



DEMOCRATIC AND ELECTORAL SERVICES

Dealt with by:	Democratic Services	Switchboard:	01895 837200
Your Ref:		Fax:	01895 837277
My Ref:		e-mail:	democraticservices@southbucks.gov.uk
Date:	30 August 2013	Direct Line:	01895 837225/837227

Dear Councillor

ENVIRONMENT POLICY ADVISORY GROUP - SUPPLEMENTARY AGENDA

The next meeting of the Environment Policy Advisory Group will be held as follows:

DATE: **WEDNESDAY, 4TH SEPTEMBER, 2013**
TIME: **6.00 PM**
VENUE: **ROOM 6, CAPSWOOD, OXFORD ROAD, DENHAM**

Please note that this meeting is not open to the public

Yours faithfully

Jim Burness

Director of Resources

To: The Environment Policy Advisory Group

Mr Naylor
Mr Bradford
Mr Clark
Miss Hazell
Mrs Plant
Mrs Royston
Mrs Wallis
Mr Walters



Declarations of Interest

Any Member attending the meeting is reminded of the requirement to declare if he/she has a personal interest in any item of business, as defined in the Code of Conduct. If that interest is a prejudicial interest as defined in the Code the Member should also withdraw from the meeting.

A G E N D A

	(Pages)
3. Future Waste and Recycling Services Report	
To consider report of the Director of Services.	(1 - 6)
<i>Appendix - Risk Register</i>	(7 - 16)
5. Update on Car Parking Capacity Survey and Proposed Procurement of Design Services	
To consider report of the Director of Services.	(17 - 20)
7. Electric Vehicle Rapid Charging Posts	
To consider report of the Director of Services.	(21 - 24)
<i>Appendix</i>	(25 - 32)
8. Consultation on filming on the highway	
To comment on a proposal by Buckinghamshire County Council to promote a private bill to gain legal powers to make it easier to film movies, television shows advertisements and other film productions on the highway.	(33 - 50)
11. Exempt Information	
To note the following item(s) contain exempt information, which is not for publication to the press or public.	
12. Future Waste and Recycling Services Report	
To consider report of the Director of Services.	(51 - 54)

The next meeting is due to take place on Wednesday, 4 December 2013

This page is intentionally left blank

PART I

SUBJECT:	Future Waste and Recycling Services Report
REPORT OF:	Officer Management Team - Director of Services
	Prepared by - Head of Environment

Purpose of Report

- 1.1 To update Members on the progress of the project to introduce new waste and recycling collection services from February 2014 and seek Cabinet and Council approval for certain aspects.

Links to Council Policy Objectives

- 2.1 This matter is related to the following local and national policy objectives:
- South Bucks Sustainable Community Strategy and Corporate Plan Key Theme - Sustainable Environment - protecting our heritage, protecting our future.
 - Council priority to continue to improve the street scene and cleanliness of the district as a key public services coordinator
 - The current Joint Waste Management Strategy for Bucks policies, including “to secure a long-term strategy for the management of wastes for which the member authorities are collectively responsible”.
 - The Council’s recycling/composting target of 60% by 2025 as part of the Joint Waste Management Strategy for Bucks. The national target of 45% by 2015 and 50% by 2020. There are no longer District specific targets.

Background

- 3.1 On 13th March 2013 this PAG considered a comprehensive report presenting the background, estimated costs and operational implications of changing refuse and recycling services in the District. This PAG recommended that that a new service should be introduced prior to subsequent Cabinet sign off. In summary this service comprises:
- Fortnightly refuse collection from a wheelie bin
 - Fortnightly recycling collections using wheelie bins and existing paper boxes
 - Weekly food waste collections from a 25l container
 - Chargeable garden waste collection service
 - A start date between February and June 2014
- 3.2 Certain details relating to the service still needed to be confirmed at the time the last report was presented, and the decision on these was delegated to the most relevant Director in consultation with the Portfolio Holder for the Environment and/or Resources as appropriate. The progress of these delegations is mentioned in the relevant sections of this report.

Discussion

Agenda Item 3

- 4.1 The project is being managed in line with the Council's Project Management Guidance and is underpinned on a day to day basis by a detailed project plan. Project Board Meetings take place every fortnight, with alternate meetings attended by senior Officers and Member representatives (Cllr Naylor and Cllr Clark). A risk register is attached as Appendix A. A Waste Project Officer has been appointed to assist the Contracts Manager.
- 4.2 Vehicles have been ordered via a letter of intent to Biffa.

Capital Requirements for this Project

- 4.3 The capital requirement for this project presented in March has been amended to take into account the addition of a garden waste (see para 5.1 below) collection vehicle, a shovel loader for management of the recycling bays at Dropmore Rd depot and updated vehicle costs at the point of order.
- 4.4 Certain items, namely roll-out publicity and staffing costs, were allocated to capital costs and should have been allocated to revenue costs; these have been removed. Conversely, certain extra costs such as wheelie bins for garden waste collections, ICT costs and glass recycling bin replacements have been added. The revised capital requirements are shown in the table in Part II of this report.
- 4.5 Although the capital costs were presented in the March report, no specific request was made at the time for monies to be allocated to the capital budget. Members are therefore asked to agree that the necessary capital monies are allocated to the Environment Unit's capital budget in the relevant financial years.
- 4.6 Members are asked to note that the £1.7m capital monies already allocated in the Council's capital programme for vehicle replacements in 2014/15 will be reduced as described in Part II of this report as it will only be required for the purchase of new street cleansing vehicles. The decision as to whether the Council should purchase these vehicles directly from the capital budget next year or ask Biffa to purchase them and spread the cost over subsequent years will be made by the Heads of Finance and Environment in consultation with the Resources and Environment Portfolio Holders in due course.

Revenue Requirements for this project

- 4.7 The revenue cost of the new service was reported in the Part II report in March 2013 is outlined in Part II of this report.
- 4.8 The following factors have affected the revenue budget since these figures were last presented:
 - ❖ The advice from the Head of Finance that the publicity and staffing costs associated with the roll out of the new service cannot be paid for from capital monies. These are therefore now included as 2013/14 revenue costs;
 - ❖ The inclusion of the costs and income associated with undertaking garden waste collections ourselves rather than via Biffa's Green Waste Club.
 - ❖ The inclusion of the loss on capital incurred in 2013/14 to subsequent years, as this was omitted previously.
- 4.9 Revised revenue costs are presented in Part II of this report.

Members are asked to note that the following factors will affect the revenue calculations.

- ❖ The number of properties that sign up to garden waste collections could be higher or lower than the predicted number and our income will be affected accordingly;
 - ❖ The Avoided Disposal Savings income outlined in Part II is dependent on the IAA being signed and on a predicted and achievable level of recycling. A letter of intent has been received;
 - ❖ If more or less paper is collected than forecast, our income will be affected accordingly;
- 4.10 Following advice from the Head of Legal and Director of Resources, Officers recommend that wheelie bins and other ancillary products be purchased using an established Framework Contract. Such contracts have been specifically designed to negate the need for Local Authorities to undertake costly individual procurement exercises and this route will therefore provide best value for the Council.
- 4.11 The posts of admin staff and roll-out assistants to assist with calls and site visits have been advertised and most interviews conducted.
- 4.12 Most of the new admin staff are due to start as the first piece of publicity, a letter delivered by Royal Mail, is delivered to residents w/c 23rd September. This will be followed a couple of weeks later by further information (leaflet, FAQ leaflet and calendar) which will be delivered by Biffa over a period of 3 weeks. No delivery method is 100% accurate, but it is hoped that by sending publicity via two different routes that 100% coverage will be achieved. Additional admin staff will start in early January when the bins start to be delivered as this is likely to generate further customer contact. Use of the Council's website to access information will be encouraged.
- 4.13 A publicity plan was approved by the Environment PAG on 12th June. A public consultation exercise was undertaken and this helped to inform certain aspects of the service, such as the colour of the bins. The first round of publicity will, at the time this report is presented, be being printed and a series of dates for roadshows in October and November will be available. Member attendance and assistance at these events is requested.
- 4.14 A policy document outlining how properties will be assessed to see if they can or cannot accommodate wheelie bins has been approved by the Portfolio Holder and circulated to the Environment PAG.
- 4.15 Instead of properties that cannot accommodate a recycling wheelie bin continuing with all existing recycling boxes (black and green), it has since been decided by the Director of Services in consultation with the Environment Portfolio Holder that coloured sacks will be supplied instead as it has been confirmed that the recycling facility can accept these.
- 4.16 Two interim 18 month contracts for processing food waste and garden waste have been awarded by Bucks CC. These contracts give SBDC the security that we have locations where this waste can be taken. This, along with not knowing where our tipping points would be, was highlighted as a risk in the March report. Food waste will either be tipped at the London Rd depot or at the High Heavens facility in Wycombe. We will continue to work with Bucks CC to secure longer term treatment capacity.
- 4.17 One matter not mentioned in the March report was that in addition to the increased list of recyclable items we will be collecting from households from February 2014, we will also be collecting small quantities of textiles. Residents will be limited to presenting no more than two supermarket-sized bags of textiles per collection due to the limited storage space on the vehicles, but the textile banks at recycling centres are likely to

Agenda Item 3

remain in place for larger quantities. We will be working in partnership with the Salvation Army for the initial 6 months of this service after which this will be reviewed.

- 4.18 Other aspects of the project, such as IT requirements, bring site reorganisation and contractual and operational matters relating to the end destination of the items we will be recycling are also underway and the project is currently on target.

Paper recycling contract with UPM

- 4.19 Members may recall that at the time of the previous report, the decision whether to continue collecting paper and card in the black recycling boxes or to ask residents to put card in the recycling wheelie bin (with paper only in the box) had not yet been made. This decision was delegated the Director of Services in consultation with the Environment Portfolio Holder and the latter option (paper only in the boxes) was made on financial grounds.
- 4.20 An interim variation to our joint contract with UPM is currently being finalised and a new variation, or separate SBDC only contract will be arranged prior to the service change in 2014. The effect on our income of this change is outlined in Part II of this report.

Dropmore Road Depot

- 4.21 Waste, recycling and street cleaning services operated from the site between 1st March and 26th July 2013. Biffa have since move to the Council's depot on Bath Road in Taplow whilst demolition and construction works are undertaken at the Dropmore Road site.
- 4.22 Biffa are due to move back into the Dropmore Road site by mid-December when the works are completed and the Bath Road depot will be used as an operational base for the delivery of wheelie bins to properties for circa 6 months prior to being redeveloped also. The future of Bath Road depot is considered elsewhere on the Resources PAG agenda.
- 4.23 The final design of the Dropmore Road depot was amended following planning decision on March 27th. In addition the drainage plan has been amended so that the storage bay can be used as a dewatering bay for street cleansing waste in the future if we wish. All pre-commencement conditions were cleared on time and the application for an Environment Agency permit has been submitted.
- 4.24 The bulking of recyclable materials will continue at London Rd until we can move back into Dropmore Rd and a gate fee for this is being charged by CDC/WDC's waste contractor Serco. The agreed cost of per tonne mentioned in Part II of this report is in line with budget provision.

Garden Waste Collection Service

- 5.1 At the time of the report on this matter in March, it was undecided as to how this optional service would be managed. The options were to:
- ❖ undertake this service ourselves through our existing Biffa contract and using SBDC admin staff to take bookings.
 - ❖ Ask Biffa to entirely manage the service through their separately managed "Green Waste Club"

- 5.2 At the time of the last report the latter option was preferred and this is what was taken into account when calculating the capital and revenue implications of the new waste and recycling service change as a whole. The final decision was delegated to the Director of Services in consultation with the Environment Portfolio Holder and the decision has been made to take the former option because it is more financially advantageous - i.e. that the service will be run by SBDC in partnership with Biffa and not by a separately managed part of Biffa at our request. In light of the impact of this decision on capital and revenue budgets, this decision will also need to be approved by the Head of Finance in consultation with the Resources Portfolio Holder.
- 5.3 The annual subscription cost for this service in Year 1 has been confirmed as £45 per bin reduced to £35 for orders received before 31st January 2014. It is not possible for the option of paying by direct debit for this service to be ready for the roll out although it is hoped that this will be in place for year 2. Residents will be able to pay by credit or debit card and online ordering will be encouraged.
- 5.4 The revised capital and revenue implications following the inclusion of this service are presented in the **Part II** section of this report.
- 5.5 The alternative option for properties that cannot have wheelie bins is due to be paper garden waste sacks due to the manual handling dangers of using reusable hessian/polypropylene sacks. This alternative service will only be available to properties that cannot accommodate a wheelie bin and will not be available to residents who do not want a bin or would prefer a more ad-hoc service. Residents on this alternative service will not have the same annual capacity for their garden waste as those with wheelie bins due to the cost of the sacks.

IAA

- 5.6 A letter of intent has been received which outlines the avoided disposal income we would expect to receive from Bucks CC once this service is introduced. There are many factors that will affect the actual precise sum we will receive and the figure presented in the table in the Part II section of this report should be seen as indicative. An interim IAA is currently in place along with the assurance that it will be formally agreed and in place for 2014/15.
- 5.7 In addition to the initial distribution of publicity in September/October, the procurement of bins, vehicles and other equipment and staff recruitment discussed in this report, recruitment for the Contracts Manager's maternity cover will also commence shortly.
- 5.8 The next big challenge is the series of roadshows that will be held around the district in October/November. Residents who cannot have wheelie bins will be contacted in November/December and the bins will start to be delivered in January for a service start date of 24th February 2014.

Conclusion

- 5.9 Members are asked to note that the project is currently on schedule but that certain vehicles are expected to be delivered up to 4 weeks late so additional vehicles will be hired to ensure that the service can be introduced as planned. Almost all outstanding details have been agreed but certain aspects of the project do still carry some risks, which are discussed at Project Board meetings.

Resource and Wider Policy Implications

Agenda Item 3

- 6.1 Every effort has been made to calculate accurate resource implications based on budget forecasts and the previous experience Officers have of rolling out new services such as these; but they may vary by an estimated 5% either way.

Summary

7.1 Cabinet is requested to recommend to Council that:

1. The capital and revenue budget changes as outlined in Part II of this report are made.
2. A Framework Contract is for the purchase of wheelie bins and ancillary equipment, such as food waste caddies.

In addition, Members are asked to note that a delegation has previously been approved for the final decision on capital spend prior to placing new vehicle orders is approved by the Director of Resources in consultation with the Resources Portfolio Holder and the Head of Finance. Members are asked to extend this delegation to cover the purchase of wheelie bins and ancillary equipment.

Officer Contact:	Elizabeth Cullen, Contracts Manager, 01895 837330 elizabeth.cullen@southbucks.gov.uk
Background Papers:	Previous reports on this matter.

Risks register for roll out of new refuse and recycling collection services
V4 13/08/13

On a 4 x 4 risk table as per Covalent System: 1 to 3 = green; 4 to 8 = amber; 9 to 16 = red

Roll Out Risks

Risk	Current situation	Likelihood x Impact	Mitigation	Revised Likelihood x Impact
Public Consultation results are inconclusive or weak.	Advice from Kamla Joshi and Rachel Prance has been taken and results are showing a fairly clear steer	2 x 2 = 4	If so elected Members can make decisions.	2 x 1 = 2
Public Consultation is not thorough enough and open to criticism.	As above. Also, service chosen by Members elected to represent residents. Consultation method commensurate with impact of outcome.	2 x 2 = 4	Can extend consultation period or organise further focus groups if necessary.	1 x 1 = 1
Aspects of proposed policies are not liked by Members and take longer to agree.	Policy development on track.	2 x 2 = 4	Early and regular consultation with Cllr Naylor and DoS.	1 x 2 = 2
Unexpected costs that have not been budgeted for pre roll out.	Experience gained through prior roll out but under different contract so is a real risk. Also may have limitations put upon us by BCC procurement.	3 x 3 = 9	Thorough project plan and regular meetings with Biffa and BCC to try and pre-empt these.	2 x 3 = 6
Procurement cost estimates are lower than actual costs.	Wheelite bin prices are linked to oil prices so is a risk.	3 x 3 = 6	Monitoring of costs published in framework contracts puts us currently within budget so risk currently low. Some options to save money, e.g. provide fewer caddy liners.	2 x 3 = 6
Facility to undertake direct debit payments not ready on time.	Facility needed for CDC well before SBDC but their project is being prioritised so is a risk. Will incur extra admin costs if residents who don't order online have to pay for the 1 st year by card or cheque	4 x 3 = 8	Have set December 2014 as new target date for DD. May have to take on extra staff 1 year later to deal with chasing payments but this is a risk anyway.	4 x 3 = 9

	over phone - also potential additional costs chasing payments after 1 st year.				
Finance resources not enough to approve final costs and capital vehicle purchase costs on time.	Engaging with finance dept early and plan meetings as early as possible. Invite to at least 1 project board meeting.	2 x 2 = 4			1 x 2 = 2
Failure to charge VAT on garden waste collections if meant to do so.	Finance have confirmed that probably not required but digging out guidance to double check	1 x 2 = 2			1 x 2 = 2
Agreement of which procurement method to follow takes longer than planned and purchasing is delayed.	Delay in agreement to use a framework has delayed this part of the project.	2 x 3 = 6			1 x 3 = 3
Procurement of equipment and/or textiles licence takes longer than anticipated.	Early stage so is a risk. In regular contact with Legal	1 x 1 = 1			1 x 1 = 1
Signing of new contract with UPM and closing of agreements with CDC/WDC do not go smoothly.	UPM have indicated that a new contract is fine with them but not guaranteed. Interim joint variation being signed.	2 x 3 = 6			2 x 3 = 6
IAA with BCC does not come to fruition and costs of new service much higher than anticipated.	Members made aware of risk. Interim arrangement in place and due to be signed for 2014/15.	2 x 3 = 6			2 x 3 = 6
Interim food and garden waste treatment procurement exercise is delayed or challenged.	Tender recently closed and outcome announced at end of June. Will affect CDC and WDC first so unlikely not to be sorted out by the time we need them.	2 x 4 = 8			1 x 2 = 2
Tipping points for food and garden waste require further travelling time than anticipated.	Bucks CC aware of impact of this to us. Extra mileage to be offset by a "tipping away" payment as per IAA but likely to cause operational difficulties.	2 x 3 = 6			1 x 2 = 2
EfW construction delayed so that our vehicles don't last the extra time needed due to earlier procurement.	Facility due Spring 2016. Potential financial and reputational risk to SBDC.	3 x 3 = 6			3 x 2 = 6

Integrating Biffanet with Uniform cannot be done at all or within resources available.	Have met with IT for discussions and attendance at Project Board meetings to discuss further prior to reassessing risk. Biffa representative has also met with us.	3 x 2 = 6	Have met with IT and formulating plan. Still not sure that Biffanet is a suitable replacement for Uniform so may continue with both for a while at least.	2 x 2 = 4
IT unable to supply extra resources for new staff members.	Discussions to date have indicated that we will have equipment on time for the staged introduction of new staff.	2 x 3 = 6	Have met with IT and no major concerns at present.	1 x 2 = 2
Office move cannot be completed on time.	Met with Andy Crow and no immediate concerns but will be tight as he will soon be on A/L	2 x 3 = 6	Project ongoing	2 x 2 = 4
A judicial review is launched and construction of Dropmore Depot is delayed. Likelihood of JR relatively low, but impact on project severe.	It is important to have stability prior to the roll out. If we won't have access to Bath Rd to take delivery of wheelie bins etc because we have not moved back into Dropmore Rd, then the roll out is likely to be delayed.	2 x 4 = 8	No challenge made	0 x 4 = 0
Construction is delayed due to unforeseen circumstances.	As above.	2 x 4 = 8	Construction began on 05/08/13 and due for completion by mid-December. A delay would have a negative effect on the project as Bath Rd needed for bin delivery operations.	1 x 4 = 4
Planning Permission or the Operator's licence for the temporary use of Bath Rd depot is refused.	Operator's Licence granted and pp due on 26 th June. No reason to suspect any issues.	2 x 3 = 6	Have both been granted.	0 x 3 = 0
The EA licence for Dropmore Rd is refused or delayed.	Application underway and experienced person at Biffa preparing it can see no reason why this would be the case. Can continue to use London Road for longer if necessary but not ideal.	2 x 2 = 4	Will have to continue tipping at London Rd until sorted out. Relatively low cost but not ideal operationally but would hopefully only be short term.	1 x 2 = 2
Extra storage space for equipment whilst we're in Bath Rd can't be found.	Kingsmill site identified as suitable location. Also running stocks down.	2 x 2 = 4	Are using Kingsmill.	2 x 2 = 4
Planning permission to build units at Bath Rd (1 unit needed by SBDC for storage) refused.	We can still use it for the historical use of outside storage - we rolled out the last service from there.	3 x 3 = 9	Permission granted but may need to find temporary storage space when construction underway if	1 x 2 = 2

					Kingsmill no longer available.	
Low level of buy - in and support from Members.	Members aware of future service changes but only Env PAG have been asked to assist yet	1 x 3 = 3	Involvement and information sharing at an early stage. Two Member training events and also Parish Council events.	1 x 2 = 2		
Leaflets are not delivered properly or are lost or not understood by residents	Will ensure sufficient resources and real time delivery monitoring (not after deliveries have finished as usual). Will involve Comms Team to ensure that they are in plain English	2 x 3 = 6	Will use different delivery methods and several publicity methods to get the message across.	1 x 3 = 3		
Bad publicity in the media.	Involve media at early stage and keep informed to build good relationship.	2 x 3 = 6	Have reactions to bad publicity already at draft stage so that we can react quickly.	2 x 3 = 6		
That it is non-service change issues, such as date changes, which provokes the most response.	Need to identify all possible issues - however unlikely by speaking to other authorities, Members and Parishes.	2 x 2 = 4	Ensure information accurate.	1 x 2 = 2		
Not enough extra staff are recruited to deal with extra calls, e-mails and required site visits.	Have past experience and can learn from AVDC/CDC/WDC experience. Will use their data to plan accordingly.	2 x 3 = 6	Developed contingency plan with Nicola Ellis. Identify pre-trained SBDC staff that can be drafted in on a short term basis to assist if necessary. Can also use temps.	1 x 2 = 2		
Waste Efficiency Officer does not return from Maternity Leave	Unlikely as already in contact about this. However has requested a 4 day week.	1 x 2 = 2	Would have to advertise for permanent post. Would know 2 months in advance.	1 x 1 = 1		
Waste Efficiency Officer Maternity Cover leaves or suffers prolonged illness prior to return of WEO.	Any staff member leaving or being ill is a risk. Possible secondment from other authorities or elsewhere in SBDC. Alternatively may have to use consultant or specialist agency. Easier post to fill than Contracts Manager.	1 x 2 = 2	On 2 months notice so time to recruit if necessary.	1 x 1 = 1		
Contracts Manager suffers prolonged illness or leaves authority.	Any staff member leaving or being ill is a risk. Contracts Manager to go on Maternity leave during project.	4 x 2 = 8	Possible secondment from other authorities or elsewhere in SBDC. Alternatively may have to use consultant or specialist agency - not budgeted for and post	2 x 2 = 4		

				possibly harder to fill than WEO.	
SBDC Contracts Team resources insufficient.	The two PT Enforcement Officers may be able to work extra hours. May keep WEO maternity cover on for longer than required. BCC waste reduction staff on hand to help with roadshows.	3 x 3 = 9		Identify pre-trained SBDC staff that can be drafted in on a short term basis to assist if necessary.	2 x 2 = 4
Biffa office staff resources insufficient for round reorganisation and procurement work.	Biffa Foreman Barry Jones has been made up to Supervisor level for 3 months to assist Darren Judd with project.	2 x 3 = 6		Thorough project plan and regular meetings with Biffa to try and pre-empt this.	2 x 2 = 4
Biffa operational staff resources insufficient to remove/deliver bins and other equipment as quickly as required.	Much bigger scale and more complicated than last roll out so is a risk. Have struggled with recycling box orders in the past so extra resources will be required.	2 x 3 = 6		Thorough roll out project plan and regular meetings with Biffa to try and pre-empt this.	2 x 2 = 4
Garden waste collection service is less popular than expected.	Would be at risk of making a loss at 4,000 customers or below. Based on take up at CDC and consultation responses this is unlikely.	2 x 2 = 4			2 x 1 = 2
Garden waste collection service is more popular than expected.	Could take on at least 1,500 more customers than the 7,000 modelled.	2 x 2 = 4		Need to identify overflow resources - e.g. caged vans for out of the way customers that reduce round efficiency.	2 x 1 = 2
Vehicles and equipment do not arrive on time or are faulty.	Procure in time with penalties for late or faulty delivery for wheeled bins. Vehicle manufacturer delayed, hire vehicles now needed.	2 x 4 = 8		Ordered on time but some vehicles will be up to 4 weeks late. Have hire vehicle quotes ready and Biffa producing a mobilisation plan.	2 x 2 = 4
The delivery of wheelie bins is delayed due to inclement weather.	A long delivery period has been allocated.	2 x 4 = 8		Will ask Biffa to factor in starting early if inclement weather predicted or condensing the delivery schedule.	2 x 3 = 6
Risk of roll out in flats being less successful. Experience of rolling out new service in flats limited as these were avoided where possible last time.	This will require significant resources as very bespoke and currently split between domestic rounds and bulk round. Some specialist publicity required. Not all flats will be suitable.	2 x 3 = 6		Have decided to allow more time for this aspect of the project. Flats being audited so that the right bin configuration is installed and will work with L&Q and Agents. Some flats to start in Feb	2 x 2 = 4

				and to be completed by Autumn 2014.	
Legislation changes can have an impact on our services.	Keep abreast of consultation documents and industry/think-tank/quango recommendations and remain as flexible as possible. Waste review now clear.	1 x 2 = 2	Discuss with new Waste Partnership Officer so he can keep an eye out for anything that could affect us.	1 x 1 = 1	

Ongoing / Post Roll Out Risks

Unexpected capital costs that have not been budgeted post roll out.	This is a risk for example if vehicle capacity has been underestimated or the split between wheelie bin sizes required not estimated correctly which leads to over-ordering one size and having to place a new order for a different size. Need to keep in mind where savings can be made - e.g. by keeping on low wear and tear vehicles such as our grab vehicle rather than replacing it in November 2014.	3 x 2 = 6	Regarding vehicles we are thought to be over-capacity as we have factored in upcoming housing development. We can estimate quantities of the 3 different bin sizes based on previous experience and demographic data, but this will never be 100% accurate - a large family may want a small bin and vice versa. Members made aware of risks in March report and with this document. Keep Finance and Members updated.	2 x 2 = 4	
The aim to be revenue cost neutral by 2015/16 does not happen.	This is a risk as there are so many operational changes ahead, including the change from managing a depot to managing a recycling transfer station. Also have had to use paper tonnage estimates which could be lower (or higher) than forecast. Plus IAA risk below.	3 x 3 = 9	Again, keeping in mind where savings can be made; working with internal colleagues and Biffa to anticipate costs. Members made aware in March PAG reports that a 5% error margin on costs should be taken into account.	2 x 3 = 6	
IAA with BCC does not come to fruition	Members made aware of risk. Interim arrangement in place and due to be signed for 2014/15.	2 x 3 = 6	Negotiations on going - linked to ADS discussions.	2 x 3 = 6	
Facility to undertake direct debit payments not ready by	Facility due in CDC in May 2014 so should know in good time if this is going to be	3 x 2 = 6		2 x 2 = 4	

December 2014.	delayed. Will incur extra admin costs if residents who don't order online have to pay for the 1st year by card or cheque over phone - also additional costs chasing payments after 1st year.				
Unable to link direct debit payments of garden waste collections to Uniform.	Still unsure whether this is technically possible or whether we will use Uniform in the long term	3 x 2 = 6	Need to establish this but not as urgent as not doing DD until Dec 14.		3 x 2 = 6
Tipping points for food and garden waste require further travelling time than anticipated.	Bucks CC aware of impact of this to us. Extra mileage to be offset by a "tipping away" payment as per IAA but may cause operational difficulties especially if more journeys than anticipated are required.	2 x 3 = 6	Tipping points confirmed. May be long term risk as this is only an interim contract but tipping points unlikely to change and may even improve to one closer.		1 x 2 = 2
The long term procurement of garden and food waste treatment (following current 18m contract) leads to different tipping points	Could be better or worse than at present and we have time to seek alternatives so difficult to assess risk.	1 x 3 = 3	Meeting with BCC every 4 weeks at present and involved in the procurement process as appropriate		1 x 2 = 2
EfW construction delayed so that our vehicles don't last the extra time needed due to earlier procurement.	Facility due Spring 2016. Potential financial and reputational risk to SBDC.	3 x 3 = 6	Any reduction in the length of time we have to use landfill will be a bonus, but the more the better. BCC to keep us posted.		3 x 2 = 6
A breach in our Operator's licence at Dropmore Rd results in it being revoked.	This would be very difficult to work around but is almost unheard of so a very low likelihood.	1 x 4 = 4	Biffa do not appear to have a bad track record on this and have always managed sites and drivers well.		1 x 3 = 3
A breach in our Planning Permission results in it being revoked.	This would be a worst case scenario after prolonged enforcement action - so time would be given to rectify any issues.	1 x 4 = 4	Biffa have had no such issues to date so risk very low.		1 x 3 = 3
A breach of our EA licence for Dropmore Rd results in it being revoked.	As above - easier to find contingency sites than above.	1 x 3 = 4	As above		1 x 2 = 2
Bad publicity in the media.	Involve media at early stage and keep informed to build good relationship.	2 x 4 = 8	Have reactions to bad publicity already at draft stage so that we can react quickly.		2 x 4 = 8

Properties at the boundary with other districts may have different services to their near neighbours.	Services are fairly similar and generally no better or worse than each other, however free garden waste and weekly recycling collections in Hiltingdon may generate enquiries.	1 x 1 = 1	Services were also different before the service change but Officers will need to be prepared for enquiries from such properties	1 x 1 = 1
Staff turnover in 2014/15, either natural or due to the service review unsettling to team and service.	Staff turnover will happen anyway.	2 x 2 = 4	Managers can communicate with staff to reduce this risk. Have agency and other contacts ready.	2 x 1 = 2
The level of ongoing calls regarding the service and garden waste subscriptions is underestimated	Have past experience and can learn from AVDC/CDC/WDC experience. Will use their data to plan accordingly.	2 x 3 = 6	Developed contingency plan with Nicola Ellis. Identify pre-trained SBDC staff that can be drafted in on a short term basis to assist if necessary. Can also use temps.	1 x 2 = 2
Biffa office staff resources insufficient for operation of our depot as a transfer station	Extra admin resources and a shovel loader driver will be required as a bare minimum	2 x 3 = 6	Thorough project plan and regular meetings with Biffa to try and pre-empt this.	2 x 2 = 4
Biffa Materials Recovery Facility unable to collect our material for recycling due to fire, market crash or other reason.	We already have 3 year's experience of using this MRF with no issues. Will discuss contingency arrangements with Biffa.	2 x 3 = 6	May be able to divert material via Serco or another facility. To be updated following discussions.	2 x 3 = 6
Garden waste collection service is less popular than expected.	Would be at risk of making a loss at 4,000 customers or below. Based on take up at CDC and consultation responses this is unlikely.	2 x 2 = 4	Need to monitor numbers and reduce resources accordingly if they are not needed due to low numbers	2 x 1 = 2
Garden waste collection service is more popular than expected.	Could take on at least 1,500 more customers than the 7,000 modelled.	2 x 2 = 4	Need to identify overflow resources - e.g. caged vans for out of the way customers that reduce round efficiency.	2 x 1 = 2
Round reorganisation needs tweaking after roll out and further date changes required.	Work on round reorganisation has started in good and time will be taken to get this right.	2 x 2 = 4	Have met with Planning to discuss future development so will be taken into account. Any tweaks should be minor.	2 x 1 = 2
Capacity of refuse and recycling vehicles underestimated.	Experience in the SBDC trial are CDC/WDC and on other Biffa contracts will give a good idea of likely tonnages.	1 x 3 = 3	Keeping on or hiring old/additional vehicle for first few weeks in case residents stockpile recycling prior to the roll out. Additional vehicle(s) may need to	1 x 1 = 1

				park at Kingsmill depot.	
Legislation changes can have an impact on our services.	Keep abreast of consultation documents and industry/think-tank/quango recommendations and remain as flexible as possible. Waste review now clear.	1 x 2 = 2	Waste Partnership Officer keeping an eye out for anything that could affect us.	1 x 1 = 1	

This page is intentionally left blank

SUBJECT:	Update on Car Parking Capacity Survey and Proposed Procurement of Design Services
REPORT OF:	Officer Management Team - Director of Services Prepared by - Head of Environment

1. Purpose of Report

To update members on the survey of car parking capacity agreed for Beaconsfield and Gerrards Cross and consider the procurement of any consequential design services

2. Links to Council Policy Objectives

- 2.1 To contribute to the Council's medium term aim of planning for a thriving and sustainable South Bucks, with vibrant towns and villages.
- 2.2 This matter also contributes to the Council's aim to deliver value for money services that are driven by customer and community needs.

3. Background

- 3.1 There is a need for the Council, as both landowner and planning authority, to understand the current and future car parking capacity requirements within the District, and to consider possible actions to address any potential shortfall in capacity.
- 3.2 Following the meeting of the Environment Policy Advisory Group on 12th June 2013, having considered the advice of the PAG, the Portfolio Holder agreed to recommend to Cabinet that approval be given to conduct a parking survey of Beaconsfield and Gerrards Cross at an estimated cost of £25,000. This request was approved by Cabinet on 16th July 2013. Officers believe that some funding for the survey may be available from the LEP.
- 3.3 The survey is restricted to Beaconsfield New Town and Gerrards Cross as these are the areas where there is by far the greatest demand for car parking at present and the areas where demand is likely to increase in the future. Separate proposals are currently being developed for Beaconsfield Old Town.

4. Proposal/Discussion

- 4.1 Several companies have been asked to provide quotes for carrying out the survey and reporting the findings to the Council. It is likely that a contract for the work will be agreed in early September and the survey will then be carried out in October.
- 4.2 In the meantime Chiltern District Council has agreed to procure a contractor to assist with designing additional capacity for car parks in its area and your officers will arrange for SBDC to be named as a party who may wish to call off design services if necessary.
- 4.3 To ensure that a scheme to address any shortfall in car park capacity identified by the survey in Beaconsfield or Gerrards Cross can be progressed expeditiously, officers are requesting an estimated £25,000 from general reserves to appoint architects to undertake feasibility and design services for construction of an additional deck or decks on one or more of the Council's existing car parks and seek the planners' views. This expenditure would only be committed with the agreement of the Portfolio Holders once the survey results have been considered. Further reports would be brought to a future meeting on the potential costs of any schemes and the financial implications.

5. Resources, Risks and other implications

- 5.1 The expenditure may be charged to capital if a new deck is actually built otherwise it will have to come from revenue balances.
- 5.2 If the design work is not carried out soon after the survey report is received, the Council will be at risk of failing to meet the anticipated demand for car parking space.

6. Recommendation

- 6.1 The Environment and Resources PAGs be asked to note the contents of this report.
- 6.2 The Portfolio Holder for Resources is asked to recommend to Cabinet that £25,000 be allocated from general reserves for feasibility/design services to address any shortfall in car parking identified by the survey.
- 6.3 The Portfolio Holder for Environment is asked to recommend to Cabinet that the Director of Services be authorised to procure such

feasibility and design services in consultation with the Portfolio Holder.

Portfolio Holders:	Councillor N Naylor Councillor D Smith
Officer Contact:	Chris Marchant 01895 837360 Chris.marchant@southbucks.gov.uk Andrew Crow 01895 837259 andrew.crow@southbucks.gov.uk
Background Papers:	none

This page is intentionally left blank

SUBJECT:	Electric Vehicle Rapid Charging Posts	
REPORT OF:	Officer Management Team - Prepared by Martin Holt	Bob Smith Director of Services Head of Health and Housing

1. Purpose of Report

To notify Members of the awarding of funding for the installation of three double Rapid Charging Posts for electric vehicles (EV's), and to seek approval for the process.

2. Links to Council Policy Objectives

2.1 Aim 1 Thriving economy - lifelong enterprise, the entrepreneurial heart of Britain

- Enable local people to live and work locally
- Support a locally economy which balances the availability of labour with types and levels of employment, including developing skills required for the future
- Help keep essential services within our high streets and towns and villages

2.2 Aim 2 Sustainable clean environment - protecting our heritage protecting our future

- Support and educate residents and local businesses to achieve a reduction in carbon emissions and adapt to climate change
- Monitor protect and plan for improvements to the environment

3. Background

3.1 Transport is a major source of greenhouse gas emissions. Around a quarter of domestic carbon (CO₂) and other greenhouse gas emissions in the UK come from transport.

Transport also is a source of emissions which has an impact on air quality, health and biodiversity.

3.2 Reducing greenhouse gases from transport will help the Government's long term goal of reducing the UK's greenhouse gas emissions by at least 80% by 2050, when compared to 1990 levels. To achieve this target nearly every new vehicle sold in the UK will need to be zero emission (at the exhaust) by 2040¹.

3.3 The Government's 2011 Carbon Plan to move the UK to a low carbon future includes actions to reduce emissions generated by transportation. Amongst which, is providing funding for the development, supply and use of ultra low emission vehicles (ULEV).

3.4 Under recharging infrastructure development, the Office for Low Emissions Vehicles (OLEV) offer grants to organisations such as train operators and the public sector, to increase the number of 'charging posts'² consumers can access to recharge their electric vehicle (EV). Introducing new infrastructure through the deployment of new charging posts will aid the transition from existing transportation propulsion technologies to new.

¹ <https://www.gov.uk/government/policies/reducing-greenhouse-gases-and-other-emissions-from-transport>

² A charging post is a (universal) free standing electric vehicle post which consumers can plug into whenever they need to recharge their EV. They are usually situated in readily accessible public places such as car parks.

4. Proposal/ Discussion

4.1 Under ‘Plugged in Places’ the Governments programme to increase EV demand and reduce barriers, OLEV recently offered a narrow opportunity for public authorities to bid for ‘Rapid Charging Posts’. ‘Rapid Chargers’ are high - kilowatt charging posts which are capable of charging EV’s up to 80% in as little as 30 minutes. These posts will help facilitate longer journeys, and they can help with the adoption of plug in vehicles by fleets.

4.2 The Council bid for three double headed Rapid Charging posts and was very recently successful. The grant offers 75% of the cost of installing a post, with the remaining 25% being furnished by either by the local authority or by a third party such as a private sector company. The cost per unit of the double headed post and its installation is £37,500. A copy of the bid can be found in Appendix A to the report. It is intended that two of the Rapid Charging posts would implemented this financial year, with the remaining post implemented sometime in the following financial year.

4.3 The funding schedule for the Rapid Charging posts is as follows:-

Funding Source	FY 13/14	FY 14/15	Total
OLEV funding request (capital) (£)	£75,000	£37,500	£112,500
Consortium funding (capital) (£) Contributions, private sector companies financial/in kind contribution	£23,436	£11,718	£35,154
Council In kind contributions	£6,000 Removal of car park bay annual loss of income Electricity costs for ongoing use Project management, time and resources		£6,000
Total project cost (£)			£153,654

4.4 The locations for the posts have been chosen because of their strategic importance to the surrounding motorway and trunk road network. The location of the posts are likely to be as follows:-

- **Car park** - at **SL1 7EP** / or near serving centre of Burnham Town and access to A4 corridor and Jct 7 M40
- **The Broadway car park** - at **SL2 3PQ** - serving communities of Farnham Common

- Town, with access onto the A355 which serves the A4, both M4 (Jct 6), and M40 Jct 2
- **Jct 2 M40 Services or at Beaconsfield Old Town (TBC)** - serving Jct 2 M4 and local licensed taxi rank

4.5 Key conditions of the grant are as follows:-

- To meet the technical specification as set out in the grant criteria - the private sector provider is likely to furnish and install the Council with the required posts
- Usage data to be provided to OLEV for the first three years - the private sector provider is likely to collect the required data and supply to OLEV
- Establish some form of 'Pay as you go' mechanism. This could be via credit/debit or mobile phone, as membership fees or schemes will not apply. Again the private sector provider will need to agree with the Council the cost of 'Pay as you go' which is likely to be a similar cost to other providers. This would be dependent on negotiation with the private sector provider, and who supplies the energy

4.6 Overall there would be five key benefits to the Council in deploying the Rapid Charging Posts:-

- Demonstration of leadership and commitment to the local environment and to the latest sustainable transportation technology
- Positive PR from the activity
- Instrumental in improving local air and noise quality through helping to increase EV numbers on local streets
- Bringing drivers to South Bucks to use the Rapid Charging Points which, if situated appropriately, can bring footfall to local services, amenities and visitor destinations
- Increasing the likelihood of local residents and businesses switching to EV's or making greater use of their existing EV's

4.7 Initial partners to the bid were Bucks County Council and British Gas. The Council has, however, been approached by Nissan to be a prospective partner. So far Nissan has offered to provide and install the EV posts free of charge, and would also promote them. This offer constitutes the remaining 25% of funding required. Nissan has also offered to arrange for the operation and maintenance of the Rapid Chargers by a network operator for three years. During the initial three years of operation, Nissan expect the posts to remain in public ownership. Beyond the three years Nissan has advised that the Council can choose from a range of options to manage the posts, and some of these will be free of charge but these options have yet to be determined. There is therefore the opportunity to install the posts free of charge, with no foreseen on-going costs to the Council.

4.8 As OLEV has provided contacts of the successful bidding authorities to interested private sector organisations, it is likely that other private sector partners would be interested in partnering with the Council. The Council has only just received notification of the outcome of the bid, so work is currently in progress to find the right private sector partner to fund delivery and on going costs.

5. Resources, Risk and Other Implications

5.1 The key risks to the Council would be:-

1. No private sector partner to deliver the remaining 25% of purchase and installation / promotional costs, and foreseeable on costs

The Council already has been contacted by Nissan, will have visited Charge Master late August and will have started to discuss opportunities with ABB - all Rapid Charging Post providers.

- 5.2 2. The on going operational and maintenance charges, together with managing the charging schedule after the three year period specified by OLEV.

Point 2 above would be up for negotiation with the private sector provider, and would need to be determined before installation.

- 5.3 There will need to be a legal agreement established between the Council and private sector provider to ensure that there will be no future costs to the Council for the maintenance and operation of the Rapid Charging Posts. It is likely that the existing car parking Orders will need to be amended to accommodate the installation and running of the Rapid Charging Posts.

- 5.4 As indicated in the bid (please refer to Appendix 1 pp 4-5) there are likely to be costs in kind such as negotiations, contract development and promotional input for example. There should be no foreseeable financial cost to the Council, apart from possible loss in revenue from the removal four car parking spaces in order to provide specific parking bays for the Rapid Charging Posts. The Council may be able recoup this cost through recovering charging revenues with the private sector provider as outlined in paragraph 4.5 above.

6. Summary

- 6.1 The report has advised Members of the awarding of funding for the installation of three double Rapid Charging Posts for electric vehicles (EV's) to be installed across the District.
- 6.2 The Council will receive benefits from installing Rapid Charging Points in key locations across the District, as set out in paragraph 4.6 above. These benefits will accrue from some initial in kind contribution but without further capital or on going revenue costs.

7. Recommendation

Members of the Environment and Health and Housing PAG's are asked to advise the Portfolio Holder whether to recommend to Cabinet to support the initiative and approve the process of implementation.

Officer Contact:	Joanna Faul joanna.faul@southbucks.gov.uk 01895 837280 or extn. (7280)
Background Papers:	Annex B - Initial Bid Application

Application details

Project Name	South Bucks Rapid EV's
Name of public sector authority	South Bucks District Council
Project manager contact name/s	Joanna Faul/Andrew Crow
Project manager contact job title/s	Sustainability Officer / Facilities Manager
Project manager contact email/s	Joanna.faul@southbucks.gov.uk
Project manager contact telephone/s	01895 837280
Public authority address	South Bucks District Council Capswood Oxford Road Denham Bucks UB9 4LH
Partner 1 Name & Address	Rebecca Dengler, Place Service Buckinghamshire County Council, 7th Floor, County Hall, Walton Street, Aylesbury, HP20 1UY Direct Dial 01296 383902 rdengler@buckscc.gov.uk
Partner 2 Name & Address	British Gas Robert Gray - 07979 560343 robert.gray@britishgas.co.uk
Partner 3 Name & Address	Chiltern Railways – TBC
Partner 4 Name & Address	Chargemaster PLC / Other private sector provider's - TBC

Your Project

Please write a short summary of the content & objectives of your project.

The Council recognises the need and is committed to taking action to reduce carbon emissions. Clearly if the UK is to reduce emissions by 80% by 2050, every opportunity should be taken and delivered towards achieving this aim.

Whilst the best way to reduce carbon emissions effectively is for everyone to take responsibility for their own emissions reductions, not everyone has the opportunity to do so in a simple and accessible way. South Bucks District Council is ideally situated to facilitate and help local residents and businesses achieve carbon emissions reductions simply, through the installation of strategic Rapid Charging delivery points throughout the District, contributing significantly towards early support and increase of use of plug-in vehicles.

The objectives of the project therefore would be to:-

- Install three new double-headed chargers across the District in close proximity to the strategic motorway network which surrounds South Bucks
- Provide a specific bay in each one of the two Council facilities for use of Rapid Charge customers
- Encourage private sector partners e.g. service area Jct 2 M40 to provide a specific bay in their car park for the use of the rapid charger
- Collect data for the three years required under the OLEV grant

All Rapid Charge points would be installed, at a minimum, to the specifications listed under Annex D and those specified in point 3.13 bid considerations.

Your planned infrastructure

Please use the space below to give details of the infrastructure that you are planning to install. You should include as a minimum:

Installation of new Rapid Charge Points

- **Car park – SL1 7EP** / or near serving centre of Burnham Town and access to A4 corridor and Jct 7 M40
- **The Broadway car park – SL2 3PQ** – serving communities of Farnham Common Town. Access on A355 which serves the A4, both M4 (Jct 6), and M40 Jct 2
- **Jct 2 M40 Services or a local Beaconsfield Old Town TBD** – serving Jct 2 M4 and local licensed taxi rank

All Council car parks have a Park Mark secure car park award. The Council also has parking attendants that visit each site on a regular basis for monitoring purposes. Each site has been deemed suitable for installation.

primarily because of their proximity to the strategic transport networks.

At the time of writing this expression of interest, it is the types of connectors to be installed is unknown. It is unlikely that work will be required to re-enforce the local electricity grid.

Rationale

Please provide an explanation of how the project will help to achieve the objectives of this fund as set out in the guidance document, or any additional strategic aims that are unique to this project and how your rationale for placement of the infrastructure will help to achieve them.

Strategic Fit and Rationale

The Council is committed to delivering climate change mitigation and adaptation measures. The supply of Rapid Charging Points will be strategically placed locations, allowing commuters and residents to park and charge. This fits well with the Districts Development Plan where any new development is to be concentrated in existing urban locations, reducing the need to travel and reducing carbon emissions. Sustainable travel would be well supported. South Bucks is located in close proximity to the M40, M4 and M25 motorways; and also the A413 and 35. The three charging points will help reduce 'range anxiety' by providing local infrastructure to enable Electric Vehicle drivers to undertake longer journeys easily. At the same time, provision of Rapid Chargers will contribute to the Districts Development Plan.

South Bucks has one of the UK's highest carbon emissions per capita. A significant contributor to the high emissions rate is the use of vehicles. Currently there are is one charging point in the District at a railway station. The Rapid Charging facilities will help educate and practically assist both commuters and residents to move towards low carbon use, whilst at the same time improving local air quality. Indirect immediate benefits would be better health opportunities, increased biodiversity (less pollution), less stress (reduced noise), and cost effective vehicle use for residents and businesses. In particular, the Rapid Charging Point located at the Broadway Car Park, will ease emissions along the A355 a strategic route which is in close proximity to an International Natura 2000 site – Burnham Beeches. Any opportunity to reduce emissions along this key route would be welcomed

The Council is promoting energy efficiencies in housing and commercial building and adoption of Rapid Charging points supports and strengthens this approach to reducing local carbon emissions

The Council will, with their partners:-

- Promote the charging facilities through Council promotional material e.g. website, twitter, posters across council buildings, and through 'specials' such as 'free parking whilst fuelling', whilst at the same time encouraging behavioural changes, reducing resistance to adoption of such technologies, and promoting indirect benefits to encourage use
- Provide the facilities as 'pay as you go'
- Promote the charging facilities through potential private sector partners such as the Service Station Jct 2 M40
- We would also join the national charge point register to promote the facilities.

Whilst this bid is for 3 Rapid Charging Points, this does preclude future bids for Rapid Charge points. To compliment the Rapid Charge point infrastructure South Bucks will also be partnering Chiltern Railways to ensure that other chargers will be placed within their car parks. Also the Council intends to further compliment charging infrastructure through installing charge points in relevant locations across the Council's own estate.

We would be keen to integrate into the existing the scheme that runs across Bucks and also into the system of operation.

We believe that the above measures will radically improve the take up of Electric Vehicles locally.

Funding

Please state how much funding the public sector authority and its partners will put in to the project broken down in to capital and resource funding, how much money is requested from OLEV (capital) and the total cost of the project. Please be aware of the funding limits (%) of eligible costs set out in the guidance.

	FY 13/14	FY 14/15	Total
OLEV funding request (capital) (£)	75,000	37,500	112,500
Consortium funding (capital) (£) Contributions, private sector companies financial contribution – capital	£23,436	£11,718	£35,345
Council In kind	£6,000		£6,000

contributions	Insurance Removal of car park bay annual loss of income Electricity costs for ongoing use Project management, time and resources		
Total project cost (£)			£153,845

Are you or any of your partners receiving funding from other Central Government or European Union sources that is being used as match funding for this project? If so, please provide details here.

Organisation	Additional funding arrangements	Conflicts of Interest
N/A	N/A	N/A

Value for Money

Please provide an explanation of how the project provides value for money.

Value for Money
<p>The capital cost is only one element albeit the most expensive part. There will be ongoing costs such as insurance, security; day to day management and monitoring which all add value to the initial installation. Whilst OLEV will expect a continuation of the project for three years, the Points will be in place for years beyond that deadline because if we have done our jobs correctly the use of the Rapid Charging points will only rise. Obviously the more promotion that is delivered the higher the use of the Points. The more the points are used the greater the Value for Money. We have not undertaken any market testing so we are unable to provide a unit cost per use.</p>

Promoting use of the infrastructure

Please provide evidence of how you will maximise the benefits of the infrastructure once it is installed.

Promotion
<ul style="list-style-type: none">• Promote the charging facilities through Council promotional material e.g. website, twitter, posters across council buildings, and through 'specials' such as 'free parking whilst fuelling', whilst at the same time encouraging behavioural changes, resistance to adoption of such technologies and promoting indirect benefits to encourage use• Provide the facilities as 'pay as you go'• Promote the charging facilities through our chosen private sector partners (TNC), together with the private sector partners media / promotional facilities chosen to manage the rapid chargers• We would also definitely join the national charge point register to promote the facilities.

Implementation

Please provide an explanation of how the project will be implemented.

Delivery plans

<p>The project will be project managed by our Facilities Manager and the partnered private sector Co. Engineers. If this expression of interest is successful then a fully detailed project plan will be developed and submitted, and works delivered within the agreed OLEV timescales</p>

This page is intentionally left blank

Resources & Business Transformation

Service Director: Legal & Democratic
Anne Davies

RECEIVED

24 JUL 2013

Environment Unit

For the attention of Chris Marchant
Head of Environment
South Bucks District Council & Chiltern
District Council
Capswood
Oxford Road
Denham
Bucks
UB9 4LH

Buckinghamshire County Council
Legal & Democratic Services
County Hall, Walton Street
Aylesbury, Buckinghamshire HP20 1UA

DX 97401 Aylesbury 2
www.buckscc.gov.uk

Contact: Nazneen Ahmad
Direct Line: 01296 383672
Fax: 01296 382421
Email: nahmad@buckscc.gov.uk

Your ref:
My ref: H 1/30 SC0004.9
Date: 23 July 2013

Dear Sir/Madam

Public consultation on a Private Bill relating to Filming on the Highway

Buckinghamshire County Council is considering the promotion of a private bill to gain legal powers to make it easier to film movies, television shows, advertisements and other film productions on the highway. We are therefore consulting the public and other organisations to hear your views.

What will this Private Bill mean?

The Private Bill would give the county council additional powers to temporarily close roads, footways and public paths, or part of them, for filming. It will also allow us to authorise equipment such as static film cameras, lighting rigs or camera tracks to be placed on the roads for filming.

The powers will, among other things, alter section 16A of the Road Traffic Regulation Act 1984. This section already permits temporary highway closures for sporting events, social events and entertainment and the proposal is that filming be added to this list. The most recent example of the use of these powers was the various street parties that were successfully run throughout Buckinghamshire during the Royal Wedding, the Royal Jubilee celebrations and the Olympic Torch Relay.

At present there are no clear statutory powers available to all local highway authorities in England to enable filming on the highway. The London boroughs and Kent County Council have successfully obtained similar powers in Parliament to those we are considering.

What does the Film & TV industry mean to Buckinghamshire?

Buckinghamshire is a great location for filming and TV production with a long tradition and history of film making and television work and the county council has always worked hard to support the film industry, which is an important part of the Buckinghamshire economy.

Buckinghamshire is located within the 'super-region' of South East England, which accounts for approximately 60% of the UK's film and TV production. Buckinghamshire is home to 22 production companies which service different sectors of the industry including feature films, animation, TV digital production and corporate films. Pinewood Studios Group is a leading provider of studio and related services to the global film and television industry. Synonymous with world class British and international productions, the impressive heritage of its UK-Based Pinewood and Shepperton Studios dates back to the early 20th Century, with the studios home to some of the most successful feature films and TV shows ever made.

Adjacent to Pinewood Studios is Black Country Park, a popular film location, offering vast areas of heath and woodland. This 500-acre site, owned by the county council, has been used extensively for filming, by productions including: 'Snow White and the Huntsman' (2012) 'Kick Ass 2' (2013) and 'Jack Ryan' (2013). Creative England estimates the park's revenue generation for the county council at £120,000 in 2012 and £250,000 in 2011. Most recently West Wycombe Park, Ashridge Estate, Waddesdon Manor, Basildon Manor and Hughendon Estate have hosted the following productions: A Little Chaos (2014), Maleficent (2014), Monuments Men (2013) and The Worlds End (2013) all of which were filmed in Buckinghamshire.

Buckinghamshire is also home to the National Film and Television School Located in Beaconsfield. The School employs 30 industry professionals, including Stephen Frears, who continue to work in the industry to keep their teaching relevant and fresh. The school produces roughly 100 films per year with around 220 students who film in and around Buckinghamshire. The School has notable alumni including David Yates (Director of Harry Potter) and Nick Parks (Creator/Director of Wallace and Gromit).

Why do it?

In the current challenging economic times, it is important that Buckinghamshire retains its position as a great place for film and television activity and one which offers genuine advantages to the film industry. As part of our commitment to increasing economic investment in the county and ensuring that Buckinghamshire benefits from their continued presence, we are keen to encourage more location shoots to take place.

The additional powers will provide production companies and independent film makers with the confidence of knowing they can agree filming schedules with us, and complete shooting programmes on time and within budget.

A large proportion of a film budget is spent on local facilities such as hotels, restaurants, retailers, transport companies, florists, construction materials, along with location fees and directly employed local people. It is estimated that for every £1 spent on production, £2.50 goes into the local economy⁵³.

53 Association of Film Commissioners International [AFCI] 1993 member survey average figure.

Film making is an expensive process but with our support, locations in Buckinghamshire can be identified and filming completed in the most efficient and cost-effective way so that the county gets the maximum benefit from hosting filming activities, whilst protecting access for occupiers and customers of premises at the selected location.

How will it affect you?

Location filming already takes place around the county without disrupting everyday activity and these powers may see an increase in that type of activity. There are a number of groups that these additional powers may affect including local businesses and bus and utility companies, as well as users of the highway at large. We are keen to ensure that everyone who may be affected has the opportunity to contribute to the decision-making process.

Under the new powers, film companies will need to apply for a Notice or Order from the county council allowing them to film on the highway. The county council, together with the police, will consider these requests, approving them only where the impact on local business and communities is manageable and suitable plans are put in place by the film company to ensure that the general public and businesses can still move around the local area, access their premises and operate with a minimum of disruption.

As a highway authority, the county council already has considerable experience of operating and implementing temporary road closures for street parties and other events and for utility companies to carry out maintenance work. It is the intention of the county council to extend this tried and tested practice to effectively manage any future location filming on the county highways and minimise any disruption.

At present filming is carried out on the highway in an unregulated fashion and we believe that these additional powers will allow the county council to achieve appropriate control and better manage the process. Based on our previous experience, we are confident that we will be able to manage these additional powers to limit disruption to all road users, while encouraging increased filming activity.

Feedback from Kent and the London Boroughs has been positive and like them, we believe these additional powers can only be of benefit to the local community and businesses.

Let us know your views

A final decision on whether the county council will proceed and deposit the proposed private bill in Parliament will be made at the county council's full council meeting which is presently scheduled for 19th September 2013. In order to consider all views on the proposal, we are carrying out this public consultation to enable any interested people, companies and groups to look at the draft bill and get in touch if they have any concerns or comments. The consultation is open from the 23rd July 2013 and will close on the **9th September 2013**.

Next steps

If there is broad support for the draft Bill, the next stage will be for the County Councillors to pass a resolution supporting the deposit of the draft Private Bill in Parliament in November 2013. The parliamentary process would then begin and the earliest that the draft Private Bill could be expected to receive Royal Assent and become law would be July 2014.

Anyone with a specific interest or concern regarding this proposal is invited to get in touch and discuss their views. A copy of the draft private bill is enclosed with this letter. It should be noted that it is subject to change before it is deposited in Parliament, if the county council were to decide to proceed. For more information, contact the Project Manager, Nazneen Ahmad by tel: 01296 383672 by email: nahmad@buckscc.gov.uk or Trish Eastham by tel: 01296 383634 by email: peastham@buckscc.gov.uk

Yours faithfully

Nazneen Ahmad

Nazneen Ahmad
Solicitor

Confidential: Subject To Revision
Version 1: 14 June 2013

Buckinghamshire County Council (Filming on Highways) Bill

EXPLANATORY MEMORANDUM

This Bill is promoted by Buckinghamshire County Council.

The purpose of this Bill is to confer powers in relation to filming on highways on Buckinghamshire County Council.

Clause 1 deals with citation.

Clause 2 defines certain expressions used in the Bill.

Clause 3 enables the council, by order or by notice, to prohibit or restrict traffic on roads for the purpose of enabling the making of a film to take place. It also enables closures for the purpose of enabling members of the public to watch the making of a film or to reduce the disruption to traffic likely to be caused by the making of a film. The clause modifies section 16A of the Road Traffic Regulation Act 1984 which provides powers to traffic authorities to close roads for the purpose of special events, such as cycle races. Notices can be issued to enable the immediate prohibition or restriction of traffic if it appears to the council that the prohibition or restriction should be imposed without delay.

By altering the application of section 16B of the 1984 Act, *Clause 4* sets out restrictions which would apply to orders made and notices given for film making purposes. An order under *Clause 3* may not remain in force for longer than seven days whilst a notice under that clause may not continue in force for a period of more than 24 hours. Section 16B is also altered so as to prevent any more than six film orders being made in one calendar year without the consent of the Secretary of State as regards any stretch of road.

Clause 5 alters the application of section 16C of the 1984 Act so as to make it an offence to contravene a film notice (in the same way that it is already an offence to contravene an order under section 16A, which would include a film order should the Bill be passed).

Clause 6 enables the council to grant permission to any person making a film to place any object or thing required for the purposes of making a film on the highway temporarily and use objects or things so placed. It enables the council to place conditions on the granting of a permission, including conditions requiring the payment of a charge to the council to reimburse its reasonable expenses in granting the permission. The clause contains safeguards for statutory undertakers.

EUROPEAN CONVENTION ON HUMAN RIGHTS

In the view of Buckinghamshire County Council the provisions of the Buckinghamshire County Council (Filming on Highways) Bill are compatible with the Convention rights.

Buckinghamshire County Council (Filming on Highways) Bill

CONTENTS

- 1 Citation
- 2 Interpretation
- 3 Prohibition or restriction on roads in connection with filming
- 4 Restrictions on film orders and notices
- 5 Supplementary provisions as to film orders and notices
- 6 Power to place and use objects on highways

A
B I L L

To confer powers on Buckinghamshire County Council in relation to filming on highways; and for related purposes.

WHEREAS—

- (1) It is expedient that the powers of Buckinghamshire County Council (“the Council”) should be extended and amended as provided in this Act:
- (2) It is expedient that provision be made in relation to filming on highways in Buckinghamshire:
- (3) It is expedient that the other provisions in this Act be enacted:
- (4) The objects of this Act cannot be attained without the authority of Parliament:
- (5) In relation to the promotion of this Act the Council has complied with the requirements of section 239 of the Local Government Act 1972:

May it therefore please your Majesty that it may be enacted, and be it enacted, by the Queen's Most Excellent Majesty, by and with the advice and consent of the Lords Spiritual and Temporal, and Commons, in this present Parliament assembled, and by the authority of the same, as follows:—

1 Citation

This Act may be cited as the Buckinghamshire County Council (Filming on Highways) Act 2014.

2 Interpretation

In this Act—

“the 1984 Act” means the Road Traffic Regulation Act 1984; and

“the Council” means Buckinghamshire County Council.

3 Prohibition or restriction on roads in connection with filming

- (1) Section 16A of the 1984 Act (prohibition or restriction on roads in connection with certain events) shall apply to the Council, in its capacity as a traffic authority, with the following modifications.
- (2) The expressions “relevant event” and “the holding of a relevant event” include the making of a film.
- (3) After subsection (2), the following subsection is inserted—
 “(2A) The traffic authority for a road may at any time by notice restrict or prohibit temporarily the use of the road, or any part of it, by vehicles, or vehicles of any class, or by pedestrians, where it appears to them that it is expedient for the making of a film that the restriction or prohibition should come into force without delay.”.
- (4) The references, in subsections (3), (5) and (7) to (10), to an order under section 16A include references to a notice under subsection (2A) of that section, as inserted by subsection (3) above, and references to the making of such an order include references to the issuing of such a notice.

4 Restrictions on film orders and notices

- (1) Section 16B of the 1984 Act (restrictions on orders under section 16A) shall apply in the county of Buckinghamshire with the following modifications.
- (2) In subsection (1) after the words “three days” the words “(or seven days, in the case of a film order)” are inserted.
- (3) In subsection (6) the words “Subject to subsection (6A),” are inserted at the beginning.
- (4) After subsection (6), the following subsections are inserted—
 “(6A) No more than six film orders may be made under section 16A in any calendar year so as to affect any length of road.
 (6B) No film notice shall continue in force for more than 24 hours from the time at which it comes into effect.
 (6C) As soon as reasonably practicable and in any event not less than 24 hours before the time at which it is to come into effect, a film notice shall be posted at each end of the road, or the part of the road, that is the subject of the notice.
 (6D) In this section, “film orders” and “film notices” are orders and notices under section 16A of this Act which are made or issued in relation to the making of a film.”.
- (5) In subsection (7), for “subsection (6)” there is substituted “subsections (6) and (6A)”.

5 Supplementary provisions as to film orders and notices

- (1) Section 16C of the 1984 Act (supplementary provisions as to orders under section 16A) shall apply in the county of Buckinghamshire with the following modifications.

**Buckinghamshire County Council (Filming on Highways)
Bill**

A

B I L L

To confer powers on Buckinghamshire County Council in relation to filming on highways;
and for related purposes.

SESSION 2013–14

[INSERT NAME]
Buckinghamshire County Council
County Hall
Walton Street
Aylesbury
Buckinghamshire
HP20 1UA
[Insert title]

SHARPE PRITCHARD
Elizabeth House
Fulwood Place
London WC1V 6HG
Parliamentary Agents.

Document is Restricted

This page is intentionally left blank