

**Minutes of the Meeting of the ENVIRONMENT AND SAFE COMMUNITIES
COMMITTEE held on 28 January 2020**

PRESENT -

Councillor Neil Dallen (Chair); Councillor Alex Coley (Vice-Chair); Councillors Steve Bridger, Liz Frost (as nominated substitute for Councillor Chris Frost), Rob Geleit, Steven McCormick, Lucie McIntyre, Julie Morris and Chris Webb

In Attendance:

Absent: Councillor Chris Frost and Councillor Peter O'Donovan

Officers present: Damian Roberts (Chief Operating Officer), Rod Brown (Head of Housing and Community), Ian Dyer (Head of Operational Services), Richard Chevalier (Parking Manager), Sue Emmons (Senior Accountant), Oliver Nelson (Environmental Health Team Leader) and Sandra Dessent (Committee Administrator)

21 QUESTION TIME

No verbal or written questions were submitted by members of the public.

22 DECLARATIONS OF INTEREST

No declarations were made in items on this agenda

23 MINUTES OF PREVIOUS MEETING

The Minutes of the meetings of the Environment & Safe Communities Committee held on 22 October 2019 and 20 January 2020 were agreed and signed by the Chairman as a true record.

24 COMMUNITY SAFETY PLAN

In 2018 the Strategy and Resources Committee had agreed to adopt a more effective and coordinated approach to community safety. The Committee received a progress report which included a recommendation to adopt a Community Safety Plan.

It was noted that the proposed plan had been evidenced based, using the data available from publicly accessible information, police data and council records.

The following matters were raised:

- **Staff Training and Support:** Positive staff engagement had been key to the progress made and Officers reported that 37 members of staff from across the Council had benefitted from training totalling 260 hours. In addition there were plans to train a further 20 staff.
- **Targeted areas:** In response to data collected from the Police and the Council it was reported that operational activity was taking place with partner agencies in targeted areas of the borough. Members were encouraged to email the Head of Housing and Community with details of any other areas that may warrant additional operational input
- **Reviewing the Provision of CCTV:** It was noted that work had been undertaken with Surrey Police and colleagues across East Surrey to review the future provision of CCTV in the borough and it was agreed that an update report would be brought before a future committee.
- **Neighbourhood Watch:** It was agreed that an updated scheme could be a valuable initiative for the borough however its success depended on working closely with the Police.

Having considered the report, the Committee:

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

25 FOOD HYGIENE AND SAFETY ACTION PLAN

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

It was noted that the shortfall in inspections had already been reduced and officers were confident that the proposed action plan would be sufficient to deliver the 2019-2020 programme in line with the service plan.

The plan included resourcing and operational actions and target dates for completion.

Accordingly the Committee:

- (1) **Noted the continuing service pressures**

(2) Agreed to adopt the action plan and delegate the monitoring of the plan to the Head of Housing and Community

26 CAR PARKING FEES AND CHARGES UPDATE

The Committee received a report seeking agreement of the Committee to confirm the Off Street Parking Place Order April 2020, as had been proposed and advertised following the Environment and Safe Communities Committee in October, with one additional modification as set out in the recommendations. It was noted that 43 representation were received and were detailed in the report.

The following matters were considered:

- **Rainbow Centre Parking:** The modification of the charge was welcome although it was commented that the Hook Road Charge was still high compared to the Rainbow Centre. However it was acknowledged that the Rainbow Centre management and the Car Park Working Group had agreed the modification to be a fair compromise.
- **Street Pastors:** Members asked if Street Pastors who often work alone and late at night could be supported by the Council by the offer of discounted parking. It was agreed that the Street Pastors would be contacted and given the Parking Manager's details to follow up.

Members thanked the officers for all their hard work on the report.

Having considered the report, the Committee:

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

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

(2) Confirmed the rest of the Order as outlined below by agreeing to:

- a) The fees and charges in Annex 1**
- b) Hook Road being opened on a Sunday from 8:30am to 5:30pm**
- c) The removal of maximum stay tariffs in all Borough Council car parks available from 1pm and 3pm**
- d) The introduction of a pre-payable evening rate in the Ashley Centre car park, available from 6pm – 11:59pm.**
- e) The introduction of standard day time charges in Bourne Hall car park between 7am and 9am Monday to Saturday**

- f) The introduction of charging in Bourne Hall, Dorset House and Ewell High Street car parks on Sundays and Bank Holidays**
- g) To the removal of the up to 30 minute tariff in the car parks at Dorset House and Ewell High Street.**
- h) To the introduction of a weekly ticket in the car parks at Dorset House and Ewell high Street.**
- i) To the introduction of charging in West Hill car park from 6:30pm – 8:00am**
- j) To the introduction of charging in West Hill car park on Sundays and Bank Holidays**
- k) To the introduction of charging for blue badge holders in West Hill car park in line with the rules in other Epsom town centre pay and display car parks.**
- l) To the introduction of an Ashley Centre parker card for those who work in Epsom town centre**
- (3) Authorised the Head of Legal to give such notice(s) and/or make such order as is considered necessary in order to give effect to the above recommendations.**

27 ELECTRIC VEHICLE CHARGE POINTS IN CAR PARKS

Approval was sought from the Committee for officers to procure an electric charge point provider to work in partnership with the Council to install electric vehicle charge points in identified Council car parks.

It was intended to take the project forward by conducting a survey to procure an electric charge point service provider who would work with the Borough Council to identify the most suitable locations; the development of an installation and maintenance programme and proposals for ensuring that the points would be used for their intended purpose.

The following points were raised:

- Details of the contract would be communicated to all members through Members Briefing
- Members requested that steps be taken to ensure that the electric charge point contractors secured a provider who supplied energy from green sources
- Officers were asked to exercise caution when considering companies who offered 5G as a bolt on

Accordingly the Committee agreed:

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

28 FEES AND CHARGES 2020/21

The Committee received a report recommending fees and charges which would be effective from 1 April 2020. The proposed charges were set out in Annexes 1-4 of the report, and the report clarified the justification for increases outside of the 3-5% range

The following matters were discussed:

- The Medium Term Financial Strategy (MTFS) 2020-2024 included provision for a 6% increase in car parking fees every two years. It was noted that the Car Park Working Group may recommend an alternative plan for fee increases provided the overall income forecast for 2020-2024 was in line with the MTFS.
- The Building Control fees in Annex 3 were discussed in relation to fees charged in the private sector and it was acknowledged that government restrict the amount that local authorities can charge thus limiting the Council to recouping their costs only.

The Committee:

- (1) Agreed the fees and charges for 2020/21 as set out at Annexes 1, 3 and 4;**
- (2) Noted the parking fees and charges agreed by this Committee on 22 October 2019 as set out in Annex 2.**

- (3) **Noted the report on this agenda confirming the outcome of the car park fees and charges consultation and the proposed decision to amend the Rainbow Centre charge at Hook Road car park.**

29 REVENUE BUDGET 2020/21

The Committee received a report setting out estimates for income and expenditure on services in 2020/21.

It was noted that the recommendations in the report were consistent with the Medium Term Financial Strategy (due to come before Council in February 2020) and therefore final figures, and representative of the local government finance settlement.

Members were mindful of all hard work undertaken to engage residents with the optimisation of waste collection and emphasised the necessity of continuing to communicate and engage with residents and businesses in light of the £100k savings that were budgeted for 2022/23.

Following consideration, the Committee:

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

30 CAPITAL PROGRAMME 2020/21

The Committee received a report summarising the proposed 2020/21 and requesting approval for the programme to be submitted to Council in February 2020.

It was noted that if all the schemes were to progress as proposed and given the use of £200k revenue funds, the capital reserves would reduce to £2.15 million by 31 March 2023. Consequently the Council were committed to identifying alternative funding sources such as revenue, external grants, s106 agreements and Community Infrastructure Levy (CIL) to preserve as far as possible the capital receipts.

Accordingly, the Committee agreed to submit the Capital Programme for 2020/21 as identified in section 4 of the report to the Council for approval on 13 February 2020

The meeting began at 7.45 pm and ended at 9.05 pm

COUNCILLOR NEIL DALLEN (CHAIR)