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Legal and Democratic Services



ENVIRONMENT AND SAFE COMMUNITIES COMMITTEE

Tuesday 28 January 2020 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 Chris Frost
Councillor Rob Geleit

Councillor Steven McCormick
Councillor Lucie McIntyre
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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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 - 12)

The Committee is asked to confirm as a true record the Minutes of the meetings of the Environment and Safe Communities Committee held on 22 October 2019 (attached) and 20 January 2020 (to follow) and authorise the Chair to sign them.

4. COMMUNITY SAFETY PLAN (Pages 13 - 34)

The Committee is asked to note progress on the community safety agenda, adopt the Community Safety Plan and agree to receive an update report in 2020.

5. FOOD HYGIENE AND SAFETY ACTION PLAN (Pages 35 - 42)

The Committee is asked to note the continuing service pressures and agree to adopt the action plan and delegate the monitoring of the plan to the Head of Housing and Community

6. CAR PARKING FEES AND CHARGES UPDATE (Pages 43 - 64)

This report seeks the agreement of the Committee to confirm the Off Street Parking Places Order 2020, as proposed and advertised following the Environment & Safe Communities Committee in October 2019, with one modification as set out in the report.

7. ELECTRIC VEHICLE CHARGE POINTS IN CAR PARKS (Pages 65 - 70)

This report seeks approval from the Committee for officers to procure an electric charge point provider to work in partnership with the Borough Council to install electric vehicle charge point in identified Council car parks.

8. FEES AND CHARGES 2020/21 (Pages 71 - 96)

This report recommends fees and charges for which this Committee is responsible, with the new charges being effective from 1 April 2020.

9. REVENUE BUDGET 2020/21 (Pages 97 - 106)

This report sets out estimates for income and expenditure on services 2020/21.

10. CAPITAL PROGRAMME 2020/21 (Pages 107 - 124)

This report summarises the proposed 2020/21 capital programme for Environment & Safe Communities Committee. Approval is sought for the programme to be submitted to Council in February 2020.

**Minutes of the Meeting of the ENVIRONMENT AND SAFE COMMUNITIES
COMMITTEE held on 22 October 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), Rod Brown (Head of Housing and Community) (Items 7-11 only), Ian Dyer (Head of Operational Services), Richard Chevalier (Parking Manager), Sue Emmons (Senior Accountant), Oliver Nelson (Environmental Health Team Leader) (Items 7-11 only), Jon Sharpe (Trade & Waste Services Manager), Samantha Whitehead (Streetcare Manager) and Tim Richardson (Committee Administrator)

7 QUESTION TIME

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

8 DECLARATIONS OF INTEREST

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

9 MINUTES OF PREVIOUS MEETING

The Minutes of the Meeting of the Environment and Safe Communities Committee held on 10 June 2019 were agreed as a true record and signed by the Chairman.

10 ESTABLISHMENT OF THE ENVIRONMENT & SUSTAINABILITY CROSS PARTY MEMBER WORKING GROUP

The Committee received a report requesting the establishment of a cross party Member working group to oversee the development of the Council's new Climate Change Action Plan.

The Committee noted that a special meeting of the Environment and Safe Communities Committee had been arranged for 20 January 2020 to consider the

Climate Change Action Plan. An Extraordinary meeting of the Council would be held on the same evening to ratify the Plan.

Following consideration, it was resolved:

That the Committee:

- (1) **Approved the terms of reference for the working group as attached in Annex 1 to the report.**
- (2) **Agreed the appointment of members to the working group and a Chairman as follows: Councillors Alex Coley (Chair), Hannah Dalton, Steve Bridger, Steven McCormick, Bernie Muir, Julie Morris, Kate Chinn.**

11 FOOD & HEALTH AND SAFETY INTERVENTION PLANS

The Committee received an annual report containing monitoring information on action taken against the Environmental Health Service Plans for Health & Safety and for Food Safety in 2018-2019 and proposing new targets for 2019-2020.

The following matters were considered:

- a) **Shared service with other local authorities.** A Member enquired whether a shared Environmental Health Officer resource with other local authorities had been considered to address the current recruitment challenges being experienced. Officers informed the Committee that this would be considered but that it was unlikely to be viable.

The Committee was informed that Environmental Health apprenticeships were a potential solution to the difficulties. A level-6 apprenticeship had recently become available to apprentices, and the Council already had a level-3 Apprentice working within the Environmental Health service team.

- b) **Notifications of infectious disease.** Following a question, the Committee was informed that 151 notifications of infectious disease within the Borough had been made to the Council in 2018-19.

Following consideration, it was resolved:

That the Committee:

- (1) **Adopted the service plan for food safety;**
- (2) **Adopted the intervention plan for health and safety;**
- (3) **Agreed to receive revised food and health and safety plans for 2020-2021 at a date in 2020.**

12 CAR PARKING FEES AND CHARGES 2020/21

The Committee received a report seeking the agreement of the Committee for off street parking fees and charges during 2020/21 as proposed by the Car Park Working Group. The report also proposed changes to the operational hours of Hook Road car park and some alterations to the current charging schedules within the Council's car parks.

The following matters were considered:

- a) **Changes to fees and Charges.** The Committee considered the proposed changes to car park fees and charges. It was noted that car park tariffs (excluding permits) had not increased in April 2019. Fees and charges for 2020/21 were proposed by the Car Park Working Group following consideration of a number of factors, including the tariffs set by other nearby Boroughs/Districts. Following a question as to whether reducing fees would increase usage and revenue, the Committee was informed that retail studies of the Borough in recent years had indicated that the most important influence on visits was the nature of the retail offering provided, not the car park charge.

It was noted that the Town Hall and Hope Lodge car parks were regularly full. The Ashley Centre car park was not at capacity on all days, and it was proposed to introduce a parker card for the car park to increase use.

- b) **Discounted parking in Hook Road for Rainbow Centre users.** It was proposed to reduce the duration of discounted parking at Hook Road Car Park for Rainbow Leisure Centre users from 3 to 2 hours. A member of the Committee raised concern that this would impact upon users of the new Rainbow Play Park, which operated sessions of 2 hours. The Committee considered that any concerns regarding this change would be included within the responses to public consultation, and taken into account when deciding whether to proceed with the proposal at its meeting in January 2020.

Following consideration, it was resolved:

That the Committee:

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

That the Committee agreed 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.

That the Committee:

- (8) Authorised the Chief Legal Officer 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.

13 ADVERTISING IN CAR PARKS -FEES AND CHARGES

The Committee received a report asking it to agree fees and charges for commercial advertising within the Ashley Centre Car Park.

The following matter was considered:

- a) **Charges and advertising periods.** The Committee supported the introduction of commercial advertising boards within the Ashley Centre and Hook Road car parks. However, Members considered that there should be further refinement of the advertising packages, particularly to offer an incentive for longer subscriptions as these would reduce the Council's costs of implementation and sign turnover. The Committee considered that approval of advertising packages for the remainder of 2019/20 financial year should be delegated to the relevant officer in consultation with the Chair of the Committee.

Following consideration, it was resolved:

- (1) **That the Committee agreed to commercial advertising being introduced on boards within the car parks at the Ashley Centre and Hook Road.**
- (2) **That the Head of Operational Services in consultation with the Chair of Environment and Safe Communities Committee be authorised to agree the fees for commercial advertising on boards within the car parks at the Ashley Centre and Hook Road for the remainder of 2019/20.**

14 WASTE SERVICES AGENCY STAFFING BUDGET

The Committee received a report highlighting the adverse variance forecast for the Waste Services staffing budget, and officer action being taken to address this.

The following matter was considered:

- a) **Adverse variance.** The Committee was informed that an adverse variance would be recorded for the Waste Services staffing budget for 2019/20, as it had not been possible to remove a vehicle and teams from service as initially anticipated. The removal of this vehicle and team had not been possible due to an increase in household and business collections, and potential negative impact on service quality.

It was noted that Officers would continue to review budgets to identify where the variance could be funded from.

- b) **Bin replacement.** The Committee noted that annual budget provision for replacement bins was provided. There was not currently a shared standard for bins across Surrey Waste Partnership members, but the Council procured its bin units through a framework agreement which significantly lowered its costs.

Following consideration, it was resolved:

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

15 REVIEW OF BEDDING OPERATIONS

The Committee received a report providing an update on the success of this year's in-house bedding operation and plans for further improvements.

The following matters were considered:

- a) **Sustainable planting in flower beds.** Members of the Committee congratulated officers on the implementation of sustainable and mixed planting in a number of flower beds around the Borough.
- b) **Hanging baskets.** It was noted that officers would consider whether it would be appropriate to reduce the number of hanging baskets located at the Town Hall in future years, and report back to a future meeting of the Committee.

Following consideration, it was resolved:

- (1) **That the Committee noted the contents of the report.**

16 BUDGET TARGETS 2020/21

The Committee received a report informing it of the Council's revenue budget targets presented to the Strategy & Resources Committee. The report sought guidance on the preparation of the Committee's service estimates for 2020/21.

Following consideration, it was resolved:

That the Committee:

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

17 BUILDING CONTROL CHARGEABLE ACCOUNTS

The Committee received a report summarising the Building Control chargeable account for 2018/19.

Following consideration, it was resolved:

That the Committee:

- (1) **received and noted the review of the Building Control chargeable account following the end of the 2018/19 financial year as provided within the report.**
- (2) **agreed 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.

18 FORWARD PLAN

The Committee received a report asking it to agree its forward plan for 2019/20.

The following matter was considered:

- a) **Climate Change.** The Committee noted that work streams identified by the Climate Change Working Group would be included into its forward plan as appropriate. It was also noted that the consideration of climate change concerns would be included in future committee reports, and that officers were considering the most effective way of implementing this.

Following consideration, it was resolved:

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

The meeting began at 7.30 pm and ended at 8.41 pm

COUNCILLOR NEIL DALLEN (CHAIR)

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COMMUNITY SAFETY PLAN

Head of Service/Contact:	Rod Brown, Head of Housing & Community
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	
Annexes/Appendices (attached):	Community Safety Plan 2020
Other available papers (not attached):	Strategy and Resources Committee Minutes 17 April 2018

Report summary

In 2018 the Strategy and Resources Committee agreed to adopt a more effective and coordinated approach to community safety. This report updates the Committee on progress to date and recommends the adoption of a Community Safety Plan and seeks a delegation of the power to issue Community Protection Notices to local registered social housing providers to increase the remedies available to the to tackle anti social behaviour in relation to their estates.

Recommendation (s)

The Committee;

- (1) note progress on the community safety agenda;
- (2) approves the Community Safety Plan 2020, attached at Annex 1
- (3) agree to authorise the Head of Housing and Communities, in consultation with the Chair, to approve the designation of Community Protection Warnings and Community Protection Notices to Registered Social Landlords in accordance with section 53 of the Anti-Social Behaviour, Crime and Policing Act 2014.

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

- 1.1 The Council is in the process of reviewing its strategic plan and a new Four Year Plan for 2020-2024 is, at the time of writing this report in the process of being approved. The key themes of the new corporate plan were identified through the Future 40 consultation. One of these themes is “Safe and Well”, to which this report is directly applicable.

2 Background

- 2.1 In 2018, following the agreement of a new approach to enhance the area of community safety and enforcement, several areas of development have occurred including:
 - 2.1.1 The recruitment of a full time Community Safety and Enforcement Officer;
 - 2.1.2 An active involvement at Head of Service level with the East Surrey Community Safety Partnership;
 - 2.1.3 A successful application for £50,000 of funds from the Police and Crime Commissioner to fund joint enforcement start up expenditure;
 - 2.1.4 A more productive and effective partnership with Surrey Police including the implementation of joint patrols and joint operations;
 - 2.1.5 The adoption of a Public Space Protection Order (PSPO), for areas of the Borough;
 - 2.1.6 The creation of an Enforcement and Community Safety Steering Group to co-ordinate enforcement activities across the Council and with other partners;
 - 2.1.7 Robust and proactive use of pre-existing powers to address environmental crime and antisocial behaviour.
- 2.2 The range of powers available to Councils to deal with environmental crime and anti social behaviour has grown substantially with numerous powers being introduced to deal with a variety of specific issues. With the introduction of the Anti Social Behaviour Crime and Policing Act 2014, the way to tackle a range of environmental crime was brought together.

- 2.3 The powers available to officers under the Anti-Social Behaviour, Crime and Policing Act 2014 (“The Act”), to address lower level crime and antisocial behaviour have been used in the past year. In particular the use of Community Protection Notices, have been found to be effective and flexible. These Notices are designed to be a broad ranging tool to deal with repeated or ongoing nuisance behaviour. The Anti-Social Behaviour, Crime and Policing Act 2014 deliberately does not stipulate the types of behaviour that can be considered to give authorities freedom to tackle all behaviour that is detrimental to the local community’s quality of life. It puts victims at the heart of the response to anti-social behaviour, and gives the flexibility needed to deal with any given situation.
- 2.4 So as to enable local registered social housing providers (Housing Associations) to manage more closely adverse behaviour in Housing Association properties, it is proposed to utilise the ability the Council has to extend the power to issue Community Protection Orders to local social housing providers (Housing Associations).

3 Proposals

- 3.1 Following the Committee’s decision to adopt a more effective and coordinated approach to community safety, the draft Community Safety Plan has been produced (Annex 1). The development of this plan has been evidenced based, using data available both from publicly accessible information, police data and council records.
- 3.2 The powers as set out in the Anti-Social Behaviour Crime and Policing Act 2014, gives the Council’s the authority to issue Community Protection Notices (CPNs) where behaviour of individuals or businesses is having a detrimental effect on the quality of life of those in the locality, is persistent or continuing in nature and is unreasonable. The legislation allows authorised officers to issue preventative notices for statutory and non-statutory issues and compel an individual or company to make good their actions or lack of actions or face a fixed penalty fine or court proceedings.
- 3.3 Utilising these powers has assisted the Council in tackling issues of anti-social behaviour, environmental crime and help to improve the quality of our street scene and open spaces.
- 3.4 Building on the proven effectiveness of the Council’s use of Community Protection Warnings and Notices, it is proposed that the Council authorises the power to issue Community Protection Notices under section 43 of the Act to social housing providers.
- 3.5 A community protection notice is designed for use by authorised persons within the local authority, Police Officers and Police Community Support Officers (PCSOs) if designated by the Chief Constable.

- 3.6 An opportunity is available for the Council to delegate the authority to Registered Social Landlords for use on their estates, allowing them to deal effectively with problem tenants or problems directed towards their tenants. There will need to be in place agreed protocol to ensure the safe use of the power.
- 3.7 This would be subject to a delegation agreement to ensure they have a compliant policy and procedure in place.

4 Financial and Manpower Implications

- 4.1 No additional implications have been identified for the purpose of this report.
- 4.2 The expenditure associated with the new joint enforcement arrangements have been funded via a successful grant application to the Police and Crime Commissioner of £50,000. This is being used to finance training, uniforms, equipment and the new electric enforcement vehicle.
- 4.3 Two successful applications have been made to the Surrey County Council Community Safety Fund to finance the purchase of body worn cameras for EEBC staff and a redeployable, mobile CCTV camera.
- 4.4 In addition to the new redeployable CCTV, where justified, and subject to a site assessment, other CCTV may involve the use of false cameras in rotation with the functioning CCTV. In this way the greatest deterrent can be achieved. Future provision of CCTV is intended to take advantage of future outside funding opportunities as they arise.
- 4.5 **Chief Finance Officer's comments:** all financial implications are contained within the body of the report.

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

- 5.1 The Anti-Social Behaviour, Crime and Policing Act 2014 contains the provision for the council to delegate the power to serve Community Safety Warnings and Notices to "specified persons". Under these provision it is proposed that the council will consider giving specific social housing providers (Housing Associations) the ability to also issue such warnings and notices in order for them to manage anti-social behaviour by their tenants.
- 5.1 Registered Social Landlords being given the power will need to agree the arrangements for the exercise of the power. If the designation is approved, the Council would have oversight of those cases that are referred back to the Council for prosecution, since only the Council can prosecute for any failure to comply with a Community Protection Notice.

5.2 The power will only apply to activity with the Borough of Epsom and Ewell. The Council cannot authorise activities outside the Borough.

5.1 The provisions of this report will have a positive effect on equalities by, for example, initiatives to combat activities associated with hate crime.

5.2 ***Monitoring Officer's comments: none for the purposes of this report.***

6 Sustainability Policy and Community Safety Implications

6.1 More effective and visible enforcement activity is associated with greater opportunities to prevent anti-social behaviour and environmental crime, such as fly-tipping, and giving greater community reassurance. As such the proposals within this report would make a positive contribution to community safety.

7 Partnerships

7.1 The Council will seek to build on the existing positive arrangements in place with strategic and operational partners such as the Police, Housing Associations, Adult and Children's Services and Mental Health Teams.

7.2 Mechanisms such as the Community Harm and Risk Reduction Meetings (CHaRMM), Joint Action Groups (JAG), Multi-Agency Risk Assessment Conference (MARAC), and Mapping of Offenders, Locations and Trends meetings (MOLT), are integral parts of the work around community safety and involve very close partnership working.

8 Risk Assessment

8.1 There are risks of not doing anything, including a rise in the incidents of anti-social behaviour and other undesirable activities with a reduction in community assurance. The Council could also be vulnerable to criticism for not using its statutory powers and service functions effectively to address public concerns about anti social behaviour and environmental crime such as flytipping.

8.2 The Plan in Annex 1 is intended to encourage the participation of partners such as the police and Housing Associations in our joint enforcement approach. There is a risk that not doing so would place greater burdens upon the council to act in the absence of action by partners. It is much easier for a Council with the necessary focus, training and deployment to hold other partners for account for their delivery.

- 8.3 The Plan in Annex 1 sets out a range of activities which could be considered as being too proactive and excessive in the view of some. The risk is being mitigated by not using private enforcement companies for day to day enforcement activity, adhering to the principles of taking a partnership approach and using evidence to identify the areas of concern and inform the course of action.

9 Conclusion and Recommendations

- 9.1 The enhanced approach to community safety and enforcement is still relatively new for the council. The adoption of the Community Safety Plan will provide this area of work with a solid basis on which to proceed and facilitate the prioritisation of resources to the areas in need.
- 9.2 It is recommended the Committee notes the progress made in the Community Safety, adopts the Community Safety Plan as set out in Annex 1 and agree to the extension of Community Protection Warnings and Notices to social housing providers.

Ward(s) affected: (All Wards);



Epsom and Ewell Community Safety and Enforcement Plan

2020

Introduction

Epsom and Ewell has long been a safe place compared with neighbouring areas, a place where residents, workers, students and visitors can feel confident in going about their daily lives and enjoy all that the borough has to offer.

However, when issues do occur, they are usually highly visible, create significant public concern and if not addressed at an early stage, can escalate quickly and attract further, more serious problems.

There is also no reason to be complacent. The pattern of crime and anti-social behaviour across the country is changing, and Epsom and Ewell's proximity to London as well as its excellent transport links means that community safety is a high priority for the Borough Council and is seen as central to the borough's future success.

Summary

This plan sets out Epsom & Ewell Borough Council's intentions for a more effective and coordinated approach to the Council's community safety and enforcement role. This builds on measures already in place to be able to tackle antisocial behaviour, nuisance and environmental crime in an evidence led, partnership based approach resulting in improved community safety and sense of wellbeing.

The Council's Approach

On 17 April 2018, the Council approved its new approach to community safety and enforcement, focused on strengthening the Council's existing arrangements for tackling environmental nuisance and anti-social behaviour, namely:

- Effective use of legal powers available to the Council
- A more coordinated approach with partners
- Access to external funding
- A more visible Council presence
- A stronger focus on local intelligence
- Communicating the Council's enforcement actions and successes
- Supporting staff engaged in this work with appropriate training and support

In agreeing this approach, a new post was created in the Council to help coordinate this work.

Significant progress has been made over the last year that has led to dramatic improvements in the way that community safety and enforcement issues are dealt with by the borough Council while at the same time creating the necessary cultural shift internally to sustain the positive momentum that has already been achieved.

The Police Approach

There has been a marked change in the local policing strategy across Surrey and locally in Epsom and Ewell, with a greater emphasis on neighbourhood policing and achieving longer term resolutions. The focus back on Neighbourhood Policing should bring with it more effective problem solving, increased visibility, community engagement and public confidence. There is also an intention to increase the focus on the more deep-rooted, chronic issues within the community and the Council is benefitting from a desire to work in a more collaborative way with key partners.

Important contribution to the Council's long-term vision and Four Year Plan

The Future 40 programme has identified the emerging long-term vision for the Borough and specifically identifies feeling safe and well as a high priority for local residents, workers, students and visitors. A perception of Epsom and Ewell being a safe place is fundamental to the Borough's future success and contributes to each of the priorities in the new Vision.



Figure 1 – The Future 40 key themes

The Council's four year plan 2020-2024 sets out the medium term plan which focusses on the key themes from the vision with an added theme of "effective council".

The theme of "safe and well" focusses on a place where people will feel safe, secure and lead healthy fulfilling lives. One of the key priorities being to work with partners to keep our borough safe and secure.

Links with other strategic Council plans and strategies

The Council's approach to community safety and enforcement has direct links with the Council's new Health and Wellbeing Strategy. Feeling safe has an important contributor to overall health and wellbeing, particularly mental wellbeing. It also has a positive part to play in helping to addressing social isolation, and encouraging people to feel more connected with their community and more confident to participate in community activities, whatever the time of day. Other important issues for the wider health and social care system in the borough such as safeguarding and tackling domestic abuse, are issues where community safety and enforcement has an important contribution to make.

The development of the Council's new Local Plan is also an opportunity to consider how future spatial plans can contribute positively to community safety, including creating places that are designed with safety in mind, including shared public spaces that encourage footfall and visibility, and mixed developments (eg with different housing tenures, and incorporating retail, business and community facilities) to help build more sustainable communities.

The important work the Council does in other areas such as sports development also have an important role to play, creating positive opportunities for young people (particularly those at risk of becoming involved in anti-social behaviour or gangs) to become engaged, find a channel for their energies and aspirations, develop their understanding of respect and tolerance of others, set goals and gain a sense of personal achievement.

Exploring the evidence

Epsom and Ewell benefits from relatively low rates of crime, anti-social behaviour and disorder but its geographic position, proximity to the capital where these issues are much more prevalent and where these areas are within easy access across strong transport links, means puts it at risk. Additionally as in many local authority areas, there are parts of the borough that have experienced more anti-social behaviour and crime, than others.

The Council's data on environmental crime and anti-social behaviour shows a significant increase in both fly tips and graffiti over the past five years. The flytipping figures may reflect the increasing cost nationally associated with waste disposal, as well as the reduced availability of County Council recycling centres. The amount of graffiti is a cause for concern since it can be a sign of a deeper problem but it is also the case that environmental crime including graffiti is being reported more proactively by Council Officers.

Year	Fly tips	Litter reports	Dog Fouling	Noise complaints	Graffiti reports	Abandoned Vehicles Removed
2014-2015	401	602	64	489	148	25
2015-2016	758	705	106	319	110	30
2016-2017	920	486	59	334	124	83
2017-2018	1232	516	161	342	195	63
2018-2019	1206	604	86	273	294	59

Table 1 - Environmental Crime 2014 - 2019 Source: Epsom & Ewell Borough Council

Police data is measured over September – August making it more complex to compare. However it is recognised that Epsom and Ewell is in the minority in Surrey featuring total notifiable offences (ie total recorded crime), lower than in the previous year. This represents a decrease of 6% between September 2017-August 2018 and September 2018-August 2019. In addition, for the same period, it has seen the largest reductions across Surrey for serious acquisitive crime with a fall of 28%, residential burglary down by 37% and vehicular crime down by 21.6%.

Reports of anti-social behaviour to the police have also decreased significantly - by 20.4%. The most prevalent categories remaining of anti-social behaviour are rowdy and inconsiderate behaviour and vehicle nuisance or inappropriate use.

Despite the very positive improvements, like other Boroughs in Surrey, Epsom & Ewell has seen an increase in violence with injury offences of 12.7% in the same period.

	Sep 2017 - Aug 2018	Sep 2018 - Aug 2019	Percentage change
Total Notifiable Offences	2390	2247	-6%
Domestic Burglary	146	92	-37%
Robbery	21	14	-33.30%
Violence with injury	213	240	12.70%
Serious Sexual Offences	42	35	-16.70%
Domestic Abuse Crimes	289	306	5.90%

Table 2 - Police Crime Data Source: East Surrey Community Safety Partnership

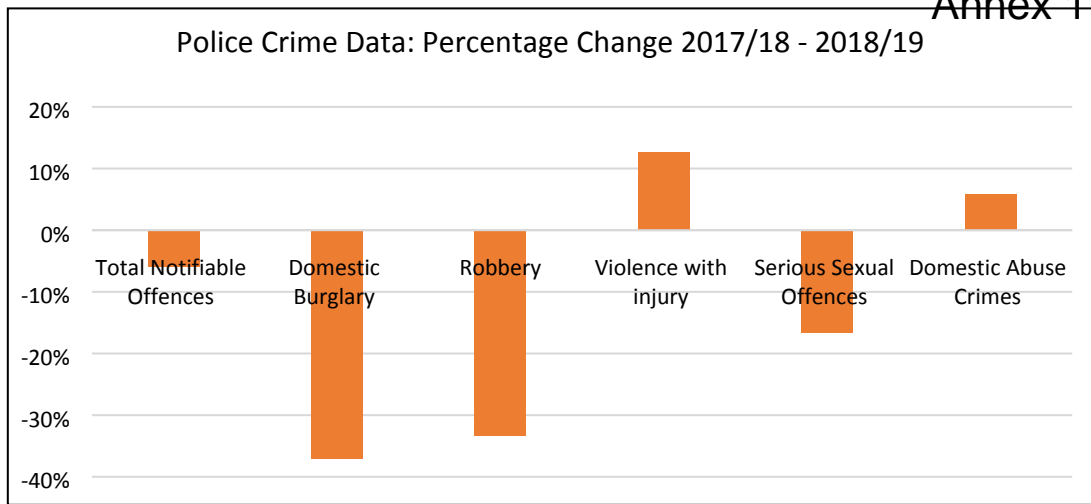


Figure 2 - Police Crime Data 2017-2019 Source: East Surrey Community Safety Partnership

There has also been an increase in hate crime across the country, which is mirrored across Surrey where religious or ethnic groups are being targeted. Although the actual numbers of cases remain small, these trends are a concern requiring more work to understand the causes and drivers of this increase, such as serious organised crime, and what action the Council and its partners can take to help address this.

National and regional trends

The national crime trends show a rise in violent crime, including crimes committed using a knife or sharp instrument. This most noticeable in the greater London area which borders on to the Epsom and Ewell Borough on two sides. Aspects of Serious Organised Crime (SOC) are also beginning to have an impact outside of the capital and indeed, in such cases as County Lines, are deliberately being exported into areas away from the capital, utilising key transport routes. As an example, a recent serious incident of fly tipping in Epsom and Ewell that the Council and the Police were able to disrupt, was traced to serious organised crime originating in North London.

There are three key messages coming out of the data and trends. Firstly, Epsom and Ewell remains a relatively safe place, and has seen some significant reductions in anti-social behaviour and crime over the past year. However, crime is not falling in all categories and significant risks remain associated with the borough's proximity to London where violent crime including knife crime is growing, and where serious organised crime continues to be a major risk. As a result the data provides no scope for complacency, but reinforces the need for the much more rigorous and collaborative approach being taken by the Council in relation to Community Safety and Enforcement.

There will also need to be a greater focus and coordination with partner agencies regarding domestic abuse, and violence – particularly around licensed premises and public spaces. There will also need to be greater and more proactive targeting of offenders through local enforcement initiatives, improved intelligence and greater

awareness of available support for vulnerable members of the community alongside signposting to relevant support services.

More effective enforcement

Enforcement is a key element of the Council's approach to Community Safety because it recognises how important it is for people in the local area to have respect for each other, respect for the communities in which they live and respect for the basic laws that govern wider society.

It also recognises that a positive and visible approach to enforcement provides reassurance within the local community, sends a clear message that the Council and its partners care about the local area, that crime and anti-social behaviour does not go unnoticed and for those involved in these activities, that there are consequences, ultimately through the legal system, for the choices they make.

Over the past year the Council has been strengthening its approach to enforcement, while ensuring that its actions always remain reasonable and proportionate. Therefore, not all enforcement necessarily results in formal legal action but it remains an escalation route in all cases, should other interventions and written warnings go unheeded.

While some enforcement action is relatively straightforward, it is also important to be able to address more complex cases through the courts, where the associated timescales and costs can be far greater, and where it will be necessary for the Council to demonstrate tenacity and perseverance alongside meticulous preparation and professional judgement.

In the majority of cases, effective enforcement relies on early intervention, gathering of clear evidence, understanding of the legal sanctions available to the Council and other relevant parties such as the Police and Housing Associations. Taking a robust approach to enforcement sits alongside effective preventative actions and positive engagement and communications.

A more visible approach

For local residents and businesses, feeling reassured that relevant agencies are an active presence within the community, including undertaking regular local visits and patrols, are an important contributor to feeling safe. Also, residents have a greater feeling of safety if they can see that local concerns are being taken seriously and that visible action is being taken to address them.

As part of the Council's new approach to Community Safety and Enforcement, it has been seeking to raise the profile of many ways that different teams contribute to the Council's community safety and enforcement work, including the greater level of partnership working with other agencies that is now taking place.

For example the Council has also sought to increase the visibility of staff who contribute to community safety and enforcement activity. This includes the purchase

and use of high visibility uniforms clearly branded with the Council's logo, more targeted patrols, the greater use of joint patrols with the police and specific high visibility initiatives with other agencies including DVLA and the Home Office. The Council has also deployed a new high visibility zero emission vehicle which any member of Council staff can use when out in the community on Council business.



Figure 3 - Zero Emission Enforcement Car

Over the past year there has also been a much greater focus on communications, highlighting action where appropriate through press statements and via social media and the Council's Borough Insight Magazine, highlighting action that has been taken by the Council with its partners to resolve concerns about anti social behaviour and related crime as well as raising awareness of relevant concerns. Recent examples include communications about positive outcomes achieved in relation to unauthorised encampments, and fly tipping as well as joint patrols and a stand at the Ashley Centre to promote Anti-Social Behaviour Awareness Week and the Council's campaign to increase awareness about Hate Crime.

There has also been greater promotion and take up of Community Litter Picks utilising external funding the Council secured in April and providing high visibility clothing and specialist equipment to those taking part.

Better coordination of Council functions

The Council undertakes a variety of different professional roles and functions which contribute to community safety and enforcement in the borough. This includes:

- Environmental Health including food hygiene and health & safety
- Noise nuisance
- Anti-social behaviour
- Street cleaning and litter picking
- Licensing of premises and taxis
- Rangers and Downs Keepers
- Planning enforcement
- Inconsiderate Car Parking
- Abandoned Vehicles
- Fly tipping
- Graffiti and flyposting
- Unauthorised encampments

Often these different functions have access to different legal powers and subject to different statutory regulations. Despite these differences, anti social behaviour seldom sits neatly within the scope of just one team. It is often more complex incorporating a number of different elements (eg littering, graffiti and environmental health) and there can be significant benefits from taking a more coordinated and targeted approach.

Greater partnership and multi-agency working

Much more can be achieved if relevant organisations pool local evidence and intelligence and make coordinated use of their various statutory powers. This is central to an effective “joint enforcement team” approach.

Over the past year the Council has started undertaking regular joint operations and joint patrols with Surrey Police in response to specific community concerns and incidents relevant to the work of the Council. Council officers have also engaged where appropriate in many more multi agency operational activities including

- Community Harm and Risk Management Meeting (CHaRMM)
- Multi-Agency Risk Assessment Conference (MARAC)
- Mapping of Offenders, Locations and Trends (MOLT)
- Joint Action Groups (JAG)
- Serious Organised Crime Joint Action Group (SOCJAG).

Greater use of legal powers

The Council has made significant progress over the past year making better use of available powers such as:

- Community Protection Warnings
- Community Protection Notices
- Injunctions
- Fixed Penalty Notices
- Writs
- Banning Notices

At a more strategic level, the Council has also adopted a new Public Space Protection Order for alcohol control, and successfully secured a three year injunction through the courts to tackle unauthorised encampments and associated fly tipping on Council land. As with the other legal routes, both of these have proved to be highly effective.

Encouraging reporting

Reporting is the vital first step in any effective approach to community safety and enforcement and over this past year encouraging greater reporting has become central to the Council's work in the community with stakeholders and partner agencies. In the absence of such reporting, it is difficult for the Police and other statutory agencies to secure the resources needed to tackle local concerns.

This past year the Council approached Surrey Police to explore if improvements can be made to the 101 telephone reporting service and their on-line reporting facility to make it easier for local people to report community safety concerns where there is not an immediate threat to life or property.

The Council also adopted a new safeguarding policy and programme of awareness raising and staff training to support this together with a new mechanism for Officers and Members to more easily report safeguarding concerns

The Council also implemented a new operational approach to secure intelligence sharing to help better understand over time, emerging areas of concern such as Serious Organised Crime and County Lines.

Community Safety, Safeguarding and reporting arrangements, also featured in the induction of Council Members after the Local Elections in 2019 to help Members play a full part in reporting concerns in their wards.

Use of evidence to better target services

Drawing on data from the Police and Council over the past year, additional operational activity is taking place with partner agencies to better understand, tackle and prevent anti social behaviour in the following locations across the borough.

1. Epsom Station, Epsom
2. Epsom Square, High Street, Epsom
3. Sefton Road, Epsom
4. High Street/Church Street Junction, Epsom
5. Ash & Wandle Court, Watersedge Estate, Ruxley
6. Ashley Centre & Car Park, Epsom
7. Long Grove Park & Skate Park, Epsom

This is a targeted multi agency approach to address specific issues within a locality. Initial results look promising and if this operational approach to targeting multi agency activity shows positive results, then this type of targeting will be applied to new areas in the future.

Resourcing

By reprioritising existing staff resources, the Council has established a new Community Safety and Enforcement post which has been instrumental in enabling the Council to make such strong progress over the past year.

The Council has secured funding totalling £50,000 over two years from the Police and Crime Commissioner to help resource equipment and staff training and two further successful bids totalling £6,000 to the Local Committee which have helped fund additional body worn cameras and mobile CCTV.

The Council has also been in discussions with the Business Improvement District to offer assistance to help them deliver commitments to tackle community safety issues impacting on local businesses including on the high street and retail areas supporting both the day time and evening economies.

The Council will continue to look at opportunities to utilise existing activities, functions and resources in a way which can better contribute to addressing community safety and enforcement issues on the ground. For example making more use of the combined presence that Council services have out in the community, such as utilising existing staff to help gather local intelligence as part of their day to day roles, and using existing communications channels to raise the profile of the Council's community safety and enforcement work.

Staff training and support

Positive staff engagement has been key to the progress that has been made over the past year and to the positive support that staff have given to the Council's new approach to Community Safety and Enforcement. A suite of training opportunities have been developed, with 37 members of staff from across the Council having benefitted from training to date totalling over 260 hours.

Workshops have also taken part with all staff teams relevant to Community Safety and Enforcement to support and facilitate more joint problem solving and information sharing.

Training includes conflict management, use of enforcement legislation, safeguarding, domestic abuse, operational problem solving, crime prevention and communication skills.

Staff have also been proactively consulted and engaged in the decision making for the design of the new high visibility uniforms to ensure that it best matches their different operational needs while ensuring the Council achieves a highly visible presence.

Annual Community Safety and Enforcement Action Plan 2020

	Area of delivery	Action	Target Date	Responsible Officer
1	More effective partnership working	Explore the value and approach to establishing an Epsom and Ewell Community Safety Partnership and if demonstrated, put these new arrangements in place with the agreement of partners.	June 2020	Damian Roberts
2		A minimum of 4 targeted joint enforcement days per year.	December 2020	Rod Brown
3		Explore providing a key partner with the power to apply Community Protection Warnings and Community Protection Notices	June 2020	Rod Brown
4	Underpin greater staff action through effective training and support	Build capacity and confidence within the Council's workforce by delivering relevant training for at least 20 staff with enforcement, safeguarding or community safety responsibilities.	December 2020	Shona Mason, Rod Brown, Ian Dyer
5		Ensure that staff training includes the importance of keeping Members and relevant parties updated on progress	April 2020	Shona Mason, Rod Brown, Ian Dyer
6		Continue to improve safeguarding activity through greater staff awareness and training.	December 2020	Rod Brown with all heads of service
7		Hold an annual workshop for all Council teams and relevant partner agencies involved in community and enforcement work to share learning and best practice	December 2020	Rod Brown

	Area of delivery	Action	Target Date	Responsible Officer
		and identity areas for further improvement		
8		Review the effectiveness of the existing body worn cameras for the Park Rangers and Downs Keepers.	December 2020	Ian Dyer
9	Taking a more coordinated approach with partners	Contribute to multi agency working on community safety and enforcement through the Community Harm and Risk Management Meetings (CHaRMM), Multi Agency Risk Assessment Conference (MARAC), Mapping of Offenders, Locations and Trends (MOLT), and Serious Organised Crime Joint Action Groups (SOCJAG).	December 2020	Rod Brown
10		Work with Surrey Police and colleagues across East Surrey to review the future provision of CCTV in the borough and produce an update report for members.	January 2020	Rod Brown
11		Deliver awareness raising sessions for staff and members on the use of the Partnership Intelligence Form as a way of achieving better crime detection.	May 2020	Rod Brown
12		Carry out regular joint patrols with Surrey Police in at least five geographic areas of the borough.	November 2020	Ian Dyer
13		Continue to organise Joint Action Groups for the remaining identified areas based on current data.	August 2020	Rod Brown

	Area of delivery	Action	Target Date	Responsible Officer
14		Procure and deploy new mobile CCTV facility to support JAG outcomes where identified as a need.	August 2020	Rod Brown
15		Work with relevant partners to complete the borough's first Domestic Homicide Review and ensure that lessons are widely disseminated.	December 2020	Rod Brown
16		Work with landowners to help reduce the vulnerability of land to unauthorised encampments.	May 2020	Amardip Healey
17	Having a more visible presence in the community and with vulnerable groups	Ensure enforcement work is well publicised and utilise the visibility of Council staff to provide added community reassurance and support.	Ongoing	Rod Brown, Ian Dyer, Ruth Ormella Shona Mason
18		Work with faith organisations and community groups to provide more community reassurance around hate crime ie that the statutory authorities find this type of crime to be unacceptable, that perpetrators will be prosecuted, and that efforts will continue to be made to promote mutual understanding and respect between communities.	December 2020	Rod Brown
19	Making greater use of local intelligence	Carry out an annual review on the identified areas subject to JAGs and using available data, to ensure the evidence supports their future inclusion and examine whether there may be further areas.	December 2020	Rod Brown
20		Continue to encourage surrey police to further improve the on-line and 101	June 2020	Rod Brown

	Area of delivery	Action	Target Date	Responsible Officer
		reporting to make it easier to local people to register their concerns.		
21	Providing greater reassurance through more effective communications	Develop a communications plan to promote the good work and successes of the Council in addressing community safety issues in the community.	April 2020	Rod Brown, Shona Mason
22	Resourcing	Explore other potential sources of external funding	December 2020	Rod Brown
23		Write a bid to the Surrey County Council Community Safety Fund for finance to support local community safety work.	July 2020	Rod Brown
24		Explore the scope of drawing in both staff time and financial resources from the Business Improvement District (BID) and Rosebery Housing Association.	June 2020	Rod Brown

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FOOD HYGIENE AND SAFETY ACTION PLAN

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 - Letter from the Food Standards Agency Annex 2 – Action Plan
Other available papers (not attached):	Minutes of the Environment and Safe Communities Committee 22 October 2019

Report summary

To agree an action plan to address a shortfall in food hygiene inspections carried out during the previous financial year and complete the current year's programme.

Recommendations:

- (1) The committee note the continuing service pressures**
- (2) The committee agree to adopt the action plan and delegates the monitoring of the plan to the Head of Housing and Community**

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

- 1.1 The Council is in the process of reviewing its strategic plan and a new Four Year Plan for 2020-2024 is being developed and approved following the key themes identified in the Future 40 consultation. Two of these themes are "Safe and Well" and "Effective Council" to which this report is directly applicable.

2 Background

- 2.1 Under legislation, local authorities are defined as “competent authorities” and are required to deliver food hygiene controls (“official controls”), within their area in accordance with the Food Law Code of Practice. These controls extend to the requirements for inspection of premises in line with a minimum inspection frequency, food sampling, handling service requests relating to food and various other specific technical requirements relating to UK and EU legislation.
- 2.2 The Council’s present arrangements are that food hygiene controls are delivered by generalist Environmental Health Officers who are also deployed in the other traditional areas of environmental health including private sector housing, public health, pollution control (including noise nuisance and air quality), and health and safety. The team is increasingly becoming involved with the Council’s priority of community safety and enforcement working with partners to address antisocial behaviour and environmental crime.
- 2.3 At its October meeting, the committee adopted the food hygiene service plans for 2019-2020. In the report, the committee will have noted the comments relating to the underachievement, in the 2018-2019 year, of food hygiene inspections and that this was due to:
 - 2.3.1 Lack of suitably qualified staff
 - 2.3.2 Poor availability of competent consultancy staff
 - 2.3.3 A higher proportion of the work volume arising from a small number of actual and pending prosecutions for food safety, health and safety and environmental crime matters.
 - 2.3.4 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.
- 2.4 Subsequently, a letter has been received from the Food Standards Agency (the “Central Competent Authority”), highlighting 49 “missed” inspections from the planned number of 257, reminding the Council of its role to ensure local authorities deliver the required controls, and requesting an action plan to address the shortfall so as to complete the previous and current year’s programme.
- 2.5 It is worth noting that a recent Freedom of Information request highlighted that just 11 percent of authorities managed to complete all of their due controls and in Epsom and Ewell, 12 of the missed inspections were for the low risk “category E” businesses as priority is always given to higher risk premises.

- 2.6 Nevertheless, it is important this area of responsibility is adequately resourced as there is a public health implication as well as a reputational risk should the situation significantly deteriorate.

3 Proposals

- 3.1 The Environmental Health team delivers a wide range of statutory services and corporate priority areas and it is unlikely to be acceptable to simply cease these areas. As part of an ongoing process, consideration is being given to ways of reducing the amount of officer time spent on administrative and non statutory duties as well as maximising the opportunities for charging so as to off-set some of the costs.
- 3.2 The shortfall in inspections has already been reduced and officers are confident the action plan, if adopted, will be sufficient to deliver the 2019-2020 programme in line with the service plan.
- 3.3 It is proposed that the recommendations be adopted and the position be reviewed at the time of the 2020-2021 service plan.

4 Financial and Manpower Implications

- 4.1 The present full time equivalent for food hygiene is 1.2 FTE spread over four officers, one of whom is a manager and all of whom carry out wider professional tasks referred in section 2.2 of this report. One full time role has been vacant since April 2019 and despite three attempts, it has not been possible to find suitable candidates. As previously indicated there is an ongoing and critical shortage of suitable individuals available both for permanent staff and consultancy cover, resulting in unbudgeted costs for equivalent temporary cover.
- 4.2 Environmental Health are working with HR to explore additional marketing and recruitment opportunities to maximise the reach and success of any future campaign.
- 4.3 Should no suitable candidates be found, it will be necessary to extend the agency cover until such time as an officer can be recruited.
- 4.4 In the long term, it is proposed to upgrade an existing level 3 apprentice role within the team to a level 6 Environmental Health apprentice so as to be able to develop qualified officers in house and thereby reducing reliance on the external market. There is no immediate budgetary impact of this proposal. Any future anticipated impact would go through the usual budgetary processes.
- 4.5 **Chief Finance Officer's comments:** the action plan will be managed within existing budgeted resources. Where recruitment issues place pressure on existing budgets, finance officers will work with the service to identify other budgets within the service to meet the shortfall.

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

5.1 Delivering an effective service in this area is a requirement of UK law.

5.2 *Monitoring Officer's comments: as above*

6 Sustainability Policy and Community Safety Implications

6.1 No negative implications arising from this report.

7 Partnerships

7.1 The Council is partnered with various agencies to assist in the delivery of this area but there are no implications for the purposes of this report.

8 Risk Assessment

8.1 With any shortfall such as this there may be the perception of public health being put at risk. Whether this is true for a relatively modest shortfall cannot be assessed but regardless there is certainly a risk of the loss of public confidence in the Council.

8.2 Continued failure to inspect premises in a timely manner may undermine the effectiveness of the public facing Food Hygiene Rating Scheme.

8.3 Ultimately there is a risk that the Council will be served with a ministerial direction but this is rare and considered unlikely at this stage.

9 Conclusion and Recommendations

9.1 Service pressures and poor availability of both permanent and temporary staff have combined to cause a shortfall in completed inspections compared with planned.

9.2 The action plan will address this shortfall arising from the previous year and complete the due inspections for this current year.

Ward(s) affected: (All Wards);

Oliver Nelson
Environmental Health Manager
Town Hall
The Parade
Epsom
KT18 5BY
31 October 2019

19/10/31JA

Dear Mr Nelson

Epsom and Ewell Council Food Hygiene Interventions Delivery

As part of the Food Standards Agency local authority performance monitoring process I am contacting you regarding your Authority's 2018/19 LAEMs return for Food Hygiene. The Authority has reported that 257 due interventions had been delivered but also that there was a shortfall of 49 in the number of interventions required under the Food Law Code of Practice. Sampling levels also appeared to be relatively low.

The Agency has a responsibility to ensure local authorities deliver controls in accordance with the Food Law Code of Practice and I would therefore request that the Authority reviews food hygiene controls delivery and ensures that it puts in place and resources an action plan to deliver the following within 2019/20;

- Eliminate the backlog of interventions reported in the recent LAEMS return.
- Ensure the Authority maintains the frequency of due food hygiene interventions.
- Highlight within the Service Delivery Plan and to those who approved the plan that the Agency has contacted the Authority to express its concerns the Authority is not meeting the minimum standard of interventions required.

If the Authority is unable to deliver any food hygiene controls to the level required by the Food Law Code of Practice I would be request that you inform me as soon as possible.

Regards

John Ashcroft

John Ashcroft
Performance Manager
Food Standards Agency
Tel: 07342 062285

Food Hygiene Action Plan

Agenda Item 5 Annex 2

- To address the shortfall of programmed inspections in the 2018/2019 financial year whilst completing the 2019/2020 service plan.
- To carry out at least one food sampling project

As at 12 December 2019, inspections from the previous year and those due before the end of the current year are as follows:

Category	From previous year	Remaining in current year	New premises awaiting inspection for over 6 months
A	0	0	8
B	0	4	
C	5	23	
D	3	26	
E	6	35	
Total	14	88	8

Area	Item	Responsible	Date
Resourcing	Ensure continuity of sufficient interim consultancy cover	Rod Brown	Ongoing
	Recruit to outstanding Environmental Health Officer position	Rod Brown / Shona Mason	28 February 2020
Operational	Deliver average of 20 inspections per month January – March 2020.	Rod Brown	31 March 2020
	Deliver one small scale sampling project	Rod Brown	7 February 2020
	Carry out monthly reviews of progress against this plan	Rod Brown	Ongoing
	Contact all outstanding category E premises to establish whether they are still trading.	Rod Brown	31 January 2020
	To ensure self assessment questionnaires are sent to outstanding category E premises	Rod Brown	18 February 2020
	To inspect all new businesses awaiting inspection for 6 month or more	Rod Brown	31 March 2020

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CAR PARKING FEES AND CHARGES UPDATE

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 – Fees and Charges 2020/21
Annex 2 – Updated Equality Impact Assessment of West Hill car park.

Other available papers (not attached):

Report summary

This report seeks the agreement of the Committee to confirm the Off Street Parking Places Order April 2020, as proposed and advertised following the Environment & Safe Communities Committee in October 2019, with one modification as outlined below. In total 43 representations were received and are detailed within this report.

Recommendation (s)

(1) That the Committee agrees to make one modification to the proposal submitted in October 2019 as follows:

That users of the Rainbow Leisure Centre who park in Hook Road car park for a stay of up to 3 hours receive a £1 discount on the standard parking fee, therefore being charged £2 for their stay rather than £3.

(2) That the Committee confirms the rest of the Order as outlined below by agreeing to:

a) The fees and charges in Annex 1

b) Hook Road being opened on a Sunday from 8:30am to 5:30pm

c) The removal of maximum stay tariffs in all Borough Council car parks available from 1pm and 3pm

d) The introduction of a pre-payable evening rate in the Ashley Centre car park, available from 6pm – 11:59pm.

- e) **The introduction of standard day time charges in Bourne Hall car park between 7am and 9am Monday to Saturday**
 - f) **The introduction of charging in Bourne Hall, Dorset House and Ewell High Street car parks on Sundays and Bank Holidays**
 - g) **To the removal of the up to 30 minute tariff in the car parks at Dorset House and Ewell High Street.**
 - h) **To the introduction of a weekly ticket in the car parks at Dorset House and Ewell high Street.**
 - i) **To the introduction of charging in West Hill car park from 6:30pm – 8:00am**
 - j) **To the introduction of charging in West Hill car park on Sundays and Bank Holidays**
 - k) **To the introduction of charging for blue badge holders in West Hill car park in line with the rules in other Epsom town centre pay and display car parks.**
 - l) **To the introduction of an Ashley Centre parker card for those who work in Epsom town centre**
- (3) That the Committee 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.**

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 and its community.

2 Background

- 2.1 In October 2019 a paper was brought to the Environment & Safe Communities Committee proposing car park fees and charges for 2020/21.
- 2.2 Following approval from the Committee a proposed Traffic Order named the Off Street Parking Places Order April 2020 was created and on 14th November notices were placed in the Epsom Comet and in the car parks impacted by the changes.

- 2.3 Members of the public had until 4pm on Thursday 5th December 2019 to submit any objections or representations in writing to either the Chief Legal Officer or to a designated email account.
- 2.4 In total 43 objections or representations were received through these methods. A further 7 emails were received after the time period had ended and therefore were not considered in this review.
- 2.5 The objections and representations were read and considered in full by the Members of the Car Park Working Group. They will be summarised in this report.
- 2.6 Items that did not received any objections or representations and will therefore proceed as per the recommendations in October 2019 are:
- To open Hook Road car park on a Sunday from 8:30am to 5:30pm
- To remove the maximum stay tariff in the car parks at the Ashley Centre, Town Hall and Hope Lodge currently available from 1pm and 3pm
- To introduce a pre-payable evening rate in the Ashley Centre Car park from 6pm – 11:59pm, so long as the user leaves by midnight.
- To introduce an Ashley Centre Parker Card for those who work in Epsom Town Centre.
- 2.7 The Epsom BID team, Surrey County Council and Surrey Police were also consulted separately for their feedback. The response from the BID team recognised and appreciated that fees had not increased in 2019/20 and in some cases for a number of years before that. It highlighted the challenging times being faced by Town Centre businesses and that any real or perceived impediment to them would be viewed as a negative. The response was also supportive of the proposals to introduce Ashley Centre Parker Cards, open Hook Road on a Sunday and re-introduce a pre-payment option in the Ashley Centre car park in the evening. The County Council and Police did not raise any objections but requested that any displaced parking is considered.
- 2.8 As a point of reference the introduction of charges on Bank Holidays in the Ewell car parks would be kept in line with other Borough car parks in that the usual daily tariff would apply rather than a fixed rate. A paper considering the introduction of a fixed rate fee on a Bank Holiday will be brought to a future Committee meeting.
- 2.9 The current policy remains consistent with the County Council policy that any on-street parking restrictions continue to apply on a Bank Holiday.

Fees and Charges – Epsom

- 2.10 Two representations were received in relation to the increase in parking charges in Epsom. One recommended free parking in Epsom for two hours, the other highlighted concerns about the impact on the retail market in the Town Centre if prices were to increase.

The Car Park Working Group noted the concerns raised but were minded to continue with the charges proposed in October 2019.

Rainbow Leisure Centre / Hook Road

- 2.11 The Committee proposed in October that the discounted time period allowed for Rainbow Leisure Centre users parking in Hook Road car park should be reduced from 3 hours to 2 hours.
- 2.12 The discounted rate given is £1. The current fee for parking in Hook Road for up to 2 hours is £1.60 and £2.60 for up to 3 hours. These are due to increase to £2 and £3 in April. With the proposed changes Leisure Centre users staying over 2 hours would be subject to the standard parking tariff.
- 2.13 In total 13 representations were received in response to this proposal including one from the General Manager of the Leisure Centre.
- 2.14 The objections were raised for the following reasons:

The Leisure Centre has over 850 over 60's Members who attend classes and socialise after spending 2-3 hours at the Centre.

The new Play Park offers sessions which are 2 hours in duration. Parking to attend these sessions will therefore mean that visitors will stay longer than the discounted time.

Some children may have their dinner at the Centre following a class.

The Centre provides a social hub for Members as well as keeping people active.

There is already pressure on the Leisure Centre car park which is often full but the proposed changes may direct further cars to the Centre rather than Hook Road.

- 2.15 It should be noted that of the 13 representations received only 6 directly mentioned Hook Road car park. Some of the wording in other responses indicated that the contributor believed the Leisure Centre car park itself would be subject to the changes which is not the case.
- 2.16 Following discussion and consideration of the representations received the Car Park Working Group have made an amended recommendation in Proposal 2 (see 3.2)

Bourne Hall Car Park

- 2.17 The Committee proposed in October that the standard tariff is applied in Bourne Hall car park between 7am and 9am on Monday to Saturday. It also proposed the introduction of charging on Sundays and Bank Holidays. Currently the car park is free to use at these times.
- 2.18 In total 22 representations were received to these proposals. Twenty representations referenced the proposal to introduce charging between 7am and 9am. Three also referenced the introduction of Sunday charges (one referencing both items proposed).
- 2.19 The objections raised were for the following reasons:
- Increase of cost for parents dropping to schools in the vicinity of Bourne Hall (potentially £1.50 to £5 per week).
- Risk to road users or child safety if parents decide to use other places to collect or drop off children such as neighbouring roads.
- One local school being a Catholic school meaning that catchment areas were wider and therefore parents were more likely to drive their child to school.
- Transport links to the Centre being 'poor', particularly on a Sunday, so many have to drive.
- The impact for visitors to the church at Bourne Hall on a Sunday, which also operates a debt centre.
- 2.20 Following discussion and consideration of the representations received the Car Park Working Group agreed to continue to recommend the changes proposed in October noting that the problem of parking is one faced by all schools across the Borough but that no others have the privilege of free parking in an otherwise charging car park in the mornings. It is also noted that the issues arising at school collection time in the afternoon, when a charge is levied in the car park, are not substantial. The Working Group also proposed that the Centre at Bourne Hall and the church can discuss parking options as part of the hiring fee.

Ewell Village Car Parks

- 2.21 Two representations were received in relation to changes to the tariffs in Dorset House or Ewell High Street car parks. The first highlighted particular concern about the 'over 4 hours stay', due to increase from £3.60 to £5. It also referenced the weekly ticket being introduced at a fee of £28. The second representation appeared to be from a user who parks at one of the car parks to commute to London and would therefore potentially be impacted by the same fee increase.

- 2.22 Following discussion and consideration of the representations received the Car Park Working Group wished to continue to recommend the changes proposed in October highlighting that the car parks were often busy and the increase in longer stays would encourage 'churn' of benefit to the local retailers. The price of the weekly ticket was to discourage use of the car park for residential parking.

West Hill Car Park

- 2.23 The Committee proposed in October to introduce 24/7 charges in West Hill Car Park, where it is currently free to park in the early mornings, evenings and on Sundays and Bank Holidays. It also proposed that charges for blue badge holders be introduced within the car park in line with all of the other pay and display car parks within the Borough.
- 2.24 In total four representations were received in relation to the proposed changes at West Hill Car Park. All objections received were in relation to parking for the church situated opposite the car park. Concerns raised were as follows:

A lack of available parking for the church congregation, including retired and disabled users.

On-street parking restrictions in nearby roads limited alternative options.

The use of the car park by Epsom Street Pastors who are a voluntary group who operate in the evenings in Epsom.

- 2.25 Following discussion and consideration of the representations received the Car Park Working Group wished to continue to recommend the changes proposed in October highlighting the desire for consistency in the Borough Council's approach to blue badge parking, that the car park itself is relatively small and that free parking would lessen the likelihood of availability for those groups attending the church and that alternative parking is available on-street at certain times, including a Sunday.

3 Proposals

- 3.1 That the charges proposed by Committee in October 2019 are brought into operation in April 2020 with the one amendment being made to the charge for Rainbow Leisure Centre users parking in Hook Road Car Park as outlined in 3.2.
- 3.2 That a two-tiered discount be introduced in Hook Road car park providing all Leisure Centre users staying for up to 3 hours with a £1 discount.

A stay of up to 2 hours will therefore remain at £1 (rather than the full rate of £2).

A stay of up to 3 hours would be charged at £2 for Leisure Centre users (rather than the full rate of £3).

- 3.3 That the Council notify the Rainbow Leisure Centre of the proposed modification if approved by Committee.

4 Financial and Manpower Implications

- 4.1 In 2018/19 4,400 visitors parked in Hook Road Car Park and used the Rainbow Leisure Centre for a stay of between 2 – 3 hours. The effect of the change proposed in 3.2 would be that each user of a similar type and duration in 20/21 would pay an additional £1, rather than £2 as previously proposed.
- 4.2 The opening of Hook Road car park on a Sunday between the hours of 8:30am and 5:30pm would not generate any significant additional costs as the car park could be opened by existing officers on patrol. There would be a cost for programming the tariffs in to the machine and to amend the signage which will be met from within existing budgets.
- 4.3 **Chief Finance Officer's comments:** the proposals in this report support the tariffs for 2020/21 as detailed in appendix 1. The additional income anticipated as a result of these tariffs meets the budget target for increased income as detailed in the Fees and Charges report also on this agenda. This income has been built into the revenue budget for 2020/21 for Environment and Safe Communities Committee approval, also on this agenda.

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

- 5.1 As stated in the report in October 2019 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 It is proposed that if the modification in Recommendation 1 and detailed in 3.2 is agreed that the Council notify the Rainbow Leisure Centre management of this change. As the change is to a preferred rate to that previously proposed there is not the need to re-advertise.
- 5.3 If confirmed the Order will be advertised in the usual way to bring it in to effect from April 2020.
- 5.4 **Monitoring Officer's comments:** None for the purposes of this report.

6 Sustainability Policy and Community Safety Implications

- 6.1 The proposed introduction of charging at Bourne Hall from 7am to 9am has led objectors to highlight a safety risk to children being dropped off elsewhere to attend school. Each school should have a School Plan agreed with Surrey County Council to enable pupils to attend school safely.

7 Partnerships

- 7.1 The Borough Council have taken in to account the views of the Rainbow Leisure Centre and the hirers of Bourne Hall and will continue to engage with them.

8 Risk Assessment

- 8.1 The risks remain as highlighted in the October Committee report. From the outcome of the consultation the risk to highlight is that users of Bourne Hall car park in the morning may seek alternative locations to drop off their children.
- 8.2 The Equality Impact Assessment for West Hill car park has been updated and is attached in Annex 2.

9 Conclusion and Recommendations

- 9.1 That Members consider the key points raised in the representations and advise whether they wish to proceed with the recommendations previously agreed in principle.
- 9.2 That Members consider the revised proposal for Rainbow Leisure Centre users parking in Hook Road car park and determine whether or not they are in favour.

Ward(s) affected: (All Wards);

Car Park Fees and Charges 20/21

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					
Flat rate fee	Closed		£2.00	NEW	n/k
Rainbow Centre Users (Mon - Sun)					
Up to 2 hours	£1	Apr-17	£1.00	£0.00	£0
Up to 3 hours	£1	Apr-17	£2.00	£0.00	£2,816

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 5hrs	£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 4pm/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 4pm/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		

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

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

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

ATKINS CAR PARK (Saturdays only)

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

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.

Permits

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 (existing only)	£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

* Bulk discounts may be applicable

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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	The church was contacted in November 2019 and comments were received from 4 members.	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.	The Traffic Order was advertised in the car park on November 14 th 2019.	Nov 2019	Richard Chevalier
Other Disability Groups to be contacted	Liaise with Unison officer to identify relevant organisations.	On recommendation of the Unison officer the Central Surrey Voluntary Action group were consulted.	Oct 2019	Richard Chevalier

Step 8: Sign off

	Name & Job Title	Signature **	Date
Lead Officer:	Richard Chevalier Parking Manager	R Chevalier	20/12/2019
Validated By: (Head of Service)	Ian Dyer Head of Operational Services	I Dyer	31/12/2019
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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ELECTRIC VEHICLE CHARGE POINTS IN CAR PARKS

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

Urgent Decision?(yes/no) No

If yes, reason urgent decision required:

Annexes/Appendices (attached):

Other available papers (not attached):

Report summary

This report seeks approval from the Committee for officers to procure an electric charge point provider to work in partnership with the Borough Council to install electric vehicle charge points in identified Council car parks.

Recommendation (s)

That the Committee agrees:

- 1) For the Head of Operational Services and the Parking Manager, in conjunction with the Chairman of Environment & Safe Communities Committee and Chief Finance Officer, to procure a service provider to identify site options to install electric vehicle charge points within Borough Council car parks.**
- 2) That following the procurement process a contract is awarded to a supplier who can agree a programme of works to install the electric vehicle charge points within the locations identified. That delegated powers for this authority are given to the Head of Operational Services and the Parking Manager in conjunction with the Chairman of Environment & Safe Communities Committee and Chief Finance Officer.**
- 3) That the Committee authorises the Chief Legal Officer to give such notice(s) and/or make such order as is considered necessary in order to give effect to the above recommendations.**

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

- 1.1 The introduction of electric vehicle charge points within our car parks would contribute positively to the delivery of the new Vision for Epsom and Ewell, the Council's new four year plan and new Climate Change Action Plan. It contributes directly to achieving one of the Council's key priorities of keeping our Borough clean and green, and smart and connected.
- 1.2 With the growing take up of electric vehicles, the provision of charge points would help actively facilitate this change and help ensure that Epsom & Ewell becomes an even better place to live and work.

2 Background

- 2.1 In 2017, the government announced plans to ban the sale of new diesel and petrol cars by 2040, with all fuel-powered vehicles banned from the roads entirely by 2050.
- 2.2 One of the main reasons for this being that poor air quality had been highlighted as "the biggest environmental risk to public health in the UK".
- 2.3 With many major car manufacturers now creating an electric vehicle option, the technology involved in charging is also developing rapidly.
- 2.4 There are currently relatively few locations within the Borough of Epsom & Ewell where a member of public can charge their vehicle and none in Borough Council car parks.
- 2.5 By installing electric vehicle charge points within Borough Council car parks the Council would seek to fulfil the needs of two categories of user. Firstly the 'destination charger' who would seek a slow charge to their vehicle whilst at work or during a longer stay in the Borough. Secondly the 'en-route charger' who would be seeking a rapid charge in up to an hour to enable them to continue their journey.
- 2.6 Single or dual charge points can be installed at agreed locations. Dual charge points would offer double the capacity and would require a three phase power supply.
- 2.7 Prior to installing any charge point the Council or Installation company would require permission from the DNO (Distribution Network Operator) to ensure that enough power was locally available.

- 2.8 The cost of installing a charge point can vary greatly depending on the proximity of the electrical supply from a substation. A 'trickle charge' point for destination charging could cost between £800 and £4,000 to install. A rapid charge point could cost anywhere from £5,000 to £100,000 per connection. (Often if the cost is over £40,000 a supplier would not recommend installing the point in that location).
- 2.9 Ultra Rapid chargers are becoming available which could charge in 12-20 minutes but at approximately 3 times the cost of a rapid charge point. At this stage the rapid charge would be sufficient for almost all passenger vehicles on the market.
- 2.10 Electric vehicles charge batteries at a faster rate between 20% and 80% of their charge. A rapid charge point would allow a user to charge their battery within 30-90 minutes.
- 2.11 A charge would be levied to vehicles for charging their car. This would be at a pre-determined rate per Kilowatt hour, set by the charge point operator.
- 2.12 Electric vehicle charge point providers will rate locations accordingly to pre-determine their suitability for electric vehicle charge points. This is often based on ease of accessibility, proximity to major roads or destinations and the uptake of electric vehicles in the local area.
- 2.13 Data provided to the Borough Council has indicated that several of the Council's larger car parks would be suitable locations based on the criteria in 2.12. The next step would be to procure a provider who would undertake surveys to determine the availability and cost of securing electrical supply.
- 2.14 The procurement process to seek an electric charge point provider will need to identify a supplier who will work with the Council to ensure the charge points installed are updated as the technology evolves and whose own operation is carried out on as an environmentally friendly basis as possible e.g. using renewable energy sources themselves.
- 2.15 The charge point provider would then assist with the next stage of the process which would involve identifying suitable locations from a usage perspective as well as considering the cost of installation. They would then be responsible for installing, maintaining and managing the charge points with the Council receiving a proportion of income based on charging rates.
- 2.16 Many of the providers spoken to do not expect to generate a profit from electric vehicle charging for 5-7 years. They would receive their income from the charging of vehicles which is beneficial to the Council as the charge point provider would then have a vested interest in ensuring the equipment is maintained and modernised.

- 2.17 Public charge points are now required to be universal meaning that any electric vehicle driver could charge, they would not need specific leads or key fobs to access the charge point based on the charge point provider.
- 2.18 In August 2019 the Government announced further grants for electric vehicle charge points. These were however predominantly for on-street charge points to provide support for residents who cannot charge their vehicles at home.

3 Proposals

- 3.1 Survey - To procure an electric vehicle charge point service provider who will work with the Borough Council to identify the most suitable locations and charge type within the Borough Council car parks.
- 3.2 Installation and Maintenance - To create a programme of works to install, maintain and service electric vehicle charge points in Borough Council car parks.
- 3.3 Enforcement - To introduce an operational scheme to ensure the charging points are used for their intended purpose. i.e. that vehicles parking in the bays must be electric vehicles and must be using (or have recently used) the bay for charging purposes.

4 Financial and Manpower Implications

- 4.1 Officers have held discussions with charge-point providers who are willing to undertake the survey, install, maintain and service electric vehicle charge points at no cost to the Council, in locations which they consider would gain regular use. They would provide a 24hr helpline and deal with the financial element of taking card payments. They would also seek to upgrade the equipment as and when required. For providing this service, the Supplier would seek to retain the majority of the fees received from charging but the Council would initially expect to receive between £3,000 and £5,000 per year in revenue from the contract.
- 4.2 The installation of electric vehicle bays is not expected to have a negative impact on parking income.
- 4.3 ***Chief Finance Officer's comments: The Council should aim to ensure that any proposal does not have a net adverse budgetary impact, after factoring in all costs and impact on parking income.***
- 4.4 ***Any net income generated from electric vehicle charge points would assist the Council to close its projected budget gap over the coming years, as set-out in the new Medium Term Financial Strategy due to be presented to Full Council in February.***

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

- 5.1 The Council would be required to adopt legislation requiring vehicles parked at an electric vehicle charge point location to be an electric vehicle and to be in the process of charging.
- 5.2 A contract or lease agreement would need to be signed between the Council and the charge point provider.
- 5.3 ***Monitoring Officer's comments: as above***

6 Sustainability Policy and Community Safety Implications

- 6.1 The introduction of electric vehicle charge points would be another step toward future proofing the Council's car parks as more and more electric vehicles are expected to be on local roads in the coming years. In addition, while electric vehicles currently have less range than vehicles that rely on fossil fuel, the compact nature of the borough means that adoption of electric vehicles could be greater in Epsom and Ewell than elsewhere in Surrey.

7 Partnerships

- 7.1 The Council would work in partnership with an electric charge point provider to install the chargers at the chosen locations.
- 7.2 The partnership could widen as further opportunities within the Council are explored such as more Council fleet vehicles becoming electric and the introduction of further charge points as demand increases.

8 Risk Assessment

- 8.1 Whilst there are clear positives in the use of electric vehicles in terms of carbon emissions and air pollution, to have maximum positive impact, the electricity needs to come from sustainable sources and the industry need to ensure that the manufacture and disposal of batteries required for electric cars meets high environmental standards.
- 8.2 Whilst electric vehicles have been on the market for some time uptake has been slow to date. This could be a consumers awaiting the necessary charging infrastructure to give them confidence in the product and those providing the infrastructure waiting for the demand to grow. The Council and service provider would need to identify the best locations to ensure the charge points are regularly used and contribute positively to the shift away from combustion powered cars.
- 8.3 Battery size and charging speeds are likely to continue to increase and improve. As part of the procurement process the Council would need to identify a provider who is both financially stable and secure in a competitive field and who would continue to evolve their equipment to meet service demand.

9 Conclusion and Recommendations

- 9.1 That the Committee agree the authority for the designated officers to undertake a programme of procurement to identify a service provider who will work with the Council to install electric vehicle charge points in the Borough Council car parks.
- 9.2 That following the procurement exercise the Council install the relevant charge points within the car parks identified to maximise use for visitors to Epsom & Ewell.

Ward(s) affected: (All Wards);

FEES AND CHARGES 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):	Annex 1 - Committee Fees & Charges 2020/21 Annex 2 - Car Park Fees & Charges agreed on 22 October 2019 Annex 3 – Building Control Fees 2020/21 Annex 4 - Trade Refuse & Recycling Charges 2020/21 (exempt from publication) Annex 5 – Princess Balustrades image
Other available papers (not attached):	Revenue Budget Report 2020/21 – on this agenda Report and Minutes of Environment & Safe Communities Committee 22 October 2019 (Car Parking Fees & Charges 2020/21)

Report summary

This report recommends fees and charges for which this Committee is responsible, with the new charges being effective from 1 April 2019.

Recommendation (s)

That subject to the approval of Council, the Committee:

- (1) **Agrees the fees and charges for 2020/21 as set out at Annexes 1, 3 and 4;**
- (2) **Notes the parking fees and charges agreed by this Committee on 22 October 2019 as set out in Annex 2.**
- (3) **Notes the report on this agenda confirming the outcome of the car park fees and charges consultation and the proposed decision to amend the Rainbow Centre charge at Hook Road car park.**

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

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

2 Background

- 2.1 The Council will meet to agree the budget, including estimates of income and expenditure, on 13 February 2020. To enable the budget to be finalised, the Policy Committees are being asked to recommend fees and charges covering the services for which they are responsible.
- 2.2 The fees and charges presented in this report are discretionary charges only. For discretionary charges there is scope to generate additional income, to reduce the subsidy of the service or to contribute to an improved budget position.
- 2.3 There are a number of charges that are set externally of which the Council has no control or power to alter. This restricts the Council's ability to raise additional income and therefore the fees and charges set by statute are not presented to this Committee for approval.
- 2.4 The budget guidelines agreed by Strategy and Resources included an overall increase in revenue from discretionary fees and charges of 3%. The guidelines also anticipate that additional income may be generated to contribute to the required savings target.
- 2.5 In January 2019, the Committee agreed not to raise car parking fees in April, but to implement a 6% increase the following year instead. Therefore the budget target for additional income for this Committee has been set with the assumption that car park fees will be increased by 6%. Car park permit charges did increase in April 2019, therefore the target increase for those remains at 3% for 2020/21.
- 2.6 When preparing estimates, fees and charges have been reviewed by service managers and any negative impact on demand anticipated by increased charges has been considered.
- 2.7 Members should refer to the revenue budget report on this agenda for an overview of the Committee's budget position.
- 2.8 In January 2018 the Committee confirmed that the Chief Finance Officer should have delegated authority to vary fees and charges for items generating income under £1,000 per annum and be permitted to set charges for one off services or items not included in the fees and charges schedule under delegated authority.

3 Proposals

- 3.1 The proposed fees and charges for 2020/21 are set out at Annexes 1 – 4 to this report. The main variations in fees and charges for each service area outside the range of an increase between 3% to 5% are set out below:

3.1.1 Car Parks

A separate report was submitted to Environment and Safe Communities Committee on 22 October 2019 seeking agreement for car park fees and permits increases and some alterations to the current charging schedules. The proposed increases were agreed and are detailed in Annex 2. The proposed alterations were subject to a public consultation, the results of which are detailed within a separate report on the same agenda. The report recommends that the alterations proceed as suggested with the exception of the Rainbow Centre user rate at Hook Road for which 2-hour and 3-hour rates are proposed.

3.1.2 Development Control

In 2019/20, pre-application fees were rationalised and brought in line with London Authorities bordering the borough, reflecting the service level and officer time involved. As the service develops it is proposed not to increase the fees at this time, but to focus on increasing the volume of pre-applications undertaken. A similar approach has been taken with planning performance agreements.

The cost of Hedgerow Complaints has increased by 31% to bring the charge in line with other local boroughs and to reflect more accurately the cost of delivering the service.

3.1.3 Cemeteries

Cemetery fees for residents have been increased in line with the 3% target, but the increases for non-resident fees, which are roughly twice those of resident fees, have been restricted to a lower increase to prevent a drop in demand caused by cost prohibitive fees.

There has been a national increase in the demand for facilities for cremated remains, as cremation now accounts for 80% of all funerals taking place in England and Wales. Our Garden of Remembrance has been meeting the need for burial of cremated remains, however, it does not appeal to all of the families wishing to bring their loved one's remains to Epsom Cemetery. Consequently it is important to offer an alternative option to meet this increased demand and to sustain income from the cemetery.

The Service is therefore proposing to introduce a new option for the disposal of cremated remains. Princess Balustrades offer an innovative and attractive method to securely house two sets of cremated remains in above ground chamber with a memorial plaque built into a stone balustrade as illustrated in annex 5. The proposed new charges are detailed within Annex 1.

3.1.4 Environmental Health and Licensing

The fees for pest control and stray dogs have not increased as these are linked to the cost of the service delivered by a third party and an increase would make the service uncompetitive.

Premises licenses for premises have are set nationally and therefore are held at the current rate.

4 Financial and Manpower Implications

4.1 The impact of the proposed fees and charges for services in 2020/21 is set out below.

	Increase in income budget target £'000	Total increase or (decrease) due to changes to tariffs £'000	Variations resulting from changes to volumes	Variation between target and total change £'000
Car Parks	221	240	0	19
Refuse Collection	38	38	12	12
Markets	3	0	0	-3
Building Control	9	9	0	0
Development Control	3	3	25	25
Cemetery	14	14	0	0
Licensing & Environmental Health	7	7	5	5
Total	295	311	42	58

- 4.2 The charges proposed will generate an additional estimated income of £353k. This has been taken into account in the budget to be presented to the Council next month.
- 4.3 The change of charges and volumes have resulted in the Environment and Safe Communities Committee being £58,000 favourable to the targeted budgeted income from fees and charges for 2020/21. The increase for the marketplace income has been put on hold this year until the improvement works have concluded. Favourable increases have been budgeted for car parks, which didn't increase fees for 2019/20; refuse collection, for which volumes are expected to increase as a result of improved payment monitoring systems and the success of Business Bins; and development control seeing improved numbers of planning pre-applications.
- 4.4 The revised level of income has been included in the medium term financial strategy to help towards a balanced budget over the 4 year period. A detailed breakdown of the 2020/21 budget can be found in the budget report included on this agenda.
- 4.5 **Chief Finance Officer's comments:** all financial implications are included within this report.

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

- 5.1 There are no specific issues arising from this report but the Council's resources will need to be applied to ensure that it fulfils its statutory obligations and delivers its policy on equalities.
- 5.2 **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 None for the purposes of this report.

8 Risk Assessment

- 8.1 Income from services remains at risk due to the state of the economy. Charges have been set taking into account market conditions.
- 8.2 The continued delivery of Council services is dependent upon income generation, creating a risk to service delivery if charges are not set at levels that make a significant contribution to the Council's finances.

9 Conclusion and Recommendations

- 9.1 This report proposes new fees and charges for services with effect from 1 April 2020.
- 9.2 The impact of changes in fees and charges has been estimated and incorporated in the Committee's budget estimates 2020/21. If lower charges are agreed the Committee will be required to identify cost savings to enable the Council to meet its overall budget target.

Ward(s) affected: (All Wards);

Service	Service Activity	Description	Unit	2019/20	2020/21	Change
Car Parking	Annual Business Permits	Ashley Centre	Per year	2,050.00	2,000.00	-2.4%
Car Parking	Annual Business Permits	Ashley Centre (Blue Badge)	Per year	650.00	670.00	3.1%
Car Parking	Annual Business Permits	Hook Road	Per year	650.00	670.00	3.1%
Car Parking	Annual Business Permits	Hudson House	Per year	1,185.00	1,200.00	1.3%
Car Parking	Annual Residents Permits	Adelphi Road	Per year	125.00	130.00	4.0%
Car Parking	Annual Residents Permits	Chessington Road	Per Year	350.00	370.00	5.7%
Car Parking	Annual Residents Permits	Hook Road	Per year	350.00	370.00	5.7%
Car Parking	Annual Residents Permits	Hope Lodge	Per year	350.00	370.00	5.7%
Car Parking	Annual Residents Permits	Hudson House	Per year	950.00	980.00	3.2%
Car Parking	Annual Residents Permits	Upper High Street (Existing users only)	Per year	650.00	670.00	3.1%
Car Parking	Miscellaneous	Deposit Key Fob Deposit	per item	100.00	100.00	0.0%
Car Parking	Miscellaneous	Dispensation permit for contractors	per vehicle per day	5.00	5.00	0.0%
Car Parking	Miscellaneous	Dispensation permit for contractors and residents to carry out works subject to restrictions	per vehicle up to 3	20.00	20.00	0.0%
Car Parking	Miscellaneous	Hook Road Parker Card	Per card	15.00	15.00	0.0%
Car Parking	Miscellaneous	Lost parker card	Per card	15.00	15.00	0.0%
Car Parking	Miscellaneous	Lost Token - Ashley Centre, HL, TH	Per token	25.00	30.00	20.0%
Car Parking	Miscellaneous	Lost Token - Hook Road	Per token	10.00	12.00	20.0%
Car Parking	Penalty Charge Notices	Paid after 14 days - some offences are £50	Per offence	50.00	50.00	0.0%
Car Parking	Penalty Charge Notices	Paid after 14 days - some offences are £70	Per offence	70.00	70.00	0.0%
Car Parking	Penalty Charge Notices	Paid within 14 days - some offences are £25	Per offence	25.00	25.00	0.0%
Car Parking	Penalty Charge Notices	Paid within 14 days - some offences are £35	Per offence	35.00	35.00	0.0%
Car Parking	Residents Parking Schemes	Carers Permits (All Zones)	Per permit	10.00	10.00	0.0%
Car Parking	Residents Parking Schemes	Issue of first annual permit	Per permit	50.00	50.00	0.0%
Car Parking	Residents Parking Schemes	Issue of second and subsequent permits	Per permit	75.00	75.00	0.0%
Car Parking	Residents Parking Schemes	Replacement of lost or damaged permit	Per permit	15.00	15.00	0.0%
Car Parking	Residents Parking Schemes	Visitors permits (book of 10)	Per book	20.00	20.00	0.0%
Environmental health	Cemetery - Grave Maintenance: Planting	Moulding/turfing	Per session	72.00	75.00	4.2%
Environmental health	Cemetery - Grave Maintenance: Planting	Plants - Summer and Winter	Per year	154.00	160.00	3.9%
Environmental health	Cemetery - rights of burial - 40 years - Earthen graves	Any other row traditional - Non-resident	Per grave	3,496.00	3,550.00	1.5%
Environmental health	Cemetery - rights of burial - 40 years - Earthen graves	Any other row traditional - Resident	Per grave	1,774.00	1,830.00	3.2%
Environmental health	Cemetery - rights of burial - 40 years - Earthen graves	Butterfly lawn section (baby grave) - Non-Resident	Per grave	989.00	1,020.00	3.1%
Environmental health	Cemetery - rights of burial - 40 years - Earthen graves	Butterfly lawn section (baby grave) - Resident	Per grave	989.00	1,020.00	3.1%
Environmental health	Cemetery - rights of burial - 40 years - Earthen graves	Front row path traditional - Non-resident	Per grave	6,570.00	6,670.00	1.5%
Environmental health	Cemetery - rights of burial - 40 years - Earthen graves	Front row path traditional - Resident	Per grave	3,334.00	3,440.00	3.2%
Environmental health	Cemetery - rights of burial - 40 years - Earthen graves	Garden of Remembrance (cremated remains only) - Non-Resident	Per grave	1,093.00	1,110.00	1.6%
Environmental health	Cemetery - rights of burial - 40 years - Earthen graves	Garden of Remembrance (cremated remains only) - Resident	Per grave	554.00	570.00	2.9%
Environmental health	Cemetery - rights of burial - 40 years - Earthen graves	In pergola plot - Non-resident	Per grave	6,528.00	6,625.00	1.5%
Environmental health	Cemetery - rights of burial - 40 years - Earthen graves	In pergola plot - Resident	Per grave	3,312.00	3,410.00	3.0%
Environmental health	Cemetery - rights of burial - 40 years - Earthen graves	New lawn section - Non-resident	Per grave	3,015.00	3,060.00	1.5%
Environmental health	Cemetery - rights of burial - 40 years - Earthen graves	New lawn section - Resident	Per grave	1,530.00	1,580.00	3.3%
Environmental health	Clinical Waste Collection	Domestic collection and disposal of hazardous waste (one sharps bin per year free)	Per bin or bag	12.00	12.00	0.0%
Environmental health	Environmental Health general	Officer time	Per hour	60.00	62.00	3.3%
Environmental health	Environmental Information Regulations 1998	Supply of information relating to potentially contaminated land	Per hour	60.00	62.00	3.3%
Environmental health	Environmental Information Regulations 1998	Work requiring research of records	per hour	25.00	25.00	0.0%
Environmental health	Food safety	Food Hygiene Re-inspections	Per inspection	200.00	206.00	3.0%
Environmental health	Interments Monday to Friday	Dug to 11ft (3.352m) - Non-Resident	Per grave	2,958.00	3,005.00	1.6%
Environmental health	Interments Monday to Friday	Dug to 11ft (3.352m) - Resident	Per grave	1,324.00	1,370.00	3.5%
Environmental health	Interments Monday to Friday	Dug to 2ft (0.609m) or less (cremated remains) - Non-Resident	Per grave	592.00	600.00	1.4%
Environmental health	Interments Monday to Friday	Dug to 2ft (0.609m) or less (cremated remains) - Resident	Per grave	286.00	295.00	3.1%
Environmental health	Interments Monday to Friday	Dug to 4ft (1.219m) or less (Child under 12 only) - Non-Resident	Per grave	845.00	860.00	1.8%
Environmental health	Interments Monday to Friday	Dug to 4ft (1.219m) or less (Child under 12 only) - Resident	Per grave	391.00	405.00	3.6%
Environmental health	Interments Monday to Friday	Dug to 5 or 7ft (2.133m) - Non-Resident	Per grave	2,000.00	2,030.00	1.5%
Environmental health	Interments Monday to Friday	Dug to 5 or 7ft (2.133m) - Resident	Per grave	974.00	1,005.00	3.2%
Environmental health	Interments Monday to Friday	Dug to 9ft (2.743m) - Non-Resident	Per grave	2,371.00	2,405.00	1.4%

Environmental health	Interments Monday to Friday	Dug to 9ft (2.743m) - Resident	Per grave	1,095.00	1,130.00	3.2%
Environmental health	Interments Monday to Friday	Over 11 ft (3.352m) - Non-Resident	Price on application	0.00	0.00	
Environmental health	Interments Monday to Friday	Over 11 ft (3.352m) - Resident	Price on application	0.00	0.00	
Environmental health	Interments Saturday Service	Dug to 11ft (3.352m) - Non-Resident	Per grave	3,671.00	3,785.00	3.1%
Environmental health	Interments Saturday Service	Dug to 11ft (3.352m) - Resident	Per grave	2,051.00	2,115.00	3.1%
Environmental health	Interments Saturday Service	Dug to 2ft (0.609m) or less (cremated remains) - Non-Resident	Per grave	1,035.00	1,070.00	3.4%
Environmental health	Interments Saturday Service	Dug to 2ft (0.609m) or less (cremated remains) - Resident	Per grave	719.00	745.00	3.6%
Environmental health	Interments Saturday Service	Dug to 4ft (1.219m) or less (Child under 12 only) - Non-Resident	Per grave	1,438.00	1,490.00	3.6%
Environmental health	Interments Saturday Service	Dug to 4ft (1.219m) or less (Child under 12 only) - Resident	Per grave	950.00	980.00	3.2%
Environmental health	Interments Saturday Service	Dug to 5 or 7ft (2.133m) - Non-Resident	Per grave	2,631.00	2,710.00	3.0%
Environmental health	Interments Saturday Service	Dug to 5 or 7ft (2.133m) - Resident	Per grave	1,619.00	1,670.00	3.2%
Environmental health	Interments Saturday Service	Dug to 9ft (2.743m) - Non-Resident	Per grave	2,994.00	3,085.00	3.0%
Environmental health	Interments Saturday Service	Dug to 9ft (2.743m) - Resident	Per grave	1,730.00	1,785.00	3.2%
Environmental health	Interments Saturday Service	Over 11ft (3.352m) - Non-Resident	Per grave	0.00	0.00	
Environmental health	Interments Saturday Service	Over 11ft (3.352m) - Resident	Per grave	0.00	0.00	
Environmental health	Interments Saturday Service	Walled graves	Per grave	0.00	0.00	
Environmental health	Memorials	Butterfly Baby Grave Memorial Resident/Non Resident	Per item	108.00	110.00	1.9%
Environmental health	Memorials	Butterfly memorial plaque - Resident/Non Resident	Per item	151.00	155.00	2.6%
Environmental health	Memorials	Flat stone tablet - Non Resident	Per item	238.00	242.00	1.7%
Environmental health	Memorials	Flat stone tablet - Resident	Per item	145.00	150.00	3.4%
Environmental health	Memorials	Ground level surround - Non Resident	Per item	689.00	700.00	1.6%
Environmental health	Memorials	Ground level surround - Resident	Per item	353.00	365.00	3.4%
Environmental health	Memorials	Kerbs - Non Resident	Per item	353.00	360.00	2.0%
Environmental health	Memorials	Kerbs - Resident	Per item	183.00	190.00	3.8%
Environmental health	Memorials	Memorial in the Garden of Remembrance - Non Resident	Per item	348.00	355.00	2.0%
Environmental health	Memorials	Memorial in the Garden of Remembrance - Resident	Per item	178.00	185.00	3.9%
Environmental health	Memorials	Not exceeding 3ft 6ins (1.066m) - Non Resident	Per item	353.00	358.00	1.4%
Environmental health	Memorials	Not exceeding 3ft 6ins (1.066m) - Resident	Per item	183.00	190.00	3.8%
Environmental health	Memorials	Small memorial baby grave - Non Resident	Per item	211.00	214.00	1.4%
Environmental health	Memorials	Small memorial baby grave - Resident	Per item	108.00	112.00	3.7%
Environmental health	Memorials	Tablets/Vases etc - Non Resident	Per item	238.00	242.00	1.7%
Environmental health	Memorials	Tablets/Vases etc - Resident	Per item	122.00	125.00	2.5%
Environmental health	Princess Balustrades	2 container balustrade; memorial plaque with 80 character inscription	Per item	New charge	1,650.00	N/A
Environmental health	Princess Balustrades	Additional inscription characters	Per character	New charge	1.44	N/A
Environmental health	Other cemetery charges	Additional Inscription - Non resident	per inscription	215.00	218.00	1.4%
Environmental health	Other cemetery charges	Additional Inscription - Resident	per inscription	109.00	112.00	2.8%
Environmental health	Other cemetery charges	Burial register search fee	Price on application	0.00	0.00	
Environmental health	Other cemetery charges	Exhumation	Price on application	0.00	0.00	
Environmental health	Other cemetery charges	Hire of music facility/chapel organ	Per event	0.00	0.00	
Environmental health	Other cemetery charges	Issue of duplicate Deed of Grant	Per issue	104.00	110.00	5.8%
Environmental health	Pest control	Bedbugs - Benefit rate	Per case	78.75	78.75	0.0%
Environmental health	Pest control	Bedbugs - Standard rate	Per case	105.00	105.00	0.0%
Environmental health	Pest control	Cockroaches - Benefit rate	Per case	56.25	56.25	0.0%
Environmental health	Pest control	Cockroaches - Standard rate	Per case	75.00	75.00	0.0%
Environmental health	Pest control	Fleas - Benefit rate	Per case	50.63	50.63	0.0%
Environmental health	Pest control	Fleas - Standard rate	Per case	67.50	67.50	0.0%
Environmental health	Pest control	Mice - Benefit rate	Per case	50.63	50.63	0.0%
Environmental health	Pest control	Mice - Standard rate	Per case	67.50	67.50	0.0%
Environmental health	Pest control	Rats - Benefit rate	Per case	45.00	45.00	0.0%
Environmental health	Pest control	Rats - Standard rate	Per case	60.00	60.00	0.0%
Environmental health	Pest control	Squirrels - Benefit rate	Per case	67.50	67.50	0.0%
Environmental health	Pest control	Squirrels - Standard rate	Per case	90.00	90.00	0.0%
Environmental health	Pest control	Stored product insects - Benefit rate	Per case	67.50	67.50	0.0%
Environmental health	Pest control	Stored product insects - Standard rate	Per case	90.00	90.00	0.0%
Environmental health	Pest control	Textile pests - Benefit rate	Per case	50.63	50.63	0.0%

Environmental health	Pest control	Textile pests - Standard rate	Per case	67.50	67.50	0.0%
Environmental health	Pest control	Wasps - Benefit rate	Per case	45.00	45.00	0.0%
Environmental health	Pest control	Wasps - Standard rate	Per case	60.00	60.00	0.0%
Environmental health	Pollution Prevention and Control	Summary of premises contained in public register	Per summary	25.00	25.00	0.0%
Environmental health	Private Water Supply	Sampling of Water - Officer time	Per hour	60.00	62.00	3.3%
Environmental health	Stray Dogs	Day - Return of dog to owner	Per case	130.00	130.00	0.0%
Environmental health	Stray Dogs	Dogs Return to owner from kennels on request	Per Dog	40.00	40.00	0.0%
Environmental health	Stray Dogs	Full costs Day - collection and kennelling	Per case	165.00	165.00	0.0%
Environmental health	Stray Dogs	Full costs Night - collection and kennelling	per case	216.00	216.00	0.0%
Environmental health	Stray Dogs	Night - Return of dog to owner	Per case	196.00	196.00	0.0%
Environmental health	Street Trading	Food licence / consent	Annual	735.00	760.00	3.4%
Environmental health	Street Trading	Mobile food traders	Annual	735.00	760.00	3.4%
Environmental health	Street Trading	Mobile food traders	6 months	450.00	465.00	3.3%
Environmental health	Street Trading	Other licence / consent	Annual	735.00	760.00	3.4%
Environmental health	Vehicle licensing	Duplicate/replacement licence	Per item	16.00	16.50	3.1%
Environmental health	Vehicle licensing	Hackney Carriage Drivers	Epsom & Ewell only	300.00	310.00	3.3%
Environmental health	Vehicle licensing	Hackney Carriage Drivers	Dual licensed - 3 ye	230.00	240.00	4.3%
Environmental health	Vehicle licensing	Hackney Carriage transfer fee on change of vehicle	Dual licensed	120.00	125.00	4.2%
Environmental health	Vehicle licensing	Hackney Carriage transfer fee on change of vehicle	Epsom & Ewell only	85.00	88.00	3.5%
Environmental health	Vehicle licensing	Hackney Carriage Vehicle	Dual licensed	240.00	250.00	4.2%
Environmental health	Vehicle licensing	Hackney Carriage Vehicles	Epsom & Ewell only	300.00	310.00	3.3%
Environmental health	Vehicle licensing	ID badge	Per item	16.50	17.00	3.0%
Environmental health	Vehicle licensing	Internal Plate and holder	Per item	12.00	12.50	4.2%
Environmental health	Vehicle licensing	Knowledge Test (First)	Per test	80.00	85.00	6.3%
Environmental health	Vehicle licensing	Knowledge Test (re-test)	Per test	80.00	85.00	6.3%
Environmental health	Vehicle licensing	Missed appointment (without notice excuse) or reasonabl	Per appointment	50.00	55.00	10.0%
Environmental health	Vehicle licensing	Private Hire - transfer fee on change of vehicle	Per transfer	85.00	90.00	5.9%
Environmental health	Vehicle licensing	Private Hire Drivers	Three years	255.00	265.00	3.9%
Environmental health	Vehicle licensing	Private Hire Drivers - restricted additional driver (e.g. Spouse)	Per driver licence	90.00	95.00	5.6%
Environmental health	Vehicle licensing	Private Hire Operators - New 11+ vehicles	One year	405.00	420.00	3.7%
Environmental health	Vehicle licensing	Private Hire Operators - New 1-2 vehicles	One year	365.00	380.00	4.1%
Environmental health	Vehicle licensing	Private Hire Operators - New 3-5 vehicles	One year	395.00	410.00	3.8%
Environmental health	Vehicle licensing	Private Hire Operators - New 7-10 vehicles	One year	405.00	420.00	3.7%
Environmental health	Vehicle licensing	Private Hire Operators - Renewal - 11+ vehicles	Five years	1,850.00	1,950.00	5.4%
Environmental health	Vehicle licensing	Private Hire Operators - Renewal - 11+ vehicles	One year	400.00	420.00	5.0%
Environmental health	Vehicle licensing	Private Hire Operators - Renewal - 1-2 vehicles	Five years	1,050.00	1,100.00	4.8%
Environmental health	Vehicle licensing	Private Hire Operators - Renewal - 1-2vehicles	One year	255.00	265.00	3.9%
Environmental health	Vehicle licensing	Private Hire Operators - Renewal - 3-5 vehicles	One year	335.00	345.00	3.0%
Environmental health	Vehicle licensing	Private Hire Operators - Renewal - 3-5 vehicles	Five years	1,500.00	1,550.00	3.3%
Environmental health	Vehicle licensing	Private Hire Operators - Renewal - 6-10 vehicles	Five years	1,700.00	1,775.00	4.4%
Environmental health	Vehicle licensing	Private Hire Operators - Renewal - 6-10 vehicles	One year	375.00	390.00	4.0%
Environmental health	Vehicle licensing	Private Hire Vehicles	One year	285.00	295.00	3.5%
Environmental health	Vehicle licensing	Replacement HCV plate	Per item	27.00	30.00	11.1%
Environmental health	Vehicle licensing	Replacement Plate	Per item	17.00	20.00	17.6%
Highways	Abandoned Vehicles	Disposal of vehicle - 7.5 to 18 tonnes	Per vehicle	129.00	129.00	0.0%
Highways	Abandoned Vehicles	Disposal of vehicle - over 18 tonnes	Per vehicle	155.00	155.00	0.0%
Highways	Abandoned Vehicles	Disposal of vehicle - two wheeled	Per vehicle	51.50	51.50	0.0%
Highways	Abandoned Vehicles	Disposal of vehicle -3.5 to 7.5 tonnes	Per vehicle	103.00	103.00	0.0%
Highways	Abandoned Vehicles	Disposal of vehicle- less than 3.5 tonnes	Per vehicle	77.50	77.50	0.0%
Highways	Abandoned Vehicles	Off road, upright,not substantially damaged. 3.5 to 7.5 tonnes	Per vehicle	412.00	412.00	0.0%
Highways	Abandoned Vehicles	Off road, upright,not substantially damaged. 7.5 to 18 tonnes LADEN	Per vehicle	1,550.00	1,550.00	0.0%
Highways	Abandoned Vehicles	Off road, upright,not substantially damaged. 7.5 to 18 tonnes UNLADEN	Per vehicle	1,030.00	1,030.00	0.0%
Highways	Abandoned Vehicles	Off road, upright,not substantially damaged. Less than 3.5 tonnes	Per vehicle	206.00	206.00	0.0%
Highways	Abandoned Vehicles	Off road, upright,not substantially damaged. Over 18 tonnes LADEN	Per vehicle	2,060.00	2,060.00	0.0%
Highways	Abandoned Vehicles	Off road, upright,not substantially damaged. Over 18 tonnes UNLADEN	Per vehicle	1,545.00	1,545.00	0.0%

Highways	Abandoned Vehicles	Off road, not upright, substantially damaged or both. 3.5 to 7.5 tonnes	Per vehicle	876.00	876.00	0.0%
Highways	Abandoned Vehicles	Off road, not upright, substantially damaged or both. 7.5 to 18 tonnes LADEN	Per vehicle	4,635.00	4,635.00	0.0%
Highways	Abandoned Vehicles	Off road, not upright, substantially damaged or both. 7.5 to 18 tonnes UNLADEN	Per vehicle	3,090.00	3,090.00	0.0%
Highways	Abandoned Vehicles	Off road, not upright, substantially damaged or both. Less than 3.5 tonnes	Per vehicle	309.00	309.00	0.0%
Highways	Abandoned Vehicles	Off road, not upright, substantially damaged or both. Over 18 tonnes LADEN	Per vehicle	6,180.00	6,180.00	0.0%
Highways	Abandoned Vehicles	Off road, not upright, substantially damaged or both. Over 18 tonnes UNLADEN	Per vehicle	4,635.00	4,635.00	0.0%
Highways	Abandoned Vehicles	On road, not damaged, upright. 3.5 to 7.5 tonnes	Per vehicle	206.00	206.00	0.0%
Highways	Abandoned Vehicles	On road, not damaged, upright. 7.5 to 18 tonnes	Per vehicle	360.50	360.50	0.0%
Highways	Abandoned Vehicles	On road, not damaged, upright. Less than 3.5 tonnes	Per vehicle	154.50	154.50	0.0%
Highways	Abandoned Vehicles	On road, not damaged, upright. Over 18 tonnes	Per vehicle	360.50	360.50	0.0%
Highways	Abandoned Vehicles	On road, not upright, substantially damaged or both. 3.5 to 7.5 tonnes	Per vehicle	669.50	669.50	0.0%
Highways	Abandoned Vehicles	On road, not upright, substantially damaged or both. 7.5 to 18 tonnes LADEN	Per vehicle	3,090.00	3,090.00	0.0%
Highways	Abandoned Vehicles	On road, not upright, substantially damaged or both. 7.5 to 18 tonnes UNLADEN	Per vehicle	2,060.00	2,060.00	0.0%
Highways	Abandoned Vehicles	On road, not upright, substantially damaged or both. Less than 3.5 tonnes	Per vehicle	257.50	257.50	0.0%
Highways	Abandoned Vehicles	On road, not upright, substantially damaged or both. Over 18 tonnes LADEN	Per vehicle	4,635.00	4,635.00	0.0%
Highways	Abandoned Vehicles	On road, not upright, substantially damaged or both. Over 18 tonnes UNLADEN	Per vehicle	3,090.00	3,090.00	0.0%
Highways	Abandoned Vehicles	Storage of abandoned vehicle - 7.5 to 18 tonnes	Per 24 hours	31.00	31.00	0.0%
Highways	Abandoned Vehicles	Storage of abandoned vehicle - less than 3.5 tonnes	Per 24 hours	20.60	20.60	0.0%
Highways	Abandoned Vehicles	Storage of abandoned vehicle - over 18 tonnes	Per 24 hours	36.25	36.25	0.0%
Highways	Abandoned Vehicles	Storage of abandoned vehicle - two wheeled	Per 24 hours	10.30	10.30	0.0%
Highways	Abandoned Vehicles	Storage of abandoned vehicle -3.5 to 7.5 tonnes	Per 24 hours	25.75	25.75	0.0%
Highways	Street Naming and Numbering	Additional charges per flat	Per flat	12.50	13.00	4.0%
Highways	Street Naming and Numbering	Additional charges per plot 11-25 plots	Per plot	25.00	26.00	4.0%
Highways	Street Naming and Numbering	Additional charges per plot 2-5 plots	Per plot	37.50	39.00	4.0%
Highways	Street Naming and Numbering	Additional charges per plot 26-75 plots	Per plot	18.50	19.25	4.1%
Highways	Street Naming and Numbering	Additional charges per plot 6-10 plots	Per plot	31.50	32.50	3.2%
Highways	Street Naming and Numbering	Additional charges per plot 76 plots and over	Per plot	12.50	13.00	4.0%
Highways	Street Naming and Numbering	Changes to a development plot	Per plot	31.50	32.50	3.2%
Highways	Street Naming and Numbering	Development Charge	Per application	115.00	120.00	4.3%
Highways	Street Naming and Numbering	Flats redevelopment charge	Per application	190.00	197.00	3.7%
Highways	Street Naming and Numbering	Naming of a property	Per property	31.50	32.50	3.2%
Highways	Street Naming and Numbering	Renaming of a street	Per application	125.00	130.00	4.0%
Highways	Street Naming and Numbering	Renaming of a street additional charge per plot	Per plot	31.50	32.50	3.2%
Licences	Gambling Act - Adult Gaming Centre	Annual fee	Per item	1,000.00	1,000.00	0.0%
Licences	Gambling Act - Adult Gaming Centre	Application	Per item	2,000.00	2,000.00	0.0%
Licences	Gambling Act - Adult Gaming Centre	Change of circumstance	Per item	50.00	50.00	0.0%
Licences	Gambling Act - Adult Gaming Centre	Copy of licence	Per item	25.00	25.00	0.0%
Licences	Gambling Act - Adult Gaming Centre	Provisional statement	Per item	2,000.00	2,000.00	0.0%
Licences	Gambling Act - Adult Gaming Centre	Transfer/Reinstatement fee	Per item	1,200.00	1,200.00	0.0%
Licences	Gambling Act - Adult Gaming Centre	Variation fee	Per item	1,000.00	1,000.00	0.0%
Licences	Gambling Act - Betting Premises (Other)	Annual fee	Per item	600.00	600.00	0.0%
Licences	Gambling Act - Betting Premises (Other)	Application	Per item	3,000.00	3,000.00	0.0%
Licences	Gambling Act - Betting Premises (Other)	Change of circumstance	Per item	50.00	50.00	0.0%
Licences	Gambling Act - Betting Premises (Other)	Copy of licence	Per item	25.00	25.00	0.0%
Licences	Gambling Act - Betting Premises (Other)	Provisional statement	Per item	1,200.00	1,200.00	0.0%
Licences	Gambling Act - Betting Premises (Other)	Transfer/Reinstatement fee	Per item	1,200.00	1,200.00	0.0%
Licences	Gambling Act - Betting Premises (Other)	Variation fee	Per item	1,500.00	1,500.00	0.0%
Licences	Gambling Act - Betting Premises (Track)	Annual fee	Per item	1,000.00	1,000.00	0.0%
Licences	Gambling Act - Betting Premises (Track)	Application	Per item	2,500.00	2,500.00	0.0%
Licences	Gambling Act - Betting Premises (Track)	Change of circumstance	Per item	50.00	50.00	0.0%
Licences	Gambling Act - Betting Premises (Track)	Copy of licence	Per item	25.00	25.00	0.0%
Licences	Gambling Act - Betting Premises (Track)	Provisional statement	Per item	2,500.00	2,500.00	0.0%
Licences	Gambling Act - Betting Premises (Track)	Transfer/Reinstatement fee	Per item	950.00	950.00	0.0%
Licences	Gambling Act - Betting Premises (Track)	Variation fee	Per item	1,250.00	1,250.00	0.0%
Licences	Gambling Act - Club Gaming Permit	Annual fee	Per item	50.00	50.00	0.0%

Licences	Gambling Act - Club Gaming Permit	Application (Existing part 2 or 3)	Per item	100.00	100.00	0.0%
Licences	Gambling Act - Club Gaming Permit	Application (no Club Premises Certificate)	Per item	200.00	200.00	0.0%
Licences	Gambling Act - Club Gaming Permit	Application (with Club Premises Certificate)	Per item	100.00	100.00	0.0%
Licences	Gambling Act - Club Gaming Permit	Copy of permit	Per item	15.00	15.00	0.0%
Licences	Gambling Act - Club Gaming Permit	Renewal (after 10 years)	Per item	200.00	200.00	0.0%
Licences	Gambling Act - Club Gaming Permit	Variation fee	Per item	100.00	100.00	0.0%
Licences	Gambling Act - Licensed Premises Gaming Permit	Annual fee	Per item	50.00	50.00	0.0%
Licences	Gambling Act - Licensed Premises Gaming Permit	Application (no existing S34 Permit)	Per item	150.00	150.00	0.0%
Licences	Gambling Act - Licensed Premises Gaming Permit	Application (with existing S34 Permit)	Per item	100.00	100.00	0.0%
Licences	Gambling Act - Licensed Premises Gaming Permit	Copy of permit	Per item	15.00	15.00	0.0%
Licences	Gambling Act - Licensed Premises Gaming Permit	New name on permit	Per item	25.00	25.00	0.0%
Licences	Gambling Act - Licensed Premises Gaming Permit	Variation fee	Per item	100.00	100.00	0.0%
Licences	Gambling Act - Other	Small Society Lottery - Grant	Per item	40.00	40.00	0.0%
Licences	Gambling Act - Other	Small Society Lottery - Renewal	Per item	20.00	20.00	0.0%
Licences	Gambling Act - Other	Temporary Use Notice	Per item	500.00	500.00	0.0%
Licences	Large Scale Event	5,000-9,999 - Additional Fee	Per licence	1,000.00	1,000.00	0.0%
Licences	Other Licences	Acupuncture, earpiercing and electrolysis - New (2 or more practitioners)	Per licence	350.00	365.00	4.3%
Licences	Other Licences	Acupuncture, earpiercing and electrolysis - New (small business - 1 practitioner)	Per licence	290.00	300.00	3.4%
Licences	Other Licences	Acupuncture, earpiercing and electrolysis - register additional named qualified practitioner	Per licence	85.00	90.00	5.9%
Licences	Other Licences	Acupuncture, earpiercing and electrolysis - Renewal (2 or more practitioners)	Per licence	85.00	90.00	5.9%
Licences	Other Licences	Acupuncture, earpiercing and electrolysis - Renewal (small business - 1 practitioner)	Per licence	85.00	90.00	5.9%
Licences	Other Licences	Animal Welfare (Boarding, Day Care, Breeding, Kennels & Catteries) Initial Fee (New) plus li	Per licence	150.00	155.00	3.3%
Licences	Other Licences	Animal Welfare (Boarding, Day Care, Breeding, Kennels and Catteries)	Per 1 Year licence	265.00	275.00	3.8%
Licences	Other Licences	Animal Welfare (Boarding, Day Care, Breeding, Kennels and Catteries)	Per Application	85.00	90.00	5.9%
Licences	Other Licences	Animal Welfare (Boarding, Day Care, Breeding, Kennels and Catteries)	Per 2 Year licence	400.00	415.00	3.8%
Licences	Other Licences	Animal Welfare (Boarding, Day Care, Breeding, Kennels and Catteries)	Per 3 Year licence	530.00	550.00	3.8%
Licences	Other Licences	Caravan Site - New	Per licence	355.00	370.00	4.2%
Licences	Other Licences	Caravan Site - Renewal	Per licence	355.00	370.00	4.2%
Licences	Other Licences	Keeping or Training animals for exhibition (Performing Animals) (plus veterinary costs as in	Per licence	265.00	275.00	3.8%
Licences	Other Licences	Pet Shop - New	Per licence	405.00	420.00	3.7%
Licences	Other Licences	Pet shop - Renewal	Per licence	205.00	215.00	4.9%
Licences	Other Licences	Replacement Registration/Badge	Per registration	21.50	22.50	4.7%
Licences	Other Licences	Replacement/Copy of Licence (from 'Other' Category)	Per licence	21.50	22.50	4.7%
Licences	Other Licences	Riding establishments - New	Per licence	765.00	790.00	3.3%
Licences	Other Licences	Riding establishments - Renewal	Per licence	385.00	400.00	3.9%
Licences	Other Licences	Scrap Metal Dealers - Collector New	Per licence	345.00	360.00	4.3%
Licences	Other Licences	Scrap Metal Dealers - Collector Renewal (3 yr licence)	Per Licence	440.00	455.00	3.4%
Licences	Other Licences	Scrap Metal Dealers - Collector Variation	Per Application	345.00	360.00	4.3%
Licences	Other Licences	Scrap Metal Dealers - Site New	Per Licence	435.00	450.00	3.4%
Licences	Other Licences	Scrap Metal Dealers - Site Renewal (3 yr licence)	Per Licence	625.00	645.00	3.2%
Licences	Other Licences	Scrap Metal Dealers - Site Variation	Per Application	435.00	450.00	3.4%
Licences	Other Licences	Tattooing - Renewal	Per licence	260.00	270.00	3.8%
Licences	Other Licences	Tattooing- Register Business Premises and all Listed Qualified Practitioners- New	Per licence	405.00	420.00	3.7%
Licences	Other Licences	To keep dangerous wild animals (veterinary costs)	Per licence	280.00	290.00	3.6%
Licences	Premesis - Large Scale Event	10,000 - 14,999 - Additional Fee	Per licence	2,000.00	2,000.00	0.0%
Licences	Premesis - Large Scale Event	15,000 - 19,999 - Additional Fee	Per licence	4,000.00	4,000.00	0.0%
Licences	Premesis - Large Scale Event	20,000 - 29,999 - Additional Fee	Per licence	8,000.00	8,000.00	0.0%
Licences	Premesis - Large Scale Event	30,000 - 39,999 - Additional Fee	Per licence	16,000.00	16,000.00	0.0%
Licences	Premesis - Large Scale Event	40,000 - 49,999 - Additional Fee	Per licence	24,000.00	24,000.00	0.0%
Licences	Premesis - Large Scale Event	50,000 - 59,999 - Additional Fee	Per licence	32,000.00	32,000.00	0.0%
Licences	Premesis - Large Scale Event	60,000 - 69,999 - Additional Fee	Per licence	40,000.00	40,000.00	0.0%
Licences	Premesis - Large Scale Event	70,000 - 79,999 - Additional Fee	Per licence	48,000.00	48,000.00	0.0%
Licences	Premesis - Large Scale Event	80,000 - 89,999 - Additional Fee	Per licence	56,000.00	56,000.00	0.0%
Licences	Premesis - Large Scale Event	90,000 and over - Additional Fee	Per licence	64,000.00	64,000.00	0.0%
Licences	Premesis - Other	Application for a Provisional Statement	Per application	195.00	195.00	0.0%

Licences	Premesis - Other	Application for minor variation	Per application	89.00	89.00	0.0%
Licences	Premesis - Other	Application for transfer of premises licence	Per application	23.00	23.00	0.0%
Licences	Premesis - Other	Application to vary licence to specify DPS	Per application	23.00	23.00	0.0%
Licences	Premesis - Other	Change of relevant registered address of Club	Per notice	10.50	10.50	0.0%
Licences	Premesis - Other	Interim Authority Notice	Per notice	23.00	23.00	0.0%
Licences	Premesis - Other	Notification of change of name or address	Per change	10.50	10.50	0.0%
Licences	Premesis - Other	Notification of change of name/alterations to Club Rules	Per notice	10.50	10.50	0.0%
Licences	Premesis - Other	Personal Licence	Per licence	37.00	37.00	0.0%
Licences	Premesis - Other	Removal of DPS Requirement	Per application	23.00	23.00	0.0%
Licences	Premesis - Other	Right of freeholder to be notified of licensing matter	Per notice	21.00	21.00	0.0%
Licences	Premesis - Other	Temporary Event Notice	Per licence	21.00	21.00	0.0%
Licences	Premesis - Other	Theft, loss etc. of licence/summary/notice	Per licence	10.50	10.50	0.0%
Licences	Premesis - Other	Zoo Licence - 6 year renewal	Per licence	6,200.00	6,200.00	0.0%
Licences	Premesis - Other	Zoo Licence - Grant (4 year licence)	Per licence	4,150.00	4,150.00	0.0%
Licences	Premesis and Club Licence - Annual Continuation Fee	Large Town Centre Pub - Band D	Per licence	640.00	640.00	0.0%
Licences	Premesis and Club Licence - Annual Continuation Fee	Large Town Centre Pub - Band E	Per licence	1,050.00	1,050.00	0.0%
Licences	Premesis and Club Licence - Annual Continuation Fee	Rateable Value - Band A (up to £4,300)	Per licence	70.00	70.00	0.0%
Licences	Premesis and Club Licence - Annual Continuation Fee	Rateable Value - Band B (£4301-£33,000)	Per licence	180.00	180.00	0.0%
Licences	Premesis and Club Licence - Annual Continuation Fee	Rateable Value - Band C (£33,001-£87,000)	Per licence	295.00	295.00	0.0%
Licences	Premesis and Club Licence - Annual Continuation Fee	Rateable Value - Band D (£87,001-£125,000)	Per licence	320.00	320.00	0.0%
Licences	Premesis and Club Licence - Annual Continuation Fee	Rateable Value - Band E (Over £125,000)	Per licence	350.00	350.00	0.0%
Licences	Premesis and Club Licence - New Application	Large Town Centre Pub - Band D	Per licence	900.00	900.00	0.0%
Licences	Premesis and Club Licence - New Application	Large Town Centre Pub - Band E	Per licence	1,905.00	1,905.00	0.0%
Licences	Premesis and Club Licence - New Application	Rateable Value - Band B (£4301-£33,000)	Per licence	190.00	190.00	0.0%
Licences	Premesis and Club Licence - New Application	Rateable Value - Band C (£33,001-£87,000)	Per licence	315.00	315.00	0.0%
Licences	Premesis and Club Licence - New Application	Rateable Value - Band D (£87,001-£125,000)	Per licence	450.00	450.00	0.0%
Licences	Premesis and Club Licence - New Application	Rateable Value - Band E (Over £125,000)	Per licence	635.00	635.00	0.0%
Licences	Sex Establishment	Occasional sex establishment (Shops & cinemas)	Pro rata plus 20%	0.00	0.00	
Licences	Sex Establishment	Sex establishments (Shops, sex encounter premises & cinemas) New Licence	Per licence	5,665.00	5,850.00	3.3%
Licences	Sex Establishment	Transfer application	Per Application	330.00	340.00	3.0%
Licences	Sex Establishment	Variation or renewal	Per licence	2,835.00	2,925.00	3.2%
Licences	Sex Establishment	Variation or renewal no Hearing	Per licence	1,445.00	1,500.00	3.8%
Planning and Building Control	Development Management	Article 4 Direction	Per document	21.50	22.00	2.3%
Planning and Building Control	Development Management	Copy of planning permission (pre 1994 only)	Per document	21.50	22.00	2.3%
Planning and Building Control	Development Management	Copy of Section 106 (formerly S 52) agreements	Per document	18.00	18.50	2.8%
Planning and Building Control	Development Management	Hedgerow Complaint under Part 8 of Anti-Social Behaviour Act 2003	per complaint	420.00	550.00	31.0%
Planning and Building Control	Development Management	Legal Agreements/Conditions Discharge & Compliance Checks	Per site	100.00	105.00	5.0%
Planning and Building Control	Development Management	Listed Building Consent	Per note + site visit	350.00	360.00	2.9%
Planning and Building Control	Development Management	Listed Building Consent - Extensions	Per note + site visit	450.00	465.00	3.3%
Planning and Building Control	Development Management	Listed Building Consent - shopfront, adverts, householders	Per note + site visit	350.00	360.00	2.9%
Planning and Building Control	Development Management	OTHER: Small minors - adverts, dropped kerbs, shopfronts, etc	Per note	150.00	155.00	3.3%
Planning and Building Control	Development Management	Planning Performance Agreements	15+ conditions	5,000.00	5,000.00	0.0%
Planning and Building Control	Development Management	Planning Performance Agreements	Additional Meeting	2,500.00	2,500.00	0.0%
Planning and Building Control	Development Management	Planning Performance Agreements	1-14 conditions	2,500.00	2,500.00	0.0%
Planning and Building Control	Development Management	Planning Performance Agreements	per application	12,000.00	12,000.00	0.0%
Planning and Building Control	Development Management	Pre-App advice Non-residential 1000-4999 sq m	Per meeting + note	2,000.00	2,000.00	0.0%
Planning and Building Control	Development Management	Pre-App advice Non-residential 2500-4999 sq m	Per meeting + note	4,500.00	4,500.00	0.0%
Planning and Building Control	Development Management	Pre-App advice Non-residential 5000+ sq m	Per meeting + note	7,500.00	7,500.00	0.0%
Planning and Building Control	Development Management	Pre-App advice Non-residential 50-999 sq m	Per meeting + note	1,200.00	1,200.00	0.0%
Planning and Building Control	Development Management	Pre-App advice Non-residential up to 50 sq m	Per written enquiry	125.00	125.00	0.0%
Planning and Building Control	Development Management	Pre-App advice Residential 10-24 dwellings	Per written enquiry	3,000.00	3,000.00	0.0%
Planning and Building Control	Development Management	Pre-App advice Residential 1-5 dwellings	Per meeting + note	1,200.00	1,200.00	0.0%
Planning and Building Control	Development Management	Pre-App advice Residential 25-49 dwellings	Per written enquiry	4,500.00	4,500.00	0.0%
Planning and Building Control	Development Management	Pre-App advice Residential 50+ dwellings	Per meeting + note	7,500.00	7,500.00	0.0%
Planning and Building Control	Development Management	Pre-App advice Residential 6-9 dwellings	Per meeting + note	2,000.00	2,000.00	0.0%

Planning and Building Control	Development Management	Pre-App advice Residential Householder	Per written enquiry	125.00	125.00	0.0%
Planning and Building Control	Development Management	Telecoms - not PD	Per note	350.00	360.00	2.9%
Planning and Building Control	Development Management	Telecoms masts/equip 10+ sites	Per note	3,000.00	3,100.00	3.3%
Planning and Building Control	Development Management	Tree Preservation Order (Full Copy)	Per document	27.00	28.00	3.7%
Planning and Building Control	Development Management	TREES: TPO,CAT, Landscaping Plans	Per note (visit at ofi)	150.00	155.00	3.3%
Planning and Building Control	Local Plans	LDF Developer Contributions SPD (Non-Residents)	Each	5.50	5.75	4.5%
Planning and Building Control	Local Plans	Local Plan adopted May 2000	Per set of proposals	32.00	33.00	3.1%
Planning and Building Control	Local Plans	Local Plan adopted May 2000	Per map	16.00	16.50	3.1%
Planning and Building Control	Local Plans	Self Build and Customer Build Registration Fee	Per entry to the reg	30.00	31.00	3.3%
Planning and Building Control	Local Plans	Self Build and Customer Build Registration Fee	Annual fee to rema	15.00	15.50	3.3%
Waste Collection	Domestic bulk refuse disposal	10-12 items (5 sacks = 1 item)	Items	158.50	164.00	3.5%
Waste Collection	Domestic bulk refuse disposal	4-6 items (5 sacks = 1 item)	Items	79.50	82.00	3.1%
Waste Collection	Domestic bulk refuse disposal	7-9 items (5 sacks = 1 item)	Items	118.75	123.00	3.6%
Waste Collection	Domestic bulk refuse disposal	Discounted for benefits - 10-12 items (5 sacks = 1 item)	Items	79.25	82.00	3.5%
Waste Collection	Domestic bulk refuse disposal	Discounted for benefits - 4-6 items (5 sacks= 1 item)	Items	39.75	41.00	3.1%
Waste Collection	Domestic bulk refuse disposal	Discounted for benefits - 7-9 items (5 sacks = 1 item)	Items	59.38	61.50	3.6%
Waste Collection	Domestic bulk refuse disposal	Discounted for benefits - Over 12 items	Items - cost by quot	9,999.00	9,999.00	0.0%
Waste Collection	Domestic bulk refuse disposal	Discounted for benefits - up to 3 items (5 sacks = 1 item)	Items	19.88	20.50	3.1%
Waste Collection	Domestic bulk refuse disposal	Over 12 items	Items - cost by quot	9,999.00	9,999.00	0.0%
Waste Collection	Domestic bulk refuse disposal	Up to 3 items (5 sacks = 1 item)	Items	39.75	41.00	3.1%
Waste Collection	Garden Waste (Churches and Charities) Direct Debit	Fortnightly collection of 240l garden waste bin	Per 240l bin per anr	43.95	45.25	3.0%
Waste Collection	Garden Waste (Churches and Charities) Direct Debit	Fortnightly collection of 660l garden waste bin	Per 660l bin per anr	120.85	124.45	3.0%
Waste Collection	Garden Waste (Churches and Charities) Other Payment	Fortnightly collection of 240l garden waste bin	Per 240l bin per anr	48.25	49.70	3.0%
Waste Collection	Garden Waste (Churches and Charities) Other Payment	Fortnightly collection of 660l garden waste bin	Per 660l bin per anr	132.70	136.70	3.0%
Waste Collection	Garden Waste (Domestic) Direct Debit	Discounted for benefits - Fortnightly collection of standard garden waste bin	Per 240l bin per anr	28.00	28.85	3.0%
Waste Collection	Garden Waste (Domestic) Direct Debit	Fortnightly collection of small garden waste bin	Per 140l bin per anr	32.70	33.70	3.1%
Waste Collection	Garden Waste (Domestic) Direct Debit	Fortnightly collection of standard garden waste bin	Per 240l bin per anr	56.00	57.70	3.0%
Waste Collection	Garden Waste (Domestic) Other Payment	Discounted for benefits - Fortnightly collection of standard garden waste bin	Per 240l bin per anr	30.75	31.68	3.0%
Waste Collection	Garden Waste (Domestic) Other Payment	Fortnightly collection of small garden waste bin	Per 140l bin per anr	35.90	37.00	3.1%
Waste Collection	Garden Waste (Domestic) Other Payment	Fortnightly collection of standard garden waste bin	Per 240l bin per anr	61.50	63.35	3.0%
Waste Collection	Garden Waste (Flats and Schools) Direct Debit	Fortnightly collection of 240l garden waste bin	Per 240l bin per anr	56.00	57.70	3.0%
Waste Collection	Garden Waste (Flats and Schools) Direct Debit	Fortnightly collection of 660l garden waste bin	Per 660l bin per anr	154.00	158.70	3.1%
Waste Collection	Garden Waste (Flats and Schools) Other Payment	Fortnightly collection of 240l garden waste bin	Per 240l bin per anr	61.50	63.35	3.0%
Waste Collection	Garden Waste (Flats and Schools) Other Payment	Fortnightly collection of 660l garden waste bin	Per 660l bin per anr	169.15	174.20	3.0%
Waste Collection	Provision of Bins for Events	1100 litre mixed recycling bin	Per bin, emptied on	3.00	3.10	3.3%
Waste Collection	Provision of Bins for Events	1100 litre refuse bin	Per bin, emptied on	10.00	10.50	5.0%
Waste Collection	Provision of Bins for Events	180 litre food recycling bin	Per bin, emptied on	1.00	1.05	5.0%
Waste Collection	Provision of Bins for Events	240 litre glass recycling bin	Per bin, emptied on	1.00	1.05	5.0%
Waste Collection	Provision of Bins for Events	240 litre mixed recycling bin	Per bin, emptied on	1.00	1.05	5.0%
Waste Collection	Provision of Bins for Events	240 litre refuse bin	Per bin, emptied on	3.00	3.10	3.3%
Waste Collection	Provision of Bins for Events	Delivery/collection of bins to/from event	One-off charge	20.00	20.75	3.8%

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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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Changes to the Building Control charges

Category	Description	September 2018	April 2020	Difference £	Difference %
Table A					
A1 (DOM)	1 dwelling unit	1,010	1,040	30	3.0%
A2 (DOM)	2 dwelling units	1,420	1,460	40	2.8%
A3 (DOM)	3 dwelling units	1,650	1,700	50	3.0%
A4 (DOM)	4 dwelling units	2,000	2,060	60	3.0%
A5 (DOM)	5 dwelling units	2,200	2,265	65	3.0%
Table B					
B1 (DEX-1)	Single storey n/e 10m2	500	515	15	3.0%
B2 (DEX-2)	Single storey 10m2-40m2	640	660	20	3.1%
B3 (DEX-3)	Single storey 40m2-100m2	850	875	25	2.9%
B4 (DEX-6)	Two storey n/e 40m2	700	720	20	2.9%
B5 (DEX-7)	Two storey 40m2-100m2	960	990	30	3.1%
B6 (DEX-8)	Two storey 100m2-200m2	1,200	1,235	35	2.9%
B8 (DGA-2)	Detached garage orcarport up 100m2	350	360	10	2.9%
B7 (DGA-1)	Attached garage orcarport up 100m2	450	465	15	3.3%
Table C					
C1 (DAL-L)	Loft conversion without dormer (max 60m2)	560	575	15	2.7%
C2 (DAL-L)	Loft conversion with dormer or change to roof line (max 60m2)	700	720	20	2.9%
C3 (DAL-G)	Conversion of garage up to 60m2	450	465	15	3.3%
C5 (DAL-B)	Alterations to create or extend basement up to 100m2	1,000	1,030	30	3.0%
C6 (DAL-T)	Renovation of thermal element	260	265	5	1.9%
C7 (DAL-1)	Estimated cost up to5000	260	265	5	1.9%
C8 (DAL-2)	Estimated cost £5001-£25000	450	465	15	3.3%
C9 (DAL-3)	Estimated cost £25001-£50000	600	620	20	3.3%
C10 (DAL-4)	Estimated cost £50001-£75000	750	775	25	3.3%
C13 (DAL-W)	Window/door replacement up to 20 units	210	215	5	2.4%
C12 (DAL-E)	Other electrical & Gas work	340	350	10	2.9%

Category	Description	September 2018	April 2020	Difference £	Difference %
C15 (DAL-U)	Underpinning				
C17	Charge for change of use	240	245	5	2.1%
Table D	Industrial and storage use				
D1 (OTH-1)	Floor area n/e 10m2	500	515	15	3.0%
D2 (OTH-2)	Floor area 10m2-40m2	600	615	15	2.5%
D3 (OTH-3)	Floor area 40m2-100m2	850	875	25	2.9%
D4 (OTH-4)	Floor area 100m2-200m2	1,000	1,030	30	3.0%
D13 (OTH-1)	Floor area n/e 10m2	600	615	15	2.5%
D14 (OTH-2)	Floor area 10m2-40m2	800	825	25	3.1%
D15 (OTH-3)	Floor area 40m2-100m2	1,000	1,030	30	3.0%
D16 (OTH-4)	Floor area 100m2-200m2	1,500	1,545	45	3.0%
	Floor area 100m2-				
Table E					
E1 (OAL-U)	Underpinning				
E19 (OAL-W)	New shop front	240	245	5	2.1%
E3 (OAL-W)	Window replacement up to 20 windows	240	245	5	2.1%
E4 (OAL-W)					
E5 (OAL-T)	Renovation of thermal element up to £50000	300	310	10	3.3%
E6 (OAL-T)	Renovation of thermal element £50001-£100000	360	370	10	2.8%
E7 (OAL-T)	Renovation of thermal element £100001-£250000	480	495	15	3.1%
E8 (OAL-1)	Estimated cost up to 5000	290	300	10	3.4%
E9 (OAL-2)	Estimated cost £5001-£25000	450	465	15	3.3%
E10 (OAL-3)	Estimated cost £25000-£50000	600	620	20	3.3%
E11 (OAL-4)	Estimated cost £50001-£100000	950	980	30	3.2%
E12 (OAL-5)	Estimated cost £100001-£150000	1,200	1,235	35	2.9%
E13 (OAL-M)	Installation of Mezzanine floor (up to 500m2)	820	845	25	3.0%
E20 (OAL-S)	Office/shop fit out floor area up to 500m2	510	525	15	2.9%
E21 (OAL-S)	Office/shop fit out floor area between 500m2 and 1000m2	650	670	20	3.1%
E18	Charge for change of use	240	245	5	2.1%

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REVENUE BUDGET 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):	N/A
Other available papers (not attached):	Budget Target Report to S&R Committee on 24 September 2019

Report summary

This report sets out estimates for income and expenditure on services in 2020/21.

Recommendation (s)

That the Committee

- (1) **Recommends the 2020/21 service estimates, for approval at the budget meeting of Full Council in February 2020.**
- (2) **Supports in principle the future savings options as set out in 5.3 for inclusion in the Medium Term Financial Strategy.**

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

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

2 Background

- 2.1 For the period 2020/21 to 2023/24, Full Council will be asked in February to agree a four year Medium Term Financial Strategy (MTFS) to maintain the financial health of the Council whilst delivering the priorities in the Corporate Plan. The recommendation in this report is consistent with the proposed MTFS.

- 2.2 Central Government is currently undertaking Fair Funding and Business Rates Reviews, which are due to complete in 2020 and are expected to adversely impact this Council's funding levels from 2021/22. These reviews, coupled with welfare benefit changes in recent years, continue to create uncertainty and pressure on Council finances and are likely to do so for the foreseeable future. The Council's budget strategy has been, as far as practical, to make operational and efficiency savings and generate additional income to minimise service reduction affecting residents.
- 2.3 The overall Council revenue budget target for 2020/21 was agreed by Strategy & Resources Committee on 24 September 2019 as follows:-
- Estimates are prepared including options to reduce organisational costs by £544,000 in 2020/21 subject to government grant announcement, to minimise the use of working balances and maintain a minimum working balance of £2.5 million in accordance with the MTFS
 - 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;
- 2.4 The figures in this report are final and are representative of the local government finance settlement. Any subsequent changes to service estimates should either be self-financing or produce a saving within the Committee's overall recommended budget.
- 2.5 The service estimates for this Committee are to be included in the draft Budget Book 2020/21 that will be made available to all Councillors.
- 2.6 Estimates have been prepared on the basis that all existing services to residents are maintained.
- 2.7 No general allowance for price inflation has been utilised for the revenue estimates 2020/21. However, where the Council incurs contractual inflationary uplifts, budgets have been adjusted accordingly.
- 2.8 For pay inflation, a budgeted increase of £400,000 has been allowed for within the MTFS.

- 2.9 The Council agreed a target to increase overall income from locally set fees and charges by a minimum of 3% annually (with the exception of car parking charges, which increase by 6% every two years), after making allowance for any further changes in service. Proposals to achieve this have been included in a separate report on this agenda.
- 2.10 To allow the Council to determine the budget and Council Tax in February, the Committee estimates have been presented as follows:-
- The Budget Book contains the service estimates for 2020/21.
 - All unavoidable cost increases and income reductions are reflected in the estimates.
 - All operational savings identified to date are reflected in the base estimates.
 - Recommended increases to fees and charges have been included within the Budget Book and the income estimates.
 - All increases in charges are subject to approval by the Council.

3 Revenue Estimates 2019/20

- 3.1 Before considering the revenue estimates for 2020/21, this section provides a summary of the forecast outturn for the current financial year. Variations identified with on-going effects have been taken into account in preparing next year's budget.
- 3.2 The Council's probable revenue outturn at Q2 monitoring for all Committees in 2019/20 anticipates an overspend of £33,000, as set out in the Q2 monitoring report below:

Committee	2019/20		
	Current Approved Budget £'000	Q2 Forecast £'000	Variance £'000
Strategy & Resources	368	(221)	(589)
Environment & Safe Communities	2,360	2,700	340
Community & Wellbeing	6,328	6,610	282
Capital charges	(2,669)	(2,669)	0
Total budget requirement	6,387	6,420	33

- 3.3 Assuming that this level of overspend continues to 31 March 2020, a contribution from working balances at year end of £33,000 would be required. Currently, the Council's working balance stands at £3,416,000, before any contribution is made.
- 3.4 The probable outturn specifically for Environment & Safe Communities Committee for 2019/20 is an overspend of £340,000, which is shown in the following table. The key reasons for the major variances are explained in the subsequent paragraphs.

Service Group	Published Budget 2019/20	Current Approved Budget 2019/20	Probable Outturn 2019/20	Probable Variance 2019/20
	£'000	£'000	£'000	£'000
Parking	(1,894)	(1,844)	(1,652)	192
Environmental Services	3,255	3,257	3,355	98
Planning & Building Control	547	636	596	(40)
Community Safety	114	116	95	(21)
Environmental Health	167	195	306	111
Environment & Safe Communities Committee	2,189	2,360	2,700	340

- 3.5 The current approved budget in the table above represents the published budget updated with authorised transfers of funds since approval of the budget at Council in February 2019.
- 3.6 The adverse variance within parking is largely due to the Ashley Centre car park forecast to be £215k under-recovered. There is also an adverse variance on business rates across all car parks totalling £43k due to rateable values exceeding budget estimates. These are in the process of being challenged and if successful, would see this position improve. These adverse variances are partially off-set by favourable variances within on-street parking (£22k) and car park permits (£44k).
- 3.7 Within Environmental Services, Domestic Waste is forecasting a £49k adverse variance on employee costs, as reported to Environment & Safe Communities Committee on 22 October 2019. This issue has been addressed as part of the 2020/21 budget setting process. Trade waste is forecasting a £25k adverse variance, partly due to the cost per tonne for tipping charges increasing and partly due to a forecast under-achievement of income. There is a drive to attract new business to the re-branded Business Bins service to mitigate the variance.

- 3.8 Streetcare is forecasting an adverse variance of £28k. £20k is due to a budgeted staff saving that has not been achieved due to increased demand within the service. This saving had been scheduled four years ago when the current 2016-20 MTFs was produced. £8k expenditure has been incurred on plastic bags for litter bins over and above the budget. The increase in plastic bag expenditure is due to the use of clear bags, rather than cheaper black ones, which enable waste to be recycled and support recycling targets. This additional budget requirement has been addressed through the 2020/21 budget setting process.
- 3.9 Favourable variances are reported in Planning due to over achievement of income on pre-applications and in Community Safety due to a saving on CCTV.
- 3.10 The adverse variance within Environmental Health is mainly due to an under-achievement of income at Epsom Cemetery (£80k) which has been impacted by a lack of capacity and increasing numbers choosing cremation over burial. These challenges are being addressed through the cemetery extension which is due to open in early 2020 and the introduction of new options for burying cremated remains.
- 3.11 A further adverse variance of £32k exists within the Environmental Health team due to the agency costs of covering a hard-to-fill vacancy. Officers are employing various recruitment strategies to try to recruit to this position as soon as possible.
- 3.12 The Committee's probable outturn (estimated net expenditure) for 2019/20 is included in the draft Budget Book on each service group page, with a detailed analysis of variations to budget. The outturn forecasts are all based on quarter two budget monitoring reports used by all managers.

4 Proposals for 2020/21 Budget

- 4.1 The service estimates are included in the draft Budget Book 2020/21, circulated to Councillors in January.
- 4.2 A summary of the Committee's revenue estimates for 2020/21 is set out below:

Service Group	Published Budget 2019/20 £'000	Base Position 2020/21 £'000
Parking	(1,894)	(2,066)
Environmental Services	3,255	3,360
Planning & Building Control	547	598

Community Safety	114	97
Environmental Health	167	165
Total	2,189	2,154

- 4.3 The following table comprises a summary of the main changes to the Committee's proposed budget for 2020/21 compared with the published budget for 2019/20.

Environment & Safe Communities Committee	Budget £'000
Published Budget 2019/20	2,189
Variation in pay, pension (IAS19) & support service recharges	219
Increase in fees and charges income	(353)
Reduction in CCTV costs	(19)
Budget reclassified within parks public realm	(10)
Increase in gate fees for trade waste	45
Reduction in funding from Surrey Waste Partnership	66
Unrealised staff saving from 2016 - increased service demand	20
Increase in business rates	13
Increased cleaning and maintenance	38
Temporary adjustment to land drainage recharge, to be recalculated in 2020/21	(55)
Sundry Variations	1
Base Position 2020/21	2,154

5 Proposals for Medium Term Financial Strategy 2020/21 to 2023/24

- 5.1 As set-out in paragraph 2.3, Strategy & Resources Committee has agreed a Council-wide savings target of £1.825m to achieve a balanced budget across the period to 2023/24.

- 5.2 Following service reviews undertaken with Heads of Service in 2019, operational and efficiency savings and additional income opportunities totalling £737,000 across the organisation have been identified, with minimal impact on frontline services. A further £500,000 saving has been identified through reduced reserve transfers to the Property Income Equalisation Reserve, as the target balance on this reserve is met by 2022/23.
- 5.3 To address the remaining Council-wide budget deficit of £588,000, the Committee is asked to support in principle the future saving option set out in the following table (and summarised in the subsequent paragraph) for further work and inclusion in the Medium Term Financial Strategy:

Saving Description	Ref	Saving Amount (£'000)				
		2020/21	2021/22	2022/23	2023/24	Total
Optimise Waste Collection	A	0	0	100	0	100

A. Optimising Waste Collection (2022/23)

Following the transfer to Surrey County Council in 2018 of the economic benefits from recycling, and once central government's new Waste Strategy is published, the Council proposes to review its current service delivery model to optimise the service in 2022/23. Options that could be considered include switching refuse and mixed recycling (incl glass) collections from weekly to fortnightly, which would reduce the service's environmental impact and generate a minimum saving of £100,000 pa.

- 5.4 The savings option identified above is scheduled from 2022/23. This will enable the Council to further develop and discuss the proposal once the Council's future funding position becomes clearer following the completion of central government's Fair Funding and Business Rates Reviews, which is expected later in 2020.
- 5.5 Should the savings option not be supported in principle, alternative options will need to be identified to address the Council's budget deficit.

6 Financial and Manpower Implications

- 6.1 Should operational changes affect staffing levels or staff duties, consultation processes would be progressed as appropriate.
- 6.2 The draft Budget Book 2020/21 is highly detailed and therefore please can any questions or queries be sent to relevant officers in advance of this Committee meeting wherever possible.
- 6.3 **Chief Finance Officer's comments:** Financial implications are contained within the body of this report.

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

7.1 The Council will fulfil its statutory obligations and comply with its policy on equalities.

7.2 **Monitoring Officer's comments:** There are no direct legal implications arising from this report. However, decisions taken about the budget will impact the services which can be delivered. It is important that statutory services are appropriately funded, which the recommended budget seeks to achieve.

8 Sustainability Policy and Community Safety Implications

8.1 There are no specific particular implications for Sustainability Policy or Community Safety arising out of this report.

9 Partnerships

9.1 Many services are provided by the Council without the direct involvement of other agencies. There is, however, an increasing role for partnership working with others to achieve mutually agreed objectives. The benefits and risks need to be assessed in each specific case to ensure that value for money is secured and the Council's priorities are delivered in the most efficient and effective manner.

10 Risk Assessment

10.1 In preparing the revenue budget estimates officers have identified the main risks facing the Committee in delivering services within the budget. These budgets will require careful management during the year.

Service	Risk	Budget Estimate 2020/21 £'000	Risk Management
Off Street Car Parking	Medium to High: Income from off street car parks is exposed to adverse weather and economic conditions that can have significant effect on outturn.	Total Budgeted Income £4,227k 1% change would affect income by £42k 5% change would affect income by £211k	Monthly monitoring and work analysing individual car park performance against target.

Operational Services	Low: The service is reliant on fuel and therefore susceptible to price rises.	Fuel budget across Op services is £316k 10% change would increase costs by £32k	Continuously monitor fuel Costs and reduce fuel consumption where possible.
Cemetery	Medium: Numbers of burials are falling impacting the income level of the service.	Total Budgeted Income £479k A 10% reduction would result in shortfall of £48k income.	Promotion of service and diversification of services offered. The new extension is due to open in early 2020.
Building Control	Low: Private competition has impacted on the service in recent years with the market difficult to predict.	Total Budgeted Income £318k A 10% reduction would result in £32k shortfall against income budget	Monthly monitoring including work analysing income against target.
Development Control	Low: The uncertainty of single, large applications can impact significantly on income. Planning Performance Agreements and pre-applications are dependent upon demand for development in the borough.	£570k income budget A 10% reduction would result in £57k shortfall of income	Monthly monitoring including work analysing income against target.

11 Conclusion and Recommendations

11.1 The Committee is asked to agree the service revenue estimates set out in the draft Budget Book 2020/21.

11.2 Full Council will consider the budget at its meeting on 13 February 2020.

Ward(s) affected: (All Wards);

CAPITAL PROGRAMME 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):	Annex 1 – Proposed Capital Programme Annex 2 – Capital Appraisal form for Bid 5 Annex 3 – Capital Appraisal form for Bid 3
Other available papers (not attached):	Financial Policy Panel papers - 3 December 2019 Capital Strategy

Report summary

This report summarises the proposed 2020/21 capital programme for Environment & Safe Communities Committee. Approval is sought for the programme to be submitted to Council in February 2020.

Recommendation (s)

That the Committee:

Submits the Capital Programme for 2020/21 as identified in section 4 of this report to the Council for approval on 13 February 2020.

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

1.1 The Council's Medium Term Financial Strategy (MTFS) includes the following guidelines relevant to investment in services:-

1.1.1 Prioritise capital investment to ensure retained property is fit for purpose.

1.1.2 Maximise the use of external funding opportunities to deliver improvements to the community infrastructure, including affordable housing.

1.1.3 Maintain a minimum uncommitted level of capital reserves of £1 million.

1.2 A baseline criteria for schemes is 'Investment required to meet Health and Safety or other new legislative requirements' as identified in the project appraisals.

2 Background

2.1 The Capital Strategy was last agreed by the Council on 19 February 2019 at which time the capital programme was approved for 2019/20. Schemes for 2020-2022 were provisional pending the annual budget review and an annual assessment of funds for capital investment.

2.2 Strategy and Resources provided the Capital Member Group (CMG) with a remit for the preparation of a capital programme for 2020/21. Under this remit, CMG assessed all capital bids and recommended a programme to Financial Policy Panel ('the Panel') for approval on 3 December 2019.

2.3 The programme presented to the Panel assumed funding from capital receipts, revenue funding, reserves and government grants. The Panel were advised that the proposed level of investment of £2.7 million over three years 2020/21 to 2022/23, of which £651k was to be funded from capital receipts, would reduce the available capital receipts balance to £2.15 million at the end of this period. The agreed minimum threshold of capital receipts is £1 million.

2.4 The receipts forecast assumes a £200k revenue contribution to fund capital schemes in 2020/21. This contribution is subject to the budget being approved at Council in February 2020.

2.5 The Panel's guidance relevant to this policy committee's recommendations was as follows:-

2.5.1 Priority schemes identified by the Capital Member Group should be presented with project appraisals to the policy committees in January to establish whether there is support for the individual projects, with any projects not supported being removed from the draft programme.

2.5.2 Two schemes identified in section 4 of this report, totalling £372k, requiring £372k use of capital receipts, should be included in the capital programme, subject to support for the project appraisal by this Committee.

3 Proposals

3.1 The Committee is asked:-

3.1.1 To approve the proposed capital programme for 2020/21.

- 3.2 The timing of the programme should be based on the ability to deliver with a realistic number of projects in any one year.
- 3.3 If all schemes in the proposed corporate capital programme for 2020/21 were to progress, and given the use of £200k of revenue funds, this would reduce the capital reserves to £2.15 million at 31 March 2023. Where possible the Council will prioritise the use of other funding sources such as revenue, external grants, S106 and Community Infrastructure Levy to preserve the level of capital receipts.

4 Core Programme 2020/21 Funded from Capital Reserves

- 4.1 The Financial Policy Panel recommended that the following schemes should be considered by this Committee for inclusion in the capital programme in 2020/21, subject to the Committee approving the project appraisals.
- 4.2 The proposed core programme for 2020/21 funded from capital receipts consists of the following schemes:-

Capital Appraisal form reference	Scheme	2020/21 £000s
Environment & Safe Communities Bid 5	Hogsmill streams and horse pond repairs	292
Environment & Safe Communities Bid 3	Hook Road Multi-Storey Car Park - replacement surface covering to roof level	80
Total		372

- 4.3 The Hogsmill streams and horse pond repairs bid 5 is subject to clarification from the legal department that the works fall within the responsibility of the Council.
- 4.4 The full scheme details are set-out at Annexes 2 and 3. Should members have any detailed questions regarding either of the schemes, please could these be raised with officers in advance of the Committee meeting, to enable a response to be sought from the scheme manager.

5 Financial and Manpower Implications

- 5.1 The Committee will wish to ensure that the Council has the capacity to deliver the recommended schemes.

5.2 *Chief Finance Officer's comments:* all financial implications are included in the body of the report.

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

6.1 *Monitoring Officer's comments:* none for the purposes of this report.

7 Sustainability Policy and Community Safety Implications

7.1 None for the purposes of this report.

8 Partnerships

8.1 There are no schemes dependent upon partnership agreement or funding. Schemes may, subject to evaluation, involve partnership for procurement or service delivery.

9 Risk Assessment

9.1 The CMG have used the Capital Strategy to balance the need for prioritised investment against a reducing level of capital reserves.

9.2 To help manage risks to the General Fund revenue account business case investment has been prioritised where it demonstrates a payback within 5 years or 7 years for renewable energy projects.

9.3 Funding has been identified to enable the delivery of the capital programme for 2020/21 and officers believe that there should be sufficient capacity to deliver these projects.

10 Conclusion and Recommendations

10.1 A programme of £372k, excluding any carry forward provisions from 2019/20, is recommended for this Committee in 2020/21.

Ward(s) affected: (All Wards);

Environment & Safe Communities Committee Proposed Capital Programme 2020/21 - 2022/23

	Original Budget 2020/21 £'000	Proposed Budget 2021/22 £'000	Proposed Budget 2022/23 £'000	Total Provision 2020/21- 2022/23 £'000
E&SC Bid 5: Hogs mill streams and horse pond repairs	292	0	0	292
E&SC Bid 3: Hook Road Multi-Storey Car Park - replacement surface covering to roof level	80	0	0	80
Total Environment and Safe Communities Committee	372	0	0	372

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Capital Programme Review 2020-21 Project Appraisal Form

COMMITTEE & BID NUMBER

Environment & Safe Communities Committee Bid 5
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PROJECT TITLE

Upper Mill pond and Horse pond repairs.

ACCOUNTABLE OFFICER

Officer responsible for project planning and delivery of the scheme. Accountable officers are also responsible for post project review.	Tony Foxwell, Mark Shephard, Stewart Cocker, Ian Dyer
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DETAILS OF PROJECT

Project scope, what is included/excluded in the scheme	<p>The following works are proposed in two sections to prevent any further water escape or loss.</p> <p>Leaks in the banks of the Upper Mill Pond require large scale repair. Leak to the Horse pond weir, requires removal of existing weir and construction of new weir. Adjustable water outlet/weir to area between front channel and Horse pond required to regulate water levels.</p> <p>Reports attached which recommend proposed works and provide some costings. Due to the nature of these works and the unforeseen element, allow a larger contingency of 30%</p> <p>Upper Mill Pond works as described in report but in brief include sampling of silt for contaminants, ground penetrating radar survey, flood risk plan, environmental impact assessment, provision of heavy plant, welfare facilities, ground protection, diverting water, pumps, trackway fish rescue, silt removal as required for carrying out these works (but to clarify not for the whole pond). Removal of nicospan system, installation of puddle clay to prevent any further leaks to banks. For the sum of £160,000</p> <p>Horse Pond works Include sampling of silt for contaminants, ground penetrating radar survey, flood risk plan, provision of heavy plant, welfare facilities, environmental Impact Assessment, ground protection, diverting water, pumps, trackway fish rescue, silt removal as required for carrying out these works (but to clarify not for the whole pond). Removal of existing defective leaking weir structure and reconstruction, provision of new brickwork baffle wall to area near road waterway channel which includes a non return HDPE flap valve. For the sum of £65,000</p> <p>Contingency £67,500</p>
Project outcomes and benefits	<p>The works when completed will have repaired the Horse Pond cracked weir and leaking bank of the Upper Mill Pond, to help in maintaining the globally rare chalk stream eco system of the Hogsmill River.</p>

Capital Programme Review 2020-21 Project Appraisal Form

	<p>In addition this will help public perception as there have been many CRM cases about these issues over the years and much Councillor interest.</p> <p>Full bid to answer whether Southeast Rivers are involved in the area; The South east Rivers Trust are aware of the problem and have assisted in investigating the leaks in early 2019 and via the Hogsmill Catchment Partnership they continue to lobby partners to do everything in their power to protect and enhance the Hogsmill River</p>
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FINANCIAL SUMMARY

		Cost of Project £	Comments and detail where necessary. Provide appendices where relevant. Examples of business cases spreadsheets can be found in the Finance Handbook
a	Estimated cost of purchase, works and/or equipment	292k	
b	Consultancy or other fees	9k	Already funded from Planned maintenance budget
c	Total Scheme Capital Costs (a+b)	301	
d	External Funding Identified (e.g. s106, grants etc.) Please give details, including any unsuccessful funding enquiries you may have made.	0	
e	Net Costs to Council (c-d)	301	
f	Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.)		
g	Capital Reserves Needed to Finance Bid (e-f)	292	
h	Annual Ongoing Revenue Additional Savings as a Direct Result of the Project	0	
i	Annual Ongoing Revenue Additional Costs as a Direct Result of the Project	0	

Capital Programme Review 2020-21 Project Appraisal Form

Year	2020/21 £	2021/22 £	2022/23 £
Spend Profile of Scheme – please identify which year (s) the scheme spend will fall into	292,000		

REVENUE IMPACT

Can revenue implications be funded from the Committee Base Budget? – Please give details	N/A
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CORPORATE PLAN 2016/20

Is this investment linked to EEBC's Key Priorities? If so, say which ones and evidence how. How does project fit within service objectives?	Yes Keeping clean and green
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TIMESCALES

What is the proposed timetable for completion of the project? Give estimated start and finish dates for each stage of the project. These dates will be used as milestones during quarterly budget monitoring to assess performance of project delivery.

		Target Start Date	Target Finish Date
1	Design & Planning	April/May 2020	
2	Further Approvals Needed		
3	Tendering (if necessary)	June/July 2020	
4	Project start date	Aug/Sept 2020	
5	Project Finish Date	October 2020	

BASELINE CRITERIA

Capital Programme Review 2020-21 Project Appraisal Form

All capital schemes are assessed against criteria set by the Capital Member Group annually. Bids should meet at least one of these criteria. State which capital criteria(s) for assessing bids are met and why. Leave blank any which are not met.

Spend to Save schemes should meet the following criteria;

- Payback of the amount capital invested within the project within 5 years (7 years for renewable energy projects).
- The return required on capital employed should be linked to the potential cost of borrowing (MRP) rather than potential loss of investment income.
- Risk of not achieving return on investment is low.
- Clear definition of financial cost/benefits of the scheme.

Members may consider schemes with longer paybacks on major spend to save projects going forward, especially those that incur borrowing.

Is there a guarantee of the scheme being fully externally funded and is it classed as a high priority? Please give details of funding streams, including any restrictions on the funding.	
Is the Scheme a Spend to Save Project? Will investment improve service efficiency including cost savings or income generation? What is the payback in years?	No
It is mandatory for the Council to provide the scheme? Is investment required to meet Health and Safety or other legislative requirements? If so, state which requirements.	Currently being assessed by EEBC legal department.
Is this project the minimum scheme required to continue to deliver the services of the Council? - Is investment required for the business continuity of the Council? If so, say how.	No

ASSET MANAGEMENT PLAN

Is investment identified in the Council's Asset Management Plan?	No
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PRIORITISATION

State which one of the four prioritisation categories are met and why.

**Capital Programme Review 2020-21
Project Appraisal Form**

1	Investment essential to meet statutory obligation.	
2	Investment Important to achieve Key Priorities.	Keeping the borough clean and green
3	Investment important to secure service continuity and improvement.	
4	Investment will assist but is not required to meet one of the baseline criteria.	

RISKS ASSOCIATED WITH SCHEME

1	Outline the risks of delivering this project to timetable and budget. (Please do not include risks to the service or asset if project is not approved.)	Main risk will be weather this could delay or extend works.
2	Are there any risks relating to the availability of resources internally to deliver this project	no
3	Consequences of not undertaking this project	Continued leaks issues with locals and environment agency.
4	Alternative Solutions (Other solutions considered – cost and implications)	Leave the banks leaking, they may continue to get worse and cause major flooding.

Is consultation required for this project? Please give details of who with and when by.	Yes with local community, environment agency and water authorities.
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Ward(s) affected by the scheme	Ewell ward
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Accountable Officer Responsible for Delivery of the Scheme

Name and Signature Tony Foxwell Date 23/09/2019

Whole life revenue costs of capital project

Where savings or budget virements are being used to part fund a project, the relevant budget manager must sign the appraisal form.

**Capital Programme Review 2020-21
Project Appraisal Form**

Agenda Item 10
Annex 2

Accountable Officers for the revenue implications of the project

Project Manager Name and Signature Date

Revenue Budget Holder Name and Signature Date

Service Accountant Name and Signature Date

Capital Programme Review 2020-21 Project Appraisal Form

COMMITTEE & BID NUMBER

Environment & Safe Communities Committee Bid 3

PROJECT TITLE

Hook Road multi-story car park replacement surface to roof level

ACCOUNTABLE OFFICER


Officer responsible for project planning and delivery of the scheme. Accountable officers are also responsible for post project review.

Tony Foxwell, Mark Shephard

DETAILS OF PROJECT

Project scope, what is included/excluded in the scheme	Hook road multi-story car park - Replacement surface covering to roof level
Project outcomes and benefits	<p>This car park is an income generator and generally full most days, this level is in constant use and if fails it will effect income, as both top floors would have to be closed. We currently have Mercedes Benz storing cars on the top two levels which gives us a separate income. Loss of revenue would follow.</p> <p>The top levels are split mezzanine floors. In 2008 we applied waterproof coating to the very top level 5b and only patch repaired the mezzanine 5a. The system has a 10 year guarantee and is showing signs of wear and tear after 11 years.</p> <p>This proposal was to cover the lower roof deck level 5a which included patch repairs to both sections level 5a & 5b</p> <p>Full bid to include option for patch repairs</p> <p>Prior to the application of a waterproof covering, patch repairs would have to be carried out. These would consist of cutting out defective areas and applying hot asphalt to seal all opening's, cracks splits and bubbles.</p> <p>An allowance of £20-£30k for patch repairs is included in the bid, a cheaper option would be to just carry out the patch repairs and put off the waterproof covering for another year.</p> <p>I must be clear but these levels are extremely exposed to all weather conditions and have deteriorated with sun and UV levels.</p> <p>Information regarding consequences of not undertaking the work now.</p> <p>Where splits have occurred in the asphalt and water penetrates through to the lower level below, we see stalactites forming in salts, these in previous years before we applied the waterproof layer in 2008 had damaged cars by dripping on to the paint work. Claims were made to the council for damage to cars at that time.</p> <p>If left this would start to re-occur again and with water leaking through</p>

Capital Programme Review 2020-21 Project Appraisal Form

	<p>the joints from the upper floor with salts we would not be able to use levels 4 & 5.</p> <div style="text-align: center;">  </div> <p>Photos of current condition of top floors of car park included as attachments.</p>
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FINANCIAL SUMMARY

		Cost of Project £	Comments and detail where necessary. Provide appendices where relevant. Examples of business cases spreadsheets can be found in the Finance Handbook
a	Estimated cost of purchase, works and/or equipment	80k	Or cheaper proposal to carry out patch repairs only would be £30k
b	Consultancy or other fees		
c	Total Scheme Capital Costs (a+b)	80k	Or £30k
d	External Funding Identified (e.g. s106, grants etc.) Please give details, including any unsuccessful funding enquiries you may have made.		
e	Net Costs to Council (c-d)	£80k	Or £30k
f	Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.)		
g	Capital Reserves Needed to Finance Bid (e-f)		

Capital Programme Review 2020-21 Project Appraisal Form

h	Annual Ongoing Revenue Additional Savings as a Direct Result of the Project		
i	Annual Ongoing Revenue Additional Costs as a Direct Result of the Project		

Year	2020/21 £	2021/22 £	2022/23 £
Spend Profile of Scheme – please identify which year (s) the scheme spend will fall into	£80k		

REVENUE IMPACT

Can revenue implications be funded from the Committee Base Budget? – Please give details	
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CORPORATE PLAN 2016/20

Is this investment linked to EEBC's Key Priorities? If so, say which ones and evidence how. How does project fit within service objectives?	
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TIMESCALES

What is the proposed timetable for completion of the project? Give estimated start and finish dates for each stage of the project. These dates will be used as milestones during quarterly budget monitoring to assess performance of project delivery.

		Target Start Date	Target Finish Date
1	Design & Planning	February/March 2020	
2	Further Approvals Needed		
3	Tendering (if necessary)	May/June 2020	
4	Project start date	August 2020	
5	Project Finish Date	September 2020	

Capital Programme Review 2020-21 Project Appraisal Form

BASELINE CRITERIA

All capital schemes are assessed against criteria set by the Capital Member Group annually. Bids should meet at least one of these criteria. State which capital criteria(s) for assessing bids are met and why. Leave blank any which are not met.

Spend to Save schemes should meet the following criteria;

- Payback of the amount capital invested within the project within 5 years (7 years for renewable energy projects).
- The return required on capital employed should be linked to the potential cost of borrowing (MRP) rather than potential loss of investment income.
- Risk of not achieving return on investment is low.
- Clear definition of financial cost/benefits of the scheme.

Members may consider schemes with longer paybacks on major spend to save projects going forward, especially those that incur borrowing.

Is there a guarantee of the scheme being fully externally funded and is it classed as a high priority? Please give details of funding streams, including any restrictions on the funding.	No
Is the Scheme a Spend to Save Project? Will investment improve service efficiency including cost savings or income generation? What is the payback in years?	No
It is mandatory for the Council to provide the scheme? Is investment required to meet Health and Safety or other legislative requirements? If so, state which requirements.	Yes, water penetration and poor surface repairs would lead to trip hazards and insurance claims
Is this project the minimum scheme required to continue to deliver the services of the Council? - Is investment required for the business continuity of the Council? If so, say how.	Yes loss of revenue if covering fails

ASSET MANAGEMENT PLAN

Is investment identified in the Council's Asset Management Plan?	Yes
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PRIORITISATION

State which one of the four prioritisation categories are met and why.

**Capital Programme Review 2020-21
Project Appraisal Form**

1	Investment essential to meet statutory obligation.	
2	Investment Important to achieve Key Priorities.	
3	Investment important to secure service continuity and improvement.	If roof leaks get worse possible loss of revenue and insurance claims against the council
4	Investment will assist but is not required to meet one of the baseline criteria.	

RISKS ASSOCIATED WITH SCHEME

1	Outline the risks of delivering this project to timetable and budget. (Please do not include risks to the service or asset if project is not approved.)	No risks
2	Are there any risks relating to the availability of resources internally to deliver this project	No
3	Consequences of not undertaking this project	If roof leaks get worse possible loss of revenue and insurance claims against the council
4	Alternative Solutions (Other solutions considered – cost and implications)	Cheaper solution given for patch repairs only at £30k

Is consultation required for this project? Please give details of who with and when by.	Yes will need to give advance warning to car park users of proposed dates for roof level closure and inform Mercedes Benz who store cars on higher levels
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Ward(s) affected by the scheme	Town ward
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**Capital Programme Review 2020-21
Project Appraisal Form**

Accountable Officer Responsible for Delivery of the Scheme

Name and Signature Tony Foxwell Date 20/09/2019

Whole life revenue costs of capital project

Where savings or budget virements are being used to part fund a project, the relevant budget manager must sign the appraisal form.

Accountable Officers for the revenue implications of the project

Project Manager Name and Signature Tony Foxwell Date 20/09/2019
Revenue Budget Holder Name and Signature Date
Service Accountant Name and Signature Date
