

# Environment and Sustainability Committee

**Thursday 17 November 2016 at 7.30pm**

**Council Chamber  
Runnymede Civic Centre, Addlestone**

## Members of the Committee

Councillors J J Wilson (Chairman), I A Chaudri (Vice-Chairman), T J F E Gracey, Mrs M T Harden, D J Knight, M T Kusneraitis, S M Mackay, B W Pitt, P I Roberts, 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))**.
- 3) Agendas and Minutes are available on a subscription basis. For details, please ring Mr B A Fleckney on 01932 425620. Agendas and Minutes for all the Council's Committees may also be viewed on [www.runnymede.gov.uk](http://www.runnymede.gov.uk).
- 4) In the unlikely event of an alarm sounding, members of the public should leave the building immediately, either using the staircase leading from the public gallery or following other instructions as appropriate.

5) **Filming, Audio-Recording, Photography, Tweeting and Blogging of Meetings**

Members of the public are permitted to film, audio record, take photographs or make use of social media (tweet/blog) at Council and Committee meetings provided that this does not disturb the business of the meeting. If you wish to film a particular meeting, please liaise with the Council Officer listed on the front of the Agenda prior to the start of the meeting so that the Chairman is aware and those attending the meeting can be made aware of any filming taking place.

Filming should be limited to the formal meeting area and not extend to those in the public seating area.

The Chairman will make the final decision on all matters of dispute in regard to the use of social media audio-recording, photography and filming in the Committee meeting.

If you need help reading this document please contact the Council on 01932 838383. We will try to provide a reading service, a large print version, or another format.

## বাঙলা

আপনি যদি ইংরেজি পড়তে বা বলতে না পারেন, ও এই লেখাটি পড়তে যদি আপনার কোনও সাহায্য লাগে তাহলে অনুগ্রহ করে 01483 750548 নাম্বারে উইটস্ লিঙ্কলাইন (WITS Linkline)-এর সাথে যোগাযোগ করুন ও আপনার নিজের ভাষায় একটা মেসেজ রাখুন।

## 简体中文

如果您无法阅读或说英语，需要协助以明白此文件，请与和景翻译服务处之语言专线联络 01483 750548，并用您的母语留下讯息。

## Italiano

Qualora non siate in grado di leggere o di parlare l'inglese, e necessitate assistenza che vi permetta di capire il presente documento, siete pregati di contattare la WITS Linkline allo 01483 750548 e lasciare un messaggio nella vostra lingua.

## اردو

اگر آپ انگریزی زبان پڑھ اور بول نہیں سکتے ہیں اور آپ کو اس دستاویز کو سمجھنے میں دقت پیش آتی ہے؛ تو برائے مہربانی سے وٹس لنک لائن کو اس نمبر 01483 750548 پر رابطہ کریں اور اپنی زبان میں اپنا پیغام چھوڑیں۔

## Polski

Jeżeli nie potrafisz czytać lub mówić po angielsku i potrzebujesz pomocy w zrozumieniu tego dokumentu, proszę skontaktować się z Linia Telefoniczną WITS pod numerem 01483 750548, zostawiając wiadomość w języku ojczystym.

## Español

Si no puede leer o hablar ingles, y necesita ayuda para entender este documento, por favor contacte a WITS Linkline al 01483 750548 y deje un recado en su idioma.

**LIST OF MATTERS FOR CONSIDERATION**

Page

**PART I**

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

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.	ECONOMIC DEVELOPMENT STRATEGY 2016-2019	5
7.	ANNUAL REVIEW OF CAR PARKING CHARGES IN OFF-STREET CAR PARKS	9
8.	REVIEW OF CURRENT FREE PARKING FACILITIES IN THE BOROUGH	18
9.	FEES AND CHARGES 2017/2018	23
10.	COUNTY-WIDE FLY TIPPING PREVENTION STRATEGY	24
11.	KEY PERFORMANCE INDICATORS: 1 <sup>st</sup> and 2 <sup>nd</sup> QUARTERS 2016/2017	26
12.	RECYCLING AND REFUSE SERVICES MEMBER WORKING GROUP	29
13.	MINUTES OF MEMBER WORKING GROUP ON RECYCLING AND REFUSE SERVICES – 28/9/16	30
14.	EXCLUSION OF PRESS AND PUBLIC	30

**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 29 June 2016. The Minutes of this meeting were included in the July 2016 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. **ECONOMIC DEVELOPMENT STRATEGY 2016-2019 (CORPORATE SERVICES)**

**Synopsis of report:**

**This Economic Development Strategy 2016-2019 comes at a very important time for the Council. It proposes five new economic priorities that each have a number of objectives and associated deliverables. Collectively they aim to ensure that the Borough continues to be a leading economy in Surrey and the wider sub-region.**

**Recommendations:**

**The Committee recommends:**

**i) that the Corporate Management Committee approve a supplementary revenue estimate of £6,900 as a Supplementary Revenue Estimate for 2016/17 and a budgetary provision of £17,800 in 2017/18, £6,000 in 2018/19, and £5,300 in 2019/20, to support the proposed deliverables (*this is on the understanding that a further apprentice resource will still be required to achieve all the identified deliverables which will be reviewed at a later date and resource requirements linked to the Enterprise Zone will also be determined separately as the project evolves*); and**

**ii) that Council approves the Economic Development Strategy, subject to Corporate Management Committee approving the above Supplementary Revenue Estimate, and budgetary provisions, and the Equalities Officer Group approving the associated Equalities impact.**

## 1. Context of report

1.1 Runnymede has witnessed unparalleled economic growth within the sub-region over the last 15 years as the Borough has established itself as a location of choice for many multi-national companies seeking EMEA headquarters close to London and Heathrow. Home to a number of research facilities, as well as Royal Holloway, University of London, and its world leading Information Security Group, the Borough was ranked sixth in the UK as a location for high tech employment in 2013.

1.2 The Council last approved an Economic Development Strategy in 2002/03. Given the increasing flexibilities in economic development that Local Government is being given (e.g. business rates retention and setting, and bidding for funding from the LEP) and that the Enterprise M3 Local Enterprise Partnership (EM3 LEP) is about to review its Strategic Economic Plan (SEP), this Strategy will enable the Council to effectively contribute to the consultation on the new SEP, better align its priorities with those of the LEP, and ensure that the Council builds on recent regeneration initiatives and Runnymede's well established business partnership.

## 2. Report

### 2.1 Purpose of the Economic Development Strategy

2.1.1 The Runnymede Economic Development Strategy 2016-2019 (see Appendix A) aims to ensure that the Borough continues to be a leading economy in Surrey and the wider sub-region. Given that local government has new flexibilities in economic development and that the Enterprise M3 Local Enterprise Partnership (EM3 LEP) is about to review its Strategic Economic Plan, this strategy comes at a very important time for the Council. The Strategy is aimed at businesses, entrepreneurs, educational establishments, Officers, politicians and the Borough's partners.

### 2.2 Considerations

2.2.1 As part of the Strategy, a detailed SWOT analysis was undertaken. The SWOT analysis was informed by the Economic Assessment and findings of the business survey. In light of the evidence five economic priorities were proposed and consulted on. Following broad agreement by consultees on the proposed priorities, a number of objectives were developed relating to each priority, and from these deliverables were identified.

### 2.3 Economic priorities

2.3.1 The proposed economic priorities for the Strategy are:

- **Priority 1: Business relocation, expansion and investment in the Borough**  
*Strengthen continued growth in the Borough's business base and economic activity by promoting Runnymede as a premier business location for companies and individuals.*
- **Priority 2: Maintaining competitive advantage through business engagement and support**  
*Deliver a business engagement and support approach that keeps abreast of business needs and immediate requirements and supports firms to achieve their growth ambitions.*
- **Priority 3: A dynamic workforce for a high-tech economy**  
*Maintain the borough's position as a UK tech jobs cluster by helping ensure (a) local employers have access to the skills required to grow their businesses and (b) local residents have the appropriate qualifications and skills to access local employment opportunities (c) new developments commit and contribute to local training and recruitment measures.*

- **Priority 4: Better infrastructure for growth**  
*Improve the Borough's competitive performance through investment in employment areas, transport, infrastructure and town centres. This will ensure the Borough continues to be an attractive place to work, visit and live.*
- **Priority 5: Promoting innovation and technology sectors**  
*Promoting business growth through innovation and digital and technology development.*

## 2.4 Economic objectives

2.4.1 The key objectives associated with each of the above priorities are shown below.

- **Priority 1: Business relocation, expansion and investment in the Borough**
  - Promote the Borough as a premier business location.
  - Increase inward investment.
  - Facilitate entrepreneurs, companies and individuals looking to start, locate/relocate, invest and expand in the Borough.
  - Support promotion of strategic employment sites and major commercial premises to reduce vacancy rates.
  - Support and promote Longcross Park, part of the EM3 LEP Enterprise Zone.
- **Priority 2: Maintaining competitive advantage through business engagement and support**
  - Engage with new businesses locating in the Borough.
  - Promote the Runnymede Business Partnership as a free membership organisation providing networking, seminars, business initiatives and business support and information signposting.
  - Ensure ongoing engagement with major employers in the Borough and record centrally all contacts across Council departments.
  - Facilitate contact with other key stakeholders.
  - Work with Business Growth Advisors to ensure businesses are making the most of business services available through the EM3's Growth Hub.
- **Priority 3: A dynamic workforce for a high-tech economy**
  - Promote STEM subjects and local job opportunities requiring such skills to young people in the Borough.
  - Work with job club and training providers to deliver skills training to assist long term unemployed into work.
  - Promote graduate retention within the local job market, and employment by local companies of RHUL students on industry years.
  - Inform businesses about apprenticeship and skills training opportunities.
- **Priority 4: Better infrastructure for growth**
  - Identification and delivery of key road improvements required to tackle current and future traffic congestion.
  - Lobby for improvements to rail infrastructure and services and monitor proposals for southern rail access to Heathrow.
  - Promote sustainable transport modes throughout the Borough.
  - Engage with landlords and managing agents of major employment areas to deliver environmental enhancements.
  - Engage with town centre businesses, residents and other stakeholders to develop and deliver small scale projects and events.

- Investigate feasibility of developing Business Improvement Districts for each town to support town centre management activity.
- Support Commercial Services team in place shaping agenda in town centres.
- **Priority 5: Promoting innovation and technology sectors**
- Support digital sector and specifically cyber security sector.

## 2.5 Deliverables

- 2.5.1 A list of the proposed deliverables associated with each of the priorities can be found in a table at the end of the Economic Development Strategy document in Appendix A. It should be noted that if all the proposed deliverables are to be achieved there will be a need for additional staff resource. Officers intend to fill this resource gap through employing a Level 4 Apprentice for 18 months between September 2017 and February 2019. This will serve two key benefits: it will contribute to the mandatory number of apprenticeships we expect to come forward as part of the Enterprise Act (following secondary regulation) and it will also cost effectively provide the additional staffing needs to deliver all the intended deliverables.

## 3. Policy framework implications

- 3.1 The proposed Economic Development Strategy 2016-2019 supports the achievement of the *'Improving Our Economy'* theme in the Council's Corporate Business Plan.

## 4. Resource implications

- 4.1 The deliverables will require £6,900 as a Supplementary Revenue Estimate for 2016/17 and a budgetary provision of £17,800 in 2017/18, £6,000 in 2018/19, and £5,300 in 2019/20.
- 4.2 As stated in 2.5.1 above, in order to achieve all the proposed deliverables it will be necessary to have additional staff resource. It is currently planned that this will be achieved through employing a Level 4 Apprentice for 18 months, but this will be reviewed following confirmation of the Enterprise Act secondary regulation (which will confirm if we must employ a number of new apprentices) and also when the details related to accessing Apprenticeship Levy funding are confirmed.
- 4.3 Resource requirements linked to the Enterprise Zone will also be reviewed separately as the project evolves.

## 5. Equality implications

- 5.1 An Equality Impact Screening has been completed as shown in Appendix B. It should be noted that at the time of writing this is still to be approved by the Equalities Officer Group. A verbal update will be given at the meeting.

## 6. Conclusions

- 6.1 This Economic Development Strategy 2016-2019 comes at a very important time for the Council. It proposes five new economic priorities that each have a number of objectives and associated deliverables. Collectively they aim to ensure that the Borough continues to be a leading economy in Surrey and the wider sub-region.
- 6.2 The Strategy also supports the achievement of the *'Improving Our Economy'* theme in the Council's Corporate Business Plan.



- 6.3 A total of £36,000 is being requested between 2016/17-2019/20 at this time. It should be noted the realisation of the proposals will also require some additional staff resource, but this will be reviewed once the Enterprise Act secondary regulation and Apprenticeship Levy funding are confirmed. The resources required for the Enterprise Zone Project will also be reviewed separately as this project evolves.

**(To resolve and to recommend)**

**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 season tickets, permit and contract parking.**

**Recommendation(s) that:**

- i) Town Centre car parking charges be increased as set out below:**

<b>Time Period</b>	<b>Current Tariff</b>	<b>Proposed Tariff</b>	<b>Proposed Increase</b>
<b>Up to 1 hour</b>	<b>£0.80</b>	<b>£1.00</b>	<b>£0.20</b>
<b>1 – 2 hours</b>	<b>£1.60</b>	<b>£2.00</b>	<b>£0.40</b>
<b>2 – 3 hours</b>	<b>£2.50</b>	<b>£3.00</b>	<b>£0.50</b>
<b>3 – 4 hours</b>	<b>£3.00</b>	<b>£3.50</b>	<b>£0.50</b>
<b>4 – 5 hours</b>	<b>£3.50</b>	<b>£4.00</b>	<b>£0.50</b>
<b>5 – 6 hours</b>	<b>£4.50</b>	<b>£5.00</b>	<b>£0.50</b>
<b>All day</b>	<b>£6.00</b>	<b>£6.50</b>	<b>£0.50</b>

- ii) Out of Town car parking charges be increased as set out below:**

<b>Time Period</b>	<b>Current Tariff</b>	<b>Proposed Tariff</b>	<b>Proposed Increase</b>
<b>Up to 1 hour</b>	<b>£0.30</b>	<b>£0.40</b>	<b>£0.10</b>
<b>1 – 2 hours</b>	<b>£0.60</b>	<b>£0.80</b>	<b>£0.20</b>
<b>2 – 3 hours</b>	<b>£1.20</b>	<b>£1.50</b>	<b>£0.30</b>
<b>3 – 4 hours</b>	<b>£2.00</b>	<b>£2.50</b>	<b>£0.50</b>
<b>4 – 5 hours</b>	<b>£2.50</b>	<b>£3.00</b>	<b>£0.50</b>
<b>All day</b>	<b>£4.50</b>	<b>£5.00</b>	<b>£0.50</b>

**The proposed parking charges are estimated to increase income for Parking Services by £83,000 per annum**

- iii) **Car park permits, season tickets and contract parking charges otherwise remain unchanged.**
- iv) **A free parking period of one hour in Pooley Green car park be introduced but the current annual cost of permits of £100 in this car park remains unchanged.**

## 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 reviewed each November with any changes implemented 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 together with a comparison of other Boroughs' charges.

Table 1 – Borough Pay and Display Car Parks

<b>Car Park</b>	<b>No of Spaces</b>
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
Memorial Gardens, Virginia Water	50
Bemonds, Heriot Road, Chertsey	55
Chertsey Library, Heriot Road, Chertsey	168
Gogmore Farm Park, Chertsey	53
Pooley Green	35
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) *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.*

- iii) Homewood car park is a Leisure car park with pay and display income going to Community Development business centre which also sets the charges.*
- iv) 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.*
- v) A new car park, provided under licence on land outside the ownership of RBC, at the British Legion site Virginia Water, is currently under construction. This car park, when complete will have 21 publically available spaces. It is due to be open before the end of the calendar year and will be charged at the 'Town Centre' rate as is the other car park in Virginia Water (Memorial Gardens).*

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

Season tickets in most car parks are currently £650 per annum or £200 per quarter. Residents living in close proximity to the car parks can purchase these at £250 per annum or £75 per quarter. In Englefield Green and Pooley Green the permits are £100 per annum or £30 per quarter.

The season ticket charges for non-residents were last increased in January 2016. Permits for residents were last increased in 2011.

#### Contract parking permits

Contract parking bays are reserved bays in Bemonds Row and White Hart Row, Chertsey and are currently £700 per year and were last increased in January 2016.

#### 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 2016- Car park permits in Town Centres increased to £650 from £600, contract parking increased to £700 from £650

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 (ChurchField Road) *	0.90	1.80	2.80	3.80	9.00	9.50	9.50	9.50
Epsom & Ewell (Ashley Centre)*	1.80	2.50	3.00	5.50	5.50	12.00	20.00	20.00
Spelthorne (Staines Town)*	1.20	2.20	2.70	2.70	3.50	7.20	7.20	7.20
Surrey Heath (Knoll Road)	1.00	1.50	2.00	3.00	4.00	4.00	4.00	4.00
Waverley (Farnham Town)*	0.90	1.00	3.10	4.20	5.30	6.40	7.50	10.80
Windsor (Victoria Street)	1.50	2.50	4.00	7.00	10.00	11.00	11.00	11.00
Woking (Town Centre)	1.30	2.60	3.90	5.30	6.00	6.00	9.00	10.00

\* Shows where charges have increased since the last report.

The main Network Rail station car parks in the Borough have a peak charge of £6.50 per day and are normally full to capacity on weekdays.

- 1.9 Since the last review, there have been increases in charges in Spelthorne, Elmbridge, Epsom and Ewell and Waverly.
- 1.10 The following table shows a comparison of Runnymede parking charges with other car parks operated within the Borough.

Table 2a – Comparison of Runnymede Parking charges with other car parks operated within the Borough

<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>
Addlestone ONE* Multi-storey	1.00	2.00	3.00	4.00	5.00	6.00	7.00	15.00
Waitrose Egham *	0.80	1.60	2.20	2.80	3.20			7.50

*\*Notes that some free parking is available - 30 minutes at Addlestone ONE, and up to 2 hours for Waitrose customers at Egham.*

#### Free Car Parks

- 1.11 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.
- 1.12 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 a report on the latest review is at item 8 below. In 2012, this Committee had 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 £2.00. (Reduced from the initial charge of £3 in April this year)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.

## **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 2014 to 30 September 2015 inclusive and for the same period terminating at the end of September this year.

Table 3 – Comparison of Ticket Sales year of 1 October 2014 to 30 September 2015 the same period 2015 to 2016 (Figures include payment at machines and by phone.)

	14/15	15/16	% comparison
Beomonds	7593	7920	104
Chertsey Library	32798	34185	104
Hummer Road	181469	165373	91
Memorial	9953	10665	107
Precinct Ext	23773	27513	116
Wasp Farm	25925	28258	109
Woodlands	1286	34020	2645
St Judes	7292	11272	155
Victoria St	7554	6047	80
Pooley Green	4774	4610	97
Gogmore Farm	4442	4206	95
Total	306,859	334069	109

### Town Centre Car Parks

- 2.3 The main car parks have all shown some increase in usage with the exception of Hummer Road car park in Egham. The new Woodland car park in the grounds of St. Peters Hospital has proved to be very popular. The car park did not open until August last year. The above figures therefore should be considered with that in mind.

### Out of Town Car Parks

- 2.4 Reversing the trend from the last report the use of St Judes Road has increased, however, the other car parks have shown a reduction in use.

### Penalty Charge Notices (PCNs)

- 2.5 Penalty Charge Notices issued for contraventions in car parks for the last financial year (2015/16) resulted in an income of £75,942, compared to £82,570 in the previous year (2014/15). The number of fully paid tickets was 2,228 in the last year and 2,743 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. As that contract ended in January a new contractor, *RingGo*, was appointed. Mobile payments now account for 7% of all parking transactions and 37% of 'All day' parking payments.
- 2.7 The Bourne car park in Virginia Water closed in June for development. Garfield Road car park in Addlestone closed in April as part of the Addlestone development. This was replaced by a multi-storey car park which is not operated by the Borough Parking Services department.

### Car Park Season Tickets and Contract Parking

- 2.8 Car park season tickets and permits are available in most of the Council's car parks. Income from the sale of these permits was £120,974 in 2015/16, compared to £124,236 in the previous year. Contract parking in Beomonds Row and White Hart Row, Chertsey, is also available at £700 per year which is £50 more than the cost of an annual permit in other car parks. Income from those bays in 2015/16 was

£12,533 as compared to £12,110 in the previous year. Permits for the town centre car parks and the contract charges were raised at the last review.

- 2.9 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

- 2.10 A customer survey was carried out in August/September 2016. In relation to Parking Charges 56% found them very reasonable or acceptable and 44% found them too expensive. (Return of 18 responses, 7% of the survey forms distributed).
- 2.11 Apart from the questions relating to cost, the survey also contained questions about the cleanliness, lighting and other factors relating to the facilities. 39% of respondents were content or very content with the facilities provided.
- 2.12 Permit costs were thought to be too high by 44% of respondents.

#### Consultation with SCC

- 2.13 As a Statutory consultee, Surrey County Council have confirmed that they do not have any objections to the proposals.

#### Parking Charge Review

- 2.14 The all-day parking charge for the Town Centre car parks was increased in January 2014 to its current level of £6. No other pay and display charges were increased last year. Charges in the Out of Town car parks have not been raised since 2013.
- 2.15 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.
- 2.16 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.
- 2.17 Pooley Green Car Park. Surrey County Council (SCC) are funding improvements to the Pooley Green area to reinvigorate the area. Part of this work will involve opening up another entrance to the car park to encourage use of the facility by visitors to the parade. As part of that process, SCC have asked Runnymede Borough Council to consider the issue of permits at £50 per year. The Committee, however, may feel that the current rate of £100 per year may be considered as already being quite generous. SCC have also asked this Council to consider providing a free period of parking in the car park of one hour to encourage visitors to the facilities there.
- 2.18 In this respect, when preparing this report, it was established that some 2324 one hour parking sessions were purchased for the car park in the last year. The hourly charge is currently 30p and if Members were minded to support SCC's request the loss of income would amount to just under £700 for the year. Surrey County Council, however, has agreed to fund the cost of the required program changes for the payment machine and the cost of changes to the car park tariff board as part of the work.

2.19 The delivery of the new British Legion Car Park in Virginia Water, with 21 publically available spaces, will occur after the agreement of this review. It is proposed that the charging regime reflects that operated at Memorial Gardens, the other public car park in Virginia Water.

### 3. Resource Implications

3.1 The cost of implementing changes to charges in all of the car parks is around £4,800. This includes the reprogramming of car park machines and amendments to signs.

3.2 Table 4 shows, with tickets sales at the 2015/16 level, the estimated annual income if all of the 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

Town Centre Tariffs				
Time Period	Current tariff	Projected Income	Proposed Tariff	Projected Income
Up to 1 hour	£0.80	£ 143,345	£1.00	£179,181
1-2 hours	£1.60	£ 119,930	£2.00	£149,912
2-3 hours	£2.50	£ 46,030	£3.00	£55,236
3-4 hours	£3.00	£ 28,329	£3.50	£33,051
4-5 hours	£3.50	£ 23,968	£4.00	£27,392
5-6 hours	£4.50	£ 17,843	£5.00	£19,825
All day	£6.00	£ 90,786	£6.50	£98,352
Estimated income		£ 470,230		£562,948
Ex Vat		£ <b>391,858</b>		<b>£469,123</b>

Out of Towns Tariffs				
Time Period	Current tariff	Projected Income	Proposed Tariff	Projected Income
Up to 1 hour	£0.30	£ 2,594	£0.40	£ 3,458
1-2 hours	£0.60	£ 3,625	£0.80	£ 4,834
2-3 hours	£1.20	£ 3,484	£1.50	£ 4,355
3-4 hours	£2.00	£ 1,918	£2.50	£ 2,398
4-5 hours	£2.50	£ 2,593	£3.00	£ 3,111



All day	£4.50	£ 29,466	£5.00	£	32,740
Estimated income		£ 43,679		£	50,895
Ex Vat		£ <b>36,399</b>		£	<b>42,413</b>

*\*All figures assume current trends for usage of the car parks will continue.*

- 3.4 Members should also be aware that there is a possibility that the Egham Precinct Extension car park may be unavailable for part of the financial year 2016/17 and onwards, dependent on the progress of the Runnymede Regeneration Programme which includes this land within one of the promoted development sites. If it were to close from October 2017 onwards, by way of illustration, this would result in the estimated income at current tariff levels reducing by £26,400 per annum, or £32,700 per annum if the tariffs are increased as proposed. A reduction of permit income in the region of £14,300 should also be noted.
- 3.5 An additional income associated with the new British Legion Car Park in Virginia Water will also need to be recognised. As a new car park Officers are unable to estimate the likely income levels, but would hope that the anticipated usage, including the provision of a reasonable number of parking permits would be £12,500 per annum, or £13,800 per annum if the proposed increased Town Centre Tariffs were introduced.
- 3.6 It should be noted that the Council's Medium Term Financial Strategy includes a 2% increase for all discretionary fees and charges.

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

- 4.1 The former Sustainable Community Strategy includes in its priorities “helping to stimulate the creation of sustainable town, 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 August/September 2016, 61% described them as *good*, 33% as *acceptable* and 1% 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 Parking Charges in both Town Centre and Out of Town car parks were last generally increased in January 2013. Permits and Contract parking in Town Centres were last increased in January 2016.

8.4 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 significant consideration. As noted in Table 4 above an increase in parking charges, if usage is maintained, could bring in an additional £83,000 per annum.

**(To Resolve)**

**Background papers**

- 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
- Environment and Sustainability Committee November 2015

8. **REVIEW OF CURRENT FREE PARKING FACILITIES IN THE BOROUGH (ENVIRONMENTAL SERVICES)**

**Synopsis of report:**

**This report reviews the current free parking facilities in the Borough and whether any pay and display charging in those facilities should be considered.**

**Recommendation(s):**

- i) No changes be made to the current arrangements as set out in the report.**

**1. Context of report**

- 1.1 Throughout the Borough there are a number of car parks, mostly servicing leisure facilities, in which it is currently free-to-park. Periodically, Members consider whether to implement parking charges into these facilities. Members last considered these in 2012.

**2 Background information**

- 2.1 A majority of leisure car parks are used by visitors to those facilities and free parking encourages their usage by the public. Where facilities are subjected to heavy use by local businesses, to the exclusion of visitors, the Committee has considered it appropriate to introduce charging.
- 2.2 The latest such introduction was in Homewood Park at the beginning of last year. This car park, which is situated at the rear of St Peter's Hospital, was being used to capacity by hospital staff and visitors. Members of the public who wished to use the facilities at Homewood Park were unable to park in the car park. In January last year, a pay-and-display regime was introduced in to the car park where short stay users could obtain a free ticket for stays of up to three hours. Visitors who wished to remain for longer periods would be required to pay. The introduction of charging has now ensured that the car park is available for the leisure users. Receipts from paying customers in the car park have only been £334 for the year.
- 2.3 In order for charges to be introduced into a car park the location has to be included on the Off Street Parking Order. A pay-and-display machine and tariff board are required. These tend to cost in the region of £4,000. Where the public are expected to pay for parking there is a requirement that the car park surface, lighting and security are maintained to a good standard. Bay markings must also be available in areas of hardstanding.
- 2.4 The main Borough car parks have Parkeon Strada solar powered machines installed. These are networked to the parking services department so that faults and ticket levels can be monitored. Pay by Phone operated by *RingGo* is also available as a payment method.
- 2.5 Generally it is expected that the costs of operating a car park are met from the receipts of parking charges from the users.

**3 Locations and recommendations**

- 3.1 **Murray Road, Ottershaw.** This car park has a capacity of 44 bays including three disabled bays. The car park is well used generally to about 87% of its capacity but has also been noted to be frequently full.
- 3.2 The car park is owned by Surrey County Council but maintained and managed by the Borough. Consideration has been given to introducing charges in the car park several times in the past, most recently in March this year. These considerations have resulted in significant opposition from the local community and businesses and were therefore rejected. The car park was subject to charging in 1993 which was short-lived as it was little used and resulted in significant local opposition. Parking was displaced from the car park into local roads and other areas.

- 3.3 **Crockford Open Space.** This is a small car park set off the entrance to Liberty Lane. The site provides access to riverside walks but, during the day it is quite well used, particularly by workers in the nearby garage. Council Staff also use the car park.
- 3.4 The car park is seldom full during the working day. The area is secluded, surrounded by trees and of fairly restricted dimensions with a capacity of about 20 cars. If marked parking bays were to be installed it would seriously restrict space and a dedicated turning area would be required. Technical advice would be required to verify whether available light would be sufficient to power the solar machines although current machines can operate in relatively sheltered areas. Due to the secluded nature of the car park and the fact that it is not overseen by any premises, has no lighting or CCTV cover, any payment machine situated in the car park would be vulnerable to vandalism and attempted theft. The restricted facilities and the potential for crime, outlined previously, would not meet the Park Mark standards. Also on file in the Valuers Office is some correspondence indicating that the ground is subject to a restrictive covenant which precludes the charging for use of the car park. This was subject to correspondence previously requesting consideration of removal of the covenant although it is currently still in force.
- 3.5 **New Haw Lock.** This is a small area set off the New Haw Road. The area has the potential to hold about 26 vehicles although it has no marked bays. It is little used other than by persons visiting the canal tow path for leisure purposes. The area is fairly enclosed, not covered by CCTV and illuminated only from street lighting on the main road. The area was previously a road and the parking area is on each side of the old carriageway. The location would not meet the requirements of the Park Mark Scheme. The secluded nature would also make any payment facility vulnerable to vandalism and attempted theft. There are no restrictions on waiting in the nearby roads and the introduction of a payment regime would probably just result in persons parking on the main road increasing congestion and not paying to use the car park.
- 3.6 **Egham Library.** This car park is situated at the rear of the library and has 24 marked bays four of which are reserved for staff. The facility is lightly used with seldom more than five or six cars parked in it at any one time. It currently has a maximum stay limit of two hours to meet the needs of the Library users. The area is reasonably lit and maintained. To introduce a payment regime the car park would need to become a short stay facility in order to ensure the current users are still able to use the Library facility. The observed level of usage would be unlikely to secure significant income.
- 3.7 **Leisure Facilities.** Currently three car parks serving Leisure facilities are operated as Pay-and-display.

#### Pay-and-Display Leisure Car Parks

- 3.8 **Gogmore Farm Park** which is a lightly used facility earning £2300 in the last financial year. Due to its proximity to the Town Centre it is desirable to maintain this as a payment facility to prevent it becoming used by the town business users all day to the detriment of leisure visitors to the park.
- 3.9 **Pooley Green Recreation car park** was set up as a pay and display facility in order to try to prevent its exclusive use by nearby businesses to the detriment of local shops and leisure visitors. The facility is lightly used with an income of £4100 last year. As part of Surrey County Council's improvement works in the area consideration is currently being given to providing a free first hour in the car park to encourage use of the local shops.

- 3.10 **Runnymede Pleasure Grounds** attract a large number of visitors each year during the summer months and all the revenue from that facility goes back to the Runnymede Pleasure Grounds Trust.

Free Leisure car parks

- 3.11 **Chertsey Meads.** Two car parks set in the Meads with 40 and 43 bays respectively. The bays are marked in one car park but not in the other. CCTV covers one of the car parks. The facilities are used mainly by dog walkers and other visitors to the Meads and are particularly well used at weekends. The road leading to the car parks is of restricted width and any vehicle parking on the road would cause significant problems. Introduction of pay and display regime to the car parks would inevitably displace current users on to the roads. The locations are both secluded and any payment machines may well be vulnerable to vandalism and attempted theft.
- 3.12 **St Annes Hill.** At the entrance to the park is a rough area of ground where up to 9 vehicles could park. There are no marked bays provided and the turnover of vehicles is limited. No restrictions on parking apply to the access road and any payment regime would displace users on to the road. The area is secluded and any payment machine would be vulnerable to vandalism and attempted theft. Due to the nature of the site any ground works may require planning permission.
- 3.13 **Coopers Hill.** A car park with 54 marked bays mainly serving the Commonwealth Air Forces Memorial and the sports grounds adjacent to the car park. The car park is little used during the week days. There are a small number of events at the Memorial which fill the car park to capacity; being on Sundays these would not normally be subject to charging. There are no restrictions on waiting in the nearby roads although visitors to the Memorial may well be inclined to make payment for parking in a secure car park. There is no CCTV coverage of the car park and lighting is only from the adjacent roads. The car park is fairly secluded and currently does not have height barriers. In order to consider a pay regime in this car park a detailed usage survey would need to be undertaken although the perception is that it is unlikely to generate sufficient income from charges to offset the installation costs.
- 3.14 **Aviator Park.** A small car park serving the nearby park area, with a capacity of 15 spaces shared between an enclosed area and marked bays on the access road. The car park currently has a three hour maximum stay which tends to keep usage down to park users. The throughput is therefore unlikely to generate sufficient income to offset the costs of equipment and installation. The car park is currently used for access to a building development.
- 3.15 **Rosemary Lane.** This is a nine car capacity car park servicing the leisure park in Thorpe Village. There is insufficient usage to justify payment in this location.
- 3.16 **The Boat House.** This is a remote car park situated off the Addlestone Road. This has a capacity of about 9 and has insufficient turnover to justify the costs of upgrade and equipment. The location is remote and equipment sited there would be at risk.
- 3.17 **Cabrera Avenue.** Parking facility for 18-20 vehicles used almost exclusively by visitors to the Church Hall and Community Centre opposite. A majority of its occupancy takes place outside of the Borough's car park charging hours.
- 3.18 **Timber Hill.** Re-surfaced and marked a few years ago this facility has 20 to 30 spaces used little other than by persons attending the Church across the road. It is likely that there would be significant opposition to introducing charging in this facility as it serves the Church. Likely income would not outweigh the expenditure required to set up the scheme.

- 3.19 **Chertsey Recreation Ground.** Parking available for approximately 45 cars. Observations from Leisure Services are that this should remain free for visitors and users.
- 3.20 **Heathervale Recreation Ground.** Parking for approximately 35 cars. Observations from Leisure Services are that this should remain free for visitors and users.
- 3.21 **Ottershaw Memorial Fields.** A facility with two car parks capacity 57 and 40 respectively. Observations from Leisure Services are that this should remain free for visitors and users.
- 3.22 **Victory Park.** A well surfaced and recently extended car park with a capacity of around 60 cars. Observations from Leisure services are that this should remain free for visitors and users.
- 3.23 **Kings Lane Open Space.** About ten parking spaces used mainly by the Rugby Club who lease the site.
- 3.24 **Meads Playing Fields.** Area leased to Abbey Rangers football club.
- 3.25 **Truss's Island.** A well maintained 'Park Mark' standard facility for about 20 vehicles. The turnover in the car park would probably not support a payment regime. The main road adjacent to the location does not have any waiting restriction on it, is subject to a 40 miles per hour speed limit and persons displaced by being asked to make payment could park on the main road contributing to congestion and hazards on that road. It would therefore be inappropriate to introduce charging in to the car park.
- 3.26 **Thorpe Green.** Two small car parks one surfaced the other not with room for 15 and 12 vehicles respectively. Casual observations show light usage which would not support a payment regime.
- 3.27 **Orchard and Abbey Green.** Space for about 20 vehicles which is used exclusively by Parks staff, Day Centre staff, helpers and users. Charging would not be appropriate at this location.
- 3.28 **Sports and Leisure Centres.** There is a large car park at Egham Leisure centre and a smaller facility at Abbeylands. Both locations already charge users to make use of the facilities although their throughput would probably be sufficient to support a Payment regime. Members of the private River Bourne Health Club, in Chertsey, are entitled to free parking in the Chertsey Library car park as a condition of the lease. It may be felt inappropriate to charge users of the Council Sports Centres to park when the private users have free use of a Council car park.

#### 4 **General Observation**

- 4.1 The current provision of Pay and Display car parking is intended to return sufficient revenue to pay for the parking services operation. Currently, there is a significant surplus produced from parking charges. There are also some facilities which do run at a deficit over their set up costs although there is a need to ensure that parking should be kept available to all users and not be monopolised by business users.

#### 5 **Equality Implications**

- 5.1 Dedicated disabled bays are available in most surfaced and marked car parks.

#### 6 **Legal Implications**

- 6.1 If charges were to be introduced for what is currently a free car park, it would be by amending the Borough of Runnymede (Off Street Parking Places) Order 2008 under the authorities powers in Section 35 of the Road Traffic Regulation Act 1984.

## 7 **Environmental Implications**

- 7.1 There are a number of Leisure facilities with car parks that may well have sufficient 'throughput' to cover the cost of setting up and running a payment regime. As detailed previously, many of these locations are surrounded by areas which do not have waiting restrictions on them which could displace cars on to the surrounding roads. This could potentially result in additional congestion and danger whilst adding little revenue. A policy decision would be required if the Council were to wish to charge visitors to make use of the facilities in the Borough Parks and Open spaces.

## 8. **Conclusions**

- 8.1 Having considered all of the free car parks in the Borough the recommendation is that there is no scope to introduce charging into any of these facilities

**(To resolve)**

### **Background papers**

Economic Development Committee, September 2008  
Environment and Sustainability Committee, November 2012

## 9. **FEES AND CHARGES 2017/2018 (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 'C' 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 2015.

### 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 'C' 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 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 2017, the beginning of the new school year.

3.7 Highways and Engineering  
A charge for street naming and numbering was introduced in July 2012. Fees have been increased by approximately 2%.

3.8 Environmental Protection  
As can be seen in the Appendix, most of these fees are set by Statute and have not changed. Discretionary fees have been increased by approximately 2%.

### 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. **COUNTY WIDE FLY-TIPPING PREVENTION STRATEGY (ENVIRONMENTAL SERVICES)**

### **Synopsis of report:**

**To inform the committee of the formulation and adoption by the Surrey Waste Partnership (SWP) in June 2016 of a County wide joint strategy document aimed**



**at tackling and reducing fly-tipping activity across Surrey.**

**Recommendation(s):**

**None. For information only**

**1. Context of report**

1.1 Operating under the governance of the Surrey Waste Partnership (SWP) and lead by a project team from Surrey County Council (SCC) Waste department, SCC and representatives of the 11 Surrey district and borough Council Waste Disposal Authorities (WDA) working in partnership have developed and published a County wide strategy aimed at tackling and reducing fly-tipping across Surrey.

**2. Report**

2.1 Fly-tipping is a criminal offence and one of the most common forms of anti-social behaviour that poses a significant environmental, social and financial problem nationally and in Surrey. It blights our countryside, is a threat to livestock and local wildlife, a source of pollution, a danger to public health, and attracts other forms of anti-social behaviour and envirocrime such as arson, littering, graffiti and dog fouling.

2.2 In 2014/15, there were an estimated 6,851 incidents of fly-tipping reported in Surrey, with Surrey County Council (SCC) and District & Borough Councils spending an estimated £0.9 million of taxpayers' money on collecting, investigating and disposing of this illegally dumped waste. This is up from the 6,760 incidents of fly-tipping incidents reported in Surrey in 2013/14 and figures are expected to keep on rising.

2.3 Whilst there are many reasons for developing a joint approach to tackling and reducing fly-tipping in Surrey, the three main drivers for change were identified as Environmental, social and financial impact notably costs, the public perception in an increase in fly-tipping as a result of Community Recycling Centre (CRC) changes proposed by SCC and enforcing agencies working in isolation.

2.4 The strategy which aims to deliver the vision of *"A cleaner Surrey, where we work together to ensure our residents and businesses take responsibility for their waste, to build a safer future"* is attached as Appendix D. The policy was adopted by the SWP at its meeting in June 2016.

**3. Policy framework implications**

3.1 The aims of the strategy align with the corporate themes of 'enhancing our environment' under the Environmental Services Business Plan 2016/17 and current Environmental Services Enforcement Policy.

**4. Resource implications**

4.1 There are no additional resource implications for Runnymede other than Officer commitment in terms of sharing and co-ordinating the RBC approach and enforcement activities with the strategy partners. Development of publicity materials e.g. printed media and press briefings and radio broadcasts etc. together with the provision of the central co-ordinator officer post detailed in the implementation plan to the strategy have all been funded via the SWP or SCC project team.

**5. Equality Implications**

5.1 There are no Equality Implications arising from this report.

**6. Conclusions**

- 6.1 The adoption of the County wide strategy by the SWP re-affirms the partner's commitment to tackling and preventing fly-tipping activities in Surrey.

**(For information)**

**Background papers**

A joint strategy to tackle and reduce fly-tipping in Surrey 2016

**11. KEY PERFORMANCE INDICATORS: 1<sup>st</sup> and 2<sup>nd</sup> QUARTERS 2016/2017 (ENVIRONMENTAL SERVICES)**

**Synopsis of report: Report of the key performance indicators, as described in the Environmental Services Business Centre Business Plan (Q1 and Q2 2016/17)**

**Recommendation(s): For Information**

1. As part of the Performance Management Framework, quarterly performance reports are made to Corporate Management Committee on:-
  - Financial Performance
  - Corporate Performance
  - Corporate Projects Performance
  
2. The latest reports on KPI and Corporate Projects performance was submitted to this committee and Corporate Management Committee. 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.

<b>Performance Indicator</b>	<b>Q1 and Q2 Target</b>	<b>Full year Target (July-Sept)</b>	<b>Q1 Actual</b>	<b>Q2 Actual</b>	<b>Comments</b>
ES1: Residual household waste per household (kg)	<b>115</b>	<b>460</b>	<b>92</b>	<b>102.6</b>	End of year result was significantly better than the target. Q1 result is excellent - significantly below the target with a further improvement on the last quarter (which was 96)
ES2: Percentage of household waste sent for re-use, recycling and composting (%)	<b>47%</b>	<b>47%</b>	<b>47.1%</b>	<b>44.4%</b>	Q1 – Good performance – marginally above target
ES3: Number of missed bin collection complaints (includes refuse, recycling and	<b>500</b>	<b>2000</b>	<b>473</b>	<b>725</b>	A substantial improvement on the last quarter of 15/16 which was 736. In preparation for SCC sending our recycling to a different sorting facility, we are more robustly checking recycling bins and enforcing contaminated

food and excludes trade and green waste)					bins are not collected. This has been shared with residents through literature, but it is expected that there will be an increase in associated complaints/reports over the forthcoming period. Due to the previously reported contamination work, the number of missed bins complaints has risen as predicted. Hopefully as residents become more educated the report/complaint levels will fall.
ES4: Number of street cleansing complaints (overflowing litterbins, overflowing dog bins, and general litter/detritus complaints)	<b>150</b>	<b>600</b>	<b>187</b>	<b>278</b>	Increased street cleansing complaints due to grass being longer when the verges are cut which results in more grass cuttings in the road and on the footways. This is due to there now being less frequent highways verge cutting - it has gone from 8 to 6 due to SCC budget cuts (who we do it on behalf of). Fly-tipping has generally increased over this quarter. A new county wide fly-tipping strategy has been introduced and will assist in monitoring fly-tipping and managing cooperative enforcement. Concerns associated with increased fly-tipping due to changes at civic recycling centres will also be kept under review.
ES5: Number of parking Penalty Charge Notices issued	<b>2000</b>	<b>8000</b>	<b>1683</b>	<b>1857</b>	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 (%)		<b>94%</b>			This matter is reported annually
ES7: Carbon emissions from local authority operations		<b>3.5% reduction on actual for</b>			This matter is reported annually

(measured in tonnes of CO2e)		2014/15			
ES8: Number of trade Refuse Customer	540	570	485	483	While trade waste customer levels have remained roughly stable they remain below target. Ongoing staffing issues have delayed improvements to the service, but cost efficiencies have been introduced and the service will be reviewed as part of the wider DSO review underway. Further work in identifying and providing trade waste services for schools has also recently commenced.
Number of fly-tipping incidents	100	400	124	151	Flytipping remains under close scrutiny following the launch of the surrey wide fly-tipping strategy. The increased publicity associated with the strategy is expected to increase cases of reporting and longer term monitoring will identify whether any new trends of increased or decreased fly-tipping are occurring. A report on that strategy appears elsewhere in this agenda.
Income from car parking charges	£118,550	£474,200	£124,426	£101,940	These figures are reported for information purposes

Number of formal complaints related to the business centre	0	0	4	1	Three of the complaints in Q1 and the Q2 complaint were in respect of parking PCN disputes and the other complaint was in respect of a failure to collect a food bin for two weeks.
Number of decisions investigated by the ombudsman requiring a remedy by the Council	0	0	0	0	

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.

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.
5. Council Policy
- 5.1 The quarterly reporting of key performance indicators forms part of the Council's Performance management Framework.
6. Resources Implications
- 6.1 Monitoring the KPIs requires extra Officer time, but there is no additional cost associated with their reporting.

**(FOR INFORMATION)**

Background Papers

None

12. **RECYCLING AND REFUSE SERVICES MEMBER WORKING GROUP  
(ENVIRONMENTAL SERVICES)**

**Synopsis of report:**

**To confirm the arrangements for this Committee's Member Working Group for the remainder of the 2016/17 Municipal Year.**

**Recommendations:**

**The Committee is asked to –**

- i) Confirm the title, terms of reference, composition and frequency of meetings for the Municipal Year 2016/17 of the Recycling and Refuse Services Member Working Group.**
- ii) Subject to i) above, to then appoint Members of the Group.**

**1. Context of report**

- 1.1 From time to time the Council convenes small informal cross-party working groups of Members to consider specialist topics in greater detail than could be achieved in full Committee. The Group has no decision-making powers and is not subject to the same access to information or political balance requirements as Committees or Sub-Committees of the Council, (although in practice the membership has usually tended to broadly reflect the political composition of the Authority as a whole). Substitute Members have been permitted where necessary. (Where appropriate, this Committee receives recommendations from the Group).

**2. Report**

- 2.1 In recent years, the Committee has approved the continuing establishment of a Members' Working Group to monitor performance of the refuse/recycling collection

service and to act as a conduit to raise public and Member concerns about these services and to advise the Environment and Sustainability Committee accordingly.

2.2 The following Terms of Reference are currently:

Scope: To advise the Environment and Sustainability Committee regarding:

- i) issues arising from monitoring of performance of the Council's recycling and refuse services; and
- ii) to act as a conduit for both Public and Members' concerns

Composition: Currently, the composition of the Working Group is 3 Runnymede Independent Group Members and 1 Conservative Member. Other Members of Council may attend Working Group meetings subject to prior agreement of the Chairman of the Committee.

*NB. The Council's Constitution permits each Political Group, through its Leader, to appoint its Working Group representatives irrespective of whether such Members serve on the parent Committee, and the Leaders may also change the appointed members representing their groups from time to time.*

Frequency of Meetings: Currently ad-hoc and recently changed from daytime to evening meetings

**(To resolve)**

**Background papers**

None

13. **MINUTES OF MEMBER WORKING GROUP ON RECYCLING AND REFUSE SERVICES – 28/9/16**

To note the Minutes of the meeting held on 28 September 2016 (Appendix 'E').

(for information)

14. **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 reports under Section 100A(4) of the Local Government Act 1972 on the grounds that the reports in question would then 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)	<u>Exempt Information</u>	<u>Para</u>
	(No reports to be considered under this heading)	-
b)	<u>Confidential Information</u>	
	(No reports to be considered under this heading)	-