

# Environment and Sustainability Committee

**Thursday 19 November 2015 at 7.30pm**

**Council Chamber  
Runnymede Civic Centre, Addlestone**

## Members of the Committee

Councillors P J Waddell (Chairman), I A Chaudhri, (Vice-Chairman), Mrs V A Dunster, J M Edwards, Mrs M T Harnden, D J Knight, M T Kusneraitis, S M Mackay, B W Pitt and Miss J K Sohi

## AGENDA

### Notes:

- 1) Any report on the Agenda involving confidential information (as defined by section 100A(3) of the Local Government Act 1972) must be discussed in private. Any report involving exempt information (as defined by section 100I of the Local Government Act 1972), whether it appears in Part 1 or Part 2 below, may be discussed in private but only if the Committee so resolves.
- 2) The relevant 'background papers' are listed after each report in Part 1. Enquiries about any of the Agenda reports and background papers should be directed in the first instance to **Mr M L White, Democratic Services Section, Law and Governance Business Centre, Runnymede Civic Centre, Station Road, Addlestone (Tel: Direct Line: 01932 425623). (Email: [malcolm.white@runnymede.gov.uk](mailto:malcolm.white@runnymede.gov.uk))**.
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## **LIST OF MATTERS FOR CONSIDERATION**

### **PART I**

#### **Matters in respect of which reports have been made available for public inspection**

	<u>Page</u>
1. FIRE PRECAUTIONS	5
2. NOTIFICATION OF CHANGES TO COMMITTEE MEMBERSHIP	5
3. MINUTES	5
4. APOLOGIES FOR ABSENCE	5
5. DECLARATIONS OF INTEREST	5
6. OFF-STREET ANNUAL PARKING REPORT 2014/15	5
7. ANNUAL REVIEW OF CAR PARKING CHARGES IN OFF-STREET CAR PARKS	9
8. THE RE-NUMBERING OF PROPERTIES ON PRETORIA ROAD	18
9. FEES AND CHARGES FOR 2016/17	20
10. CORPORATE KEY PERFORMANCE INDICATORS AND CORPORATE PROJECTS	22
11. EXCLUSION OF PRESS AND PUBLIC	24

### **PART II**

#### **Matters involving Exempt or Confidential Information in respect of which reports have not been made available for public inspection**

a) Exempt Information

(No reports to be considered under this heading)

(b) Confidential Information

(No reports to be considered under this heading)

1. **FIRE PRECAUTIONS**

The Chairman will read the Fire Precautions, which set out the procedures to be followed in the event of fire or other emergency.

2. **NOTIFICATION OF CHANGES TO COMMITTEE MEMBERSHIP**

3. **MINUTES**

To confirm and sign, as a correct record, the Minutes of the meeting of the Committee held on 17 September 2015. The Minutes of this meeting were included in the October 2015 Council Minute Book.

4. **APOLOGIES FOR ABSENCE**

5. **DECLARATIONS OF INTEREST**

If Members have an interest in an item, please record the interest on the form circulated with this Agenda and hand it to the Legal Representative or Committee Administrator at the start of the meeting. A supply of the form will also be available from the Committee Administrator at meetings.

Members who have previously declared interests, which are recorded in the Minutes to be considered at this meeting, need not repeat the declaration when attending the meeting. Members need take no further action unless the item in which they have interest becomes the subject of debate, in which event the Member must leave the room if the interest is a disclosable pecuniary interest or if the interest could reasonably be regarded as so significant to prejudice the Member's judgement of the public interest.

6. **OFF-STREET ANNUAL PARKING REPORT 2014/15 (ENVIRONMENTAL SERVICES)**

**Synopsis of report:**

**This report fulfils the requirement of Enforcement Authorities to report on their parking enforcement activities on an annual basis.**

**Recommendation(s):**

**For Information**

1. **Context of report**

- 1.1 The Traffic Management Act 2004 introduced a requirement for Enforcement Authorities to report on their parking enforcement activities on an annual basis. Runnymede Borough Council, under an agency agreement, carries out 'On-Street' parking enforcement on behalf of the Highways Authority, Surrey County Council.
- 1.2 For these 'On-Street' activities Surrey County Council is the Enforcement Authority and they will be producing a report to cover the activities of the various Boroughs carried out on their behalf.
- 1.3 Runnymede Borough Council operates a number of 'Off-Street' car parks most of which are operated under a 'Pay and Display' charging system. Enforcement Activity is undertaken in these car parks by Runnymede Borough Council and this document is published to report on those activities.

## 2. Report

- 2.1 The Traffic Management Act 2004 (TMA) lays down the requirements under which, Civil Parking Enforcement is carried out. These provisions apply to 'Off-Street' car parks as well as on the roads. The car parks in the Borough are subject to a Traffic Regulation Order (The Borough of Runnymede (Off Street Parking Places) Order 2008.)
- 2.2 This Order, and its amendments, details the car park regulations in car parks. The Order also allows for the issue of Penalty Charge Notices for certain contraventions of the Order. The issue of these notices and the procedures which follow their issue are laid down by the TMA and regulations made under it.
- 2.3 Patrol and Enforcement activities in the car parks are carried out by Civil Enforcement Officers.

### Borough car parks

- 2.4 There are 15 pay and display car parks within the Borough and most are located in the town and village centres to service the needs of visitors to those centres. Two larger car parks close to railway stations, at Virginia Water and Egham, provide long stay facilities for commuters and people working in the towns. One car park serves the popular leisure facility at Runnymede Pleasure Grounds.
- 2.5 Since the last report, two new pay and display car parks have come in to operation. The Leisure car park at Homewood Park where visitors can obtain a free pay and display ticket for stays up to three hours. Visitors wishing to stay for longer periods have to pay a charge. Woodland car park, located in the grounds of St. Peters Hospital, was opened too.
- 2.6 All of the pay and display facilities have previously been awarded the 'Park Mark', safer parking award. Although the Council has withdrawn from this scheme, due to the cost of maintaining membership, the Parking Services team does maintain the facilities to the standards required by that Scheme.
- 2.7 All of the Council's town and village car parks are covered by CCTV operated 24 hours per day from the Safer Runnymede Control room.
- 2.8 The main objective of making charges in the car parks is to cover the costs of their maintenance, infrastructure and management, ensuring that the people using the facilities pay for them.
- 2.9 The secondary objective is to ensure that parking is available for people using the facilities in the town and villages by ensuring a turnover of spaces in the car parks. This is particularly important in the car parks supporting the shops in the town centres where most car parks are 'short stay' facilities.
- 2.10 The level of charges in the car parks is reviewed annually by the Council's Environment and Sustainability Committee. The Committee balances the charges at a level that maximises the income, without deterring visitors, which could affect the viability and vitality of the towns and villages in the Borough. A comparison with charges from comparable car parks in adjoining Boroughs is always made as part of this process. Runnymede is consistently at the lower end of charges levied as it has to compete with the neighbouring larger shopping centres of Staines and Woking.
- 2.11 The Environment and Sustainability Committee decided, last year, to increase some of the tariffs in the town centre car parks with effect from January 2015.

- 2.12 The popularity of the Phone and Pay-to-park system has continued to develop. This allows car park users to make payment using a mobile phone rather than using cash.

#### Enforcement activities

- 2.13 The Borough employs three uniformed Civil Enforcement Officers (CEO's) to patrol and enforce on and off street parking matters throughout the Borough. As well as ensuring the charging regime in the car parks is complied with, staff also help to ensure that any defects, or other issues affecting the car parks, are reported and rectified. The Officers are all trained to nationally recognised standards and receive refresher training when necessary. The Officers are equipped with body worn CCTV facilities to enhance their safety and provide an accurate recording, to an evidential standard, of incidents they are involved in.

#### Penalty Charge Notices

- 2.14 Vehicles appearing to be parked in contravention of certain aspects of the Traffic Order can be issued with a Penalty Charge Notice (PCN) which is normally attached to the vehicle or handed to the driver by the CEO. The level of the charges, set by Central Government, is currently £50 for a lower level contravention, and £70 for a higher level contravention. The charges can be settled at a reduced charge of £25 or £35 respectively if paid within 14 days of issue.
- 2.15 The level of the charge is designed to reflect the severity of the contravention. For example, if someone was to remain in the car park for a longer period than they had paid for then they would receive a lower level charge. Those who park in a disabled person's bay, when not holding the appropriate badge, which is considered to be a more serious contravention, would receive a higher level charge.
- 2.16 Once a PCN has been issued, the driver can challenge the issue of the notice with the Council. Trained members of the Parking Services Team will consider the circumstances and any mitigation given by the driver. While the challenge is being considered the case will be placed on hold so that, even if the challenge is rejected, the motorist can still settle the matter at the reduced charge.
- 2.17 When a challenge is made and rejected, or no payment made, the owner of the vehicle is sent a 'Notice to Owner'. This is the driver's opportunity to make formal representations against the issue of the Penalty Charge Notice. Consideration of these representations is carried out by the Parking Services Manager. Should the representations be rejected a driver then has an opportunity to appeal against that decision to the Traffic Penalty Tribunal. This is an independent body where Adjudicators will consider the case and whose decision is binding on both the Council and the motorist.

Statistics 2014 to 2015 – see next page

Statistics 2014 to 2015

<b>OFF STREET PARKING*</b>		
Total Number of PCNs issued		3503
Number of CEOs employed		1.5
Number of higher level PCNs issued		107
Number of lower level PCNs issued		3396
Number paid at discount		2283
Number paid at full (or above)		460
Total Number of PCNs paid		2743
Number of PCNs against which formal or informal reps made		1275
Number of PCNS cancelled as a result of formal or informal reps		382
Number of PCNs cancelled for other reasons		192
Number of PCNs written off		63
*In comparison to the last year, PCN issue was down by 64.		
<u>Adjudication</u>		
During the year 2014/2015, 11 cases were appealed to the Traffic Penalty Tribunal by motorists. The Adjudicators refused seven and accepted four cases.		
<u>Income and expenditure</u>		
Income and expenditure in relation to off street parking activities		
Expenditure £358,875		
Income £774,296		
Surplus £415,421		

3. This annual report for off street car parking activities in the Borough of Runnymede will also be published on the Council's website.

**(For Information)**



## **Background Papers**

None

### **7. ANNUAL REVIEW OF CAR PARKING CHARGES IN OFF-STREET CAR PARKS (ENVIRONMENTAL SERVICES)**

#### **Synopsis of report:**

**This report reviews the current charges in the Council's car parks, including the charges for permit and contract parking.**

#### **Recommendation(s):**

- i) The Town Centre car parking charges remain unchanged.**
- ii) The Out-of-Town car parking charges remain unchanged.**
- iii) Town Centre annual non-resident permit and season ticket charges be increased from £600 to £650 per annum. (£200 per Quarter).**
- iv) Contract parking charges be increased from £650 to £700 per annum (£200 per Quarter)**

#### **1. Context of report**

- 1.1** At its meeting in September 2005, the former Economic Development Committee resolved that there should be an annual review of car parking charges. Charges are normally reviewed in November each year for implementation of any changes in the following January.
- 1.2** Public car parks are an amenity provided by the Council for the convenience of the public. In shopping areas they also encourage and maintain the viability of businesses, but, the income from the car parking charges is expected to, at least, cover the cost of providing and maintaining the car parks.
- 1.3** The 'pay and display' car parks are managed by the Parking Services team, which is part of the Environmental Services Business Centre. This team also carries out on-street parking enforcement, under an agency agreement, on behalf of Surrey County Council. Borough car parks where pay and display charges are imposed are listed in Table 1. The current charges are shown in Table 2, paragraph 1.8.

Table 1 – Borough Pay and Display Car Parks – see next page

Table 1 – Borough Pay and Display Car Parks

Car Park	No of Spaces
Precinct Extension, Church Road, Egham	43
Wasp Farm, Station Road, Egham	119
Hummer Road, Egham	125
Victoria Street, Englefield Green	34
St. Jude's Road (Cemetery), Englefield Green	39
The Bourne, Station Parade, Virginia Water	153
Memorial Gardens, Virginia Water	50
Bemonds, Heriot Road, Chertsey	55
Chertsey Library, Heriot Road, Chertsey	168
Gogmore Farm Park, Chertsey	53
Pooley Green	35
Garfield Road, Addlestone	59
Woodlands	102
Homewood (Leisure)	70
Runnymede Pleasure Grounds, Windsor Road, Egham (Leisure)	352

**Notes**

- i) Figures in the above table include disabled bays and motorcycle bays.
  - ii) Garfield Road total also includes 16 bays reserved for authorised users during the development work
  - iii) The Runnymede Pleasure Grounds Car Park has higher charges due to its popularity as a leisure destination. All the income has to be used for the improvement and maintenance of the site due to the terms of the Runnymede Pleasure Grounds Trust. The charges here are reviewed annually by the Council's Community Development business centre, which manages parks and open spaces.
  - iv) Homewood Car Park is a Leisure car park with pay and display income going to Community Development business centre which also sets the charges.
  - v) The car park at the Sainsbury Centre in Heriot Road, Chertsey, (170 spaces) is managed by Sainsbury's, which has full discretion to set the charges in that car park. Sainsbury's operates the car park under a Management Agreement.
- 1.4 There are two scales of car park charges. A lower scale of charges operates in the smaller 'Out-of-Town Centre' car parks. These are Victoria Street and St Jude's Road Car Parks in Englefield Green, Pooley Green Car Park and Gogmore Farm Car Park in Chertsey. The other car parks are subject to the higher 'Town Centre' scale of charges but some only offer short term parking within the scale of charges.
- 1.5 As well as the scale of parking charges car parking income also comes from season tickets, contract parking permits and penalty charge notices.

Season tickets/Permits

Season tickets in most car parks are currently £600 per annum or £175 per quarter. Residents living in close proximity to the car parks can purchase these at £250 per

annum or £75 per quarter. Englefield Green and Pooley Green permits are £100 per annum or £30 per quarter.

The season ticket charges for non-residents were increased in January 2013. Permits for residents were last increased in 2011.

#### Contract parking permits

Contract parking bays are reserved bays in Beomonds Row and White Hart Row, Chertsey and are currently £650 per year and were last increased in January 2013.

#### Penalty Charge Notices (PCNs)

Penalty charges issued for contraventions in the car parks are set at two levels depending on the contravention. The charges are designed to reflect the severity of the contravention where, for example, someone parking in a disabled person's bay when not entitled would be subject to a higher level penalty. Someone whose ticket has expired would receive a lower level. Higher level penalties are £70 (reduced to £35 if paid within 14 days). Lower level penalties are set at £50 (reduced to £25 if paid within 14 days). The scale of penalty charges is set nationally by the Department for Transport.

#### Recent history of parking charges

##### 1.6 The most recent changes were:-

January 2015 – Increased one hour charge, in Hummer Road and Precinct Extension car parks, back to 80p in line with the other Town Centre car parks. Charges in Town Centre Car Parks increased as follow: 2-3 hours from £2.20 to £2.50, 3-4 hours £2.80 to £3.00, 4-5 hours £3.20 to £3.50, 5-6 hours £4.20 to £4.50.

January 2014 – All day parking charges in the Town Centre Car Parks were increased to £6 from £5.50. The one hour charge in Hummer Road and Precinct Extension car parks were reduced to 50p from 80p.

September 2013 - £100 annual permits (limited to ten in number) introduced in St Jude's Road Car Park, Englefield Green for local residents and businesses.

January 2013 – Parking charges were increased in all car parks. Permit and contract parking charges were also increased.

January 2012 – Parking charges, with the exception of the one hour charge, were increased across the board for the Town Centre Car Parks. 'Out-of-Town' charges and season ticket and contract parking charges were unchanged.

##### 1.7 All of the Council's chargeable car parks have in the past achieved the 'Park Mark' award for safer parking but it was decided to withdraw from the scheme in August 2011, due to the on-going cost of membership. The Borough Parking Services team continues to ensure that the car parks are maintained and operated to the scheme standards.

##### 1.8 The following table shows a comparison of Runnymede parking charges with other Surrey and Neighbouring Councils.

Table 2 – Comparison of Runnymede Parking charges with other Surrey and Neighbouring Councils

<b>Borough/District</b>	<b>1 hour</b>	<b>1 to 2</b>	<b>2 to 3</b>	<b>3 to 4</b>	<b>4 to 5</b>	<b>5 to 6</b>	<b>6 to 7</b>	<b>All day</b>
<b>Runnymede (Town Centre)</b>	<b>0.80</b>	<b>1.60</b>	<b>2.50</b>	<b>3.00</b>	<b>3.50</b>	<b>4.50</b>	<b>4.50</b>	<b>6.00</b>
<b>Runnymede (Out of Town)</b>	<b>0.30</b>	<b>0.60</b>	<b>1.20</b>	<b>2.00</b>	<b>2.50</b>	<b>4.50</b>	<b>4.50</b>	<b>4.50</b>
Guildford (Town Centre)	1.20	2.40	3.60	4.80	6.00	7.20	8.40	9.60
Elmbridge (Town Centres) *	0.80	1.60	2.60	3.60	6.00	6.00	6.00	6.00
Mole Valley (Town Centres)	0.60	1.20	1.80	2.40	3.00	3.60	4.20	6.00
Epsom & Ewell (Ashley Centre)	1.50	2.00	2.70	5.00	10.00	17.50	17.50	17.50
Epsom and Ewell (High Street)	1.00	1.50	2.20	2.20	3.50	5.50	5.50	5.50
Spelthorne*	1.00	2.00	2.50	3.30	3.30	7.00	7.00	7.00
Surrey Heath (Knoll Road)	1.00	1.50	2.00	3.00	4.00	4.00	4.00	4.00
Waverley (Farnham Town)	0.80	0.80	2.80	3.80	4.80	5.80	6.80	10.80
Windsor (Victoria Street)	1.50	2.50	4.00	5.00	10.00	11.00	11.00	11.00
Woking (Town Centre)+	1.30	2.60	3.90	5.30	6.00	6.00	8.40	9.00

\* Increased in 2015

+Increased October 2014

The main Network Rail station car parks in the Borough have a peak charge of £6.00 per day and are normally full to capacity on weekdays. These have not increased since the last report.

- 1.9 Since the last review, there have been increases in charges in Elmbridge, Spelthorne, and Woking.
- 1.10 There are also a number of free Borough Council car parks in parks, cemeteries, recreation grounds and corporate buildings. These are managed by Community Development and reported to the Community Services Committee.
- 1.11 The Parking Services team carries out periodic reviews of the Council's free car parks alongside the annual Car Parking Charge Review. This normally takes place every three to four years and was last carried out in November 2012. At that time, this Committee resolved that there was no case for introducing charges in these car parks except possibly for the car parks at Homewood Park. Charging has now been implemented in Homewood Car Park for all day users at £3.00. The car park is free for stays less than three hours. Introduction of this regime has resulted in a significant reduction in all day parking and the car park is now available for short term visitors. Community Development are intending to reduce the all day charge to £2 next year. Following protracted negotiations the Council has now taken over and opened a new Pay and Display facility at St. Peter's hospital known as Woodland Car Park.

## **2. Report**

- 2.1 The report this year is intended to present proposals for the Council's car parking charges.

### Car park usage

- 2.2 Table 3 below shows a comparison of the ticket sales in all of the Council's car parks for the periods 1 October 2013 to 30 September 2014 inclusive and for the same period terminating at the end of September this year.

Table 3 – Comparison of ticket sales year of 1 October 2013 to 30 September 2014 and the same period 2014 to 2015 (numbers shown are number of parking sessions)

	13/14	14/15	% comparison
Beomonds	9822	7593	77
Bourne	13122	12715	97
Chertsey Library	35903	32798	91
Garfield Road	32026	30069	94
Hummer Road	182401	181469	99
Memorial	10594	9953	94
Precinct Ext	27816	23773	85
Waspe Farm	24733	25925	105
Woodlands	-	1286	-
St Judes	11417	7292	64
Victoria St	7013	7554	108
Pooley Green	4233	4774	113
Gogmore Farm	4594	4443	97
Total	363674	349644	96

### Town Centre Car Parks

- 2.3 With the exception of Waspe Farm Car Park, Egham, there has been a decrease in the Town Centre car parks usage throughout the Borough. The only car parks for which there is an explanation for this trend are Beomonds and Chertsey Library Car Parks. The closure of the popular auctions earlier in the year have had a noticeable impact on car park usage on the auctions days.

### Out of Town Car Parks

- 2.4 In two car parks there has been an increase in ticket sales although there has been a significant fall in St. Judes Road Car Park.

### Penalty Charge Notices (PCNs)

- 2.5 Penalty Charge Notices issued for contraventions in car parks for the last financial year (2014/15) resulted in an income of £86,671, compared to £82,670 in the previous year (2013/14). The number of fully paid tickets was 2,743 in the last year and 2,826 in the previous year. These figures are from the Debt Management system.

### Recent and Forthcoming Changes affecting Car park Income

- 2.6 Phone and Pay to park was introduced, as an alternative to pay and display, into all of the Borough car parks in October 2013. This has become a popular method of payment particularly in the long stay car parks. Over the review period just over 14,964 transactions have been made using the system. This amounts to about 4% of total transactions in the car parks and is particularly popular with long stay parkers

with 8,453 all day parking sessions being purchased by this method. All day tickets purchased from the machines totalled 18,865.

- 2.7 The Precinct extension car park, Egham has now been returned to full use following the development in Egham. The car park has a dedicated area for permit holders during the week.
- 2.8 The impact on parking income at the Hummer Road Car Park caused by the introduction of the new Waitrose car park does not appear to have had much effect on usage in Hummer Road. There has been a one per cent reduction in ticket sales over the year.
- 2.9 Garfield Road Car Park, Addlestone - the income from this car park will be significantly reduced as a result of the Addlestone Town Centre regeneration project, but the Council will benefit financially from the development.
- 2.10 Negotiations are still on-going in to the disposal of the Bourne Car Park in Virginia Water for development.
- 2.11 The new Woodland Car Park at St. Peters Hospital opened on the 21 August. It is anticipated that its usage will increase as people become aware of its existence.
- 2.12 Surrey County Council are planning to extend the free on street parking restriction in Victoria Street, Englefield Green from 30 minutes to 2 hours. This will significantly reduce the short term car park usage in Victoria Street and possibly St. Jude's Road. Over 8000 one and two hour parking sessions were purchased in these car parks over the last year. This amounts to around £3,800 which could potentially be lost from the car park income.

#### Car Park Season Tickets and contract parking

- 2.13 Car park Season Tickets and permits are available in most of the Council's car parks. Income from the sale of these permits was £112,125 in 2014/15, compared to £106,427 in the previous year. Contract parking in Bemonds Row and White Hart Row, Chertsey, is also available at £650 per year which is £50 more than the cost of an annual permit in other car parks. Income from those bays in 2014/15 was £12,110 as compared to £11,700 in the previous year. When the contract parking charges were last increased in 2013 a number of contract holders surrendered their spaces. Although some new customers have been found there are still a few vacant spaces.
- 2.14 A few car parks offer discounted permits to residents whose properties are accessed through the car parks or who live immediately adjacent to them. These are currently £250 per annum or £75 quarterly. There are currently ten holders of these permits.

#### Customer survey

- 2.15 A customer survey was carried out in September 2015. In relation to parking charges 48% found them reasonable and 52% found them too expensive. (Return of 34 responses, 12% of the survey forms distributed).
- 2.16 Apart from the questions relating to cost, the survey also contained questions about the cleanliness, lighting and other factors relating to the facilities. 51% of respondents were content or very content with the facilities provided.
- 2.17 Permit costs were thought to be too high by 24% of respondents.

#### Consultation with SCC

- 2.18 As part of the On-Street Civil Enforcement Agreement with SCC, the Council is required to consult the County Council if it intends to alter the Off-Street Car Parking charges. The Chairman of SCC's Local Area Committee for Runnymede has been consulted on the Borough Council's parking charges and has indicated that if the Borough is able to maintain charges at their current rate then this would be well received by residents and visitors.

#### Traffic flows in Surrey

- 2.19 Surrey County Council's Transportation Planning team has reported that there has been a pattern of reducing traffic flows across the County in recent years. This could be due to drivers being more careful about their journeys in the current financial climate. This would lead to less demand for parking.

#### Parking Charge Review

- 2.20 The all-day parking charge for the Town Centre Car Parks was increased in January 2014 to its current level of £6.
- 2.21 When considering the level of car parking charges Members normally balance the costs of operating car parks and the income for the Council with the impact on the viability and vitality of the town and neighbourhood centres in the Borough. This is particularly relevant in this review due to the Council's financial position and the current financial climate for local businesses.
- 2.22 Members should take in to account that there has been an overall decrease in car park usage by 4% over the last year. Should charges be increased there is a possibility that users will be further put off from using the car parks.
- 2.23 The former Economic Development Committee decided to have a single Borough-wide scale of charges in its Town Centre Car Parks, as this avoids confusion for drivers using different car parks. Also, if there were different scales of charges in the car parks the cost of re-programming when the charges are changed would be higher.
- 2.24 Season tickets, permit and contract parking charges have not been increased since 2013. As many of the permit holders either work in the town centres, or commute, it is not anticipated that an increase in permit charges would result in many permit holders not renewing their permits. Contract parking bays should be set at a rate higher than the permits as they provide exclusive and guaranteed parking. The last increase in Contract Parking charges resulted in significant adverse comments from the Contract holders who are predominantly residents or local business users.
- 2.25 Residents permits are issued under tight qualification criteria and in some cases people whose only vehicle access to their properties is in the car parks. Any increase to these charges is likely to disadvantage these residents without making a significant increase in income.

### **3. Resource Implications**

- 3.1 The cost of implementing changes to charges in all of the car parks is around £4,500. This includes the reprogramming of car park machines and amendments to signs.
- 3.2 Table 4 shows, with tickets sales at the 2013/14 level, the estimated annual income if all of the 'Town Centre' Car Park charges remained the same or are increased.

- 3.3 Members may wish to take in to account that small increases in charges, which use small denomination coins can result in additional wear on the car park machines and increase the number of collections required.

Table 4 – Estimated income at the Town Centre Car Parks with charges unchanged or increased

Time Period	Current	Increase
Up to 1 hour	£0.80	£1.00
1-2 hours	£1.60	£2.00
2-3 hours	£2.50	£3.00
3-4 hours	£3.00	£3.50
4-5 hours	£3.50	£4.00
5-6 hours	£4.50	£5.00
All day	£6.00	£6.50
Estimated income at current levels (Ex Vat)	£396,312	£469,748

- i) All figures assume current trends for usage of the car parks will continue. Income from Garfield Road has been removed from these figures in anticipation that the car park will no longer be under Council control next year.

- 3.4 It should be noted that the Council's Medium Term Financial Strategy includes a 2% increase for all discretionary fees and charges.
- 3.5 If Town Centre permit costs were increased from £600 to £650 at current sales this would provide an additional £4,600 (excluding Vat.). Should those be increased Contract Parking charges should be increased from £650 to £700. This would provide an additional £950 of income (excluding VAT.) It would be anticipated that a number of contract holders would not renew their contracts.

#### 4. **Policy Implications**

- 4.1 The Sustainable Community Strategy includes in its priorities *“helping to stimulate the creation of sustainable towns, that reduce the need for residents to travel outside of the Borough to access retail, commercial and leisure facilities.”*

#### 5. **Legal Implications**

- 5.1 Section 35 of the Road Traffic Regulation Act 1984 allows Local Authorities to impose charges for parking, with Penalty Charge Notices to enforce, by designating car parks under the Act. This was undertaken for the car parks in this report by the Borough of Runnymede (Off Street Parking Places) Order 2008.
- 5.2 Increases or variations in charges introduced by Order can be made by issuing a Notice. The notice of any new charges must be given in a local newspaper and in the affected car parks, at least 21 days before they are implemented.

#### 6. **Equality Impact Assessment**

- 6.1 Parking Services has conducted and published an Equality Impact Assessment. Part of that assessment looked at the provision of parking facilities for disabled persons. All Borough pay and display car parks contain dedicated and marked



provision for disabled badge holders who are currently also able to use the car parks without charge or time restriction.

- 6.2 As part of the customer satisfaction survey, users were asked to comment on the facilities for the disabled users of the car parks. In September 2015, 29% described them as good, 64% as acceptable and 7% as poor

## 7. **Environmental Implications**

- 7.1 Increased car parking charges could encourage walking, cycling or the use of public transport by discouraging the use of private cars.

## 8. **Conclusions**

- 8.1 Any reduction in the Town Centre charges across the Borough would result in a significant reduction in income, which would have an adverse financial effect on the Council at a time when the Council is looking for additional funding.
- 8.2 The Council's financial position both now and going forward means that not only must savings be achieved, but income maximised to produce a balanced budget. The medium term financial strategy assumes that income from car parking will continue to rise. Given that the council levies the lowest Council Tax in the County, it is not unreasonable to adopt a 'user pays' policy in relation to discretionary services such as car parking charges.
- 8.3 The Out-of-Town charges were increased in January 2013, the previously more popular facilities have shown a reduction in usage in the past year. As previously mentioned changes to on street restrictions in Englefield Green will adversely affect income in the car parks there. The charges are also low so increasing the charges might result in reduced usage and no significant increase in income. Due to the low usage in Out of Centre Car Parks it is considered not appropriate to increase the level of car parking charges at this time, in these areas.
- 8.4 The all-day car parking charge was increased in January 2014 to £6.00 and is now at parity with the railway station car parks and Elmbridge Council's car parks. It continues to be £1 cheaper than Spelthorne.
- 8.5 In respect of other Town Centre charges a careful balance between maximising income and supporting our town centres need to be considered. Even a relatively modest increase at this time would put Runnymede charges above one neighbouring Borough and may encourage shoppers to go elsewhere, impacting on local town centres and potentially the income we derive.
- 8.6 Members will wish to balance covering the costs of operating car parks with concerns about the impact on the viability and vitality of the towns and neighbourhood centres in the Borough. Within that balance the Council's overall financial position is a considerable consideration. As noted in Table 4 above an increase in parking charges, if usage is maintained, could bring in an additional £73,400 per annum.
- 8.7 Members may wish to consider increasing Town Centre Permit and Season ticket charges from £600 to £650 per annum. (£200 for quarterly payments.)
- 8.8 Members may wish to consider increasing Contract Parking from £650 to £700 per annum.(£200 per Quarter)

**(To Resolve)**

Economic Development Committee, September 2005  
 Economic Development Committee, September 2006  
 Economic Development Committee, September 2007  
 Economic Development Committee, January 2008  
 Economic Development Committee, June 2008  
 Economic Development Committee, September 2008  
 Economic Development Committee, September 2009  
 Economic Development Committee, January 2010  
 Economic Development Committee, October 2010  
 Environment and Sustainability Committee, January 2012  
 Environment and Sustainability Committee, November 2012  
 Environment and Sustainability Committee November 2013  
 Environment and Sustainability Committee November 2014

**8. THE RENUMBERING OF PROPERTIES ON PRETORIA ROAD (ENVIRONMENTAL SERVICES)**

**Synopsis of report:**

**A report to authorise the renumbering of 11 properties in Pretoria Road (referred to in the table at paragraph 2.4 below).**

**Recommendation(s):**

**Officers be authorised to renumber 11 properties in Pretoria Road in accordance with Section 64 and 65 of the Towns Improvement Clauses Act 1847**

**1 Context of report**

- 1.1 In September 2014, an application was made by a developer to name and number a new development on the former Tamchester Warehouse Site off Pretoria Road, Chertsey. The site consists of 57 units and required the creation of a new street. After consultation with Ward Councillors it was agreed that this new street should be named *Highcross Place*.
- 1.2 From the information supplied by the developer, as well as from the Ordnance Survey map, it appeared that all of these units would lie on this new street. Thus, the 57 new units would be addressed as 1 – 57 High Cross Place. The numbering of the new development was taken directly from the developers proposed addressing. These addresses were agreed with Royal Mail and the details circulated to the relevant authorities.
- 1.3 On first occupation of the new development, it was drawn to the Council’s attention by a resident of Pretoria Road that eleven of the new units actually fronted onto Pretoria Road. Further, because of this fact, the numbering of these eleven units had resulted in a duplication of numbers in the Pretoria Road.
- 1.4 Prior to the development of Highcross Place, there were the following properties in Pretoria Road:
  - 1 Pretoria Road to 35 Pretoria Road - Odds.
  - 2 Pretoria Road to 196 Pretoria Road – Evens. (These included a block of 178 flats at the end of Pretoria Road)

- 1.5 The eleven new properties, ostensibly in Highcross Place but actually located in Pretoria Road, have been numbered as 26, 27, 28, 29, 30, 31, 32, 33, 34, 35 and 36. Thus, despite the fact that the new properties have the address of Highcross Place, for all intents and purposes they appear to visitors to be 26, 27, 28, 29, 30, 31, 32, 33, 34, 35 and 36 Pretoria Road.
- 1.6 The purpose of naming and numbering properties is not only to ensure each property is uniquely identified by its address, but also to make sure that there is no confusion as to which property is which. This is especially the case for the emergency services. At present, if an ambulance is called to 34 Pretoria Road it could appear on arrival that the property addressed as 34 Highcross Place is 34 Pretoria Road, whereas 34 Pretoria Road is actually one of the flats on the other side of the road. This confusion could lead to vital time being lost before the correct address is found.
- 1.7 This error could have been corrected by the Council when assigning the numbers and the consequence of this is that these eleven properties will need to be renumbered and readdressed

## 2. Report

- 2.1 The Council is the Property Renumbering Authority for the Borough of Runnymede. Its powers to number and re-number properties are contained in the Towns Improvement Clauses Act 1847 (the Act).
- 2.2 Sections 64 and 65 apply automatically by virtue of Paragraphs 23, Schedule 14 of the Local Government Act 1972 and so do not require adoption before the provisions contained therein can be used. The Act does not require a Notice to be attached to the affected properties, but there is duty to give notice and to comply with this requirement a letter will be sent to all those properties affected.
- 2.3 While there is no requirement to carry out a consultation, Officers have already consulted with the Royal Mail who has provided provisional post codes in readiness if the changes are authorised. Letters will also be sent out to the appropriate consultees.
- 2.4 The properties affected by the proposed renumbering are as follows:

Present Number	Proposed Numbering
26 Highcross Place, Chertsey KT16 9FN	57 Pretoria Road, Chertsey KT16 9LN
27 Highcross Place, Chertsey KT16 9FN	55 Pretoria Road, Chertsey KT16 9LN
28 Highcross Place, Chertsey KT16 9FN	53 Pretoria Road, Chertsey KT16 9LN
29 Highcross Place, Chertsey KT16 9FN	51 Pretoria Road, Chertsey KT16 9LN
30 Highcross Place, Chertsey KT16 9FN	49 Pretoria Road, Chertsey KT16 9LN
31 Highcross Place, Chertsey KT16 9FN	47 Pretoria Road, Chertsey KT16 9LN
32 Highcross Place, Chertsey KT16 9FN	45 Pretoria Road, Chertsey KT16 9LN
33 Highcross Place, Chertsey KT16 9FN	43 Pretoria Road, Chertsey KT16 9LN
34 Highcross Place, Chertsey KT16 9FN	41 Pretoria Road, Chertsey KT16 9LN
35 Highcross Place, Chertsey KT16 9FN	39 Pretoria Road, Chertsey KT16 9LN
36 Highcross Place, Chertsey KT16 9FN	37 Pretoria Road, Chertsey KT16 9LN

## 3. Resource Implications

- 3.1 The cost of sending out letters will incur minor administrative costs. It is estimated that the costs of purchasing replacement front door numbers, reasonable costs to cover hardship associated with the change and liaising with the developer or

undertaking the work through contractors on site will not be in excess of £2,000. These costs will be borne by the Business Centre budget.

#### **4. Legal Implications**

- 4.1 If Members resolve to renumber the properties referred to in paragraph (2.4 above) then, under Section 65 of the 1847 Act, it will be necessary to write to all those resident in the properties stated in the table at paragraph 2.4.
- 4.2 Under the Act the request for re-numbering must be effected by the occupier within one week of receipt of the letter. However, as the reason for renumbering is due to the Council's oversight the necessary works to effect the change will be undertaken by the Council at the earliest opportunity in liaison with the land owners.
- 4.3 Neither Section 64 nor Section 65 of the Act allows any person aggrieved by the intended renumbering to make appeal.
- 4.4 As highlighted in the body of the report there is no legal obligation on the Council to pay compensation to any person who may be affected by a change of property numbers but the Council may incur expense in dealing with any such claims, which is why a necessity for hardship payments have been considered in paragraph 3.1 above.

#### **5 Equality and Diversity Implications**

- 5.1 The Council must have regard to its Public Sector Duties under Section 149 of the Equality Act 2010 which include to eliminate discrimination, harassment, victimisation and other prohibited conduct, promote equality opportunity between protected characteristics and foster good relationships between protected characteristics.
- 5.2 Officers have not been made aware of any occupiers who belong to any of the Protected Characteristic. However, if any occupiers were found to belong to one of the 9 Protected Characteristics, it is considered that any impact in relation to the proposed renumbering will be mitigated because as stated in paragraph 3 above the Council will be undertaking the co-ordination and funding of the renumbering required.

#### **6. Conclusions**

- 6.1 In order to reduce confusion and increase public safety the 11 identified properties should be renumbered, at the cost of the Council in accordance with our Statutory powers and duties in this case.

**(To Resolve)**

#### **Background Papers**

None

#### **9. FEES AND CHARGES FOR 2016/17 (RESOURCES)**

**Synopsis of report:**

**To recommend the proposed fees and charges under this Committee's remit for next financial year.**

**Recommendation(s):**

**the proposed fees and charges as set out in Appendix 'A' be approved to be effective from the dates within the appendix or as soon as practical thereafter.**

**1. Context of report**

1.1 The current fees and charges were agreed twelve months ago at the committee meeting in November 2014.

**2. Report**

2.1 The Council Constitution provides delegated authority to Officers to alter fees, charges and prices without reference to Committee in order to respond to market conditions, new needs, changes in tax rates, and so on. Nonetheless, the annual review of charges still remains an important part of the overall budget setting process and the policy framework for service provision in general.

2.2 This report reviews current levels of fees and charges, with a view to helping to balance next year's budget and is a key strand of the Council's Medium Term Financial Strategy of net revenue reductions.

2.3 The proposed fees and charges are set out at Appendix "A" along with the dates that they will take effect.

**3. Resource implications**

3.1 The main fees and charges have been increased as follows:-

3.2 Refuse Collection – Trade Waste and Domestic Waste  
The fees have been increased by approximately 2%.

3.3 Recycling  
This service was brought in house in 2012/13, and fees for the sale of bins were introduced. A recycling service for schools and sports gyms was introduced in 2014/15; all fees for next year have been increased by approximately 2%.

3.4 Recycling – Green Waste  
Fees have been increased by approximately 2 - 4%.

3.5 Car Parks  
A separate report is presented in this agenda on fee setting proposals.

3.6 Yellow Bus School Fares  
No decision has been made regarding an increase in fares. The last increase was in September 2012. The next possible date for increasing fares is September 2016, the beginning of the new School year.

3.7 Highways and Engineering  
A charge for street naming and numbering was introduced in July 2012, it is estimated this will generate £10,000 per year. Fees have not been increased this year.

3.8 Environmental Protection  
As can be seen in the appendix, most of these fees are set by Statute and have not changed.

4. **Legal implications**

- 4.1 Where the status of a charge is marked as 'statutory' the Council is required under the law to levy a fee. Where the status is given as 'discretionary' the Council may amend the fee charged or choose to make no charge for the service.

5. **Equality implications**

- 5.1 Where any major changes to the structure of any charging regime are proposed, an Equality Impact Assessment will have been completed by the relevant Budget Manager.

**(To resolve)**

**Background Papers**

None

10. **CORPORATE KEY PERFORMANCE INDICATORS AND CORPORATE PROJECTS (ENVIRONMENTAL SERVICES)**

**Synopsis of report:**

**Report of the key performance indicators, as described in the Environmental Services Business Centre Business Plan (Q2 2015/16)**

**Recommendation(s):**

**For Information**

1. **Context of Report.**

- 1.1 As part of the new Performance Management Framework, quarterly performance reports are made to Corporate Management Committee on:-

- Financial Performance
- Corporate Performance
- Corporate Projects Performance

- 1.2 The latest report (Q1 2015/2016) on KPI and Corporate Projects performance was submitted to this committee on 17 September 2015. This report repeats those key performance indicators, which apply to this Committee with other additional indicators, which feature in the Environmental Services Business Centre Plan.

Performance Indicator	Q2 Target	Full year Target (July-Sept)	Q2 Actual	Comments
ES1: Residual household waste per household (kg)	115	460	114	This performance indicator has remained on track.
ES2: Percentage of household waste sent for re-use, recycling and composting (%)	47%	47%	42%	Performance remains static compared to last quarter. The work currently being undertaken on stickering the remaining refuse bins with food waste stickers and door knocking taking place next quarter, will be monitored for evidence of improvement.
ES3: Number of missed bin collection complaints (includes refuse, recycling and food and excludes trade and green waste)	500	2000	628	Missed bin collections have been affected by breakdowns in this quarter. Officers are looking at procurement of a cost effective 'spare' vehicle to minimise this.
ES4: Number of street cleansing complaints (overflowing litterbins, overflowing dog bins, and general litter/detritus complaints)	150	600	211	211 complaints only equates to 2 street cleansing complaints per day.
ES5: Number of parking Penalty Charge Notices issued	2000	8000	1785	The results for this indicator are provided for monitoring purposes only.
ES6: Percentage of Food establishments in the borough achieving level 3 or above ratings under the National Food Hygiene Rating Scheme (%)		94%		This matter is reported annually
ES7: Carbon emissions from local authority operations (measured in tonnes of CO2e)		3.5% reduction on actual for 2014/15		This matter is reported annually
ES8: Number of trade Refuse Customer	540	570	528	There has been a long term sick issue with the key staff working on Trade refuse, inhibiting marketing work in this area.
Number of fly-tipping incidents	100	400	141	This indicator is for information only
Income from car parking charges	£130,900	£523,600	£122,874	This indicator is for information only

Number of formal complaints related to the business centre	0	0	9	As is often the case the majority of these complaints are in respect of Parking, where people are aggrieved about receiving PCNs. Officers have reviewed the resolution of the complaints and remain satisfied that the service performance is excellent
Number of decisions investigated by the ombudsman requiring a remedy by the Council	0	0	0	Optimal Performance

1.3 This item presents the opportunity for Members of the Committee to ask any questions relevant to the remit of the Committee. However, to ensure that Officers are able to give a full response, **Members are reminded that advance written notice of any questions must be given to the Chairman and Corporate Head of Planning and Environmental Services, no less than 48 hours prior to the meeting.**

1.4 Members are also asked to note that this report should be distinguished from committee specific reports and is a standard report submitted to all the Service Committees. The aim is to improve awareness of corporate performance and should be read in conjunction with this Committee's Business Centre Plan.

## 2. Council Policy

2.1 The quarterly reporting of key performance indicators forms part of the council's Performance management Framework.

## 3. Resources Implications

3.1 Monitoring the KPIs requires extra officer time, but there is no additional cost associated with their reporting.

**(For information)**

## **Background Papers**

None

## 11. **EXCLUSION OF PRESS AND PUBLIC**

If the Committee is minded to discuss any of the foregoing reports in private it is the

**OFFICERS' RECOMMENDATION that –**

**the press and public be excluded from the meeting during discussion of following reports under Section 100A(4) of the Local Government Act 1972 on the grounds that the reports in question would be likely to involve disclosure of exempt information of the description specified in appropriate paragraphs of Schedule 12A of the Act.**



(To resolve)

**PART II**

**Matters involving Exempt or Confidential Information in respect of which reports have not been made available for public inspection**

a) Exempt Information Para

(No reports to be considered under this heading)

b) Confidential Information

(No reports to be considered under this heading)

# ENVIRONMENT AND SUSTAINABILITY COMMITTEE

19 NOVEMBER 2015

## APPENDICES

<u>APPENDIX</u>	<u>REPORT</u>	<u>PAGE NOS</u>
A	FEES AND CHARGES 2016/17	1-9

## Fees and charges

### Refuse collection

	Charge Status	From April 2015 £	From April 2016 £	% Increase	Yield £	VAT treatment	
<b>Trade refuse</b>							
Sack collection						Outside Scope	
- Sack purchase charge	Discretionary	32.00	33.00	3.13%	450,000	Outside Scope	
- Collection charge	Discretionary	67.00	68.00	1.49%		Outside Scope	
	Discretionary	99.00	101.00	2.02%		Outside Scope	
- Disposal charge	Discretionary	41.00	42.00	2.44%		Outside Scope	
	Discretionary	140.00	143.00	2.14%		Outside Scope	
Service cost including hire, administration, collection and disposal							
120 litre wheeled bins							
- Administration and Container hire charge	Discretionary	51.00	52.00	1.96%		Outside Scope	
- Collection charge	Discretionary	136.00	139.00	2.21%		Outside Scope	
	Discretionary	187.00	191.00	2.14%		Outside Scope	
- Disposal charge	Discretionary	68.00	69.00	1.47%		Outside Scope	
	Discretionary	255.00	260.00	1.96%		Outside Scope	
240 litre wheeled bins							
- Administration and Container hire charge	Discretionary	81.00	83.00	2.47%		Outside Scope	
- Collection charge	Discretionary	211.00	215.00	1.90%	Outside Scope		
	Discretionary	292.00	298.00	2.05%	Outside Scope		
- Disposal charge	Discretionary	108.00	110.00	1.85%	Outside Scope		
	Discretionary	400.00	408.00	2.00%	Outside Scope		
360 litre wheeled bins							
- Administration and Container hire charge	Discretionary	103.00	105.00	1.94%	Outside Scope		
- Collection charge	Discretionary	226.00	231.00	2.21%	Outside Scope		
	Discretionary	329.00	336.00	2.13%	Outside Scope		
- Disposal charge	Discretionary	162.00	165.00	1.85%	Outside Scope		
	Discretionary	491.00	501.00	2.04%	Outside Scope		
660 litre wheeled bins							
- Administration and Container hire charge	Discretionary	106.00	108.00	1.89%	Outside Scope		
- Collection charge	Discretionary	302.00	308.00	1.99%	Outside Scope		
	Discretionary	408.00	416.00	1.96%	Outside Scope		
- Disposal charge	Discretionary	221.00	225.00	1.81%	Outside Scope		
	Discretionary	629.00	641.00	1.91%	Outside Scope		
1100 litre bulk containers							
- Administration and Container hire charge	Discretionary	123.00	126.00	2.44%	Outside Scope		
- Collection charge	Discretionary	339.00	346.00	2.06%	Outside Scope		
	Discretionary	462.00	472.00	2.16%	Outside Scope		
- Disposal charge	Discretionary	373.00	380.00	1.88%	Outside Scope		
	Discretionary	835.00	852.00	2.04%	Outside Scope		

## Fees and charges

### Refuse collection

	Charge Status	From April 2015 £	From April 2016 £	% Increase	Yield £	VAT treatment		
<b><u>Domestic refuse</u></b>								
Sale of wheeled containers (includes purchase, delivery and administration costs)								
New bins								
- 120 litre bin	Discretionary	39.00	40.00	2.56%	8,000	Outside Scope		
- 240 litre bin	Discretionary	49.00	50.00	2.04%		Outside Scope		
- 360 litre bin (Families of 6 or more only)	Discretionary	92.00	94.00	2.17%		Outside Scope		
- 660 litre bin	Discretionary	184.00	188.00	2.17%		Outside Scope		
- 1100 litre bin (communal facilities)	Discretionary	286.00	292.00	2.10%		Outside Scope		
Second hand / refurbished (when available)								
- 120 litre bin	Discretionary	24.00	24.00	0.00%		500	Outside Scope	
- 240 litre bin	Discretionary	31.00	32.00	3.23%			Outside Scope	
- 360 litre bin (Families of 6 or more only)	Discretionary	66.00	67.00	1.52%			Outside Scope	
Upgrade from								
- 120 litre bin to 240 litre bin	Discretionary	31.00	32.00	3.23%	0		Outside Scope	
- 240 litre bin to 360 litre bin	Discretionary	66.00	67.00	1.52%			Outside Scope	
<b><u>Special collections</u></b>								
Business premises								
- First three items	Discretionary	61.00	62.00	1.64%			500	Outside Scope
- Additional item (on same trip)	Discretionary	21.00	21.00	0.00%				Outside Scope
- Commercial size fridge / freezer	Discretionary	102.00	104.00	1.96%		Outside Scope		
<b><u>Clinical waste collections</u></b>								
Annual charge for a fortnightly bin collection	Discretionary	187.00	191.00	2.14%		0	Outside Scope	
Charge per collection of a sharps container	Discretionary	33.00	34.00	3.03%			Outside Scope	

2

## Fees and charges

### Recycling and Green Waste

	Charge Status	From April 2015 £	From April 2016 £	% Increase	Yield £	VAT treatment	
<b>Recycling initiatives</b>							
Sale of wheeled containers (includes purchase, delivery and administration costs)							
New bins							
- 120 litre bin	Discretionary	20.00	20.00	0.00%	1,500	Outside Scope	
- 240 litre bin	Discretionary	26.00	27.00	3.85%		Outside Scope	
- 360 litre bin (Families of 6 or more only)	Discretionary	31.00	32.00	3.23%		Outside Scope	
- 660 litre bin	Discretionary	184.00	188.00	2.17%		Outside Scope	
- 1100 litre bin (communal facilities)	Discretionary	286.00	292.00	2.10%		Outside Scope	
Second hand / refurbished (when available)							
- 120 litre bin	Discretionary	15.00	15.00	0.00%		1,500	Outside Scope
- 240 litre bin	Discretionary	20.00	20.00	0.00%			Outside Scope
- 360 litre bin (Families of 6 or more only)	Discretionary	26.00	27.00	3.85%			Outside Scope
Upgrade from							
-120 litre bin to 240 litre bin	Discretionary	15.00	15.00	0.00%	1,500	Outside Scope	
-240 litre bin to 360 litre bin	Discretionary	20.00	20.00	0.00%		Outside Scope	
<b>Recycling for schools and sports (gyms) only</b>							
- 660 litre bin fortnightly collection	Discretionary	148.00	151.00	2.03%	5,300	Outside Scope	
- 1100 litre bin fortnightly collection	Discretionary	204.00	208.00	1.96%		Outside Scope	
<b>Green garden waste scheme</b>							
Sale of wheeled containers (includes purchase, delivery and administration costs)							
120 litre bin	Discretionary	20.00	20.00	0.00%	15,000	Outside Scope	
240 litre bin	Discretionary	25.00	26.00	4.00%		Outside Scope	
Annual subscription charge:							
120 litre bin	Discretionary	31.00	32.00	3.23%	300,000	Outside Scope	
Each additional wheeled bin	Discretionary	31.00	32.00	3.23%		Outside Scope	
240 litre bin	Discretionary	52.00	53.00	1.92%		Outside Scope	
Each additional wheeled bin	Discretionary	52.00	53.00	1.92%		Outside Scope	

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## Fees and charges

### Car parking charges

	Charge Status	From Feb 2015 £	From Jan 2016 £	% Increase		Yield £	VAT treatment
<b><u>On street parking - Hythe Residents permits</u></b>							
First residents permit	Discretionary	50.00	50.00	0.00%	}	3,500	Standard
Additional permits	Discretionary	75.00	75.00	0.00%			Standard
Daily visitor permits (max 120 per property per year)	Discretionary	2.00	2.00	0.00%			Standard
Amendment to permit	Discretionary	15.00	15.00	0.00%			Standard
<b><u>Waivers / bay suspensions</u></b>							
Waiver certificate (per vehicle) up to 3 days	Discretionary	15.00	15.00	0.00%	}	500	Standard
each additional day	Discretionary	5.00	5.00	0.00%			Standard
Bay suspension (each marked bay) up to 3 days	Discretionary	65.00	65.00	0.00%			Standard
each additional day	Discretionary	10.00	10.00	0.00%			Standard
<b><u>Pay and display parking</u></b>							
<b><u>Town Centre (higher scale) car parks</u></b>							
<b><u>Short stay parking (includes VAT)</u></b>							
<i>(Monday to Saturday unless otherwise indicated)</i>							
Egham (Precinct Extension)							
Disabled Persons	Discretionary	No charge			}		Standard
Fee up to 1 hour	Discretionary	0.80					Standard
Fee 1 to 2 hours	Discretionary	1.60					Standard
Fee 2 to 3 hours	Discretionary	2.50					Standard
<b><u>Medium Stay parking (includes VAT)</u></b>							
<i>(Monday to Saturday)</i>							
Virginia Water (Memorial Gardens)							
Egham (Hummer Road); Chertsey (Beomonds)							
Disabled Person	Discretionary	No charge			}	446,000	Standard
Fee up to 1 hour	Discretionary	0.80					Standard
Fee 1 to 2 hours	Discretionary	1.60					Standard
Fee 2 to 3 hours	Discretionary	2.50					Standard
Fee 3 to 4 hours	Discretionary	3.00					Standard
Fee 4 to 5 hours	Discretionary	3.50					Standard
Fee 5 to 6 hours	Discretionary	4.50					Standard
<b><u>Long stay parking (includes VAT)</u></b>							
<i>(Monday to Saturday)</i>							
Egham (Waspe Farm); Chertsey (Library); Chertsey (Woodlands); Virginia Water (Bourne) and Addlestone (Garfield Road)							
Disabled Person	Discretionary	No charge			}		Standard
Fee up to 1 hour	Discretionary	0.80					Standard
Fee 1 to 2 hours	Discretionary	1.60					Standard
Fee 2 to 3 hours	Discretionary	2.50					Standard
Fee 3 to 4 hours	Discretionary	3.00					Standard
Fee 4 to 5 hours	Discretionary	3.50					Standard
All Day Fee	Discretionary	6.00					Standard

4

## Fees and charges

### Car parking charges

Charge Status	From Jan 2015 £	From Jan 2016 £	% Increase		Yield £		VAT treatment	
<b><u>Pay and display parking</u></b>								
<b><u>Out of Town (Lower Scale) car parks (includes VAT)</u></b>								
<b><u>(Monday to Saturday)</u></b>								
St Judes Road, Victoria Street, Pooley Green and Gogmore Farm								
Disabled Person		No charge			Included above		Standard	
Fee up to 1 hour		0.30				Standard		
Fee 1 to 2 hours		0.60				Standard		
Fee 2 to 3 hours		1.20				Standard		
Fee 3 to 4 hours		2.00				Standard		
Fee 4 to 5 hours		2.50				Standard		
All Day Fee (Not Gogmore Farm)		4.50				Standard		
<b><u>Penalty charge</u></b>								
<b><u>(parking in excess of hours to which a full charge is applicable)</u></b>								
Unless payment of £25.00 is made within 14 days of issue								
	Statutory	50.00	50.00	0.00%	70,000		Outside Scope	
(parking in a disabled persons parking place without displaying a badge)								
Unless payment of £35.00 is made within 14 days of issue								
	Statutory	70.00	70.00	0.00%			Outside Scope	
<b><u>Season/permit parking (includes VAT)</u></b>								
<b><u>Season Ticket (Monday to Saturday)</u></b>								
Covering Waspe Farm, The Bourne and Chertsey Library car parks								
Resident	(per annum)	Discretionary	250.00		112,000		Standard	
Non-resident	(per annum)	Discretionary	600.00			Standard		
Resident	(per quarter)	Discretionary	75.00			Standard		
Non-resident	(per quarter)	Discretionary	175.00			Standard		
<b><u>Car Park permits (Monday to Saturday)</u></b>								
Beomonds, Garfield Road, Hummer Road, Memorial Gardens, Precinct Extension, Woodlands								
Resident	(per annum)	Discretionary	250.00		112,000		Standard	
Non-resident	(per annum)	Discretionary	600.00			Standard		
Resident	(per quarter)	Discretionary	75.00			Standard		
Non-resident	(per quarter)	Discretionary	175.00			Standard		
<b><u>Car Park permits (Monday to Saturday)</u></b>								
Victoria Street, St Judes Road and Pooley Green								
	(per annum)	Discretionary	100.00		-		Standard	
	(per quarter)	Discretionary	30.00					
<b><u>Contract car parking</u></b>								
Chertsey (Beomonds Row, White Hart Row)								
	(per annum)	Discretionary	650.00		-		Standard	
	(per quarter)	Discretionary	180.00					
Contract Parking Key Deposit (Refundable on return of the key)								
	Discretionary	40.00	40.00	0.00%			Outside Scope	

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## Fees and charges

### Other environment and sustainability charges

	Charge Status	From April 2015 £	From April 2016 £	% Increase		Yield £	VAT treatment		
<b>Food hygiene and Health and Safety Courses (plus VAT)</b>									
All courses (including those in a foreign language) will be chargeable per person. All fees will be set at the discretion of the Environmental Health and Licensing Manager to cover costs.									
	Discretionary	POA	POA			0	Standard		
Food Export Certificate	Discretionary	90.00	90.00	0.00%		0	Outside Scope		
<b>Environmental offences</b>									
<u>Penalty fines:</u>									
Noise Act domestic offence (Minimum statutory discounted penalty 60.00)	Statutory	110.00	110.00	0.00%	}	0	Outside Scope		
Noise Act commercial/licenses offence	Statutory	500.00	500.00	0.00%			Outside Scope		
Failure to produce waste transfer notice (Minimum statutory discounted penalty 180.00)	Statutory	300.00	300.00	0.00%			Outside Scope		
Failure to produce waste carrier papers (Minimum statutory discounted penalty 180.00)	Statutory	300.00	300.00	0.00%			Outside Scope		
Failure to provide waste receptacles (Minimum statutory discounted penalty 60.00)	Statutory	110.00	110.00	0.00%			Outside Scope		
<b>Smoke free enforcement</b>									
<u>Penalty fines:</u>									
Smoking in a smoke free place (reduced to £30 if paid within 15 days)	Statutory	50.00	50.00	0.00%	}	120	Outside Scope		
Failing to display no-smoking signage (reduced to £150 if paid within 15 days)	Statutory	200.00	200.00	0.00%			Outside Scope		
<b>Water sampling charges</b>									
Risk assessment (each assessment)	Statutory	500.00	500.00	0.00%	}	900	Outside Scope		
Sampling (each visit)	Statutory	100.00	100.00	0.00%			Outside Scope		
Investigation (each investigation)	Statutory	100.00	100.00	0.00%			Outside Scope		
Granting and authorisation (each authorisation)	Statutory	100.00	100.00	0.00%			Outside Scope		
Analysing a sample:									
taken under regulation 10	Statutory	25.00	25.00	0.00%			Outside Scope		
taken during check monitoring	Statutory	100.00	100.00	0.00%			Outside Scope		
taken during audit monitoring	Statutory	500.00	500.00	0.00%	Outside Scope				

No fee is payable where a sample is taken and analysed solely to confirm or clarify the results of the analysis of a previous sample.



## Fees and charges

### Other environment and sustainability charges

Charge Status	From April 2015 £	From April 2016 £	% Increase	Yield £	VAT treatment
<b><u>Air Pollution fees</u></b>					
<p>The setting of fees and charges for Local Air Prevention and Control (LAPPC) and Local Air - Integrated Pollution Prevention and Control (LA-IPPC) is determined annually by DEFRA (Department for Environment Food and Rural Affairs) under the regime falling within the Pollution Prevention and Control Act 1999. The appropriate fees can be accessed from the following link:  <a href="http://www.defra.gov.uk/industrial-emissions/las-regulations/charges-risk/">http://www.defra.gov.uk/industrial-emissions/las-regulations/charges-risk/</a></p> <p>Alternatively the appropriate fees and charges can be obtained from the Environmental Health and Licensing Manager within the Environmental Health &amp; Licensing Section at Runnymede Borough Council.  <a href="mailto:environmentalhealth@runnymede.gov.uk">environmentalhealth@runnymede.gov.uk</a> or 01932 425131</p>				6,500	
<b><u>Register of authorised processes</u></b>					
Complete register	Discretionary	820.00	820.00	0.00%	0
Individual entry	Discretionary	121.00	121.00	0.00%	
<b><u>Contaminated Land</u></b>					
Basic contaminated land enquiry at an hourly rate	Discretionary	85.00	85.00	0.00%	500
Contaminated land enquiry for one property	Discretionary	190.00	190.00	0.00%	
Contaminated land enquiry for more than one property	Discretionary	365.00	365.00	0.00%	
<b><u>Dog control charges</u></b>					
<b><u>Minimum charge during normal office hours</u></b>					
Statutory charge for the return of a seized stray dog plus.	Statutory	25.00	25.00	0.00%	6,000
Minimum collection and admin fee for the return of a seized dog is also payable	Discretionary	66.00	66.00	0.00%	
		91.00	91.00	0.00%	
<b><u>Minimum charge for collection outside of normal office hours</u></b>					
Statutory charge for the return of a seized stray dog plus.	Statutory	25.00	25.00	0.00%	Outside Scope
Minimum collection and admin fee for the return of a seized dog is also payable	Discretionary	104.00	104.00	0.00%	
		129.00	129.00	0.00%	
The collection fee may be increased where additional charges are incurred					

## Fees and charges

### Other environment and sustainability charges

	Charge Status	From April 2015 £	From April 2016 £	% Increase	Yield £	VAT treatment	
<b><u>Highway and engineering charges</u></b>							
<b><u>Copies of plans etc. (includes VAT)</u></b>							
A4 Size	Discretionary	11.20	11.40	1.79%	}	Standard	
A3 Size	Discretionary	12.25	12.50	2.00%		Standard	
Larger than A3 size	Discretionary	25.50	26.00	1.96%		Standard	
A minimum fee for replying to technical questions	Discretionary	145.00	148.00	2.07%		Standard	
The Assistant Chief Executive has the authority to increase the charge made where substantially more work than usual is required.							
<b><u>Clearance of drain blockages (includes VAT)</u></b>							
Mon - Thurs 8.30 to 17.00 and Fri 8.30 to 16.30	Discretionary	110.00	110.00	0.00%	0	Standard	
Blockage clearance by rodding only. Price includes minor investigation, but excludes CCTV and jetting services. Charge is per hourly rate, with minimum charge of one hour. No call out fee.							
<b><u>Rechargeable works (includes VAT)</u></b>							
At cost of works plus 20%					0	Standard	
<b><u>Street naming and numbering</u></b>							
<b><u>Existing properties</u></b>							
Individual property naming or renaming including notification	Discretionary	60.00	60.00	0.00%	}	Outside Scope	
Amendment to newly approved naming and numbering scheme (per plot)	Discretionary	15.00	15.00	0.00%		Outside Scope	
Renaming a street : requested by residents including notification	Discretionary	price upon enquiry				Outside Scope	
<b><u>New addresses</u></b>							
New development of first plot	Discretionary	60.00	60.00	0.00%	}	Outside Scope	
New development for plots 2 -5 (per plot)	Discretionary	30.00	30.00	0.00%		10,000	Outside Scope
New development for plots 6 - 10 (per plot)	Discretionary	25.00	25.00	0.00%		Outside Scope	
New development for plots 11 - 20 (per plot)	Discretionary	20.00	20.00	0.00%		Outside Scope	
New development for plots 21 and greater (per plot)	Discretionary	15.00	15.00	0.00%		Outside Scope	
Additional charge, where this includes naming of a street (per street)	Discretionary	100.00	100.00	0.00%		Outside Scope	
Additional charge, where this includes the naming of a building (eg block of flats) (per block)	Discretionary	100.00	100.00	0.00%		Outside Scope	

Guidance to change or allocate a new address to your property can be accessed by following this link:

<http://www.runnymede.gov.uk/article/5961/Naming-new-streets---fees>

8

## Fees and charges

### Other environment and sustainability charges

	Charge Status	From April 2015 £	From April 2016 £	% Increase	Yield £	VAT treatment
<b><u>Miscellaneous fees and charges</u></b>						
<b><u>Graffiti removal (excluding VAT)</u></b>						
Removal of extensive graffiti from private property (per hour)	Discretionary	60.00	60.00	0.00%	0	Standard
<b><u>Sale of technical documents</u></b>						
Fee at the discretion of the Environmental Health and Licensing Manager		POA	POA		0	Standard
<b><u>Street trading consents</u></b>						
Basic fee	Discretionary	837.00	837.00	0.00%	0	Outside Scope
Additional annual charge for each day of the week a trader operates	Discretionary	194.00	194.00	0.00%		0
<b><u>Yellow Bus school fares</u></b>						
Daily fares		Last increase in fares - September 2012				
Fare for 1 child	Discretionary	2.50	2.50	0.00%	165,000	Zero Rated
Fare for 2 siblings	Discretionary	3.75	3.75	0.00%		Zero Rated
Fare for 3 siblings	Discretionary	5.00	5.00	0.00%		Zero Rated

2