

# Public Document Pack

Simon Young, Solicitor  
Head of Legal and Democratic Services



## ENVIRONMENT COMMITTEE

Thursday 21 January 2016 at 7.30 pm

Council Chamber - Town Hall

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

Councillor John Beckett (Chairman)  
Councillor Mike Teasdale (Vice-Chairman)  
Councillor Steve Bridger  
Councillor Lucie Dallen  
Councillor Hannah Dalton

Councillor Liz Frost  
Councillor Rob Geleit  
Councillor Keith Partridge  
Councillor Jane Race  
Councillor Tella Wormington

Yours sincerely

A handwritten signature in black ink, appearing to read 'S Young'.

Head of Legal and Democratic Services

For further information, please contact Eddie Nowak, tel.01372 732123 or [enowak@epsom-ewell.gov.uk](mailto:enowak@epsom-ewell.gov.uk)

### AGENDA

#### 1. SUBSTITUTIONS

To note any substitutions to the Membership of the Committee.

#### 2. 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.**

**3. MINUTES OF PREVIOUS MEETING** (Pages 5 - 12)

The Committee is asked to confirm as a true record the Minutes of the meeting of the Environment Committee held on 27 October 2015 (attached) and to authorise the Chairman to sign them.

**4. CAR PARKING WORKING GROUP - TERMS OF REFERENCE** (Pages 13 - 16)

This report outlines the Terms of Reference agreed by the Car Parking Working Group.

**5. CAR PARKING FEES AND CHARGES** (Pages 17 - 34)

This report recommends off street parking fees and charges for 2016 -17.

**6. FEES AND CHARGES 2016/17** (Pages 35 - 40)

This report recommends fees and charges for which this Committee is responsible, with the new charges being effective from 1 April 2016.

**7. SURREY COUNTY COUNCIL HIGHWAY'S GROUNDS MAINTENANCE (TO FOLLOW)**

This report details the decision by Surrey County Council to review the current agreements for highways grounds maintenance and proposals for future arrangements.

**8. REVENUE BUDGET 2016/17** (Pages 41 - 50)

This report sets out estimates for income and expenditure on services in 2016/17.

**9. CAPITAL PROGRAMME 2016/17** (Pages 51 - 72)

This report proposes the 2016/17 capital programme and a provisional programme for 2017-19.

**10. PERFORMANCE MANAGEMENT - PROGRESS REPORT TWO 2015-16**  
(Pages 73 - 82)

This report sets out performance against the Committee's actions for Progress Report Two 2015/2016.

**11. OUTSTANDING REFERENCES** (Pages 83 - 86)

This report lists references to officers outstanding as at 21 January 2016.

**12. EXCLUSION OF PRESS AND PUBLIC (Pages 87 - 88)**

Under Section 100A(4) of the Local Government Act 1972, the Committee may pass a resolution to exclude the public from the Meeting for Part Two of the Agenda on the grounds that the business involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 to Schedule 12A to the Act (as amended) and that pursuant to Paragraph 10 of Part 2 of the said Schedule 12A the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

**13. ANNEXE (TRADE WASTE FEES) TO ITEM 6 OF THIS AGENDA (Pages 89 - 92)**

This Annexe has not been published because the meeting is likely to be closed to the press and public, should it be discussed, in view of the nature of the business to be transacted/nature of the proceedings. The Annexe refers to the business affairs of the Council and it is considered that the public interest in maintaining the exemption currently outweighs the public interest in disclosing the information.

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**Minutes of the Meeting of the ENVIRONMENT COMMITTEE  
held on 27 October 2015**

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**PRESENT -**

Councillor John Beckett (Chairman); Councillor Mike Teasdale (Vice-Chairman); Councillors Steve Bridger, Lucie Dallen, Liz Frost, Rob Geleit, Keith Partridge, Jane Race, Tella Wormington and Peter O'Donovan (as nominated substitute for Councillor Hannah Dalton)

Absent: Councillor Hannah Dalton

Officers present: Kathryn Beldon (Director of Finance & Resources), Simon Young (Head of Legal & Democratic Services), Ian Dyer (Head of Operational Services), Joy Stevens (Head of Customer Services & Business Support), Jon Sharpe (Transport & Waste Services Manager), Michael Smith (Chief Accountant), Michael Hill (Building Control Manager) and Eddie Nowak (Democratic Services Officer)

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**11 SUBSTITUTIONS**

The Committee noted that Councillor Peter O'Donovan was present as nominated substitute for Councillor Hannah Dalton.

**12 QUESTION TIME**

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

**13 DECLARATIONS OF INTEREST**

No declarations of interest were made by Councillors in items on this agenda.

**14 MINUTES OF PREVIOUS MEETING**

The Minutes of the Meeting of the Environment Committee held on 16 June 2015 were agreed as a true record and signed by the Chairman.

**15 FUTURE STRUCTURE OF REFUSE AND RECYCLING COLLECTIONS**

The Committee received and considered a report concerning the current refuse and recycling arrangements that continue until March 2017 and proposing that

they should be replaced with new, streamlined collections arrangements from April 2017, on a date to be confirmed.

The report advised that in June 2015 the Committee was presented with a background report and presentation that advised that the Council now recycled c.45% of its collected household waste compared to the average Surrey councils' rate of c.52%. Epsom & Ewell's rate had remained more or less static since 2009. Recycling rates were stagnating or declining across Surrey and the whole of the UK and pressure remained to recycle more to save money and help the environment.

The Council's current refuse and recycling collection arrangements would run until March 2017, at which point vehicle leases would expire and the Council would need to acquire new vehicles. At that point, 'Kerbsider' vehicles (currently used to collect paper, glass, cans and textiles) would no longer be available and therefore, some change would be inevitable. The Committee must, by October 2015, decide on the future structure of refuse and recycling collections after March 2017 in order that suitable, new vehicles could be acquired within the replacement of the Council's overall transport fleet contract, for the provision of services thereafter. It was recommended that from April 2017 (exact date to be confirmed) the Council should adopt the new, streamlined refuse and recycling collections that officers have called "Weekly Premium Recycling".

The Committee discussed the proposals when the following points were noted:

- Textiles would continue to be collected on a weekly basis in line with the current arrangements.
- The communication plans would include guidance for residents and businesses on the proposed new arrangements for the disposal of refuse and recycling including nappies and glass.
- The proposals for missed bins were all either equal to or better than the existing return timescales, as well as being much simpler for residents to understand.
- Weekly refuse collections removed the need for additional domestic refuse capacity except in exceptional circumstances.
- The removal of paid-for additional refuse bins would mean the loss of c.£5,000 pa in income from such charges. However, the constraint of refuse capacity would be an important part of ensuring that valuable recycling was maximised and costly refuse minimised.
- Subject to approval of the proposals, communication with residents and businesses would commence shortly including road shows, attendance at resident's meetings, press releases, distribution of leaflets and information on the Council's website.

Accordingly, it was agreed that:-

- (1) From April 2017 (exact date to be confirmed) the Council should adopt the new refuse and recycling collections structure that officers have called 'Weekly Premium Recycling', as outlined in Annexe 1 to the report.
- (2) 'Weekly Premium Recycling' should be launched in phases:
  - a) Officers be authorised to enter into negotiations with the Council's transport fleet provider for the temporary, short-term extension of some existing vehicles to facilitate this, and that Contract Standing Orders be waived to enable this on the grounds as set out in CSO 23.1 (i) and (j).
  - b) Detailed launch and communications plans, timings and funding requirement be presented to the Committee at a future date.
- (3) With the launch of 'Weekly Premium Recycling':
  - a) Green and black bins are switched i.e. green 240-litre bin becomes for recycling; black 180-litre bin becomes for refuse and that detailed operational plans and funding requirement be presented to the Committee at a future date.
  - b) Lost, stolen or damaged black 180-litre refuse bins are replaced with 140-litre versions, funded from within existing annual bin replacement budgets.
  - c) The Council's missed bin return timescales are rationalised i.e.:
    - i) No return for missed weekly collections of dry recycling or refuse (2 sacks of excess refuse collected on next collection, no limit to excess recycling).
    - ii) Retention of the existing two-working-day return for missed food and garden waste recycling.
  - d) The Council's policy on additional refuse bins at houses be amended i.e.:
    - i) A free black 240-litre refuse bin in replacement of the black 180-litre bin, available to households of 10 or more on request, subject to an officer visit to confirm need and establish the proper use of recycling services.
    - ii) Removal of the existing option of charged, additional refuse bins.
    - iii) Maximum one refuse bin per house, with no refuse bin larger than 180-litres unless agreed as above.

**16 BUDGET TARGETS FOR 2016/17**

The Committee received and considered a report that set out the Council's revenue budget targets approved by the Strategy & Resources Committee and sought support for changes to service and any further guidance on the preparation of the Committee's service estimates for 2016/17 and for the next 3 financial years.

The budget targets required operational/efficiency savings across the organisation and these would need to be identified during the preparation of the detailed estimates. Service Managers had been asked to identify savings options across the Council's services that would deliver £650,000 for 2016/17 and a further £1,644,000 for years 2017/18 to 2019/20 to balance the overall budget. The delivery of the savings options should assist in the Council being able to deliver services in a sustainable way going forward with no reliance on the Council's limited working balances. There were 4 savings options proposed in the 2016/17 budget for the Committee to consider namely:

	2016/17 £'000
Introduce Planning Performance Agreements	12
Charging to variations to Section 106 Agreements	4
Charging for Enabling Officer	2
Parking income above 6% yield	328

The Committee was also asked to support in principle saving options that would assist in addressing the funding shortfall over the 3 year period 2017/18 to 2019/20. The Committee discussed the proposals and it was noted that the allocation of resources in respect of additional car parking enforcement and CCTV provision would be reviewed as part of the 4 year programme. The Committee did not provide any further guidance on specific issues to be covered in the preparation of service estimates for 2016/17.

Accordingly, it was agreed that:-

- (1) The implications of the budget targets approved by the Strategy & Resources Committee be noted.
- (2) The changes to services identified be supported and that these be included within the budget presented to the Committee in January 2016.
- (3) The future savings options identified be supported in principle for further work and inclusion in the Medium Term Financial Strategy.
- (4) The work plan set out in the report be endorsed.



## 17 PARKING FEES AND CHARGES

The Committee received and considered a report that sought views in respect of possible adjustments to off street parking fees and charges for 2016/17.

It was noted that many tariffs had not been increased since 2013 or earlier. However, in April 2014 a new maximum tariff charge was introduced across six of the Epsom Town Centre car parks. The maximum tariffs were in time bandings starting from 13:00. It was proposed that this approach be continued for 2016/17. The Committee discussed the proposals and noted that the proposed fees & charges were designed to maintain Hook Road, Upper High Street and Depot Road as longer term parking options in Epsom Town Centre with Town Hall, Hope Lodge and the Ashley Centre for shorter term parking. It was proposed to increase the hourly charge in Ewell Village as no increase had been implemented since 2013. It was further noted that the proposed increases were necessary to also address maintenance and running costs for the upkeep of the car parks. Discussions had been held with the Town Centre Manager and local businesses on the proposals in the interests of the vitality of the Town Centre and other locations in the Borough, and these discussions would continue for future years. The proposed Car Parking Working Group would look at matters such as introducing barrier control arrangements at other locations in the Borough.

The changes in the fees for permits were based on a recommended increase of 6% rounded up to £5 or £10. It was also proposed that the annual fee for parker cards be increased to £15 and the fees for parking dispensation permits be increased to bring these more in to line with current fees in surrounding council's in Surrey.

Accordingly, it was agreed that:-

- (1) The changes to car park fees set out in Annexe 1 to the report be approved.
- (2) The changes to business and residential permit fees set out in Annexe 2 to the report be approved.
- (3) The changes to parker card fees set out in Annexe 3 to the report be approved.
- (4) The changes to fees for parking dispensation permits set out in Annexe 4 to the report be approved.

*Note: Councillor Jane Race asked that her objection to the decision of the Committee be recorded in the Minutes.*

**18 CAR PARKING WORKING GROUP**

The Committee received and considered a report that sought approval for the constitution of a Car Parking Working Group comprising the Head of Customer Services and Business Support, with other officers involved as necessary, and no more than five elected members to serve upon it.

Accordingly, it was agreed that:-

- (1) The constitution of a Car Parking Working Group comprising the Head of Customer Services and Business Support and no more than five elected members be approved.
- (2) Councillors Michael Arthur, John Beckett, Neil Dallen, Rob Geleit and Jane Race be appointed as members of the Working Group.
- (3) Terms of Reference to be outlined by the Working Group be submitted to the next meeting of the Committee for approval.

**19 BUILDING CONTROL FEES AND CHARGES**

The Committee received and considered a report that set out the position on the chargeable account for 2014/15.

The Building Regulations chargeable account for 2014/15 showed a surplus of £43,400, for the year and this compared to a £1,711 surplus for the previous year. This had come about due to the upturn in the economy and more confidence in the building industry. The Audit Commission had agreed in previous years for the chargeable account to generate a deficit or surplus of approximately 15% of total expenditure. The chargeable account for 2014/15 generated a surplus of 18.79% of gross expenditure. In view of this it was not proposed to change the Council's standard charges.

The Committee noted that the budget for 2015/16 on the chargeable account had been reduced by £28,000 mainly due to the increase in income. The budget for 2015/16 assumed that the Council would generate £250,000 from building control charges, compared to £220,000 in 2014/15. With a surplus of £1,711 in 2013/14 on the chargeable account, this had increased to a surplus of £43,400 on the 2014/15 chargeable account. A review of the level of charges had been undertaken and the charges altered within the provision previously agreed to ensure that the service would break even. These charges were implemented on 1 September 2014.

The Committee noted the contents of the report and agreed that delegated authority be granted to the Building Control Manager for the future adjustment of Building Control charges scheme upwards or downwards by 20%, in consultation with the Council's Head of Financial Services and the Head of Service, to ensure that income would cover the cost of the chargeable service.

**20 PERFORMANCE MANAGEMENT: PROGRESS REPORT ONE 2015/16**

The Committee received and considered its first Performance Management Progress report for 2015/16 and what issues, if any it considered required additional action over and above that identified in the Progress Report.

Annexe 1 to the report provided the Committee with an extract from the Progress Report One 2015/16 covering all the Service Plan actions for which the Committee was responsible. Overall, the Environment Committee had 7 actions for the financial year 2015/16. Of the 7 actions 1 had been "Achieved", 5 were "On Target" and 1 "Not Met". The Committee discussed the Progress Report and it was noted that revised performance indicators would be set once the new Corporate Plan was in place.

The Committee did not identify any issues which required action over and above that set out in the Progress Report.

**21 OUTSTANDING REFERENCES**

The Committee received and noted the outstanding references to officers as at 27 October 2015.

*The meeting began at 19.30 hours and ended at 20.23 hours*

COUNCILLOR JOHN BECKETT  
(CHAIRMAN)

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**CAR PARKING WORKING GROUP – TERMS OF REFERENCE**

<u>Report of the:</u>	Head of Customer Services & Business Support
<u>Contact:</u>	Joy Stevens
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
<u>Annexes/Appendices (attached):</u>	None
Annexe 1 Terms of Reference	
<u>Other available papers (not attached):</u>	None

**REPORT SUMMARY**

**This report outlines the Terms of Reference agreed by the Car Parking Working Group.**

**RECOMMENDATION**

**That the Committee approves the Terms of Reference for the Car Parking Working Group outlined at paragraph 3 of this report.**

*Notes*

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

- 1.1 The Council requires to consider and balance the effective management of parking spaces, the promotion of economic vitality and the current financial situation.

**2 Background**

- 2.1 At the meeting of the the Environment Committee on 27 October 2015, the Committee agreed that a Car Parking Working Group, comprising Councillors Michael Arthur, John Beckett, Neil Dallen, Robert Geleit and Jane Race and relevant officers be set up.
- 2.2 The first meeting was held on 24 November 2015, where Terms of Reference were discussed and agreed. These Terms of Reference are now being brought back to this Committee for approval as agreed in the last Environment Committee.

### **3 Proposals**

- 3.1 That the following Car Parking Working Group Terms of Reference are noted and approved –

#### **Purpose of the Group**

1. To assess if Epsom & Ewell Borough car parks are fit for purpose, and to make recommendations to relevant Committees.
  - To investigate additional capacity in car parks across the borough
  - To assess current car park infrastructure and usage
2. To discuss a short, medium and long term car park strategy which can then be included in Epsom & Ewell's Parking Strategy.
  - Establish the views of business stakeholders
  - Establish the views of hard to reach groups
3. To assess the safety, ease of use and value for money for car park users whilst considering the economic vitality of Epsom & Ewell.
  - To examine fees & charges for onward discussion
  - To look at permit feasibility options including workers/commuters/residents
  - To investigate car park safety awards
  - Advertising
4. To facilitate opportunities for parking and revenue from external factors such as
  - The extension of schools or their parking requirements (Ewell Grove School Extension/Epsom Primary School)
  - Future parking options for EEBC non-tariff car parks
5. To undertake a service review of parking

#### **Decision Making**

Reports and recommendations from the Group will need to be presented through the Committee process to the Environment Committee and potentially the Strategy & Resources Committee, depending on the nature of the item.

#### **Membership**

The membership agreed at the Environment Committee comprised 5 members as set out below. Officers will provide support as listed. Stakeholders will be consulted and then invited to attend meetings, if appropriate.

Councillors:	Michael Arthur
	John Beckett
	Neil Dallen
	Robert Geleit
	Jane Race
Officers:	Richard Chevalier
	Alanna Coombes
	Michael Smith
	Joy Stevens
	Christine Tyne

### **Frequency & Timing of Meetings**

To be agreed at the first meeting.

## **4 Financial and Manpower Implications**

4.1 None for the purposes of this report.

4.2 **Chief Finance Officer's comments:** There are no direct financial implications contained in this report. The Car Parking Working Group will liaise with officers when necessary whilst investigating possibilities and options for the future.

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

5.1 None for the purposes of this report.

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

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

6.1 None for the purposes of this report.

## **7 Partnerships**

7.1 None for the purposes of this report.

## **8 Risk Assessment**

8.1 None for the purposes of this report.

## **9 Conclusion and Recommendations**

9.1 To note and approve the proposed Terms of Reference for the Car Parking Working Group requested to be brought back to this meeting of the Environment Committee.

**WARD(S) AFFECTED:** All

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**CAR PARKING FEES AND CHARGES**

Report of the: Head of Customer Services & Business Support

Contact: Joy Stevens

Urgent Decision?(yes/no) no

If yes, reason urgent decision required:

Annexes/Appendices (attached): Annexe 1 - 4

Other available papers (not attached): Notes of Working Group Meetings

**REPORT SUMMARY**

**This report recommends off street parking fees and charges for 2016 -17.**

**RECOMMENDATION (S)**

- (1) That the Committee approves the amendments to car park fees proposed by the cross party Car Parking Working Group, as set out in paragraph 4.4.**
- (2) That, as determined by the cross party Car Parking Working Group, a consultation programme is undertaken to inform the six month review of future car park fees and charges setting.**
- (3) That the Committee approves the study on validators by officers for consideration by members at Environment Committee October 2016.**
- (4) That the Committee notes the current consultation around car park permits in Hudson House and agrees to ring fence the additional income of £12k per annum for the next two years to fund improvements and to agree to the use of future revenue for ongoing maintenance and car parks.**

*Notes*

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

- 1.1 The Council needs to strike a balance between the effective management of parking spaces, economic vitality and its medium term financial strategy.

**2 Background**

- 2.1 On 27 October 2015 the proposed Fees and Charges for incorporation into the 2016/17 budget for car parks were approved. At the meeting it was also agreed to constitute a Car Park Working Group (CPWG). The inaugural meeting of the car park working group included a review of the fees and charges that were proposed. Some changes to the fees and charges have been proposed and are included in Annexe 1 and summarised in section 4.4
- 2.2 At a recent Business Breakfast meeting in Epsom parking charges were discussed in an informal basis with many different views being expressed. There have also been informal discussions with some shop managers and councillors and the Ashley Centre manager. All have different views on car park pricing in Epsom, particularly around the Ashley Centre. Given the differing views a full consultation will take place by October 2016.
- 2.3 The demand for the Ashley Centre car park is still rising. Up to 13 December 2015 the Ashley Centre hit capacity on 118 separate days. By comparison it hit capacity on 82 separate days over the same period in 2014.
- 2.4 The British Parking Association and the Association of Town & City Centre Managers note that town and village centre vitality results from a combination of factors: access by public transport as well as car, attractiveness of the physical environment, ease of movement around the centre, composition and quality of the retail and leisure offer, the closeness of alternative centres, and consumer demographics..
- 2.5 In Epsom & Ewell the Retail Study 2009 suggests in fact that it is by far the choice of shops that would encourage more visits (30%) rather than cheaper and easier parking (7%)
- 2.6 Car Parking charges represent a substantial source of income to the Council with an average of £2.82m (excluding PCN income) per year over the last 4 years, which helps the council provide much needed services. However, inevitably there are also significant costs attached to running and maintaining our car parks.

**3 Investment in car parks**

- 3.1 In the last 4 financial years the Council has reinvested an average of 67% of the total income back into our car parks through revenue and capital expenditure. This expenditure is crucial to continue running the overall car park service and undertaking essential repairs and remedial works. The table below summarises the income and expenditure:

<b>Revenue and Capital Costs and Income</b>	<b>2011/12 £'000</b>	<b>2012/13 £'000</b>	<b>2013/14 £'000</b>	<b>2014/15 £'000</b>
Total Expenditure	<b>1,926</b>	<b>1,715</b>	<b>1,973</b>	<b>1,904</b>
Direct Car Park Income	<b>(2,631)</b>	<b>(2,801)</b>	<b>(2,790)</b>	<b>(3,069)</b>
<b>Net income</b>	<b>(704)</b>	<b>(1,086)</b>	<b>(816)</b>	<b>(1,164)</b>
<i>% income reinvested as expenditure</i>	73.22%	61.23%	70.73%	62.06%

- 3.2 In the Ashley Centre the council has repaired the parapet by capping to prevent frost damage and carried out relining works on some levels. Minor concrete repairs and surface repairs have been carried out to prevent trips hazards and to keep car park maintained to a high level. LED lighting has been installed in the office to reduce energy consumption.
- 3.3 Bourne Hall car park has also benefitted from repairs to defective surfacing and relining works creating larger bays for more ease of use. LED lighting has been installed to reduce energy and additional lighting put in for the safety of customers. There are now also more loading bays, and the pay machines have been relocated to allow for additional spaces. All these works have been carried out without impacting significantly on the character of the car park or the planting.
- 3.4 In Hook Road car park the council has installed LED lighting to make it more energy efficient; increased the width of the bays and brought in additional spaces to increase its capacity. The council has refurbished level five with fencing for health and safety reasons, installed new CCTV cameras and new LED lighting, and remarked to match lower levels of the car park.
- 3.5 The rear of Town Hall car park has been completely resurfaced and relined, with wider bays throughout and a more defined, safer walkway for pedestrians. A new bicycle shelter has also been put in place. At the front of the Town Hall the block paving has been re-laid and the area re-lined to address the damage caused by tree roots.
- 3.6 On 1 December 2015 the rear of the Town Hall and Hope Lodge car parks were converted to barrier control. The new system will give customers the flexibility to park in the town centre for either short or longer stays because the maximum stay of 2 hours will no longer apply. Payment at the new pay machines can be made using debit or credit card and if using cash, the machines will give change. The machines are protected from the weather by canopies which will help prevent the mechanical failures and reduce maintenance.

- 3.7 Officers are currently updating the asset management plan for all Council owned buildings which will include car parks. It is envisaged that the percentage of income received from our car parks which is then reinvested will not fall below 67% but is likely to increase as the infrastructure ages and either needs repairing or replacing.
- 3.8 For 2016/2017 the impact of the changes in fees and charges proposed has been estimated and incorporated in the Committee's budget estimates for 2016/17. If lower charges are agreed the Committee will be required to identify cost savings to enable the Council to meet its overall budget target.
- 3.9 The increased level of income has also been included in the medium term financial strategy to help towards the Council's overall deficit and the target of achieving a balanced budget over the next 4 years.

#### **4 Proposals**

- 4.1 The Car Parking Working Group recommends:-
- 4.2 A consultation and communication programme is undertaken to inform a six month review of future car park fees and charges setting.
- 4.3 Officers undertake a review of validators and present a report on their findings to the Environment Committee in October 2016. Individual shops or multiple shops could join together to offer customers time limited or reduced rate parking. Shops would operate this system with the use of a piece of hardware and software called a Validator. To obtain a discount the parker presents his or her token to the validator which then reduces the sum to be paid at the by the agreed sum.
- 4.4 The Committee is asked to approve the following amendments to fees and charges previously agreed at Environment Committee in October 2016. These changes are set out below.

<b>Car Park</b>	<b>Tariff Time</b>	<b>Price Change</b>
<b>Ashley Centre</b>	<b>Up to 6 hours</b>	<b>£10.00 to £12.00</b>
	<b>Over 6 hours</b>	<b>£17.50 to £20.00</b>
<b>Hook Road</b>	<b>Up to 3 hours</b>	<b>£2.30 to £2.50</b>
	<b>Up to 5 hours</b>	<b>£3.50 to £4.00</b>
<b>Depot Road/Upper High Street</b>	<b>Up to 1 hour</b>	<b>£1.20 to £1.00</b>

<b>Rear of Town Hall/Hope Lodge</b>	<b>Up to 3 hours</b>	<b>£3.50 to £4.00</b>
	<b>Up to 5 hours</b>	<b>£5.00 to £6.00</b>
	<b>Up to 6 hours</b>	<b>£10.00 to £12.00</b>
	<b>Over 6 hours</b>	<b>£17.50 to £20.00</b>
	<b>Lost token charge</b>	<b>£20 to £23</b>

- 4.5 These changes are designed as part of a longer term strategy to promote Hook Road as a long term stay car park, Upper High Street and Depot Road as long to medium term parking options, Ashley Centre as a medium to short term car park and Town Hall and Hope Lodge as short term stay car parks.
- 4.6 It is proposed that Depot Road/Upper High Street tariff for up to 1 hour is not increased as part of a short term strategy to provide vehicles users with an alternative to using the premium short term car parks' of Town Hall and Hope Lodge. The Car Parking Working Group felt that this would encourage footfall at the Upper High Street end of the Town Centre.
- 4.7 The proposed increase in charges for maximum stay in rear of Town Hall/Hope Lodge and Ashley Centre car parks means that the lost token price needs to increase to £23.00 to reflect this. The token charge always needs to be a minimum of the maximum charge in a car park.
- 4.8 The Environment Committee is also requested to note, and approve a change to the proposed price of permits for Hudson House, subject to survey results.
- 4.9 Currently Hudson House car park has 41 people paying for permits, with 5 currently under offer. The car park requires a number of improvements to its overall infrastructure. The car parking working group requested that current permit holders were contacted to measure support for a proposal to increase permit prices to fund payment for the improvements.
- 4.10 The Committee is asked to note the current consultation regarding car park permits in Hudson House and allow the findings to inform the decision making process

- 4.11 The Committee agree that, if results from the survey indicate current permit holders are in accord with the proposal to increase charges to fund additional infrastructure improvements, the permit prices will be increased to £1,200 for residents and £1,500 for businesses. If the survey indicates that current permit holders do not agree with the proposal, the permit prices are £850 for residents and £1,060 for businesses, as previously agreed by Environment Committee.
- 4.12 On current figures it is anticipated that the proposed increase of £1,200 for residents and £1,500 for businesses would increase income by an estimated £12,000 per annum. If the Committee decide to raise the charges to fund additional infrastructure improvements, the Committee is asked to agree to ring fence the additional income of £12k per annum for the next two years to fund improvements.
- 4.13 It is proposed that for 2106/17 work undertaken would include the Installation of LED lighting including emergency lighting at a cost of £7,900, installation of a height restriction barrier, which will still allow access by larger vehicles to the front section of the car park, but will prevent further damage to lighting once installed at a cost of £1,600. Also, the removal of fencing to allow access to rubbish behind the fencing at a cost of £600, a small amount of line remarking to create extra bays and remove defective markings for 3 additional bays at a cost of £650, and a small contingency fund.

## **5 Financial and Manpower Implications**

### **5.1 Chief Finance Officer's comments:**

- 5.1.1 The fees and charges approved on 27 October 2015 at this Committee were incorporated into the Council's 4 year Medium Term Financial Strategy. The additional income, along with other service reviews, resulted in the Council projecting a balanced budget over the next 4 financial years.
- 5.1.2 Certain fees and charges across the organisation have been proposed at above the agreed minimum 6% yield. These charges have been proposed to reduce service subsidy levels or to enable the Council to achieve a balanced budget. If adverse changes to fees and charges were to be made this would create a funding gap where additional reviews and identification of efficiencies would be necessary.
- 5.1.3 The increases proposed to Hudson House will create an additional £12,000 per annum. This additional income will be set aside for the first 2 years for improvement works specifically to Hudson House. After the two years the £12,000 would be part of the overall income generated by car parks and therefore funding for general car park expenditure and services.
- 5.1.4 The fees and charges suggested for all car parks and permits will be subject to the annual fees and charges inflationary increase each year.

5.1.5 Proposals from the Car Park Working Group will have a separate financial analysis and impact assessment prior to being brought to this Committee.

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

6.1 None for the purposes of the report.

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

**7 Sustainability Policy and Community Safety Implications**

7.1 None for the purposes of the report.

**8 Partnerships**

8.1 None for the purposes of the report.

**9 Risk Assessment**

9.1 Parking income could be adversely affected by changes within the local community and economic factors.

**10 Conclusion and Recommendations**

10.1 The proposed changes to fees are designed to maintain car park infrastructure roles across Epsom & Ewell for short, medium and long term parking.

10.2 Continued and proportionate cost effective investment in car parks will help protect and grow income streams thereby helping to protect service provision during a time when other income streams are seriously at risk.

**WARD(S) AFFECTED: All**

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

**ASHLEY CENTRE CAR PARK TARIFFS**

<b>Period of Stay</b>	<b>Last Change</b>	<b>Current Tariff</b>	<b>Proposed tariff</b>	<b>Change</b>	<b>Net Projected Increase</b>
Up to 1hr	Apr-13	£1.50	£1.80	£0.30	£59,264
Up to 2hrs	Apr-12	£2.00	£2.50	£0.50	£126,606
Up to 3 hrs	Apr-13	£2.70	£3.00	£0.30	£30,723
Up to 5 hrs	Apr-12	£5.00	£5.50	£0.50	£19,184
Up to 6hrs	new 2014	£10.00	£12.00 WP	£2.00	£5,503
Over 6hrs	Apr-11	£17.50	£20.00 WP	£2.50	£15,400
Mon – Fri*					
13:00 - 05:00**	New 2014	£10.00	£10.00	No change	£0
15:00 - 05:00**	New 2014	£5.00	£5.00	No change	£0
16:00 - 05:00**	New 2014	£1.50	£2.00	£0.50	£25,921
Sat*					
13:00 - 05:00**	New 2014	£10.00	£10.00	No change	£0
15:00 - 05:00**	New 2014	£5.00	£5.00	No change	£0
18:00 - 05:00**	New 2014	£1.50	£2.00	£0.50	£1,269
Sun					
Up to 2hrs	Apr-14	£1.00	£1.50	£0.50	£30,057
Over 2hrs	Apr-14	£1.50	£2.50	£1.00	£23,180
<b>Total</b>					<b>£337,107</b>

**HOOK ROAD CAR PARK TARIFFS**

<b>Period of Stay</b>	<b>Last Change</b>	<b>Current Tariff</b>	<b>Proposed tariff</b>	<b>Change</b>	<b>Net Projected Increase</b>
Up to 2hrs	Apr-13	£1.50	£1.50	No change	£0.00
Up to 3 hrs	Apr-13	£2.20	£2.50 WP	£0.30	£3,534
Up to 5 hrs	Apr-13	£3.50	£4.00 WP	£0.50	£2,717
5 - 24 hours	Apr-13	£5.50	£5.50	No change	£0.00
Mon – Fri*					
15:00 - 05:00**	New 2014	£3.50	£3.50	No change	£0.00
16:00 - 05:00**	New 2014	£1.50	£2.00	£0.50	£656
Sat*					
15:00 - 05:00**	New 2014	£3.50	£3.50	No change	£0.00
18:00 - 05:00**	New 2014	£1.50	£2.00	£0.50	£4
<b>Total</b>					<b>£6,911</b>

**UPPER HIGH STREET AND DEPOT ROAD CAR PARK TARIFFS**

Period of Stay	Last Change	Current Tariff	Proposed tariff	Change	Net Projected Increase
Up to 1hr	Apr-14	£1.00	£1.00 <i>WP</i>	No change	£0.00
Up to 2hrs	Apr-13	£1.50	£1.80	£0.30	£17,481
Up to 3 hrs	Apr-13	£2.20	£2.50	£0.30	£12,594
Up to 5 hrs	Apr-13	£3.50	£4.00	£0.50	£8,755
Over 5 hrs	Apr-13	£5.50	£6.00	£0.50	£5,866
Weekly Season	Apr-08	£20.00	£25.00	£5.00	£7,616
Mon – Fri*					
15:00 - 05:00**	New 2014	£3.50	£4.00	£0.50	£36,882
16:00 - 05:00**	New 2014	£1.50	£2.00	£0.50	
Sat*					
15:00 - 05:00**	New 2014	£3.50	£4.00	£0.50	
18:00 - 05:00**	New 2014	£1.50	£2.00	£0.50	
Sun					
Up to 2hrs	Apr-14	£1.00	£1.50	£0.50	£4,501
Over 2hrs	Apr-14	£1.50	£2.50	£1.00	£23,028
<b>Total</b>					<b>£116,723</b>

**REAR OF TOWN HALL AND HOPE LODGE CAR PARK TARIFFS**

Period of Stay	Last Change	Current Tariff	Proposed tariff	Change	Net Projected Increase
Up to 30mins	Apr-08	£1.00	£1.00	No change	£0
Up to 1hr	Apr-08	£1.80	£1.80	No change	£0
Up to 2hrs	Apr-08	£2.50	£2.50	No change	£0
Up to 3 hrs	New Dec 15	£3.50	£4.00 <i>WP</i>	£0.50	N/A
Up to 5 hrs	New Dec 15	£5.00	£6.00 <i>WP</i>	£1.00	N/A
Up to 6hrs	New Dec 15	£10.00	£12.00 <i>WP</i>	£2.00	N/A
Over 6hrs	New Dec 15	£17.50	£20.00 <i>WP</i>	£2.50	N/A
Mon – Fri*					
13:00 - 05:00**	New Dec 15	£10.00	£10.00	No change	£0
15:00 - 05:00**	New Dec 15	£5.00	£5.00	No change	£0
16:00 - 05:00**	New 2014	£1.50	£2.50	£1.00	£43,404
Sat*					
13:00 - 05:00**	New Oct 15	£10.00	£10.00	No change	£0
15:00 - 05:00**	New Oct 15	£5.00	£5.00	No change	£0
18:00 - 05:00**	New 2014	£1.50	£2.50	£1.00	£8,156
Sun			£0.00		
Up to 2hrs	Apr-14	£1.00	£1.50	£0.50	£6,723
Over 2hrs	Apr-14	£1.50	£2.50	£1.00	£9,050
<b>Total</b>					<b>£67,333</b>

**FRONT OF TOWN HALL CAR PARK**

Period of Stay	Last Change	Current Tariff	Proposed tariff	Change
Up to 30mins	Dec 2014	£1.00	£1.00	No change
Up to 1hr	Dec 2014	£1.80	£1.80	No change
Up to 2hrs	Dec 2014	£2.50	£2.50	No change
<i>Mon to Fri*</i>				
16:00 to 05:00**	Dec 2014	£1.50	£2.50	£1.00
<i>Sat*</i>				
18:00 to 05:00**	Dec 2014	£1.50	£2.50	£1.00
<i>Sun</i>				
Up to 2hrs	Dec 2014	£1.00	£1.50	£0.50
Over 2hrs	Dec 2014	£1.50	£2.50	£1.00

Projected increase figures included in Town Hall/Hope Lodge figures on page 2

**BOURNE HALL CAR PARK**

Period of Stay	Last Change	Current Tariff	Proposed tariff	Change	Net Projected Increase
Up to 30mins	Jun-13	£0.20	£0.30	£0.10	£3,121
Up to 1hr	Apr-13	£0.40	£0.50	£0.10	£2,121
Up to 2hrs	Apr-13	£1.00	£1.20	£0.20	£3,543
Up to 3 hrs	Apr-13	£1.50	£2.00	£0.50	£3,852
Up to 4hrs	Apr-13	£3.00	£3.00	No change	£0
				<b>Total</b>	<b>£12,638</b>

**DORSET HOUSE & HIGH STREET EWELL CAR PARKS**

Period of Stay	Last Change	Current Tariff	Proposed tariff	Change	Net Projected Increase
Up to 1hr	Apr-10	£0.20	£0.30	£0.10	£7,756
Up to 2hrs	Apr-13	£0.70	£0.80	£0.10	£1,390
Up to 3 hrs	Apr-13	£1.00	£1.20	£0.20	£2,768
Up to 4hrs	Apr-13	£1.20	£1.50	£0.30	£1,878
Over 4hrs	Apr-13	£3.50	£3.50	No Change	£0
				<b>Total</b>	<b>£13,793</b>

**WEST HILL CAR PARK**

<b>Period of Stay</b>	<b>Last Change</b>	<b>Current Tariff</b>	<b>Proposed tariff</b>	<b>Change</b>	<b>Net Projected Increase</b>
Up to 1.5hrs	Apr-13	£1.00	£1.00	No Change	£0.00
Up to 3hrs	Apr-13	£1.60	£2.00	£0.40	£1,687
<b>Total</b>					<b>£1,687</b>

**ATKINS CAR PARK (Saturdays only)**

<b>Period of Stay</b>	<b>Last Change</b>	<b>Current Tariff</b>	<b>Proposed tariff</b>	<b>Change</b>	<b>Net Projected Increase</b>
Up to 2hrs	Apr-11	£1.50	£2.00	£0.50	£3,235
Up to 5 hrs	Apr-13	£3.50	£3.50	No Change	£0.00
Over 5 hrs	Apr-13	£5.50	£5.50	No Change	£0.00
<b>Total</b>					<b>£3,235</b>

Figures for Atkins have been calculated using the %stay of visitors at the Ashley Centre by the ledger amount received Jan-Jul 2015

\* 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

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

**Business Permits**

<b>Description</b>	<b>Last Change</b>	<b>Current tariff (per year)</b>	<b>Proposed tariff (per year)</b>	<b>Change</b>
Ashley Centre	Apr-14	£1,750	£1,855	£105
Ashley Centre (Blue Badge)	Apr-14	£540	£575	£35
Dorset House (existing holders only)	Apr-14	£410	£435	£25
Hook Road	Apr-14	£540*	£575*	£35
Hudson House (without improvements)	Apr-14	£1,000	£1,060	£60
Hudson House (with improvements)	Apr-14	£1,000	£1,500 WP	£500

\*Bulk discounts may be applied

**Resident Permits**

<b>Description</b>	<b>Last Change</b>	<b>Current tariff (per year)</b>	<b>Proposed tariff (per year)</b>	<b>Change</b>
Adelphi Road	Apr-14	£105	£110	£5
Hook Road (Hope Lodge o/night)	Apr-14	£300	£315	£15
Hope Lodge (Hook Road during day - existing only)	Apr-14	£300	£315	£15
Hudson House (without improvements)	Apr-14	£800	£850	£50
Hudson House (with improvements)	Apr-14	£800	£1200 WP	£400
Upper High Street (Existing permit holders only)	Apr-14	£540	£575	£35

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

<b>Description</b>	<b>Last Change</b>	<b>Current tariff (per year)</b>	<b>Proposed tariff (per year)</b>	<b>Change</b>
Hook Road parker card	Apr-13	£10	£15	£5
Lost parker card	Apr-13	£10	£15	£5

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

<b>Description</b>	<b>Last Change</b>	<b>Current tariff (per year)</b>	<b>Proposed tariff (per year)</b>	<b>Change</b>
Hook Road lost token	Apr-12	£8	£8	None
Ashley Centre lost token	Apr-12	£20	£23 WP	£3
Hope Lodge lost token	Dec-15	£20	£23 WP	£3
Town Hall lost token	Dec-15	£20	£23 WP	£3

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

<b>Description</b>	<b>Last Change</b>	<b>Current tariff (per week)</b>	<b>Proposed tariff (for up to 3 days)</b>	<b>Proposed tariff (For 4 to maximum 28 days)</b>
Dispensation permit for contractors and residents to carry out works subject to restrictions	Apr-14	£12	£20	£5 per day

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**FEES AND CHARGES 2016/17**

Report of the: Director of Finance & Resources  
Contact: Michael Smith/Joy Stevens/Ian Dyer/Mark Berry  
Urgent Decision?(yes/no) No  
If yes, reason urgent decision required: N/A  
Annexes/Appendices (attached): Annexe 1 – Committee Fees and Charges 16/17  
Annexe 2 – Committee Fees and Charges 16/17 – Trade Waste (Exempt from publication)  
Other available papers: None

**REPORT SUMMARY**

**This report recommends fees and charges for which this Committee is responsible, with the new charges being effective from 1 April 2016.**

**RECOMMENDATION (S)**

**(1) That, subject to the approval of Council, the Committee agrees the fees and charges for 2016/17 as set out at Annexe 1 and Annexe 2 (exempt from publication).**

*Notes*

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

1.1 As set out in the revenue estimates report on this agenda.

**2 Background**

2.1 The Council will meet to agree the budget, including estimates of income and expenditure, on 11 February 2016. 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 6%. The guidelines also anticipate that additional income may be generated to contribute to the required savings target.
- 2.5 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.
- 2.6 Members should refer to the estimates report on this agenda for an overview of the Committee's budget position.
- 2.7 In January 2013 the Committee agreed that the Director of Finance and Resources should have delegated authority to vary fees and charges for items generating income under £1,000 per annum. The Committee also agreed that the Director of Finance and Resources 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 2016/17 are set out at Annexe 1 to this report. The main variations in fees and charges for each service area outside the range of an increase between 3% to 6% are set out below:

#### **3.1.1 Car Parking Charges**

A separate report on Car Parking charges is included on this agenda.

#### **3.1.2 Planning Pre-Application Charges**

Increase in pre-application charges to both residents and non-residents were incorporated into the Medium Term Financial Strategy to generate additional income. These increases were identified during a benchmarking exercise with neighbouring boroughs.

#### **3.1.3 Planning – new charges for 2016/17**

As part of the savings review new charges were proposed and agreed in principle at Committee on 27 October 2015. These new charges were:

- Charging for variations to Section 106 agreements - £4,000pa;
- Charging for performance agreements - £12,000 pa; and
- Charging for our Enabling Officers time - £2,000 pa.

These new charges are included in the table below under Planning.

#### 4 Financial and Manpower Implications

4.1 The impact of the proposed fees and charges for services in 2016/17 is set out below.

	Increase/(Decrease) in Income Budget Target (6%) £'000	Total Increase/(Decrease) due to changes to Tariffs £'000	Variation between Target and total change £'000
Vehicle Parking	186	553	367
Markets	4	5	1
Domestic/Trade Refuse	52	52	0
Planning	1	39	38
<b>Total</b>	<b>243</b>	<b>649</b>	<b>406</b>

4.1 The charges proposed will generate an additional estimated income of £649,000. This has been taken into account in the budget to be presented to the Council next month.

4.2 The effect of these proposals for 2016/17 is that there is £406,000 more budgeted income from fees and charges than was incorporated into the budget target.

4.3 The increased level of income has been included in the medium term financial strategy to help towards a balanced budget over the next 4 years. Detailed breakdown of the 16/17 budget can be found in the budget report included on this agenda.

4.4 **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:** 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.

#### 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 2016.
- 9.2 The impact of changes in fees and charges has been estimated and incorporated in the Committee's budget estimates 2016/17. 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: N/A**

**ENVIRONMENT FEES AND CHARGES 2016/17**

Service: Development Management

Service Manager: Mark Berry

Description	Unit	2015/16	2016/17	% Change
Site visit and check for compliance with planning conditions	Per visit	£97.00	£102.75	5.93%
Site visit and check for compliance with planning conditions	Per visit (household)	£28.00	£29.75	6.25%
Copy of planning permission (pre 1994 only)	Per document	£13.75	£14.50	5.45%
Copy of Section 106 (formerly S 52) agreements	Per document	£15.75	£16.75	6.35%
Extract OS Sheet per set of 6 A4 sheets for Application	Per set	£34.75	£36.75	5.76%
Extract OS Sheet per set of 6 A4 sheets for Building Control	Per set	£34.75	£36.75	5.76%
Tree Preservation Order (Full Copy)	Per document	£23.75	£25.25	6.32%
Article 4 Direction	Per document	£17.75	£18.75	5.63%
Research for information in excess of FOIA maximum	Per hour	£26.25	£27.75	5.71%
Pre-App advice Residential Householder*	Per written enquiry	£51.00	£80.00	56.86%
Pre-App advice Residential Householder*	Per meeting	£67.00	£67.00	0.00%
Pre-App advice Residential 1-5 dwellings*	Per written enquiry	N/A	£300.00	N/A
Pre-App advice Residential 1-5 dwellings*	Per meeting	N/A	£450.00	N/A
Pre-App advice Residential 6-9 dwellings*	Per meeting	N/A	£750.00	N/A
Pre-App advice Residential 6-9 dwellings*	Per written enquiry	N/A	£500.00	N/A
Pre-App advice Residential 10-49 dwellings*	Per written enquiry	£360.00	£800.00	122.22%
Pre-App advice Residential 10-49 dwellings*	Per meeting	£715.00	£950.00	32.87%
Pre-App advice Residential 50+ dwellings*	Per written enquiry	£715.00	£1,000.00	39.86%
Pre-App advice Residential 50+ dwellings*	Per meeting	£1,425.00	£1,800.00	26.32%
Pre-App advice Non-residential up to 50 sq m*	Per written enquiry	£51.00	£75.00	47.06%
Pre-App advice Non-residential up to 50 sq m*	Per meeting	£67.00	£120.00	79.10%
Pre-App advice Non-residential 50-999 sq m plus*	Per written enquiry	£140.00	£190.00	35.71%
Pre-App advice Non-residential 50-999 sq m plus*	Per meeting	£285.00	£350.00	22.81%
Pre-App advice Non-residential 1000-4999 sq m plus*	Per written enquiry	£360.00	£450.00	25.00%
Pre-App advice Non-residential 1000-4999 sq m plus*	Per meeting	£715.00	£800.00	11.89%
Pre-App advice Non-residential 5000 sq m plus*	Per written enquiry	£715.00	£1,000.00	39.86%
Pre-App advice Non-residential 5000 sq m plus*	Per meeting	£1,425.00	£1,800.00	26.32%
Hedgerow Complaint - Part 8 Anti-Social Behaviour Act 2003	per complaint	£377.50	£400.00	5.96%
Reduced rate re benefits Hedgerow Complaint	per complaint	£66.25	£70.25	6.04%
Planning Performance Agreements	per agreement	N/A	On application	N/A
Charging for Enabling Officer	per delivery	N/A	£250.00	N/A
Charging for Variations under Section 106	per agreement	N/A	£1,000.00	N/A

\* Includes VAT

Service: Street Naming and Numbering

Service Manager: Joy Stevens

Description	Unit	2015/16	2016/17	% Change
Naming of a property	Per property	£26.00	£28.00	7.69%
Development Charge	Per application	£94.00	£100.00	6.38%
Additional charges per plot 2-5 plots	Per plot	£31.50	£33.50	6.35%
Additional charges per plot 6-10 plots	Per plot	£26.00	£28.00	7.69%
Additional charges per plot 11-25 plots	Per plot	£21.00	£22.50	7.14%
Additional charges per plot 26-75 plots	Per plot	£15.75	£16.50	4.76%
Additional charges per plot 76 plots and over	Per plot	£10.50	£11.00	4.76%
Flats redevelopment charge	Per application	£157.00	£166.50	6.05%
Additional charges per flat	Per flat	£10.50	£11.00	4.76%
Changes to a development plot	Per plot	£26.15	£27.75	6.12%
Renaming of a street	Per application	£104.50	£111.00	6.22%
Renaming of a street additional charge per plot	Per plot	£26.00	£28.00	7.69%

**ENVIRONMENT FEES AND CHARGES 2016/17**

Service: Domestic Waste Collection  
Service Manager: Ian Dyer

Charge Type	Description	Unit	2015/16	2016/17	% Change
Additional Domestic Bin	240 litres	Per bin per annum	£138.00	£146.50	6.2%
Garden Waste (Domestic) Direct Debit	Fortnightly collection of garden waste sack	Per sack per annum	£10.00	£11.20	12.0%
Garden Waste (Domestic) Direct Debit	Fortnightly collection of garden waste bin	Per 240l bin per annum	£42.00	£45.00	7.1%
Garden Waste (Domestic) Other Payment	Fortnightly collection of garden waste sack	Per sack per annum	£11.00	£12.40	12.7%
Garden Waste (Domestic) Other Payment	Fortnightly collection of garden waste bin	Per 240l bin per annum	£46.00	£49.50	7.6%
Garden Waste (Flats and Schools) Direct Debit	Fortnightly collection of 240l garden waste bin	Per 240l bin per annum	£42.00	£45.00	7.1%
Garden Waste (Flats and Schools) Direct Debit	Fortnightly collection of 660l garden waste bin	Per 660l bin per annum	£115.50	£123.75	7.1%
Garden Waste (Flats and Schools) Direct Debit	Fortnightly collection of 1100l garden waste bin	Per 1100l bin per annum	£192.50	£206.25	7.1%
Garden Waste (Flats and Schools) Other Payment	Fortnightly collection of 240l garden waste bin	Per 240l bin per annum	£46.00	£49.50	7.6%
Garden Waste (Flats and Schools) Other Payment	Fortnightly collection of 660l garden waste bin	Per 660l bin per annum	£126.50	£136.25	7.7%
Garden Waste (Flats and Schools) Other Payment	Fortnightly collection of 1100l garden waste bin	Per 1100l bin per annum	£210.80	£226.75	7.6%
Garden Waste (Churches and Charities) Direct Debit	Fortnightly collection of 240l garden waste bin	Per 240l bin per annum	£33.00	£35.80	8.5%
Garden Waste (Churches and Charities) Direct Debit	Fortnightly collection of 660l garden waste bin	Per 660l bin per annum	£91.00	£98.50	8.2%
Garden Waste (Churches and Charities) Direct Debit	Fortnightly collection of 1100l garden waste bin	Per 1100l bin per annum	£151.00	£164.20	8.7%
Garden Waste (Churches and Charities) Other Payment	Fortnightly collection of 240l garden waste bin	Per 240l bin per annum	£37.00	£39.40	6.5%
Garden Waste (Churches and Charities) Other Payment	Fortnightly collection of 660l garden waste bin	Per 660l bin per annum	£102.00	£108.50	6.4%
Garden Waste (Churches and Charities) Other Payment	Fortnightly collection of 1100l garden waste bin	Per 1100l bin per annum	£170.00	£180.50	6.2%
Leaf Collection Direct Debit	Fortnightly leaf collection (seasonal)	Per 60l sack per annum	£5.00	£5.60	12.0%
Leaf Collection Other Payment	Fortnightly leaf collection (seasonal)	Per 60l sack per annum	£5.50	£6.20	12.7%
Leaf Collection Other Payment	Non-retrun of brown garden bin	Per bin	£78.50	£83.00	5.7%
Domestic bulk refuse disposal	4-6 items (5 sacks = 1 item)	Items	£62.00	£65.50	5.6%
Domestic bulk refuse disposal	7-9 items (5 sacks = 1 item)	Items	£93.00	£98.50	5.9%
Domestic bulk refuse disposal	Over 12 items	Items - cost by quotation	N/A	N/A	N/A
Domestic bulk refuse disposal	Up to 3 items (5 sacks = 1 item)	Items	£31.00	£33.00	6.5%
Domestic bulk refuse disposal	10-12 items (5 sacks = 1 item)	Items	£124.00	£131.50	6.0%



**REVENUE BUDGET 2016/17**

Report of the: Director of Finance and Resources  
Contact: Kathryn Beldon/ Lee Duffy/ Michael Smith  
Urgent Decision?(yes/no) No  
If yes, reason urgent decision required:  
Annexes/Appendices (attached): None  
Other available papers (not attached): Budget Target Report 27 October 2015

**REPORT SUMMARY**

**This report sets out estimates for income and expenditure on services in 2016/17.**

**RECOMMENDATION**

**That the Committee recommends the 2016/17 service estimates for approval at the budget meeting of the Council on 11 February 2016.**

*Notes*

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

- 1.1 The Medium Term Financial Strategy aims to maintain the financial health of the Council whilst delivering the priorities in the Corporate Plan.
- 1.2 The Service Plan for the Corporate Priority "Managing Resources" includes service targets designed to maintain a balanced budget.

**2 Background**

- 2.1 Government reductions in public sector funding, welfare benefit changes and the long term impacts of a weak economy continue to create 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 to minimise service reduction affecting residents.
- 2.2 The recommendation in this report is consistent with the Council's four year financial plan 2016-2020 and the Medium Term Financial Strategy.
- 2.3 The overall Council revenue budget target for 2016/17 was agreed by Strategy & Resources Committee on 29 September 2015 as follows:-

- Estimates are prepared including options to reduce organisational costs by £650,000 subject to government grant announcement, to minimise the use of working balances and maintain a minimum working balance of £2.5million in accordance with the Medium Term Financial Strategy;
- That at least £400,000 additional revenue is generated from an increase in discretionary fees and charges, based on an overall increase in yield of 6.0%;
- That a provision for pay award is made of £230,000 that represents a 1.5% increase;
- That further savings are identified for inclusion within the medium term financial strategy that will reduce the Council's net operating costs by a minimum of £1,644,000 over the period 2017/18 to 2019/20;
- That the Capital Member Group seeks to limit schemes included within the capital expenditure programme that enable the retention of agreed minimum level of capital reserves. A separate Capital report for this Committee is included on this agenda.

2.4 Subject to confirmation of the figures in the local government finance settlement, it is anticipated that the service estimates as presented to the four policy committees will enable the budget target set by Council to be met in 2016/17. Any changes to the 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 included in the draft Budget Book 2016/17 that has been distributed to all Councillors.

### **3 Proposals**

3.1 Estimates have been prepared on the basis that all existing services to residents are maintained. There are two items on this agenda for this Committee that may impact on our final budget position for 16/17 depending on member decision. They each have a separate report on this agenda and are:

- Highway verges; and
- Tree Preservation Order Surveys

3.2 The financial implications of these two reports have been included in the overall £1.64m savings requirement mentioned in section 2.3.

3.3 No general allowance has been made for price inflation. Where increased costs are unavoidable efficiency savings have been identified to offset the additional costs.

- 3.4 The Council agreed a target to increase overall income from locally set fees and charges by a minimum of 6%, after making allowance for any further changes in service. Proposals have been included in a separate report on this agenda. Certain charges are being proposed at above-inflation levels, either to reduce service subsidy levels or to enable the Council to achieve a balanced budget.
- 3.5 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 2016/17.
  - 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.

#### **4 Revised Estimates 2015/16**

- 4.1 Before considering estimates for 2016/17 this section provides a summary of the forecast for the current financial year. Variations identified have been taken into account in preparing next year's budget.
- 4.2 The Council's overall expected outturn for 2015/16 anticipates £391,000 use of reserves, this is £162,000 in excess of the budgeted position of £229,000.
- 4.3 Although the latest forecast for 2015/16 is projecting an overspend of £162,000, officers have introduced in year spending reviews and restrictions to remove the overspend. Further in year updates will be reported at Quarter 3 monitoring. Should members wish to allocate such further sums, then further savings/income generation would be required to ensure that the Council does not further exceed the current year's budget.
- 4.4 As can be seen from the table below, this Committee is forecasting some significant adverse variations due to a reduction in planning fee income, parking PCN income, and a volatile market for recyclable materials. This overspend has been addressed by officers in the 16/17 budget as far as possible. However, it should be noted that the planning income is dependent on applications and timing with the recycling income being very much exposed to the volatility of external market forces.
- 4.5 The Committee's probable outturn (estimated net expenditure) for 2015/16 is included in the draft Budget Book on each cost centre page, with a detailed analysis on variations to original budget. The outturn forecasts are based on the quarter two budget monitoring reports issued to all Councillors.
- 4.6 A summary of probable outturn for each service group is as follows:

SERVICE GROUP	PUBLISHED BUDGET 2015/16 £'000	CURRENT APPROVED BUDGET 2015/16 £'000	PROBABLE OUTTURN 2015/16 £'000	VARIATION FROM CURRENT BUDGET £'000
Car Parking	(1,710)	(1,705)	(1,575)	130
Environmental Services	2,847	2,847	2,945	98
Highways	502	502	470	(32)
Planning & Building Control	653	652	701	49
Community Safety	151	151	150	(1)
<b>Total</b>	<b>2,443</b>	<b>2,447</b>	<b>2,691</b>	<b>244</b>

- 4.7 The current approved budget in the table above represents the published budget updated with authorised transfer of funds since the budget was approved in February 2015.
- 4.8 This Committee's probable outturn for 2015/16 is £244,000 more than the current approved budget. The main reasons for the variations are detailed below:-
- 4.8.1 Car Parking (£130k adverse) – A reduction in on street parking PCN's in year has led to a projected loss on the on street parking account of £80,000. The remainder is a loss from off street PCN income, increased maintenance and supplies and services charges from Town Hall and Hope Lodge following the introduction of barrier control.
- 4.8.2 Development Control (£103k adverse) – The number of applications that were anticipated when setting the budget have not, so far, been realised and therefore an adverse variance is being projected.
- 4.8.3 Domestic Refuse (£140k adverse) – The co-mingled recycling gate fee charge per tonne has increased significantly since the budget was set. This has resulted in an £85k overspend. Paper tonnages are down and amount per tonne received has halved due to the closure of Aylesford paper mill. Income received per tonne of glass has also more than halved. The fluctuations in market prices and externally set charges/income are monitored regularly by the Transport and Waste Services Manager and finance. Any changes impacting on the service are reported in monthly monitoring and to management immediately. During the budget setting process the best possible information and market predictions are used to create a realistic and prudent budget. However, the market has proved to be volatile and external changes are out of the control of EEBC.
- 4.8.4 Building Control (£21k favourable) – Increased income from building control fees.

**5 Budget Proposals 2016/17**

5.1 The service estimates are included in the draft Budget Book 2016/17, circulated to Councillors in January.

5.2 A summary of the Committee's revenue estimates for 2016/17 is set out below:

<b>SERVICE GROUP</b>	<b>PUBLISHED BUDGET 2015/16 £'000</b>	<b>BASE POSITION 2016/17 £'000</b>
Car Parking	(1,710)	(2,009)
Environmental Services	2,847	2,577
Highways	502	445
Planning & Building Control	653	686
Community Safety	151	122
<b>Total</b>	<b>2,443</b>	<b>1,821</b>

5.3 The following table comprises a summary of the main changes to the Committee's proposed budget 2016/17 compared with the published budget for 2015/16.

<b>ENVIRONMENT COMMITTEE</b>	<b>BUDGET £'000</b>
<b>Published Budget 2015/16</b>	<b>2,443</b>
Increase in car park fees and charges	(553)
Reduction in Capital charges	(193)
Reduction in contract recharges	(161)
Increase in green waste membership and trade waste income	(52)
Increase in Planning Income (incl new charges)	(39)
Increased income from building control	(28)
Plan E Scheme recharges	(26)
Increased income from permit numbers	(21)

Sundry Variances	(10)
Reduction in PCN income from on and off street parking	225
Variations in recycling charges and income	115
Variation in pay, pension (IAS19) & support service recharges*	64
Increase in supplies and services expenditure	57
<b>Base Position 2016/17</b>	<b>1,821</b>

- 5.4 \* Pay and pension costs include all charges for employees, including pension fund liabilities under International Accounting Standard 19, for this Committee. Support service recharges are for the provision of statutory and administrative services carried out by back office departments of the Council.
- 5.5 Detailed budget changes are shown in the Budget Book pages.
- 5.6 Operational / efficiency savings towards the Medium Term Financial Strategy that were agreed by this Committee on 27 October 2015 have been included within the base position. The base position also includes changes identified by officers to reduce organisation costs.
- 5.7 The fees and charges report on this agenda identifies areas where additional income can be generated.
- 5.8 The following comprises a summary of the impact of the proposed fees and charges for services.

<b>Service</b>	<b>Additional Income £'000</b>
Vehicle Parking	553
Markets	5
Domestic/Trade Refuse	52
Planning	39
<b>Total</b>	<b>649</b>

## **6 Budget Reviews**

- 6.1 At this Committee's meeting in October it was agreed that the following service changes would be incorporated into the budget.

Service	£'000
Introduce Planning Performance Agreements	12
Charge for Variations to S106 Agreements	4
Charging for Enabling Officers Time	2
Increase parking income above 6% yield	367

6.2 Savings or incomes arising from these reviews have been included in the budget estimates for 2016/17.

## 7 Financial and Manpower Implications

7.1 Consultation processes will be progressed should operational changes affect staffing levels or staff duties.

7.2 Any questions or queries with the Budget Book 2016/17 should be sent to relevant Officers in advance of this Committee meeting.

7.3 **Chief Finance Officer's comments:** Financial implications are contained within the body of this report.

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

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

8.2 **Monitoring Officer's comments:** The Council will fulfil its statutory obligations and comply with its policy on equalities.

## 9 Sustainability Policy and Community Safety Implications

9.1 Whilst there are no particular implications for the Sustainability Policy or the Community Safety Strategy arising out of this report, the allocation of resources by the relevant policy committees will be needed to deliver actions in these areas of work.

## 10 Partnerships

10.1 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.

## 11 Risk Assessment

11.1 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 2016/17 £'000	Risk Management
<b>Off Street Car Parking</b>	<b>Medium to High</b> Income from off street car parks is exposed to adverse weather and economic conditions that can have significant effect on outturn.	Total Income £3,732k 1% change would reduce income by £37k 5% change would reduce income by £187k	Monthly monitoring and work analysing individual car park performance against target.
<b>Domestic and Trade Waste Collection</b>	<b>Medium to High</b> Income from waste recycling fees is exposed to changes in market prices and is therefore susceptible to sudden changes.  Fuel cost rise increases the cost of providing the services.	£1,662k net budget Income and expenditure is sensitive to many variables such as transport, tipping charges and recycling credit. 5% adverse change in income would be £88k.	Monthly monitoring of income against target. Officers negotiate, where possible, to fix the prices and optimise income.  Continuously monitor fuel costs and reduce fuel consumption where possible.
<b>Building Control</b>	<b>Low to Medium</b> Private competition has impacted on the service in recent years with the market is difficult to predict.	£250k 10% reduction would result in £25k shortfall against income budget	Monthly monitoring including work analysing income against target.
<b>Development Control</b>	<b>Low to Medium</b> Single large applications can impact significantly on income.  New fees and charges so volume based on estimate	£467k 10% reduction would result in £47k shortfall on income budget	Monthly monitoring including work analysing income against target.
<b>Highways</b>	<b>Low</b> Possible reduction of contribution from partner agency due to major budget cuts.	£164k Contribution from SCC	Review of expenditure relating to highways agency spend to ensure full costs funded by SCC.



**12 Conclusion and Recommendations**

- 12.1 The Committee is asked to agree the service revenue estimates as set out in the draft Budget Book 2016/17
- 12.2 The Council will consider the budget at its meeting on 11 February 2016.

**WARD(S) AFFECTED: All**

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**CAPITAL PROGRAMME 2016/17**

<u>Report of the:</u>	Director of Finance & Resources
<u>Contact:</u>	Lee Duffy or Lesley Shields
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	
<u>Annexes/Appendices</u> (attached):	Annexe 1 : Proposed Capital Programme Annexe 2: Capital Appraisal forms for Bid 1 Annexe 3: Capital Appraisal forms for Bid 6
<u>Other available papers</u> (not attached):	Financial Policy Panel papers 1 December 2015

**REPORT SUMMARY**

**This report proposes the 2016/17 capital programme and a provisional programme for 2017-19.**

**RECOMMENDATION (S)**

- (1) Submits the Capital Programme for 2016/17 as identified in section 4 and 5 of this report to the Council for approval on 11 February 2016;**
- (2) Confirms that it supports all of the schemes included in the provisional programme for 2017-19 as identified in section 6 of this report;**
- (3) Notes that schemes for 2017-19 are provisional pending an annual review of funds available for capital investment.**

*Notes*

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

1.1 The Council's Medium Term Financial Strategy includes the following in regards to investment in services:-

- Prioritise capital investment to ensure retained property is fit for purpose.
- Maximise the use of external funding opportunities to deliver improvements to the community infrastructure, including affordable housing.

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

## **2 Background**

- 2.1 The Capital Strategy was last agreed by the Council on 17 February 2015 at which time the capital programme was approved for 2015/16. Schemes for 2016-2018 were provisional pending the annual budget review and an annual assessment of funds for capital investment.
- 2.2 The Financial Policy Panel provided the Capital Member Group (CMG) with a remit to guide the preparation of a capital programme for 2016-17. The Panel received details of capital bids on 1 December 2015 following an assessment of investment options by the CMG.
- 2.3 The Panel were advised that the proposed level of investment of £2.5 million over three years 2016/17 to 2018/19 would reduce the available capital reserves to £1.3 million at the end of this period. The proposed capital programme assumes funding from capital and revenue reserves, and government grants. Specific schemes may also be funded from other grants where successful bids are made.
- 2.4 The Panel's guidance relevant to this policy committee's recommendations was as follows:-
- 2.4.1 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.
- 2.4.2 Schemes identified in section 4 and 5 of this report, totalling £91,000, requiring £41,000 use of capital reserves and £50,000 funded from the Repairs and Renewals Reserve, should be included in the capital programme, subject to support for the project appraisal by this Committee and subject to external funding being received before expenditure is committed.

## **3 Proposals**

- 3.1 The Policy Committee is asked:-
- 3.1.1 To approve the proposed capital programme for 2016/17;
- 3.1.2 To agree the provisional programme for 2017-19.
- 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 The budget assumes that interest earned on capital reserves will be used to help finance the revenue budget.

- 3.4 If all schemes in the proposed corporate capital programme for 2016/17 were to progress this would reduce the capital reserves to around £2.1 million and as a result there will be reduced funding available for service delivery. This is reflected in next year's estimates and the financial forecasts.

**4 Core Programme 2016/17 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 2016/17, subject to the Committee approving the project appraisals and the identification, where appropriate, of revenue funding.

- 4.2 The proposed core programme for 2016/17 funded from capital reserves is as follows:-

<b>Capital Appraisal form reference</b>	<b>Scheme</b>	<b>Estimate 2016/17 (£'000)</b>
Environment Bid 1	Container Replacement Programme	41
	<b>Total schemes funded from capital reserves</b>	<b>41</b>

**5 Capital Programme 2016/17 Funded From Repairs & Renewals Reserve**

- 5.1 The Financial Policy Panel recommended that the following schemes should be considered by this Committee for inclusion in the capital programme in 2016/17, funded from Repairs & Renewals Reserve.

- 5.2 The proposed programme for 2016/17 funded from Repairs & Renewals Reserve is detailed in the table below. This table provides information on the level of funding to be received from external sources.

<b>Capital Appraisal form reference</b>	<b>Scheme</b>	<b>External funding to be received in 2016/17 (£'000)</b>
Environment Bid 1	Container Replacement Programme	25
Environment Bid 6	Waste Strategy Containers	25
	<b>Total externally funded schemes</b>	<b>50</b>

- 5.3 It is proposed that these schemes are included within the capital programme subject to the identification of funding for any revenue implications within approved budgets.

**6 Proposed Capital Programme 2017/18 to 2018/19**

6.1 The provisional programme proposed for 2017-19 is:-

<b>Bid Ref:</b>	<b>Scheme</b>	<b>2017/18 (£'000)</b>	<b>2018/19 (£'000)</b>	<b>Funding</b>
Environment Bid 1	Container Replacement Programme	68	0	Capital Reserves
Environment Bid 2	Ashley Centre Car Park Repairs	150	100	Capital Reserves
Environment Bid 4	Replacement of Car Park pay Machines	104	0	Capital Reserves
Environment Bid 6	Waste Strategy Containers	25	0	Repairs & Renewals Reserve
	<b>Total proposed capital programme 2017/18 to 2018/19</b>	<b>347</b>	<b>100</b>	

6.2 Bids for these schemes will be prepared and submitted to future Capital Member Group meetings for their support to be included within the capital programme for 2017/18 and 2018/19.

**7 Financial and Manpower Implications**

7.1 As highlighted in this report, any scheme not attracting full external funding will have a revenue budget impact.

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

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

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

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

8.2 **Monitoring Officer's comments:** As set out above.

**9 Sustainability Policy and Community Safety Implications**

9.1 None for the purpose of this report.

**10 Partnerships**

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

**11 Risk Assessment**

- 11.1 The CMG have used the Capital Strategy to balance the need for prioritised investment against a reducing level of capital reserves.
- 11.2 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.
- 11.3 Funding has been identified to enable the delivery of the capital programme for 2016/17 and officers believe that there should be sufficient capacity to deliver these projects.

**12 Conclusion and Recommendations**

- 12.1 A programme of £91,000, excluding any carry forward provisions from 2015/16, is recommended for this committee in 2016/17.
- 12.2 To agree the provisional programme for 2017 - 2019.

**WARD(S) AFFECTED:** All

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Environment Committee Proposed Capital Programme 2016/17 - 2018/19

	Original Budget 2016/17 £'000	Proposed Budget 2017/18 £'000	Proposed Budget 2018/19 £'000	Total Provision 2016/17- 2018/19 £'000
Container and Bin Replacement Programme	66	68	0	<b>134</b>
Waste Strategy Containers	25	25	0	<b>50</b>
Ashley Centre Car Park Repairs	0	150	100	<b>250</b>
Replacement of Car Park pay Machines	0	104	0	<b>104</b>
<b>Total Environment Committee</b>	<b>91</b>	<b>347</b>	<b>100</b>	<b>538</b>

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## Capital Programme Review 2016-17 Project Appraisal Form

**BID Number** Environment Bid 1

**COMMITTEE** Environment

**PROJECT TITLE** Container Replacement Programme

**DETAILS OF PROJECT** A rolling replacement programme for wheelie bins and litter bins. This represents approximately 3% of the value of stock.

	£,000	Comments
<b>FINANCIAL SUMMARY</b> Total Scheme Capital Costs	66.2	Per annum
Internal Sources of Capital Funds Identified	0	
External Funding Identified	0	
Capital Reserves Needed to Finance Bid	<b>66.2</b>	
Annual Ongoing Revenue Savings as a Direct Result of the Project	n/a	
Annual Ongoing Revenue <b>Additional</b> Costs as a Direct Result of the Project	n/a	

<b>BASELINE CRITERIA</b>	Investment that will achieve Key Priorities	Yes. Sustainability (by providing refuse and recycling containers for kerbside services) and Visual Appearance (by providing comprehensive waste containment in good repair).
<b>State which criteria(s) are met and why. Leave blank any which are not met.</b>	Investment required to meet Health and Safety or other new legislative requirements.	Yes. The provision of Council-approved, standardised, good quality waste and recycling containers is central to our adherence to approved health & safety procedures.

Investment required for the business continuity of the Council.	Yes. Without containers refuse, recycling and litter bin collections cannot be maintained.
Investment that will improve service efficiency including cost savings or income generation.	N/a. Required for the statutory provision of services.
Investment identified in the Council's Asset Management Plan.	List of containers included with this submission.

**PRIORITISATION**

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

1	Investment essential to meet statutory obligation.	Yes. Unable to meet statutory obligation to collect waste without the provision of containers.
2	Investment Important to achieve Key Priorities.	Yes. Sustainability (by providing refuse and recycling containers for kerbside services) and Visual Appearance (by providing comprehensive waste containment in good repair).
3	Investment important to secure service continuity and improvement.	Yes. Services cannot be delivered without suitable containers. Each year, some containers are lost, stolen or damaged so must be replaced or we will be unable to provide services to those residents.
4	Investment will assist but is not required to meet one of the baseline criteria.	Investment required to meet statutory requirements.

**RISK**

1	Risks of delivering to timetable and cost	Low risk. Wheelie bins are usually easily obtainable with delivery times as short as 3-4 weeks or less. Even when difficulties arise, such as a run on wheelie bins following the DCLG's Weekly Collections Support Scheme funding in 2012/13, officers' excellent relationships with supplier companies usually result in the swift provision of bins to tide us over.
2	Consequences of not undertaking the project	Inability to carry out statutory duties.
3	Alternative Solutions (Other solutions considered – cost and implications)	In October 2015 the Environment Committee will consider a proposal to move to weekly collections for most services, including refuse, in 2017/18. Over time this may reduce wear and tear on wheelie bins as each collection will be lighter. This must be assessed properly before making changes to the provision for replacement bins. There are currently no changes planned to the provision of the Council's refuse, recycling and street cleansing services.

		In any event, services will depend on the provision of robust and good quality containers. The need to buy some level of new bins will therefore be a continuing, long-term commitment.
--	--	---

<b>A</b>	<b>Project outcomes and benefits</b>	Fulfil statutory duties for waste collection; maintain good standards of waste containment in the Borough; manage health and safety implications of waste collection; encourage recycling through the provision of recycling containers.												
<b>B</b>	<b>Project scope, what is included / excluded</b>	This budget relates to the provision of refuse and recycling containers (wheelie bins, boxes, food waste bins etc.) plus litter bins.												
<b>C</b>	<b>How does project fit within service objectives</b>	Services could not be safely or cost-effectively delivered without the provision of containers, so would not be viable.												
<b>D</b>	<b>Consultation required - who and when</b>	There is continuous consultation about these services with residents, operatives, officers, members and suppliers. A full resident communications plan will take place for any approved service changes.												
<b>E</b>	<b>Availability of project management resources</b>	Current departmental management resources are sufficient.												
<b>F</b>	<b>Time scale - What is proposed timetable for completion of the project? Give estimated start dates for each stage of the project.</b>	<table border="1"> <thead> <tr> <th></th> <th>Target Date</th> </tr> </thead> <tbody> <tr> <td><b>1. Design &amp; Planning</b></td> <td>On-going throughout the year.</td> </tr> <tr> <td><b>2. Tendering (if necessary)</b></td> <td>Containers are purchased through existing frameworks e.g. YPO (Yorkshire Purchasing Organisation).</td> </tr> <tr> <td><b>3. Project start date</b></td> <td>April 2016</td> </tr> <tr> <td><b>4. Length of Project</b></td> <td>Full year</td> </tr> <tr> <td><b>5. Project Finish Date</b></td> <td>March 2016</td> </tr> </tbody> </table>		Target Date	<b>1. Design &amp; Planning</b>	On-going throughout the year.	<b>2. Tendering (if necessary)</b>	Containers are purchased through existing frameworks e.g. YPO (Yorkshire Purchasing Organisation).	<b>3. Project start date</b>	April 2016	<b>4. Length of Project</b>	Full year	<b>5. Project Finish Date</b>	March 2016
	Target Date													
<b>1. Design &amp; Planning</b>	On-going throughout the year.													
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<b>3. Project start date</b>	April 2016													
<b>4. Length of Project</b>	Full year													
<b>5. Project Finish Date</b>	March 2016													
<b>G</b>	<b>Contingencies</b>	None. Containers are generally freely available unless there are specific issues such as the DCLG effect in early 2013, as noted above. Even then, supply has never been critically affected. It is highly unlikely that wheelie bins and litter bins will become unavailable.												

<b>H</b>	<b>Accountable Officers</b> , for the project planning and execution	Jon Sharpe (refuse and recycling containers) and Samantha Whitehead (litter bins)
<b>I</b>	<b>Ward(s) affected</b>	All.

**CAPITAL EXPENDITURE (£000's)**

<b>L1</b>	<b>Estimated cost of works and/or equipment</b>	66.2			
<b>L2</b>	<b>Consultancy or other fees</b>	0			
<b>L3</b>	<b>Total Scheme Costs (L1 + L2)</b>	66.2			
<b>L4</b>	<b>External Sources of Finance (amount and detail)</b>	0			
<b>L5</b>	<b>Net Costs to Council (L3 – L4)</b>	66.2			
<b>L6</b>	<b>Spend profile, £000s</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>
		66.2	68	0	0
<b>L7</b>	<b>Have External Sources of Finance Been Considered (details)?</b>	None available.			
<b>L8</b>	<b>Revenue Implications (full year cost/ savings and detail)</b>	n/a			
<b>L9</b>	<b>Can Revenue Implications Be Funded From Committee Base Budget (details)</b>	n/a			

**Accountable Officers for the project appraisal**

Project Manager Name and Signature Jon Sharpe

Date 30 September 2015

Chief Officer Name and Signature .....

Date .....

**Whole life revenue costs of capital project**

The attached Financial Appraisal Form MUST be completed for all capital projects that are being submitted as spend-to-save schemes. It should only include changes to expenditure and income that will result from the capital project. Seek guidance from Corporate Finance if necessary. Where savings or budget virements are being used to part fund a project, the relevant budget manager must sign the appraisal form.

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**Accountable Officers for the revenue implications of the project**

Project Manager Name and Signature n/a

Revenue Budget Holder Name and Signature n/a

Service Accountant Name and Signature n/a

Chief Officer Name and Signature n/a

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## Capital Programme Review 2016-17 Project Appraisal Form

<b>BID Number</b>	Environment Bid 6
<b>COMMITTEE</b>	Environment
<b>PROJECT TITLE</b>	Waste Strategy – Container switch

**DETAILS OF PROJECT**

In October 2015 the Environment Committee will review a proposal for revised refuse & recycling services with effect from April 2017.

Recommendations include the switching of green and black bins to help promote recycling. For example, a current standard bin-set of Green 240-litre (refuse) and black 180-litre (recycling ) would be switched so that the larger, green bin becomes for recycling and the smaller, black bin becomes for refuse

However, some households do not have a standard bin-set e.g. have a smaller, green refuse bin but do not recycle so have no black bin. Such a household would need to be provided with a 180-litre black bin for refuse, and have their small green bin swapped for a 240-litre recycling bin.

An initial sample survey suggests that up to 20% of households do not have a standard bin set. It is estimated that this might cost from £30,000-£50,000 to accommodate within the bin-switch project.

Further work is needed to quantify the need and decide the project roll-out plan (options are to roll out gradually during 2016/17 or to roll out upon launch of new services from April 2017).

In the meantime, therefore, this bid is submitted in order to secure necessary funding up to £50,000 should the bin-switch be approved.

**FINANCIAL SUMMARY**

	£,000	Comments
Total Scheme Capital Costs	50	
Internal Sources of Capital Funds Identified	50	Waste Repairs & Renewals Reserve
External Funding Identified	0	
Capital Reserves Needed to Finance Bid	0	
Annual Ongoing Revenue Savings as a Direct Result of the Project	n/a	
Annual Ongoing Revenue <b>Additional</b> Costs as a Direct Result	n/a	It may be noted that replacements for lost, stolen or damaged bins

of the Project		will continue to be required after any bin switch. These would continue to be funded through existing capital and revenue programmes for bin replacements.
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**BASELINE CRITERIA**

State which criteria(s) are met and why. Leave blank any which are not met.

Investment that will achieve Key Priorities	Yes. Sustainability (by providing refuse and recycling containers for kerbside services, which would be enhanced by the adoption of the current proposals) and Visual Appearance (by providing comprehensive waste containment in good repair).
Investment required to meet Health and Safety or other new legislative requirements.	Yes. The provision of Council-approved, standardised, good quality waste and recycling containers is central to our adherence to health & safety procedures.
Investment required for the business continuity of the Council.	Yes. Without containers refuse, recycling and litter bin collections cannot be maintained. The Committee report for the new service proposals advises that the new service would be less effective without a green/black bin-switch. The bin-switch is likely to be strongly supported by Members, having already been the subject of one separate report to the Environment Committee.
Investment that will improve service efficiency including cost savings or income generation.	There may be some long-term cost saving as the weekly collections proposed in the new services will result in bins being less full when empties. However, the actual effect of this may not be known for some years.
Investment identified in the Council's Asset Management Plan.	Wheelie bins will remain subject to the need for replacement of lost, stolen or damaged items and require continuation of the Council's current capital and revenue budgets for this.

**PRIORITISATION**

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

1	Investment essential to meet statutory obligation.	Yes. Unable to meet statutory obligation to collect waste without the provision of containers.
2	Investment Important to achieve Key Priorities.	Yes. Sustainability (by providing refuse and recycling containers for the proposed, enhanced kerbside services) and Visual Appearance (by providing comprehensive waste containment in good repair).

3	Investment important to secure service continuity and improvement.	Yes. Services cannot be delivered without suitable containers. Each year, some containers are lost, stolen or damaged so must be replaced or we will be unable to provide services to those residents.
4	Investment will assist but is not required to meet one of the baseline criteria.	

**RISK**

1	Risks of delivering to timetable and cost	<p>A formal bin-switch plan has not yet been formalised. The project may be delivered in one of two ways:</p> <ol style="list-style-type: none"> <li>1. A full bin survey on all four routes, with the number of bins required quantified up front, and the bin-switch effected coincident with the launch of the new services (phased launch proposed starting April 2017).</li> <li>2. Residents advised of the change during 2016 and asked to contact the Council in advance if they do not have the required bin-set. Any non-compliant households would then be dealt with on demand at launch.</li> </ol> <p>The Committee report advises that officers will assess and details operational plans at a later date. In any event, the same number of bins would be required, which a previous survey on one route suggested would be £30,000-£50,000.</p> <p>There is only a low risk of wheelie bins being unavailable: bins are usually easily obtainable with delivery times as short as 3-4 weeks or less. Even when difficulties arise, such as a run on wheelie bins following the DCLG's Weekly Collections Support Scheme in 2012/13, officers' excellent relationships with bin supplier usually result in the swift provision of bins.</p>
2	Consequences of not undertaking the project	<p>The Committee report on the new service proposals advises that without the bin-switch there are risks of:</p> <ul style="list-style-type: none"> <li>• Failure to maximise recycling performance.</li> <li>• Failure to achieve financial forecasts.</li> <li>• Additional refuse disposal costs being levied on residents through SCC element of Council Tax</li> </ul>

		<ul style="list-style-type: none"> <li>Problems with overflowing bins/side waste.</li> </ul> <p>Officers therefore consider the green/black bin-switch to be axiomatic with the new service proposals.</p>
3	Alternative Solutions (Other solutions considered – cost and implications)	As above, officers do not consider that it would be appropriate to launch the proposed new service arrangements without a bin-switch.

<b>A</b>	<b>Project outcomes and benefits</b>	Maximise the potential of the proposed new refuse and recycling collection service. Potential long-term benefit of lower wear and tear on bins due to lower weights collected via weekly collections.
<b>B</b>	<b>Project scope, what is included / excluded</b>	This budget relates solely to the provision of necessary bins to allow the green/black bin switch as described in the Details of Project (page 1)
<b>C</b>	<b>How does project fit within service objectives</b>	<p>Helps to safeguard key objectives of the proposed new service:</p> <ul style="list-style-type: none"> <li>Maximised recycling.</li> <li>Minimised cost to the Council.</li> <li>Minimised cost to residents.</li> <li>Avoidance of excess/side waste problems.</li> </ul>
<b>D</b>	<b>Consultation required - who and when</b>	There is continuous consultation about these services with residents, operatives, officers, members and suppliers. A full resident communications plan will take place for any approved service changes.
<b>E</b>	<b>Availability of project management resources</b>	A separate, revenue provision for launch communications, to include bin-switch operations, is being prepared for the new service project as a whole.

**F**

**Time scale** - What is proposed timetable for completion of the project? Give estimated start dates for each stage of the project.

	Target Date
<b>1. Design &amp; Planning</b>	End of 2015/16
<b>2. Tendering (if necessary)</b>	Not required. Bins will be purchased through existing frameworks and any other operational requirements included within the overall service launch communications plan are unlikely to require tendering.
<b>3. Project start date</b>	April 2017 or before depending on method chosen (see section Risk (1) on page 3).
<b>4. Length of Project</b>	Dependent on above and agreed new service phasing but likely to be completed by end of June 2017.
<b>5. Project Finish Date</b>	As above, likely by end of June 2017.

**G**

**Contingencies**

None. Containers are generally freely available unless there are specific issues such as the DCLG effect in early 2013, as noted above. Even then, supply has never been critically affected. It is highly unlikely that wheelie bins and litter bins will become unavailable.

While, as stated above, a full bin survey may be required in order to establish the final value of bins required, officers believe that this £50,000 bid is likely to cover the top end of our requirement.

**H**

**Accountable Officers**, for the project planning and execution

Jon Sharpe

**I**

**Ward(s) affected**

All.

**CAPITAL EXPENDITURE (£000's)**

<b>L1</b>	<b>Estimated cost of works and/or equipment</b>	50
<b>L2</b>	<b>Consultancy or other fees</b>	0
<b>L3</b>	<b>Total Scheme Costs (L1 + L2)</b>	50

<b>L4</b>	<b>External Sources of Finance (amount and detail)</b>	0			
<b>L5</b>	<b>Net Costs to Council (L3 – L4)</b>	50			
<b>L6</b>	<b>Spend profile, £000s</b>	<b>2016/17</b> (estimated – subject to full evaluation and agreement of launch style)	<b>2017/18</b> (estimated – subject to full evaluation and agreement of launch style)	<b>2018/19</b>	<b>2019/20</b>
		<b>25</b>	<b>25</b>	-	-
<b>L7</b>	<b>Have External Sources of Finance Been Considered (details)?</b>	None available. Officers have considered requesting funds from the Surrey Waste Partnership but have been advised that funds would not be available for such a project.			
<b>L8</b>	<b>Revenue Implications (full year cost/ savings and detail)</b>	n/a			
<b>L9</b>	<b>Can Revenue Implications Be Funded From Committee Base Budget (details)</b>	n/a			

**Accountable Officers for the project appraisal**

Project Manager Name and Signature Jon Sharpe

Date 30 September 2015

Chief Officer Name and Signature .....

Date .....

**Whole life revenue costs of capital project**

The attached Financial Appraisal Form **MUST** be completed for all capital projects that are being submitted as spend-to-save schemes. It should only include changes to expenditure and income that will result from the capital project. Seek guidance from Corporate Finance if necessary. 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 n/a

Revenue Budget Holder Name and Signature n/a

Service Accountant Name and Signature n/a

Chief Officer Name and Signature n/a

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**PERFORMANCE MANAGEMENT: PROGRESS REPORT TWO 2015/16**

<u>Report of the:</u>	Chief Executive
<u>Contact:</u>	Frances Rutter/Adama Roberts
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
<u>Annexes/Appendices</u> (attached):	Performance Management – Progress Report Two 2015/16
<u>Other available papers</u> (not attached):	None

**REPORT SUMMARY**

**This report sets out performance against the Committee's actions for Progress Report Two 2015/2016.**

**RECOMMENDATION (S)**




*Notes*

- (1) That the Committee receives Performance Management Progress Report two, 2015/2016.**
- (2) Identifies any issues requiring action over and above that set out in the Progress Report;**

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

- 1.1 In December 2011 the Council adopted the Corporate Plan for 2012/16. The Plan identifies the Council's Key Priorities and Core Values for the next four years. This is the last year of the life cycle of the current Corporate Plan.
- 1.2 As part of the service planning process to support delivery of the Council's Corporate Plan, actions have been agreed under the Service Plans for 2015/16.
- 1.3 It was agreed that due to the volatile nature of the economic climate, actions will be reviewed and set annually rather than for a period of four years. This was deemed more productive because changes and decisions around actions set in our Service Plans could be taken promptly, in line with changing economic times.

- 1.4 The former Corporate Management Board also agreed to trial production of the Performance Management Report based on the Committee cycle rather than quarterly cycles in order to make the information reported more streamlined and up to date. This has proved to be more effective and evident in years two and three of the Council’s Annual Service Plan monitoring.
- 1.5 As a result, progressive updates are given, the traffic lights system of reporting has been replaced with an ‘Achieved’, ‘On Target’, and ‘Not Met’, status update for Progress Reports one to three. However the same format as in the previous system of reporting has been maintained for year-end i.e. ‘Achieved’, ‘Signed Off’, ‘Rolled Forward’ and ‘Deferred or Deleted’.

<b>Key to Reporting Progress Reports One to Three Format</b>	
<p><b>Achieved</b></p> 	<p>An action is achieved once all objectives specified have been completed.</p>
<p><b>On Target</b></p> 	<p>An action is on target at the time of reporting the progress if it’s likely to be completed by year end. Actions that are reported as on target are closely monitored and evaluated throughout various performance phases to ensure they continue to be achievable by year end.</p> <p>Measures have been implemented to ensure Responsible Officers (ROs) promptly advise the Consultation &amp; Communication team of any change/s that is/are likely to impact on an action being achieved. This is then fed back to CMB and responsible committees.</p> <p>A risk analysis section has been introduced, for the first time in our performance reporting to pre-empt and facilitate the achieving of actions set within a given financial year. This enhances the review process embedded within our performance monitoring, because all actions that are reported as on target or not met have to be rigorously evaluated at each performance management phase - with further actions outlined to facilitate their achievement.</p>
<p><b>Not Met</b></p> 	<p>An action is reported as not met if it’s likely to be unachievable at year end. The chances of achieving these actions within the reporting period are slim.</p> <p>All actions are continuously evaluated and where issues may occur, automatically highlighted to alert CMB and responsible committees in order to facilitate a prompt decision making process. This process usually involves the ROs, CMB and responsible committees.</p> <p>However, for Data Quality purposes, committees have the final say as to whether an action will be deleted/deferred/tweaked or replaced with a new one depending on the evidence given by ROs or CMB.</p>

- 1.6 A risk analysis section has been incorporated into the Performance Management Framework as per audit and the former CMB recommendations. It facilitates the pre-empting and reviewing of any issues that may prevent an action being achieved within a specific timeframe.
- 1.7 The Council's performance management framework enables progress against each of the Service Plan action areas to be monitored on a committee cycle basis as explained above.
- 1.8 This report sets out performance against the Year 4 Service Plan actions and Progress Report two 2015/16 actions for which the Committee is responsible.

## **2 Performance as at December 2015**

- 2.1 Annexe 1 to this report provides the Committee with an extract from the Progress Report Two 2015/16 covering all the Service Plan actions for which this Committee is responsible. The full Progress Report Two 2015/16 is available to councillors on the Council's Intranet, IRIS.
- 2.2 Overall, Environment Committee has **seven (7)** actions for the financial year 2015/16. Of the seven actions, **one (1)** was achieved in PR1. As at December **two (2)** have been 'Achieved' **four (4)** are 'On Target' and **none (0)** 'Not Target'.

## **3 Financial and Manpower Implications**

- 3.1 Actions identified for 2015/16, at the time of agreeing the actions, were considered to be achievable within agreed budgets, including the reduced staffing budget.
- 3.2 **Chief Finance Officer's comments:** There are no specific financial or manpower implications for the purpose of this report.

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

- 4.1 There is the opportunity through the development and delivery of this Service Plan to secure significant benefits for residents.
- 4.2 There are no particular legal implications for the purpose of this report.
- 4.3 **Monitoring Officer's comments:** None for the purposes of this report.

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

- 5.1 Delivery of Year 4 of the Service Plan will assist the Council to create sustainable communities.
- 5.2 There are no particular community safety implications for the purpose of this report.

**6 Partnerships**

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

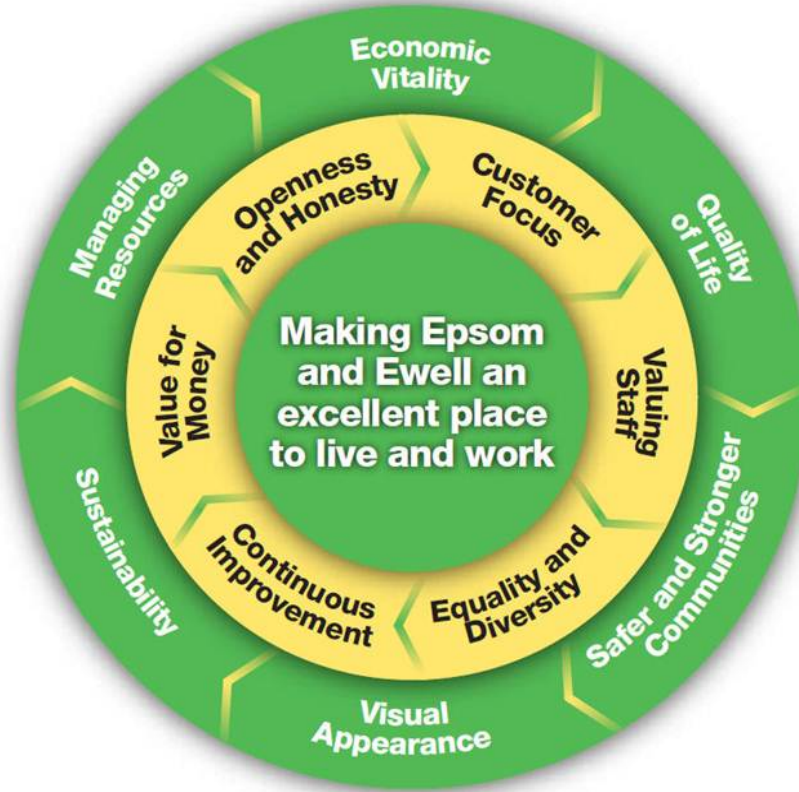
**7 Risk Assessment**

- 7.1 The creation of a Performance Management Framework mitigates against loss of focus and assists the organisation in ensuring that it has the financial capacity to deliver its objectives.

**8 Conclusion and Recommendations**

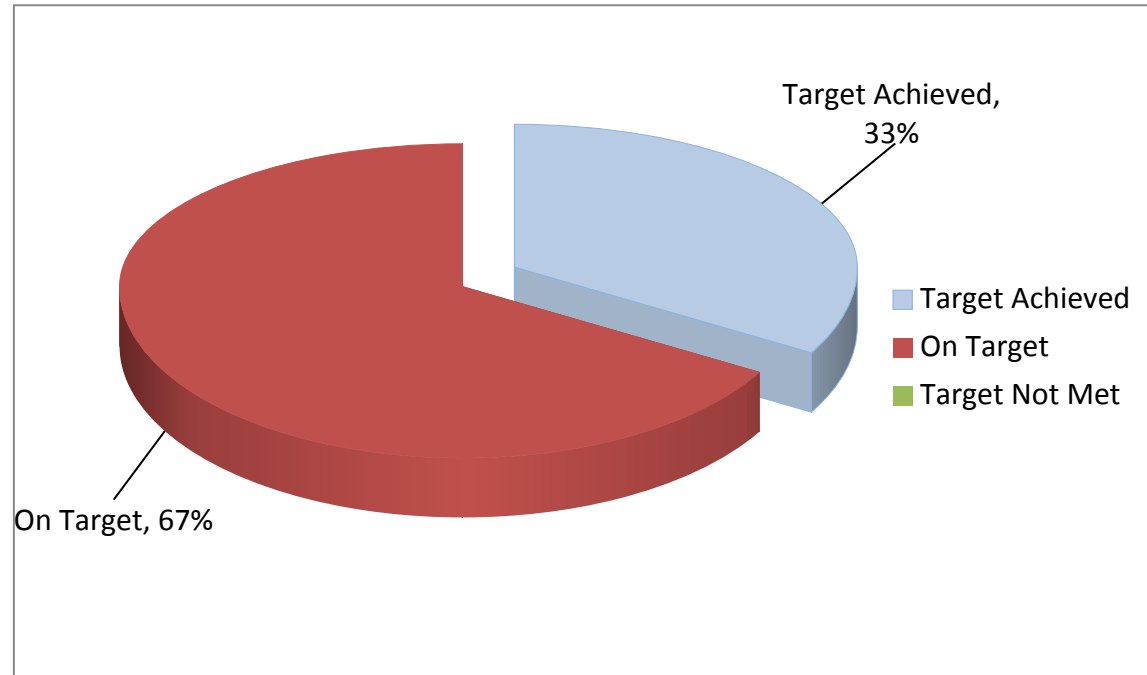
- 8.1 The implementation of a robust performance monitoring and management system is essential to ensure that the Committee's Service Plans, and ultimately, the Council's Key Priorities are delivered or any variances explained and decisions over future action made.
- 8.2 This report sets out performance information relating to the Service Plan for 2015/16 to date. In considering any action as a result of the information before them, Members must take into account the risks and implications of failing to meet a target or changing a target at some stage during the monitoring period.
- 8.1 The Committee is asked to identify any issues requiring action over and above that set out in the Progress Report in Annexe 1.

**WARD(S) AFFECTED: N/A**




**Progress Report Two**  
**Prepared for Environment Committee – January 2016**

## Summary of Environment Committee as at December






**Environment Committee**, has **Seven (7)** actions for the financial year 2015/2016. Of the Seven (7) actions, one (1) was achieved in PR1. As at December, **two (2)** have been Achieved, **four (4)** are On Target and **none (0)** Not Met.

## ECONOMIC VITALITY: Promote the economic vitality of Epsom & Ewell



KP Code	Our objective is ....	Responsible Officer/ Committee	Action 2015/2016	Progress as at December	Risk	Mitigation	Current Action Status
<b>EV1</b>	Encouraging a vibrant and successful retail and business environment in the Borough	Joy Stevens (from 1 April 2015) Environment/ Strategy & Resources	Monitor impact of parking charging regime and set charges in consultation with local businesses	Car Parking working party agreed in October Environment Committee. Terms of reference includes charges. Town Centre Manager is also part of the group.	Lack of buy-in from relevant stakeholders  Problems engaging with business communities	Work with stakeholders to ensure their views are taken on board  Continue to monitor data provided to increase the level of car park usage	On Target  

**SUSTAINABILITY: Encourage energy efficiency, reduced waste and cleaner forms of transport**

KP Code	Our objective is ....	Responsible Officer/ Committee	Action 2015/2016	Progress as at December	Risk	Mitigation	Current Action Status
S1	Continuing to expand cost effective recycling and reducing the amount of waste going to landfill	Jon Sharpe/ Environment	To implement new waste collection arrangements	October 2015 Environment Committee approved proposed new service arrangements to be launched spring/early summer 2017	Failure to achieve target	Review targets to ensure they are achievable.	Achieved 
		Jon Sharpe/Environment	To recycle 46% of domestic waste	Recycling has increased during this year as a result of both local and county-side actions (through the Surrey Waste Partnership). Local actions are synchronised with the Surrey Waste Partnership campaigns calendar to maximise effect. Schools activities and events continue as a key focus of local activities. YTD recycling is currently just under 47% and has peaked at over 48% in two individual months this year.	Failure to achieve target	Review targets to ensure they are achievable.	On Target 
S4	Developing and influencing parking and transport strategies to minimise the anti-social effects of vehicle use	Joy Stevens (from 1 April 2015)/ Environment	Complete installation of barrier controlled car park pay systems (Rolled Forward from 2014/2015)	Barrier control in Hope Lodge and Town Hall was implemented on 1 December 2015.	Inability to increase numbers	Engage and communicate with businesses to increase numbers	Achieved 



## VISUAL APPEARANCE: Enhance the visual appearance of the Borough

KP Code	Our objective is ....	Responsible Officer/ Committee	Action 2015/2016	Progress as at December	Risk	Mitigation	Current Action Status
<b>VA2</b>	Encouraging greater volunteer participation in green belt land and open space	Ian Dyer /Sam Whitehead  Environment / Leisure	Implement the plan to maximise the contribution of volunteers and Friends of Parks Groups	Friends of Parks continue to thrive and officers are always keen to work with new volunteers. The recent visitor survey of Alexander Park indicated that in the region of fifty people would be interested in getting more involved with volunteering in the park and this will be followed up by the Ranger Service	Lack of take up	Publicise it broadly to ensure interested parties engage with the programme	On Target 
<b>VA3</b>	Improving the appearance of Epsom Town Centre	Mark Berry/ Environment	Further improve the Street Furniture and public realm improvements (This action to focus on areas within EEBC responsibility)	This is an on-going part of Plan E and the proposed public realm improvements are being developed that will see an uplift in the overall appearance of the town centre.	Project not delivered within financial year	Prioritisation of resources	On Target 

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**OUTSTANDING REFERENCES – JANUARY 2016**

<u>Report of the:</u>	Head of Legal and Democratic Services
<u>Contact:</u>	Eddie Nowak
<u>Urgent Decision?(yes/no)</u>	No
<u>If yes, reason urgent decision required:</u>	N/A
<u>Annexes/Appendices (attached):</u>	Outstanding references as at 21 January 2016
<u>Other available papers (not attached):</u>	None stated

**REPORT SUMMARY**

**This report lists references to officers outstanding as at 21 January 2016.**

**RECOMMENDATION**

**That the references to officers detailed in the attached Annexe 1 be noted.**

*Notes*

**Ward(s) affected: N/A**

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**ENVIRONMENT COMMITTEE  
21 JANUARY 2016**

The following references to officers are outstanding as at 21 January 2016:-

<b>Date of Reference/ Item</b>	<b>Title and Nature of Report Required</b>	<b>Officers</b>	<b>Report Due</b>	<b>Position as at last meeting</b>	<b>Latest Position</b>
<b>16/10/14</b> Min 17	Hook Road Car Park – Review of Opening Hours	Head of Customer Services and Business Support	Report pending	No adjustments be made at the present time to the opening hours of the Hook Road car park but a further report be submitted to the Committee once the works to the roof section are completed.	The works to the roof section are now complete and is open. It is proposed to monitor usage and review the position in six months.
<b>16/10/14</b> Min 13 <b>16/06/15</b> Min 6 <b>27/10/15</b> Min 15	Future Structure of Refuse and Recycling Collections	Transport and Waste Services Manager	Report pending	Detailed launch and communications plans, timings and funding requirement be presented to the Committee at a future date.  Green and black bins are switched i.e. green 240-litre bin becomes for recycling; black 180-litre bin becomes for refuse and that detailed operational plans and funding requirement be presented to the Committee at a future date.	In progress

**ENVIRONMENT COMMITTEE  
21 JANUARY 2016**

<b>Date of Reference/ Item</b>	<b>Title and Nature of Report Required</b>	<b>Officers</b>	<b>Report Due</b>	<b>Position as at last meeting</b>	<b>Latest Position</b>
<b>27/10/15</b> Min 18	Car Parking Working Group – Terms of Reference	Head of Customer Services and Business Support	January 2016 Meeting	Report to January 2016 Meeting	Report to January 2016 Meeting

Annual reports

The Committee will receive the following reports annually:

<b>Date of Reference/item</b>	<b>Title and nature of annual report</b>	<b>Responsible Officer</b>	<b>Next report to be received</b>
<b>16/10/13</b> Min 14	Budget Targets	Director of Finance and Resources	October 2016
<b>16/10/13</b> Min 15	Parking Fees & Charges – initial views on next year’s tariffs	Head of Customer Services and Business Support	October 2016
<b>12/03/14</b> Min 41	Biodiversity Action Plan – Annual Progress Report	Countryside Manager	March 2016
<b>05/06/12</b> Min 6	Building Control Fees & Charges – Annual Report.	Building Control Manager	October 2016

**EXCLUSION OF PRESS AND PUBLIC**

Under Section 100(A)(4) of the Local Government Act 1972, the Committee may pass a resolution to exclude the public from the Meeting for Part Two of the Agenda on the grounds that the business involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 to Schedule 12 A to the Act (as amended) and that pursuant to Paragraph 10 of Part 2 of the said Schedule 12A the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
to the Local Government Act 1972.

AGENDA ITEM 13  
ANNEXE 1

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