVERTISING IN CAR PARKS -FEES AND CHARGES (Pages 61 - 64)

This report asks Committee to agree the proposed fees and charges for commercial advertising within the Ashley Centre Car Park.

8. WASTE SERVICES AGENCY STAFFING BUDGET (Pages 65 - 68)

This report highlights the adverse variance currently forecast for the Waste Services staffing budget and officer action being taken to address this.

9. REVIEW OF BEDDING OPERATIONS (Pages 69 - 74)

To note the success of this years in-house bedding operation and plans for further improvements.

10. BUDGET TARGETS 2020/21 (Pages 75 - 78)

This report informs the Committee of the Council's revenue budget targets presented to the Strategy & Resources Committee. The report seeks guidance on the preparation of the Committee's service estimates for 2020/21.

11. BUILDING CONTROL CHARGEABLE ACCOUNTS (Pages 79 - 84)

This report summarises the Building Control chargeable account.

12. FORWARD PLAN (Pages 85 - 90)

This report asks the Committee to agree its forward plan for 2019/20.

**Minutes of the Meeting of the ENVIRONMENT AND SAFE COMMUNITIES
COMMITTEE held on 10 June 2019**

PRESENT -

Councillor Neil Dallen (Chair); Councillor Alex Coley (Vice-Chair); Councillors Steve Bridger, Lucie Dallen, Chris Frost, Rob Geleit, Steven McCormick, Julie Morris and Peter O'Donovan

In Attendance: Councillor Bernie Muir

Absent: Councillor Chris Webb

Officers present: Damian Roberts (Chief Operating Officer), Ian Dyer (Head of Operational Services), Amardip Healy (Chief Legal Officer), Richard Chevalier (Parking Manager), Sue Emmons (Senior Accountant) and Tim Richardson (Committee Administrator)

1 QUESTION TIME

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

2 DECLARATIONS OF INTEREST

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

3 MINUTES OF PREVIOUS MEETING

The Minutes of the Meeting of the Environment and Safe Communities Committee held on 26 March 2019 were agreed as a true record and signed by the Chairman.

4 CASHLESS PARKING

The Committee received a report seeking approval for officers to investigate and introduce cashless parking options, on a trial basis initially, within Epsom & Ewell Borough Council's pay and display car parks.

Following consideration, it was resolved:

That the Committee agreed:

- (1) For Epsom & Ewell Borough Council officers to investigate cashless parking options in the Borough's car parks.**

- (2) **For the Head of Operational Services, the Parking Manager and the Chief Finance Officer, in conjunction with the Chair of Environment and Safe Communities Committee, to procure at no cost to the Council a cashless parking system on a trial basis (likely to be for two years initially) for use in the Borough's car parks.**

5 CAR PARKING WORKING GROUP TERMS OF REFERENCE

The Committee received a report requesting it to set up and approve the terms of reference for the Car Parking Working Group.

The following matters were considered:

- a) **Substitute Members.** Following a query from a Committee Member, the Committee was informed that substitutes were not permitted on the Car Parking Working Group.
- b) **Identification of opportunities for additional car park capacity.** The Committee considered that the Terms of Reference of the Car Parking Working Group should be amended to include the identification of opportunities for the creation of additional car parking capacity.

Following consideration, it was resolved:

That the Committee:

- (1) **Nominated the following Members to the Car Parking Working Group to serve for four years unless otherwise agreed:**
- Councillors Steve Bridger, Neil Dallen, Rob Geleit, Christine Howells, Julie Morris and Humphrey Reynolds.
- (2) **Agreed the Terms of Reference for the Car Parking Working Group, set out in Annex 1 to the report, subject to it being amended to include the identification of opportunities for the creation of additional capacity in the Council's car parks.**

6 FORWARD PLAN

This report asks the Committee to agree its forward plan for 2019/20.

Following consideration, it was resolved:

- (1) **That the Committee approved the forward plan 2019/20 attached at Annex 1 to the report.**

The meeting began at 7.30 pm and ended at 8.10 pm

COUNCILLOR NEIL DALLEN (CHAIR)

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ESTABLISHMENT OF THE ENVIRONMENT & SUSTAINABILITY CROSS PARTY MEMBER WORKING GROUP

Head of Service/Contact:	Damian Roberts, Chief Operating Officer, Gillian McTaggart, Head of Policy, Performance & Governance
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	
Annexes/Appendices (attached):	Annexe 1 – terms of reference for Environment & Sustainability Working Group
Other available papers (not attached):	Decision of full Council 23 July 2019

Report summary

To agree to the establishment of a cross party Member working group to oversee the development of the Council's new Climate Change Action Plan.

Recommendation (s)

That the Committee:

- (1) Approves the terms of reference for the working group as attached in Annexe 1**
- (2) Agrees the appointment of members to the working group and a Chairman as set out in para 3.2 of this report.**

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

- 1.1 The Council's Strategy and Action Plan on climate change will contribute directly to the delivery of the long-term vision for Epsom and Ewell as a Green and Vibrant place, and the delivery of the Council's Corporate Plan 2020-2024 currently in development.

2 Background

- 2.1 Epsom and Ewell Borough Council, at its full Council meeting on the 23 July 2019, agreed unanimously to a motion to establish its own climate change action plan with targets to cut the Council's environmental impact and take steps to become carbon neutral.
- 2.2 The Council agreed to ensure that the plan was provided to the Environment and Safe Communities Committee and subsequently ratified by Full Council within the next 6 months

3 Proposals

- 3.1 To help ensure that this commitment is achieved, a cross party working group of Members should be established to support the development of the Council's new Climate Change Action Plan.
- 3.2 The terms of reference for the group are attached in Annex 1. The group will consist of seven Members, a chair, three representatives from the majority party, the Residents Association, and one each from the minority parties, Labour, Liberal Democrats and Conservative.

4 Financial and Manpower Implications

- 4.1 There are no financial or manpower implications.
- 4.2 **Chief Finance Officer's comments:** none for the purposes of this report.

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

- 5.1 The UK Climate Change Act 2008 sets a statutory target to reduce UK greenhouse gas emissions by 80% from 1990 by 2050. In May 2019 the UK Committee on Climate Change recommended that the UK Government increase the statutory target to Net-Zero greenhouse gas emissions by 2050. This has now been formally adopted.
- 5.2 The UK Parliament declared a climate change emergency in May 2019
- 5.3 **Monitoring Officer's comments:** None arising from the content of this report.

6 Sustainability Policy and Community Safety Implications

- 6.1 This report contributes directly and significantly to improving the Council's sustainability practice. It also contributes to community safety in areas such as tackling air quality.

7 Partnerships

- 7.1 The Council makes use of a range of different partnerships to support its priorities and the delivery of local services. This includes its partnerships with other statutory agencies such as the police, working alongside other independent bodies such as the Business Improvement District, its partnerships with local voluntary sector organisations in receipt of grant funding and more formalised contracts such as the Council's Rainbow Leisure Centre.
- 7.2 The Climate Change Action Plan will include specific actions to promote wider understanding and action through the variety of relationships the Council has with other organisations operating in the borough including those that are subject to formal contracts

8 Risk Assessment

- 8.1 The establishment of this working group will support the delivery of the Council's climate change commitment to establish a climate change action plan with targets to cut its environmental impact and steps to become carbon neutral.
- 8.2 Officers are working to carry out an audit and report on what is currently being done to reduce the Council's carbon footprint.

9 Conclusion and Recommendations

- 9.1 The Environment and Safe Communities Committee are asked to agree to the establishment of the working group, its terms of reference and agree to the nominated membership and a Chairman

Ward(s) affected: (All Wards);

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DRAFT ENVIRONMENT & SUSTAINABILITY MEMBER WORKING GROUP

TERMS OF REFERENCE

The Climate Change Member Working Group has been established by the Environment and Safe Communities Committee, as a task and finish group to oversee the development of the Council's new Climate Change Action Plan.

Role of Group

1. To review actions already in place across the organisation that make a positive contribution to tackling climate change and that have helped and may continue to help reduce the carbon footprint of Council operations.
2. To consider existing statistical data and analytics including carbon emission targets.
3. Help identify the information and analysis that will be needed in the future to under pin the Council's approach to tackling climate change that will need to be put in place through the new Action Plan.
4. To consider the scale of action that would be required and over what timescale to enable the Council to deliver its ambition to become Carbon Neutral.
5. To identify those key areas of Council operations that have the potential to make a biggest contribution to tackling climate change in the future and contribute to sustained carbon reduction.
6. To consider the actions that the Council can take to influence the behaviour and actions of local residents, businesses and partners that can impact positively on the carbon footprint of the borough.
7. To develop specific costed proposals for inclusion in the Council's draft Climate Change Action Plan
8. To identify the sources of and likely availability of funding to enable the costed proposals to be taken forward
9. To identify initial key performance indicators and targets to enable the Council to track progress over time.

Decision Making/Reporting

The proposals raising from the Working Group will need to be presented through the Committee process to Environment & Safe Communities Committee and potentially Strategy & Resources Committee where financial authority is required.. The Working Group will use consensus, no voting and quorum are required.

Membership

The membership will consist of the Members as agreed by the Environment & Safe Communities Committee on October 2019. Officers will provide support as required. Stakeholders will be consulted and then invited to attend meetings, if appropriate.

Councillors:	Vice Chair of Environment & Safe Communities (Chair)
	RA member
	RA member
	RA member
	Labour member
	Lib Dem member
	Conservative member
Officers:	Relevant Officers as required

Frequency & Timing of Meetings

Agreed that the frequency of meetings will be determined by the Vice Chair of Environment and Safe Communities Committee in consultation with the Head of Policy, Procurement & Governance.

Budget

There is no budget for this Working Group. Any additional funding would need to be requested through Strategy & Resources Committee or projects within the capital programme.

FOOD & HEALTH AND SAFETY INTERVENTION PLANS

Head of Service/Contact: Rod Brown, Head of Housing & Community

Urgent Decision?(yes/no) No

If yes, reason urgent decision required:

Annexes/Appendices (attached): Annex 1 - Food Service Plan
Annex 2 - Health and Safety Intervention Plan

Other available papers (not attached):

Report summary

In 2018 the Environment and Safe Communities Committee adopted the Environmental Health Service Plans for Health & Safety and for Food Safety. This report contains monitoring information on action taken in 2018-2019 and proposes new targets for 2019-2020.

Recommendation (s)

- (1) The Committee adopt the service plan for food safety**
- (2) The Committee adopt the intervention plan for health and safety**
- (3) The Committee agree to receive revised food and health and safety plans for 2020-2021 at a date in 2020.**

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

- 1.1 The Council's Key Priority of Supporting Business and the Local Economy applies. Fair, justifiable and proportionate intervention to address poor standards in business helps to ensure a level playing field for law abiding operators whilst protecting and promoting public health.
- 1.2 The Council's Key Priority of Supporting our Community applies owing to the beneficial effects to public health of an effective food and health & safety service. The service exists to protect and enhance public health, particularly in cases where the most vulnerable are involved.

- 1.3 The Council's Key Priority of Managing our Resources applies as the proper planning of services allows for efficient delivery using the available resources in the most effective manner.

2 Background

- 2.1 In 2018 the Environment and Safe Communities Committee adopted two separate service plans relating to Health and Safety and Food Safety. Those plans have been updated with information on progress and achievements in 2018-2019. In addition the planned actions for 2019-2020 have been included as targets.
- 2.2 The section 18 standard under the Health and Safety at Work etc Act 1974 requires local authorities to make adequate arrangements for the enforcement of health and safety law in their area and draw up effective intervention plans setting out how they plan to carry out their enforcement and advisory function for the year.
- 2.3 The Council is charged with enforcement of UK and European food hygiene controls within its area. The expectation from the Food Standards Agency under the food framework agreement and food law code of practice is that local authorities will draw up a service plan illustrating how they intend to fulfil their food safety duties and for that plan to be adopted by the relevant policy deciding body of the Council.
- 2.4 Best practice in the area of regulatory service is to establish transparent plans for the deployment of public resources and to publicise those plans.
- 2.5 This item appears on the Committee's forward plan for later in the year, however as it is a plan for the year, it has been brought forward so as to be relevant to the year in which it is presented.

3 Proposals

- 3.1 It is proposed that the Committee adopt both the food safety service plan and the health and safety intervention plan for 2019-2020.

4 Financial and Manpower Implications

- 4.1 There are no additional implications arising from this report however members will note it was not possible to complete the food hygiene due inspection programme for 2018-2019. As a result this backlog will need to be carried out in 2019-2020 in addition to the due inspections.
- 4.2 The reason for the shortfall is
 - 4.2.1 Lack of suitably qualified staff
 - 4.2.2 Poor availability of competent consultancy staff

4.2.3 A higher proportion of the work volume arising from a small number of actual and pending prosecutions for food safety, health and safety and waste matters.

4.2.4 A high demand on the service coming from the Council's wider community safety and enforcement agenda on subjects such as flytipping and the introduction of greater licensing responsibilities in respect of houses in multiple occupation.

4.3 Having been unable to recruit to the vacant Environmental Health Officer position the team is being supported by a consultant which has financial implications in the current year. A further attempt to recruit is underway. The skills shortage in this area of work is affecting councils across much of the country and is particularly acute in the south east.

4.4 Chief Finance Officer's comments: the department is currently forecasting a £13.5k adverse variance on employee costs as a result of the agency staff employed. This position would be improved upon successful recruitment of a permanent member of staff to the team. Officers are currently also working with finance colleagues to address this variance through additional income generation.

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

5.1 The Council has statutory duties as outlined above in paragraphs 2.2 and 2.3 above in relation to these service areas.

5.2 Monitoring Officer's comments: None arising from this report.

6 Sustainability Policy and Community Safety Implications

6.1 None arising from this report

7 Partnerships

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

8 Risk Assessment

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

9 Conclusion and Recommendations

- 9.1 It is recommended the Committee adopt the service plan for food safety and the intervention plan for health and safety.
- 9.2 The committee agree to receive revised plans for the 2020-2021 year at its meeting in 2020.

Ward(s) affected: (All Wards);



Food Safety Service Plan 2019-2020 Review of Plan 2018-2019

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1.0 Service Aim, Objectives, Key Tasks and Targets

1.1 Objective, Aims and Key Tasks

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

1.2 Links to Corporate Objectives and Targets

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

Supporting Business and the Local Economy

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

Supporting our Community

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

2.0 Background

2.1 Profile of the Local Authority

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

2.2 Organisational Structure

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

Specialist services, when required, are provided as follows

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

2.3 Scope of the Food Service

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

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

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

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

2.4 Demands on the Food Service

As at April 2019 there were 487 food premises in the Borough Of these 379 were restaurants, cafes, canteens or other caterers, and 94 were retailers. The remainder are made up of small scale producers and distributors. 138 premises fall into the higher risk categories of A to C. Category A requires inspection at 6 month intervals, category B at 12 month intervals and category C at 18 month intervals in accordance with Food Safety Code of Practice issued by the Food Standards Agency. Presently there are no approved establishments operating within the Borough. The service advises and inspects the in-house and external catering provision at the Derby but no longer routinely attends during the Derby festival itself.

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

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

2.5 Enforcement Policy

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

3.0 Service Delivery

3.1 Food Premises Inspections

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

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

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

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

3.2 Food Complaints and requests for service

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

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

3.3 Primary Authority

The Council is committed to the Primary Authority principle whereby, in order to ensure consistency of enforcement, a business can form a partnership with a local authority, often, but not always the authority where its head office exists and enforcement issues can be moderated by that authority.

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

3.4 Advice to Business

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

3.5 Food Sampling

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

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

3.6 Control and Investigation of Outbreaks and Food Related Infectious Disease

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

In 2018-2019 the Environmental Health Service received 151 notifications of infectious disease including food poisoning, actual or suspected and some notable instances of hepatitis, ecoli and legionnaire's disease which require careful handling.

3.7 Food Safety Incidents

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

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

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

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

3.8 Liaison with Other Organisations

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

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

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

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

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

Applications received by the Borough's Licensing Service that includes food preparation or sales are individually screened for likely public risk on health grounds.

3.9 Food Safety Promotion

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

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

4.0 Resources

4.1 Staffing Allocation

The number of staff working on food law enforcement and related matters (including infectious diseases) is 1.2 officer full time equivalent. There are no dedicated administrative support staff.

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

4.2 Staff Development Plan

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

5.0 Quality Assessment

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

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

6.0 Review of 2018-2019 service plan

6.1 Interventions

There were 487 registered food premises by the end of the year. A summary of interventions planned and outstanding at the end of the year appears in the following table.

Interventions due/outstanding by the end of the year	Due	Outstanding
Premise Rating - A	7	0
Premise Rating - B	29	1
Premise Rating - C	77	24
Premise Rating - D	52	12
Premise Rating – E *	54	12
Premise Rating - Unrated	38	0
Totals	257	49

* An alternative intervention policy exists for category E (low risk) businesses.

A further 20 visits were made for the purposes of verification and surveillance

Performance of the service was directly monitored by the Environmental Health Manager. Not counting the low risk category E businesses, the service achieved 82 percent interventions achieved against planned.

The service monitored the number of businesses that are “broadly complaint”. Overall 92 percent of food businesses met this criterion, compared with 95 percent for England. This is broadly in line with previous years. The service is considering ways of improving this figure without disproportional resource expenditure.

6.2 Food Hygiene Rating Scheme

2018-2019 was the ninth year the service operated the Food Hygiene Rating Scheme (FHRS), having been an early adopter. Official food hygiene ratings appear on a national website available for public information at www.food.gov.uk/ratings as well as various mobile device apps. The service took advantage of the option to charge for food hygiene re-inspections and undertook 10 such inspections and saw improvements in all but one.

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

6.3 Complaints

In total 49 complaints were received and investigated concerning both concerns about food and of food businesses. These ranged from allegations of food poisoning, complaints about foreign bodies in food, unfitness of food and hygiene of premises. Where valid, these complaints were investigated and action taken.

6.4 Sampling

In 2018-2019 the service took samples of food associated with a sudden reaction in an individual, thought to be allergic in nature. The samples were found to be contaminated

with several pathogens which after investigation were associated with plastic containers being used.

The financial allocation set aside for Epsom & Ewell in 2018-2019 was at £2800 and this was found to be adequate. This allocation facilitates bacteriological and qualitative sampling and analysis of food, water and environmental monitoring.

6.5 Education and information

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

6.6 Partnership working

Representation was made on the Surrey Food Liaison Group which includes trading standards officers to develop joint working relationships such as sampling initiatives and procedural guidance.

6.7 Document review

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

6.8 Enforcement

119 written warnings were issued and nine improvement notices were served and two businesses were supervised under a voluntary closure as an alternative to formal emergency prohibition.

6.9 Risk Management Approach

The service continued to operate an alternative enforcement policy for low risk food premises involving a self assessment process. The aim of this policy is to free up time to focus attention on those businesses which present the greatest risk to consumer safety and/or who are failing to meet their statutory obligations whilst relieving low risk businesses from a formal inspection. Examples of the types of businesses subject to this alternative approach are sweet shops, small scale newsagents, home caterers and gift shops selling confectionary.

7.0 Plan for 2019-2020

7.1 Programmed inspections 2019-2020

In 2019-2020 177 premises interventions are due broken down as follows.

Category	Number
A	6
B	16
C	55
D	62
E	38 (Alternative approach)

Additionally it is planned to complete the outstanding inspections from the previous year. It is expected a degree of evening and possibly weekend visits will be required to complete this workload. Category E interventions will be achieved in batches as per the Alternative Enforcement Strategy.

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

7.2 Accuracy of database

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

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

7.3 Sampling

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

7.4 Complaints

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

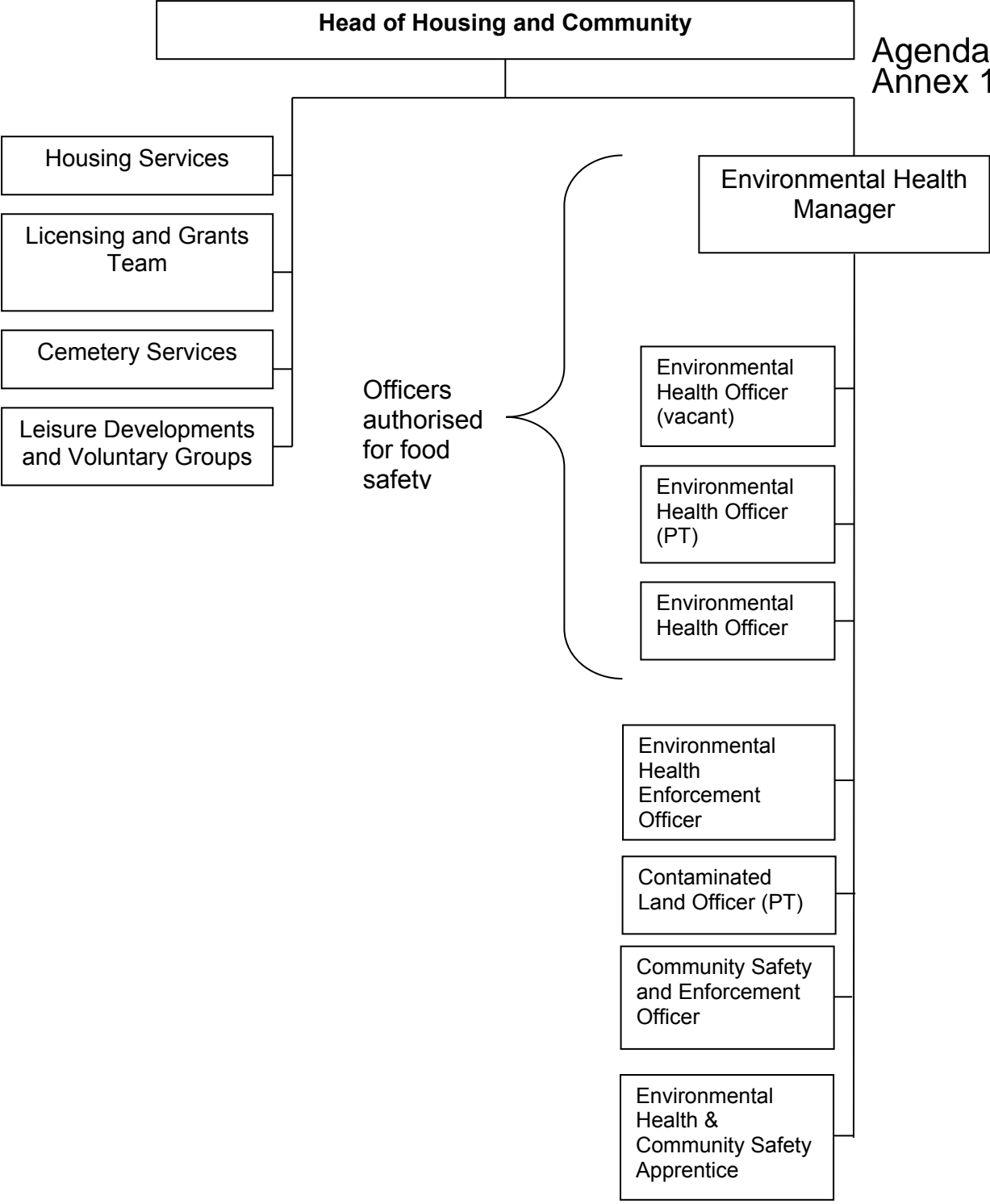
7.6 Publicity

The Service will seek to publicise successful initiatives which are of benefit and interest to the public. In particular the service will utilise the Council's social media channels to inform, advise and alert the public to issues pertaining to food safety and reward food

businesses which score the maximum five out of five. It will also publicise any prosecutions and sentencing of businesses who have broken the law and been taken to court by the Council.

7.7 Young Report

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



Structure of Housing and Community Services

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Epsom & Ewell Borough Council Health and Safety Intervention Plan 2019-2020

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

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

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

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Service aim and objectives

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

We will do this by both proactive and reactive means.

Key Delivery Priorities

In 2013 changes in government guidance and direction caused the service to review its method of operation. For example, The Löfstedt review¹, the Department for Work and Pensions Ministerial Statement on Good Health and Safety² the Young Report³ and the Health and Safety Executive/Local Government Association guidance on reduced proactive inspections⁴ is directing enforcement authorities to carry out fewer overall inspections and utilise greater targeting of proactive interventions. The result of these changes meant that very few routine inspections are carried out in Epsom & Ewell, and instead the Council concentrates on a project based approach taking into account national priorities and local initiatives where there is evidence that intervention is warranted.

The key delivery priorities are as follows

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

¹ Reclaiming health and safety for all: An independent review of health and safety legislation
Professor Ragnar E Löfstedt November 2011 <https://www.gov.uk/government/publications/reclaiming-health-and-safety-for-all-lofstedt-report>

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

³ Common Sense Common Safety www.hse.gov.uk/aboutus/commonsense/index.htm

⁴ Joint guidance for reduced proactive inspections www.hse.gov.uk/lau/pdfs/reduced-proactive-inspections.pdf

Proposed 2019-2020 interventions

In 2019-2020 the service plans to deliver the following programme of interventions.

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

Measurable Targets

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

Review of 2018-2019 Service Plan

Proactive

In line with the national local authority enforcement code, the service carried out no proactive inspections. However five non inspection interventions were undertaken including work on safety advisory groups, a petting fair and a local village fair.

Reactive

The service responded to 18 accidents, complaints or matters of evident concern found during visits to premises for other reasons. These ranged from concerns over asbestos, electrical hazards and dangerous lifting gear. The service received 47 formally notified accidents and investigated one of these which matched the incident selection criteria. One accident from the previous year was still under investigation. This investigation alone accounted for the largest proportion of the resource available for health and safety.

Formal action

No formal action took place in 2019-2020.

CAR PARKING FEES AND CHARGES 2020/21

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 – Car Park Fees 2020/21
Annex 2 – Car Park Permit Fees 2020/21
Annex 3 – West Hill Equality and Impact Assessment

Other available papers (not attached):

Report summary

This report seeks the agreement of the Committee for off street parking fees and charges during 2020/21 as proposed by the Car Park Working Group. It also proposes changes to the operational hours of Hook Road car park and some alterations to the current charging schedules within our car parks.

Recommendation (s)

Members to advise whether they accept:

- (1) the changes to car park fees identified by the Car Park Working Group in Annex 1**
- (2) the changes to car park permit fees identified by the Car Park Working Group in Annex 2**

That the Committee agrees in principle:

- (3) a) To Hook Road car park being opened on a Sunday from 8:30am to 5:30pm.**
b) That the period applicable for a discount fee for users of the Rainbow Leisure Centre who park in Hook Road Car Park is reduced from a stay of up to 3 hours to a stay of up to 2 hours.

- (4)
 - a) To remove the maximum stay tariff in the car parks at the Ashley Centre, Town Hall and Hope Lodge available from 1pm and 3pm.
 - b) To remove the maximum stay tariff in the car parks at Hook Road, Depot Road and Upper High Street available from 3pm.
 - c) To introduce a pre-payable evening rate in the Ashley Centre which will be available from 6pm – 11:59pm, so long as the user leaves by midnight.
- (5)
 - a) To the standard day time charges to apply in Bourne Hall car park for the period between 7am and 9am Monday to Saturday.
 - b) To the removal of the up to 30 minutes tariff in Dorset House and Ewell High Street car parks.
 - c) To the introduction of a weekly ticket in Dorset House and Ewell High Street car parks.
 - d) To the introduction of charging in Bourne Hall, Dorset House and Ewell High Street on Sundays and Bank Holidays.
- (6)
 - a) To the extension of the daily rate tariff in West Hill car park to cover from 5am to 8am.
 - b) To the introduction of an evening tariff in West Hill car park.
 - c) To the introduction of charging in West Hill car park on Sundays and Bank Holidays.
 - d) That blue badge parking in West Hill car park is charged as per the rules in other Epsom town centre pay and display car parks.
- (7) To the introduction of an Ashley Centre parker card for those who work in Epsom town centre.
- (8) Authorises the Head of Legal to give such notice(s) and/or make such order as is considered necessary in order to give effect to the above recommendations. That any representations to these proposals are brought back to Environment & Safe Communities Committee in January 2020.

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

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

2 Background

Fees and Charges

- 2.1 Following progressive cuts in Government funding, additional service and financial pressures arising from new legislation and service demands and inflationary pressures the Council needs to become more financially self-reliant. The Council also needs to ensure that it can meet the growing costs associated with maintaining and improving its car parks, some of which continue to be provided for free.
- 2.2 Approximately 5,000 drivers make use of the Council's car parks every day to enable them to go about their daily lives. This includes accessing local shops, leisure and community facilities, attending medical appointments, or commuting to work.
- 2.3 In October 2018 the Environment Committee decided that car park tariffs (which excludes permits) in Epsom & Ewell Borough Council car parks would not increase in 2019/20. The Committee decided that car park permit prices were increased by an increment of approximately 3%.
- 2.4 This decision left a shortfall of £104,000 against the Medium Term Financial Strategy.
- 2.5 As evidenced in Annex 1 a number of car park tariffs will not have increased for three or four years in April 2020.
- 2.6 In 2020/21 the expectation is that this shortfall, equivalent to a 3% increase in car park tariffs, would be met along with an additional increase in yield of a further 3% from car park revenue, totalling £220,000.
- 2.7 Using car park charges to promote greater use of public transport, walking and cycling is a legitimate goal for the Council and therefore may feature as an important component of the Council's future Climate Change Action Plan. This priority will need to sit alongside other Council priorities such as maintaining the viability of the borough's shopping areas and high streets and promoting the use of zero emission or lower polluting vehicles.
- 2.8 As part of the terms of reference of the Car Park Working Group fees and charges have been discussed by the Group for 2020/21. The proposed amendments can be found in annex 1 and annex 2.

- 2.9 In recent years a significant investment has been made to improve Borough Council car parks. This includes the resurfacing of Level 4 of the Ashley Centre Car Park as well as the health and safety improvements to the stairwells and upper levels of the car park, the expansion of Hope Lodge car park and subsequent landscaping works, the resurfacing and relining of Depot Road car park and the introduction of new pay machines with card payment facilities across most of the Borough. Alongside these investments the Council has successfully introduced RingGo to provide additional payment options for car park users.
- 2.10 The cost to replace a lost token has increased to almost £6 per token.
- 2.11 The Car Park Working Group recognise the need to simplify the tariff boards and fees and have recommended fees in 'round numbers' often to the nearest pound.
- 2.12 With the majority of current charges in the Ashley Centre car park requiring 20 pence pieces in change it is necessary for an operator within the car park to manually refill the 20p change store in some machines on an almost daily basis (the refill can take approximately 10 minutes during which time the machine is out of operation). This is also an occasional requirement in Hook Road car park.
- 2.13 In the Town Hall and Hope Lodge car park in 2018/19 0.5% of car park users stayed in the car park for between 5 and 6 hours.

Hook Road Car Park Background

- 2.14 The Car Park Working Group discussed a proposal to open Hook Road car park on a Sunday to provide an additional parking location to those visiting, amongst other places, the Town Centre or the Rainbow Leisure Centre.
- 2.15 In November 2019 a soft play centre is due to open in the Rainbow Leisure Centre which is predicted to see increased numbers visit the Centre on a Sunday. The visitor numbers expected are likely to outweigh the availability of spaces in the Leisure Centre car parks.
- 2.16 In the first two quarters of 2019/20, between the regular shopping hours of 10am – 4pm, there have been more visitors to the Ashley Centre car park on a Sunday than on a Monday to Thursday.
- 2.17 Since the opening of the Rainbow Leisure Centre in 2002 the Council has offered a discounted rate of parking to Leisure Centre users who park within Hook Road car park.
- 2.18 From April 2017 the discounted rate for a Rainbow Leisure Centre user in Hook Road car park increased to a fee of £1 for a stay of up to three hours.

- 2.19 In 2018/19 over 14,400 people parked in Hook Road car park using the discounted Rainbow Leisure Centre rate. Over 4,400 of these stayed for between 2 – 3 hours.
- 2.20 The Rainbow Leisure Centre currently charge 30p for a stay of up to 3 hours within its car park (albeit via a method of discounting an upfront payment).

Evening Charges

- 2.21 The Car Park Working Group discussed the evening economy in Epsom with the aim being to attract more people to visit the town. Ways to do so include simplifying the tariff boards, which currently offer several different rates in the evening, and also to provide a pre-payment option within the Ashley Centre Car Park.
- 2.22 In 2014 a maximum stay rate was introduced in the Borough Council car parks at various times of days. Some car parks have maximum stay charges after 1pm, 3pm, 4pm (Monday to Fridays) and 6pm on a Saturday. One effect of this maximum charge is that it can cause a lot of confusion for car park users when looking at the tariff boards.
- 2.23 Recent usage figures show that the maximum stay rates after 1pm and 3pm are not widely used.
- 2.24 Since April 2016 it has not been possible to offer a facility of pre-payment in the Ashley Centre car park, which has caused particular frustration to Epsom Playhouse visitors who are currently required to queue after the show.
- 2.25 The simplification of tariffs would allow for a pre-pay rate to be re-introduced.

Ewell Background

- 2.26 The Car Park Working Group discussed a desire to provide a consistent approach to car parking across the Borough.
- 2.27 Since the introduction of the evening charge in Bourne Hall car park in April 2017 it remains free to park in the car park between 7am and 9am.
- 2.28 In April 2017 an up to 30 minute tariff was introduced in Dorset House and Ewell High Street car parks. With the difference between the up to 30 minute stay and the up to 1 hour stay being only 10p the Working Group propose the removal of the up to 30 minute stay.
- 2.29 The Council has received requests from daily visitors to Dorset House and Ewell High Street car parks for a weekly permit, similar to that which is purchasable from Depot Road or Upper High Street car parks in Epsom.

- 2.30 The car parks in Ewell have historically been free to use on Sundays and Bank Holidays. In Epsom car parks bank holiday fees have historically been charged at the daily rate. A flat rate is proposed on Sundays in Epsom for 2020/21.

West Hill Background

- 2.31 The Car Park working group also sought to introduce a consistent parking approach in West Hill car park.
- 2.32 The charging hours at West Hill car park are currently 8am to 6:30pm Monday to Saturday.
- 2.33 This can result in private hire taxi firms amongst others filling spaces outside of these times.
- 2.34 In July 2010 Full Council agreed that blue badge holders would be required to pay to park in named Borough Council car parks but that one additional hour be granted upon expiry of a pay and display ticket.
- 2.35 Whilst the recommendation was that blue badge charges apply in Epsom & Ewell Borough Council car parks the paperwork produced to Full Council from Environment Committee made no reference to the car park at West Hill. Upon implementation of the charging scheme the car park at West Hill was not modified and parking for blue badge holders remained free.
- 2.36 An equality impact assessment is attached in annex 3.

Ashley Centre Parker Cards

- 2.37 The Car Park Working Group discussed a proposal to introduce a Parker Card system in the Ashley Centre car park to help local businesses by providing a convenient alternative place for staff to park.
- 2.38 With the introduction of a number of resident parking zones within the Borough in recent years there is very limited available space for those commuting to Epsom to work to park on street.
- 2.39 The Borough Council do offer competitive all day parking rates for commuters to or from Epsom town centre in the car parks at Hook Road, Depot Road or Upper High Street.
- 2.40 The Hook Road Parker Card offers a convenient parking location and £3.50 all day charge for those commuting from Epsom, and in particular the station, however some employees working within Epsom may be encouraged to choose a more convenient offering within the Ashley Centre car park.

- 2.41 The over 6 hours charge in the Ashley Centre car park is designed to deter all day parking within the car park, such as by commuters working outside the Borough.
- 2.42 Although an annual permit is available there is provision to offer a more convenient option to those working within Epsom to pay on a day by day basis.

3 Proposals

- 3.1 Members to advise whether they wish to accept the proposed tariff changes in annex 1.
- 3.2 That the up to 6 hour tariff in the rear Town Hall and Hope Lodge car parks are removed.
- 3.3 That the lost token charges are increased in line with the new all day stay in the car park tariff and the cost to replace each token.
- 3.4 Members to advise whether they wish to accept the proposed permit price changes in annex 2.
- 3.5 That Hook Road car park be opened on a Sunday from 8:30am to 5:30pm.
- 3.6 That Hook Road car park be opened on Bank Holidays (excluding Christmas Day, New Years Day and Easter Sunday) from 8:30am to 5:30pm.
- 3.7 That the discounted period of parking in Hook Road car park for Rainbow Leisure Centre users be reduced from 3 hours to 2 hours.
- 3.8 That Maximum Charge parking from 1pm and 3pm be removed from all Borough Council Car Parks.
- 3.9 That an evening charge be introduced in Depot Road and Upper High Street Car Parks from 4pm Monday to Friday or 6pm on a Saturday.
- 3.10 That an evening charge be introduced in the car parks at Hook Road, Town Hall and Hope Lodge from 4pm Monday to Friday and 6pm Saturday.
- 3.11 That an evening charge be introduced in the Ashley Centre Car Park from 4pm Monday to Friday and 6pm Saturday in conjunction with a pre-pay rate available to those entering the car park after 4pm and leaving prior to midnight.

- 3.12 That Bourne Hall car park charges the standard rate of parking on a Monday to Saturday from 7am to 6:30pm.
- 3.13 That the up to 30 minute tariff in Dorset House and Ewell High Street car parks is removed as the fee proposed is now equal to that proposed for a stay of up to 1 hour.
- 3.14 That a weekly permit in Dorset House and Ewell High Street car parks is introduced.
- 3.15 That charging is introduced in Bourne Hall, Dorset House and Ewell High Street car parks on Sundays and Bank Holidays between 7am and 6:30pm.
- 3.16 That the evening charge is introduced in Bourne Hall, Dorset House and Ewell High Street car parks from midnight on Saturday night until 7am on Sunday and from 6:30pm on Sunday until 7am on Monday.
- 3.17 That the evening charge is introduced in Bourne Hall, Dorset House and Ewell High Street car parks until 7am on a Bank Holiday and from 6:30pm.
- 3.18 That the daily charging hours in West Hill car park are extended to include from 5am to 8am.
- 3.19 That an evening charge is introduced in West Hill car park from 6:30pm to 5am.
- 3.20 That a Sunday tariff is introduced in West Hill car park.
- 3.21 That a Bank Holiday tariff is introduced in West Hill car park.
- 3.22 That blue badge holders are required to pay to park in West Hill car park with one hour's grace time being added to the expiry of a pay and display ticket.
- 3.23 That an Ashley Centre Parker Card system is brought into operation requiring users to pay £15 per year for the use of a Parker Card and a maximum daily fee of £8 to park in the Ashley Centre car park.
- 3.24 That a maximum limit is placed on the number of Ashley Centre parker cards in operation based on usage figures of the car park.

4 Financial and Manpower Implications

- 4.1 If the proposals are agreed then there is potential for an increase in car park revenue by approximately £340,000.

- 4.2 If Hook Road Car Park were to be opened on a Sunday and Bank Holiday between 8:30am and 5:30pm then it could be opened by civil enforcement officers within current operating hours. If it is recommended to close the car park later than the proposed times then the Security Guard would be required to lock the car park at a cost of approximately £1,000 per year.
- 4.3 Additional staffing of civil enforcement officers would be required on a Sunday if added restrictions in Ewell, West Hill and Hook Road were introduced.
- 4.4 Any additional on-going revenue costs relating to these changes, as detailed in the paragraphs above, will need to be met from the additional income generated.
- 4.5 The extent of changes proposed are likely to require the introduction of several new tariffs boards which may exceed the annual budget set aside for this. Before additional tariff boards and town signage can be progressed, cost estimates and funding should be identified and approved as necessary.
- 4.6 **Chief Finance Officer's comments:** Budget targets, as set out in the draft Medium Term Financial Strategy, anticipate additional income from car parking of £220,000 in 2020/21. This represents an increase of 6% for car park fees and 3% for permits. The charges proposed in the attached annexes should achieve this target.
- 4.7 Any income generated in excess of the target would contribute to addressing a forecast shortfall in the current year's income budget. At Quarter 1, the forecast net income shortfall for 2019/20 is £250,000, as detailed in the quarterly budget monitoring report to Members.

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

- 5.1 Off street parking is regulated by Orders made under Part IV of the Road Traffic Regulation Act 1984. There is a statutory process to be followed if an order is to be made or amended.
- 5.2 In summary the process is as follows:
 - 5.2.1 Prior to making an order there is a requirement to consult with certain organisations, to publish a notice of proposals in a local newspaper, and to display/deliver notices in places affected by the proposals.
 - 5.2.2 If any objections are made to the proposals, the Council must consider these and may make modifications to the proposals. If the modifications are significant and may affect certain persons, they should be given further opportunity to make representations about the modifications.

5.2.3 The Council may then make the order.

5.3 The Council must then publish and where relevant give notice that it has made the order, setting out details such as a brief statement of the general nature of the order and description of the key provisions.

5.4 After this has all been done the order can come into effect.

5.5 Where an order makes provision as to the charges to be paid in connection with the use of an off-street parking place, and there is a proposal only to vary the charges to be paid, it is not necessary to make a full new order; a shorter process is available under section 35C of the 1984 Act.

5.6 A notice of variation of parking charges must be published in a local newspaper at least 21 days before the new charges are to come into force. Notice must also be displayed in the parking place. There is no provision for representations to be made or considered.

5.7 **Monitoring Officer's comments:** as above

6 Sustainability Policy and Community Safety Implications

6.1 None for the purposes of this report.

7 Partnerships

7.1 The Council will engage with representatives of the BID team to discuss the fees and charges being proposed and the introduction of an Ashley Centre Parker Card.

7.2 The Council will continue to work in partnership with the Rainbow Leisure Centre and recognise their request for increased parking availability on a Sunday with the introduction of a soft play centre.

7.3 A flat rate on a Sunday could encourage longer stays in Epsom benefiting the retail and food and drink establishments as well as the cinema.

7.4 The Council will engage with hirers of Bourne Hall on a Sunday regarding the introduction of a charge for car park users.

7.5 The proposal is to reduce the cost of the annual parking permit in the Ashley Centre car park to encourage more local business use.

8 Risk Assessment

Fees and Charges

- 8.1 With any fee increase there is a risk that some car park users will reduce their usage of the car park. The greater the increase the more difficult it becomes to predict car park usage and income generation in the coming year.
- 8.2 To mitigate the risk of car park users parking in car parks which may then charge a higher fee than expected, such as a user parking for the whole day in the Ashley Centre car park rather than Hook Road car park, the Car Park Working Group has recommended signs be placed around the town indicating the desired designation of short, medium or long stay of each car park.
- 8.3 The proposed tariffs by the Car Park Working Group propose a flat rate on a Sunday of £2. Currently in the Ashley Centre and Town Hall car parks over 70% of Sunday visitors stay for up to 2 hours so in effect would see an increase in charge. In Depot Road/Upper High Street car parks last year only 36% stayed for up to 2 hours on a Sunday. This is thought to be largely due to Cinema use. The proposal would therefore likely see a reduction in income for Sunday use in these car parks.

Hook Road Car Park

- 8.4 The biggest risk of opening Hook Road car park on a Sunday is that it could be underused and left largely empty which could encourage anti-social behaviour such as cycling or skateboarding.

Maximum Charges

- 8.5 The risk in removing the maximum charge from 1pm and 3pm from our car parks is that users of this tariff may seek alternative parking options. However given that these tariffs are used by less than 5 people per day on average the impact on revenue will not be significant.

Ewell

- 8.6 There is a possibility that car park users may seek alternative parking on street at times when restrictions are not in place.

West Hill

- 8.7 The risks to the introduction of charging for Blue Badge holders in West Hill car park will be identified by the Equality Impact Assessment (see Annex 3).

9 Conclusion and Recommendations

- 9.1 That Members consider the fees proposed in Annex 1 and Annex 2 and advise whether they wish to accept these fees or make moderations.

- 9.2 That Members consider the proposals in recommendations 3 to 7 and advise whether they wish to proceed with them on an individual basis.

Ward(s) affected: (All Wards);

Car Park Fees and Charges 2020/21

Ashley Centre Car Park

Period of Stay (Mon – Sat)	Tariff	Last change	Proposed Tariff	Tariff increase	Estimated revenue increase
Up to 1hr	£1.80	Apr-16	£2.00	£0.20	£25,041
Up to 2hrs	£2.60	Apr-17	£3.00	£0.40	£61,571
Up to 3 hrs	£3.20	Apr-18	£4.00	£0.80	£73,101
Up to 5 hrs	£5.80	Apr-18	£6.00	£0.20	£7,462
Up to 6hrs	£12.00	Apr-16	£12.00	£0.00	£0
Over 6hrs	£20.00	Apr-16	£24.00	£4.00	£33,427
Maximum					
Maximum stay after 1pm	£10.00		Remove		
Maximum Stay after 3pm	£5		Remove		
Maximum Stay after 4pm/6pm	£2.50		£2.50	0	0
Flat Rate evening charge			£2.50	NEW	
Sunday					
up to 2 hours	£1.50	Apr-16	£2.00	£0.50	£14,110
Over 2 hours	£2.50	Apr-16	£2.00	-£0.50	-£11,144

Hook Road Car Park

Period of Stay (Mon – Sat)	Tariff	Last change	Proposed Tariff	Tariff increase	Estimated revenue increase
Up to 2hrs	£1.60	Apr-17	£2.00	£0.40	£5,262
Up to 3 hrs	£2.60	Apr-17	£3.00	£0.40	£1,780
Up to 5 hrs	£4.00	Apr-16	£4.00	£0.00	£0
Up to 6hrs	£5.80	Apr-18	£6.00	£0.20	£1,773
Maximum					
Maximum Stay after 3pm	£4		Remove		
Maximum Stay after 4pm/6pm	£2.50		£2.50		
Sunday					
up to 2 hours	Closed		£2.00	£2.00	£0
Over 2 hours	Closed		£2.00	£2.00	£0
Rainbow User Charge (up to 3hrs)	Closed		£1.00	£1.00	£4,160

Upper High Street and Depot Road Car Parks

Period of Stay (Mon – Sat)	Tariff	Last change	Proposed Tariff	Tariff increase	Estimated revenue increase
Up to 1hr	£1.20	Apr-17	£1.50	£0.30	£7,481
Up to 2hrs	£1.80	Apr-16	£2.00	£0.20	£8,827
Up to 3 hrs	£2.60	Apr-17	£3.00	£0.40	£10,369
Up to 5 hrs	£4.00	Apr-16	£4.00	£0.00	£0
Over 5 hrs	£6.00	Apr-16	£6.00	£0.00	£0
Weekly Season	£25.00	Apr-16	£28.00	£3.00	£2,752
Maximum					
Maximum stay after 3pm	£4		REMOVE		
Maximum Stay after 4pm/6pm	£2.50		REMOVE		
Evening fee (from 6pm)			£2.50		
Sunday					
up to 2 hours	£1.50	Apr-16	£2.00	£0.50	£2,701
Over 2 hours	£2.50	Apr-16	£2.00	-£0.50	-£9,760

Town Hall (rear) and Hope Lodge Car Parks

Period of Stay (Mon – Sat)	Tariff	Last change	Proposed Tariff	Tariff increase	Estimated revenue increase
Up to 30mins	£1.00	Dec-15	£1.00	£0.00	£0
Up to 1hr	£1.80	Dec-15	£2.00	£0.20	£7,621
Up to 2hrs	£2.60	Apr-17	£3.00	£0.40	£17,827
Up to 3 hrs	£4.00	Apr-16	£5.00	£1.00	£12,681
Up to 5 hrs	£6.00	Apr-16	£10.00	£4.00	£17,813
Up to 6hrs	£12.00	Apr-16	REMOVE	£13.00	£5,892
Over 6hrs	£20.00	Apr-16	£25.00	£5.00	£6,530
Maximum					
Maximum stay after 1pm	£10.00		Remove		
Maximum Stay after 3pm	£5		Remove		
Maximum Stay after 6pm	£2.50		£2.50	0	0

Town Hall (front) Car Park

Period of Stay (Mon – Sat)	Tariff	Last change	Proposed Tariff	Tariff increase	Estimated revenue increase
Up to 30mins	£1.00	Dec-14	£1.00	£0.00	£0
Up to 1hr	£1.80	Dec-14	£2.00	£0.20	£308
Up to 2hrs	£2.60	Apr-17	£3.00	£0.40	£374
Maximum					
Maximum stay after 3pm	£4		REMOVE		
Maximum Stay after 4pm/6pm	£2.50		REMOVE		
Evening fee (from 6pm)			£2.50		

Sunday (Front and Rear of Town Hall plus Hope Lodge Car Parks)

up to 2 hours	£1.50	Apr-16	£2.00	£0.50	£5,071
Over 2 hours	£2.50	Apr-16	£2.00	-£0.50	-£3,478

Bourne Hall Car Park

Period of Stay (Mon – Sat)	Tariff	Last change	Proposal 1	Tariff increase	Estimated revenue increase
Up to 30mins	£0.30	Apr-16	£0.50	£0.20	£2,336
Up to 1hr	£0.60	Apr-17	£1.00	£0.40	£4,414
Up to 2hrs	£1.20	Apr-16	£1.50	£0.30	£2,571
Up to 3 hrs	£2.00	Apr-16	£2.00	£0.00	£0
Up to 4hrs	£3.00	Apr-13	£3.00	£0.00	£0
Evening Charge	£0.40	Apr-17	£0.50	£0.10	£555

Sunday	£0.00		£1.00	£1.00	n/k
Bank Holiday	£0.00		as per daily		

Dorset House and Ewell High Street Car Parks

Period of Stay (Mon – Sat)	Tariff	Last change	Proposed Tariff	Tariff increase	Estimated revenue increase
Up to 30mins	£0.30	Apr-17	REMOVE	N/A	£1,816
Up to 1hr	£0.40	Apr-17	£0.50	£0.10	£1,724
Up to 2hrs	£0.80	Apr-16	£1.00	£0.20	£2,771
Up to 3 hrs	£1.20	Apr-16	£1.50	£0.30	£1,628
Up to 4hrs	£1.60	Apr-17	£2.00	£0.40	£1,300
Over 4hrs	£3.60	Apr-17	£5.00	£1.40	£3,857
Evening Charge	£0.40	Apr-17	£0.50	£0.10	£400
Weekly Permit	£0.00		£28.00	NEW	

Sunday	£0.00		£1.00	£1.00	n/k
Bank Holiday	£0.00		as per daily		

West Hill Car Park

Period of Stay (Mon – Sat)	Tariff	Last change	Proposed Tariff	Tariff increase	Estimated revenue increase
Up to 1.5hrs	£1.60	Apr-18	£2.00	£0.40	£1,454
Up to 3hrs	£2.60	Apr-18	£3.00	£0.40	£728
Sunday	£0.00		£2.00	NEW	n/k
Bank Holiday	£0.00		as per daily	NEW	n/k
Evening	£0.00		£2.00	NEW	n/k

Lost tokens

Description	Last Change	Current tariff	Proposed tariff	Change
Hook Road lost token	Apr-17	£10	£12	£2
Ashley Centre lost token	Apr-17	£25	£30	£5
Hope Lodge lost token	Apr-17	£25	£30	£5
Town Hall lost token	Apr-17	£25	£30	£5

Where time of entry can be proven then the lost charge will be £6 for the lost token plus the relevant parking charge.

Resident Permits

	2019/20	Last change	Proposal 1	Tariff increase	Estimated revenue increase
Adelphi Road	£125.00	Apr-19	£130.00	£5.00	£75
Hook Road (Hope Lodge overnight)	£350.00	Apr-19	£370.00	£20.00	£240
Hope Lodge (existing only)	£350.00	Apr-19	£370.00	£20.00	£20
Hudson House	£950.00	Apr-19	£980.00	£30.00	£210
Chessington Road	£350.00	Apr-19	£370.00	£20.00	£120

Business Permits

	2019/20	Last change	Proposal 1	Tariff increase	Estimated revenue increase
Ashley Centre	£2,050.00	Apr-19	£2,000.00	-£50.00	-£700
Depot Road / Upper High Street	£650.00	Apr-19	£670.00	£20.00	£1,720
Ewell Court House	£300.00	Apr-19	£310.00	£10.00	£20
Hook Road	£650.00	Apr-19	£670.00	£20.00	£4,120
Hudson House	£1,185.00	Apr-19	£1,200.00	£15.00	£345

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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 charges for disabled parking in West Hill Car Park.
Is this a new or existing function or policy?	Charging for disabled parking in Epsom & Ewell Borough Council car parks was agreed in 2010. Despite this the charging policy was never introduced in West Hill Car Park.
Key purpose / objective of this service, policy, procedure, function or project to be assessed:	To achieve consistency within our car parks by bringing the car park in line with all other town centre car parks which charge for blue badge parking.
Lead Officer – inc. contact details	Richard Chevalier 01372 732355
Directorate and Head of Service	Ian Dyer
Other stakeholders – list all involved	
Start date – The assessment should be started prior to policy / service development and early enough to influence the decision-making process	October 2019
End date – The assessment will need to inform decision making so the end date should take this into account	December 2019

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

A proposal is being taken to Environment & Safe Communities Committee in October 2019 which is proposing introducing a charge in West Hill car park for evening parking, Sunday parking and also charging for blue badge holders to park within the car park. Although blue badge charging in car parks has been in operation since 2010, charging has never been requested for blue badge holders who use this car park.

The possession of a blue badge is recognition of a disability. Epsom & Ewell Borough Council makes provision for blue badge holders within car parks by providing designated bays for use, of which there are two in West Hill Car Park. The Council also offers a discounted rate of parking for blue badge holders which entitles them to stay for an additional hour for free following the expiry of a valid pay and display ticket.

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 is that blue badge holders will be required to pay for their parking. As with other Epsom & Ewell Borough Council pay and display car parks an additional free hour will be given on expiry of a pay and display ticket.

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**.

The key factor to consider is whether there are identified users who regularly park in this bay to attend a local event who would be disadvantaged by such a charge being introduced. The Epsom Christian Fellowship church situated opposite meets on a Sunday and has various activities which take place during the week. Over the next few weeks a study will be done of the number of vehicles parked within these bays.

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?

Engagement with local community groups and the church to identify if there are users who regularly require free parking here. A public consultation process will also be undertaken, including advertising in the car park and local newspaper.

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)			N/A	
Disability (long-term health impairment could include mental health problems, asthma, heart conditions, chronic fatigue etc.)		Yes – Low		Charging for blue badge users in the car park will not impact on their ability to park or obtain a space but will now mean a fee is payable.
Gender (male, female)			N/A	
Race (Minority ethnic communities e.g. colour, ethnic or national origin, nationality. This includes travellers and gypsies)			N/A	
Religion or belief (Believing faiths/religions e.g. Christians, Hindus, Muslims, people with no faith/religion)			See note	There is no discrimination in terms of believe however a Christian church situated opposite is the nearest establishment which may be affected.
Sexual orientation (heterosexuals, lesbians, gay men and bisexual men or women)			N/A	
Gender re-assignment (people who intend, are in the process of or have undergone gender reassignment)			N/A	

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
Marriage and civil partnership – (only in respect of eliminating unlawful discrimination)			N/A	
Pregnancy and maternity			N/A	
Non-statutory Group Consideration				
Other equality issues (please state)			N/A	
Socio-economically disadvantaged (e.g. factors such as family background, educational attainment, neighbourhood, employment status)			N/A	

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 characteristic impacted is Disability as a charge would be levied for blue badge holders should the proposal go ahead. The introduction of a charge is unlikely to decrease availability of a space should a disabled driver require one here.

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)
Church located opposite	Church to be formally consulted with		Nov 2019	Richard Chevalier
Blue badge users	Changes to Traffic Order to be advertised in local newspaper and in Car Park with objections or representations to be made to the Council.		Nov 2019	Richard Chevalier
Other Disability Groups to be contacted	Liaise with Unison officer to identify relevant organisations.		Oct 2019	Richard Chevalier

Step 8: Sign off

	Name & Job Title	Signature **	Date
Lead Officer:	Richard Chevalier Parking Manager	R Chevalier	10/10/2019
Validated By: (Head of Service)			
Approved By: (Equalities Lead)			
Published on website by: (Consultation & Communication team)			

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

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ADVERTISING IN CAR PARKS -FEES AND CHARGES

Head of Service/Contact: Ian Dyer, Head of Operational Services
Urgent Decision?(yes/no) No
If yes, reason urgent decision required:
Annexes/Appendices (attached): None
Other available papers (not attached): None

Report summary

This report asks Committee to agree the proposed fees and charges for commercial advertising within the Ashley Centre Car Park.

Recommendation (s)

- (1) That the Committee agrees to commercial advertising being introduced on boards within the car parks at the Ashley Centre and Hook Road.**
- (2) That the fees in proposal 3.2 are agreed for the remainder of 2019/20.**

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

- 1.1 The proposal would create links with some of our local businesses and provide an opportunity to advertise within our primary town centre car park. It would also could provide a small revenue income to cover costs and aid other Council services.

2 Background

- 2.1 There is huge potential to advertise products and services in our multi-storey car parks. Used by both residents and visitors to the borough, the Ashley Centre and Hook Road often receive over 17,000 visitors a week.

- 2.2 Various departments across the council could also benefit from such advertising boards, including Venues, Home Improvement agency, Community and Wellbeing, Leisure Development, Waste and Recycling, Communications and Marketing.
- 2.3 In August 2019 eighteen advertising boards were erected within the Ashley Centre car park. Thirteen of these boards are A1 in size, the other five are A2. In Hook Road car park two A2 boards have been erected.
- 2.4 These boards are located on Levels 1 – 4 of the Ashley Centre car park and within the lobby at Hook Road car park and are currently used to promote Council messages and events.
- 2.5 At least ten frames within the Ashley Centre car park and one within Hook Road will be reserved for Council-own advertising.
- 2.6 Normal advertising restrictions would apply such as non-political messages and with the Council reserving the right as to whether to display any messages which may contravene values and guidelines or which may conflict with Council services.
- 2.7 The Planning Department have been consulted regarding consent for advertising rights.
- 2.8 The Council would state that it is not responsible for any of the products or services being offered in commercial advertisements.
- 2.9 Advertising Boards would be updated every four weeks, or sooner if required in exceptional circumstances, by a member of the Communications or Marketing team.
- 2.10 The Council print room facility could be utilised if necessary to print the posters at additional cost to the advertiser.

3 Proposals

- 3.1 That an online form be created to enable interested Commercial parties to book an available board, submit their proposed advertisement and pay the necessary fee.
- 3.2 That the Council charge the advertiser in accordance with the following packages for the remainder of 2019/20.

	Bronze	Silver	Gold
No. of posters	1	3	3
Per floor	1	1	1
Duration	4 weeks	4 weeks	8 weeks
Price	£60	£180.00	£350.00
Including printing	£70	£195.00	£365.00

3.3 That any unused boards be utilised for further Council messages or to display posters stating 'Advertise here' with details signposted to the Council website.

4 Financial and Manpower Implications

4.1 The boards have been purchased and erected using funds within existing Council budgets.

4.2 A member of the Communications or Marketing team would be required to update the signs on a four-weekly basis or as necessary (the proposed date for change being a Friday). This would be undertaken within existing roles and responsibilities and therefore not incur additional cost.

4.3 An online form and booking system would need to be devised or adapted to facilitate requests. This work will be undertaken within existing IT infrastructure and teams and therefore not incur additional cost.

4.4 An advertising consent application would need to be made to planning, usually costing £462.

4.5 **Chief Finance Officer's comments:** once income streams have been established, these will be built into the car park income budget.

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

5.1 An application for advertising consent will have to be made to the Council in the usual way. Normal restrictions on advertising rules would apply as with other Council advertising platforms.

5.2 **Monitoring Officer's comments:** none arising from the content of the report

6 Sustainability Policy and Community Safety Implications

6.1 None

7 Partnerships

7.1 The Council would be working with other local businesses to promote their products and services.

8 Risk Assessment

- 8.1 There is a small risk that the boards could become targets for vandalism or graffiti although this has not been evidenced in the first month.

9 Conclusion and Recommendations

- 9.1 That the Committee agrees the fees and charges

Ward(s) affected: (All Wards);

WASTE SERVICES STAFFING BUDGET

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

Urgent Decision?(yes/no) No

If yes, reason urgent decision required: N/A

Annexes/Appendices (attached):

Other available papers (not attached):

Report summary

This report highlights the adverse variance currently forecast for the Waste Services staffing budget and officer action being taken to address this.

Recommendation (s)

- (1) **To note the current adverse variance in the Waste Services staffing budget and the actions that officers are taking to address it.**

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

- 1.1 Recycling and refuse collections support the Council's Key Priorities of keeping the Borough clean and green, managing our resources and supporting businesses and our local economy.
- 1.2 This is a key service, delivered to every household and over 500 local businesses every week.

2 Background

- 2.1 In 2017 the Council launched its current recycling and refuse collection service, called Simply Weekly Recycling. The Council also offers services to businesses, called Business Bins.

- 2.2 When planning Simply Weekly Recycling, officers envisaged the loss of two vehicles and their respective staff:
 - 2.2.1 One vehicle that had been making separate collections of nappies/absorbent hygiene products, and general refuse collections at flats. With the advent of weekly collections, those separate collections would no longer be needed.
 - 2.2.2 A second vehicle that had been making the majority of Business Bins collections. It was envisaged that those collections could be absorbed into the domestic collection rounds after the Big Switch.
- 2.3 Consequently, the budget for two drivers and three loaders was removed from the budget from July 2018, being the total staffing for these two vehicles.
- 2.4 The first vehicle (nappies and flats) was lost as planned. But, as a result of household growth and a focus on Business Bins as part of the Council's Enterprise initiative, it has not been possible to lose the second vehicle (Business Bins). To lose that vehicle now would create an unsustainable strain on the other crews, and could lead to an unacceptable deterioration of service quality. Indeed, continued growth suggests that at some time Waste Services will need further resources.
- 2.5 Therefore, while their budget had been removed in anticipation of their loss, the two staff working on the Business Bins vehicle remain employed. This leaves a staffing budget shortfall of £49k.

3 Financial and Manpower Implications

- 3.1 £10k has been identified within the Waste Services overtime budget that can be vired to the staffing budget to offset part of this adverse variance. This reduces the adverse variance to £39k.
- 3.2 Officers are reviewing budgets within Environment and Safe Communities Committee as part of the quarter 2 budget monitoring to identify from where the balance of £39k can be funded.
- 3.3 Officers are also commencing work on the 2020/21 budget setting process and will ensure this takes into account the full budget requirements.
- 3.4 **Chief Finance Officer's comments:** all financial implications are detailed within the body of the report.

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

- 4.1 None.
- 4.2 **Monitoring Officer's comments:** None arising from this report.

5 Sustainability Policy and Community Safety Implications

- 5.1 Waste Services, and the maintenance of high-quality collections, is a key element of sustainability.

6 Partnerships

- 6.1 The Council supports the general strategy of the Surrey Environment Partnership, which targets high recycling.

7 Risk Assessment

- 7.1 It is unthinkable that collection standards should be compromised. Failure to maintain collections quality would lead to significant satisfaction issues and reduced recycling. Addressing the budget shortfall is required to support collections as stated above.

8 Conclusion and Recommendations

- 8.1 The Waste Service is currently forecasting an adverse variance on its staffing budget of £49k. £10k has been identified within overtime budget to mitigate this variance, and officers aim to identify further budget through the quarterly budget monitoring and 2020/21 budget setting processes to address the shortfall.

Ward(s) affected: (All Wards);

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REVIEW OF BEDDING OPERATIONS

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: Pictures of Planting Schemes 2019

Other available papers (not attached):

Report summary

To note the success of this years in-house bedding operation and plans for further improvements.

Recommendation (s)

(1) That the Committee note the contents of this report

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

1.1 This reports links to several of the Council's Key Priorities, Keep our Borough Clean and Green, Managing our Resources and Supporting our Community.

2 Background

2.1 At the meeting of the Environment Committee held on 23 October 2018, the Committee agreed that the contract for the borough bedding scheme (with the exception of baskets and troughs) was brought back in-house to commence on 1 January 2019.

2.2 The Committee noted that the service would be delivered at no extra cost by implementing a range of improvements including employing seasonal staff, revitalising soil conditions and providing a mix of sustainable and traditional planting schemes.

22 October 2019

3 Review of bedding operations

- 3.1 Over the course of the winter and spring approximately fourteen flower beds were converted from traditional bedding to sustainable planting schemes or a mix of both.
- 3.2 Grounds Maintenance staff consulted with ward councillors, venue managers and stakeholders to ensure that those concerned were involved in the transition from traditional to sustainable planting.
- 3.3 To give the new plants the best chance of survival, the Grounds Maintenance team used a variety of landscaping features to overcome the poor soil conditions. The team constructed timber framed raised beds which were filled with a mix of new compost and well-rotted horse manure, before being covered with landscape fabric, planted up and then topped with purple slate. Please see a selection of photographs in annex one.
- 3.4 These measures not only serve as an attractive design feature but more importantly assist with weed control and moisture retention which will help to reduce on-going maintenance and watering costs.
- 3.5 The traditional bedding plants arrived during early May and all the remaining beds were planted up before the Derby to ensure the Borough looked its best to welcome the Queen and race-goers.
- 3.6 The remainder of the season focused on watering and weeding and despite the dry weather the majority of plants have survived and the team have received numerous compliments from members of the public and councillors who have commented favourably on the plant selection and the fresh approach to the planting schemes.
- 3.7 The team are now busy stripping out the summer bedding in preparation for the arrival of the spring bedding plants in mid-October and work is underway to design the summer planting scheme.
- 3.8 The team are conscious that a delicate balance needs to be achieved by keeping seasonal bedding plants to bring colour and vibrancy to the Borough whilst delivering a scheme that continues to be financially and environmentally viable.
- 3.9 With this in mind, the plan is to convert eleven more beds to sustainable or mixed planting over winter period.

4 Baskets and Troughs

- 4.1 The basket and trough element of the bedding contract is due to go out to tender at the end of September.

22 October 2019

- 4.2 Officers allocated a figure of c£10,000 to this element of the contract. However, we feel that this maybe an underestimate as the prices for supply and watering have increased over the past year and six of the troughs which were previously removed at the request of Surrey Highways are due to be reinstated at other safer locations.
- 4.3 Some economies maybe found by reducing the number of hanging baskets at the Town Hall and all efforts will be made to bring the contract in to as near this sum as possible.

5 Financial and Manpower Implications

- 5.1 The proposed budget breakdown for the in-house operation as stated in the report to Environment and Safe Communities Committee in October 2018 was as follows:

4 x Seasonal operatives for 3 weeks	£5,500
1 x Full time operative	£23,000
Seasonal vehicle hire	£2,500
Purchase of plants (summer and winter)	£17,000
Ancillary Costs	£2,500
Total	£50,500

- 5.2 The basket and trough element of the bedding operation may prove more costly than originally stated. Officers will work with Finance and the Procurement officer to ensure best value, and any additional budget requirement will be met from across the other budgets within the In-house Bedding service, as listed in the table above.

- 5.3 **Chief Finance Officer's comments:** all financial implications are contained within the body of the report.

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

- 6.1 There are no legal implications for the purpose of this report.
- 6.2 **Monitoring Officer's comments:** all legal implications are contained within the body of the report.

22 October 2019

7 Sustainability Policy and Community Safety Implications

- 7.1 The move towards more sustainable planting and reducing the use of scarce resources such as water and peat is at the heart of the new operation.
- 7.2 Keeping the borough clean and green has a proven impact on the perception of safety.

8 Partnerships

- 8.1 The Grounds Maintenance team have worked closely with ward councillors, venue managers and stakeholders to design and implement the new planting schemes.
- 8.2 A longer term objective is to encourage collaborations with volunteers, local residents and businesses to sponsor or assist with design, planting and maintenance of beds around the borough.

9 Risk Assessment

- 9.1 There is a financial risk that the basket and troughs may exceed the current costs.

10 Conclusion and Recommendations

- 10.1 The Grounds Maintenance team are pleased with the results of the first season of planting and are encouraged by the positive feedback that has been received.
- 10.2 The Committee are asked to note the contents of this report.

Ward(s) affected: (All Wards);

New Sustainable Planting Schemes 2019



The fountain bed at Ewell Court was traditionally planted with seasonal bedding. The shift to sustainable was discussed with the Venue Managers and Friends of Ewell Court. The new bed has received numerous compliments and has been largely weed free throughout the summer months.



Before



After

New raised beds were custom built by the GM team and placed along the grass bank at Spring Street, Ewell Village. They have been planted with a mix of verbena, allium, heuchera and stipa pony tail which form a stunning and structural display of sustainable colour.



The two large beds in Rosebery Park which border South Street particularly suit a traditional seasonal bedding scheme. However, the team have created timber diamonds in the centre of these bed which will be planted with sustainable plants to demonstrate how well sustainability can be incorporated into traditional planting schemes.



The Gertrude Longhurst memorial garden has been renovated to include pockets of sustainable planting. The pink/purple phlox which you can see in the foreground of the photograph will continue to grow and cascade over the wall providing carpet of colour.

BUDGET TARGETS 2020/21

Head of Service/Contact:	Lee Duffy, Chief Finance Officer
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
Annexes/Appendices (attached):	None
Other available papers (not attached):	Budget Targets Report to Strategy & Resources Committee 24 September 2019 Budget Book 2019/20 Medium Term Financial Strategy Corporate Plan

Report summary

This report informs the Committee of the Council's revenue budget targets presented to the Strategy & Resources Committee. The report seeks guidance on the preparation of the Committee's service estimates for 2020/21.

Recommendation (s)

That the Committee:

- (1) Notes the implications of the budget targets presented to the Strategy & Resources Committee.**
- (2) Considers how savings can be generated to address the Council wide funding gap of £544,000 in 2020/21.**

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

- 1.1 The new Medium Term Financial Strategy will aim to maintain the financial health of the Council whilst delivering the priorities in the Corporate Plan.

2 Background

- 2.1 At its meeting on 24 September, the Strategy & Resources Committee will consider the following General Fund budget targets for 2020/21;
- That estimates are prepared, including options to reduce net organisational costs by £544,000 in 2020/21 subject to government grant announcement, in order to minimise the use of working balances and maintain a minimum working balance of £2.5 million in accordance with the Medium Term Financial Strategy.
 - That at least £290,000 additional revenue is generated from an increase in discretionary fees and charges, based on a minimum overall increase in yield of 3.0%, with the exception of car parking which is set at 6.0% as these charges are adjusted every two years;.
 - That a provision for pay award is made of £400,000, that allows for a 2% cost of living increase
 - That further savings are identified for inclusion within the new Medium Term Financial Strategy for 2020-2024 to reduce the Council's net operating costs by a minimum of £1,825,000 over the period 2020/21 to 2023/24.

3 Proposals

- 3.1 The budget targets for 2020/21 outlined above, totalling £544,000, include operational and efficiency savings across the organisation.
- 3.2 The delivery of these savings will assist the Council in being able to deliver its services in a sustainable way in the future with no reliance on the Council's limited working balances.
- 3.3 Should the savings targets of £544,000 for 2020/21 and £1.825m over the four-year period to 2023/24 require changes to services delivered by this Committee, the proposed changes will be brought back to this Committee for approval.
- 3.4 It is proposed that officers undertake reviews throughout the year and during the budget setting process to help deliver a balanced budget for 2020/21.

4 Financial and Manpower Implications

- 4.1 The financial outlook for 2020/21 and new four year Medium Term Financial Strategy are detailed in the Budget Targets Report to Strategy & Resources Committee (24 September).
- 4.2 The 2020/21 budget figures will change throughout the budget setting process as managers and accountants review budgets and trends.

- 4.3 **Chief Finance Officer's comments:** All budget proposals set out in this report are incorporated in the Council's proposed Medium Term Financial Strategy.

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

- 5.1 The Council will continue to fulfil its statutory obligations on all services provided.
- 5.2 **Monitoring Officer's comments:** The legal issues have been identified within the body of the report.

6 Sustainability Policy and Community Safety Implications

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

7 Partnerships

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

8 Risk Assessment

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

9 Conclusion and Recommendations

- 9.1 The current budget strategy involves continuing to deliver efficiency savings and generate extra service income whilst reviewing service levels, so that service costs can be reduced as needed to achieve a balanced budget year on year.
- 9.2 This report identifies the budget targets for the Council. It also provides an opportunity for the Committee to give guidance on the preparation of the service estimates and savings options for 2020/21.
- 9.3 The Committee will receive service estimates in January 2020.

Ward(s) Affected: (All Wards);

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BUILDING CONTROL CHARGEABLE ACCOUNTS

Head of Service/Contact:	Ruth Ormella, Head of Planning
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
Annexes/Appendices (attached):	Annex 1: - Financial report for year ending 31 March 2019
Other available papers (not attached):	Report and Minutes, Environment and Safe Communities Committee 23 October 2018

Report summary

This report summarises the Building Control chargeable account.

Recommendation (s)

That the Committee:

- (1) receives and notes the review of the Building Control chargeable account following the end of the 2018/19 financial year as provided within this report.**
- (2) agrees to grant delegated authority to the Head of Planning for the future adjustment of Building Control charges scheme upwards or downwards by 20% in consultation with the Council's Chief Financial Officer to ensure that income will cover the cost of the chargeable service.**

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

- 1.1 The Service Plan includes the implementation of the Building Control Business Plan. Part of the Building Control Business is the need to ensure that the costs for delivering the Service is covered in the fee charging schedule. This report relates to the fee charging schedule for the delivery of this Service.

2 Background

- 2.1 Applications for Building Regulations approval attract charges to cover the cost of checking plans and inspecting work on site to verify compliance.
- 2.2 The principles of the charges regulations require authorities to ensure that the price charged is an accurate reflection of the costs of carrying out the chargeable Building Control functions and for giving chargeable advice relating to Building Regulations. Authorities should not increase their charges above the level of their costs. The principles in the charges regulations require authorities to achieve full cost recovery on their Building Regulation chargeable work and determine standard and individual charges that reflect the cost of the service on individual building projects.
- 2.3 The Building (Local Authority Charges) Regulations 2010 provide that a review of the level of charges is undertaken at the end of the financial year and that a statement is prepared which outlines the chargeable costs, the chargeable income and the amount of any surplus or deficit.

3 Proposals

- 3.1 The purpose of reviewing the level of charges is to both reflect the actual cost of undertaking the work and to ensure that the service can respond to Building Regulations applications.
- 3.2 The end of financial year review of the Building Regulations chargeable account for 2018/19 (**Annex 1**) indicates a surplus of £8,226 for the year and this compares to a £2,091 surplus for the previous year.
- 3.3 The chargeable account for 2017/18 generated a 0.8% surplus, indicating that chargeable expenditure was close to exceeding income generated. To address this, new charges were introduced from 1 September 2018 under authority allowing officers to vary tariffs by up to 20% from the approved schedule.
- 3.4 During 2018/19, the new charges were in force for the last 7 months of the year, with the old charges being used for the first 5 months, resulting in the chargeable account generating a 2.8% surplus. It is proposed to increase the charges from 1 April 2020 in line with the Council's Medium Term Financial Strategy, through the annual fees and charges report considered by this Committee in January.
- 3.5 In October 2015, Environment Committee agreed to grant delegated authority to the Building Control Manager, in consultation with the Head of Service and Head of Financial Services, to adjust Building Control charges upwards or downwards by 20%. This report seeks agreement to replicate that delegated authority to the Head of Planning and Chief Finance Officer.

4 Financial and Manpower Implications

4.1 The financial implications are contained within the body of the report.

4.2 **Chief Finance Officer's comments:** Officers will work with finance colleagues to continue to monitor Building Control income, balancing the requirements of being competitively priced and complying with the chargeable account guidance.

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

5.1 **Monitoring Officer's comments:** None for the purposes of this report.

6 Sustainability Policy and Community Safety Implications

6.1 None for the purposes of this report.

7 Partnerships

7.1 None for the purposes of this report.

8 Risk Assessment

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

9 Conclusion and Recommendations

9.1 The Committee is asked to note the review of the Building Control chargeable account following the end of the 2018/2019 financial year, provided within this report.

Ward(s) affected: (All Wards);

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BUILDING REGULATIONS CHARGING ACCOUNT 2018/19 FINAL OUTTURN

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

Building Regulations Charging Account

Expenditure

Employee expenses
Supplies and services
Central and support service charges

Income

Building regulations charges
Miscellaneous income

Total Income

(Surplus) / Deficit for Year

Financial Year 2017/18			
2017/18 Outturn			2017/18 Full Year Budget
Chargeable	Non - Chargeable	Total	Total
£	£	£	£
165,171	88,938	254,110	275,067
131	71	202	5,400
87,162	46,933	134,095	136,612
252,464	135,942	388,406	417,079
(254,555)	0	(254,555)	(325,000)
0	0	0	(2,168)
(254,555)	0	(254,555)	(327,168)
(2,091)	135,942	133,852	89,911

Financial Year 2018/19			
2018/19 Outturn			2018/19 Full Year Budget
Chargeable	Non - Chargeable	Total	Total
£	£	£	£
171,889	92,556	264,445	271,704
16,157	8,700	24,856	7,800
99,579	53,620	153,199	153,071
287,625	154,875	442,500	432,575
(295,851)	0	(295,851)	(299,380)
0	0	0	0
(295,851)	0	(295,851)	(299,380)
(8,226)	154,875	146,649	133,195

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COMMITTEE FORWARD PLAN 2019/20

Head of Service/Contact: Damian Roberts, Chief Operating Officer

Urgent Decision?(yes/no) No

If yes, reason urgent decision required:

Annexes/Appendices (attached): Annex 1 – Forward Plan 2019/20

Other available papers (not attached):

Report summary

This report asks the Committee to agree its forward plan for 2019/20.

Recommendation (s)

(1) That the Committee approves the forward plan 2019/20 attached at Annex 1.

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

1.1 The delivery of the Council’s Key Priorities and Service Delivery Plans are underpinned by decisions made by the relevant policy committees

2 Background

2.1 The forward plan of future items for consideration will be updated and reported to each meeting of this Committee. It is intended to support the delivery of the Key Priority Targets and provide members with an overview on upcoming reports.

- 2.2 The forward plan has been shaped by the priorities set out in the Council's Corporate Plan agreed by Members, Key Priorities and Targets for 2019/20 agreed by this Committee on 26 March 2019, including the next stage on important issues and actions initiated by this Committee in the previous Municipal Year, or issues that are happening nationally which could have a significant bearing on the work of this Committee.

3 Forward Plan for Committee Items 2019/20

- 3.1 It is proposed that the Committee approves its forward plan for 2019/20 attached at **Annex 1**.

4 Financial and Staffing Implications

- 4.1 There are no direct financial or staffing implications for the purposes of this report, as known implications for this financial year have already been reflected in the process for setting the Council's cash limited budget for 2019/20.
- 4.2 Financial and staffing implications arising from any future item considered by this Committee will be set out in the relevant report at that time.
- 4.3 The Committee will need to take into account workload implications when considering its forward plan, particularly if it wishes to add any new items.
- 4.4 **Chief Finance Officer's comments:** None for the purposes of this report.

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

- 5.1 The Committee's draft work programme 2019/20 has been designed to meet the Committee's responsibilities as set out in legislation and its own Terms of Reference.
- 5.2 **Monitoring Officer's comments:** None arising from the contents of the report.

6 Sustainability Policy and Community Safety Implications

- 6.1 The terms of reference for this Committee and a number of the items on the draft forward plan for 2019/20 included in **Annex 1** will contribute positively to Environmental Sustainability and Community Safety.

7 Partnerships

- 7.1 The Committee may consider future items or recommendations on matters which rely on a partnership approach or rely on the cooperation of existing established partnerships.

8 Risk Assessment

- 8.1 Any relevant risks associated with items in the Forward Plan will be identified at the time in the reports considered by this Committee. .

9 Conclusion and Recommendations

- 9.1 Forward Planning is an essential way in which the Council ensures that it can deliver Member priorities where important decisions are required during the course of the year on matters of policy prior to implementation.
- 9.2 The Committee is asked to consider the draft forward plan items for this Committee set out in **Annex 1**, and agree the items that they wish to consider during the year ahead. This will then be reported regularly to the Committee and updated as necessary.

Ward(s) Affected: (All Wards);

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ENVIRONMENT AND SAFE COMMUNITIES COMMITTEE

22 OCTOBER 2019

Establishment and appointment to the Environment & Sustainability Working Group

Food & Health and Safety Intervention Plans

Car Parking Fees and Charges 2020/21

Advertising in car parks – fees and charges

Waste Services agency staffing budget

Review of Bedding Operations

Budget Targets 2020/21

Building Control Chargeable Accounts

28 JANUARY 2020

Community Safety Plan

Electric Vehicle Charging Points

Waste Collection Review (dependent on publication of national strategy)

Garden Waste Review Options

Review of CCTV provision

Update report on tackling Single Use Plastics

Capital Programme

Revenue Budget

Fees and Charges 2019/20

24 MARCH 2020

Key Priority Targets for 2019 to 2020

Climate Change Actions

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