



**DEMOCRATIC AND ELECTORAL SERVICES**

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Dear Councillor

**ENVIRONMENT POLICY ADVISORY GROUP**

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

DATE: **WEDNESDAY, 4TH DECEMBER, 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)

1. **Apologies for absence**
2. **Minutes**  
To receive the Part I minutes of the meeting of the PAG held on 4 September 2013 (1 - 4)  
*A. REPORTS LIKELY TO LEAD TO PORTFOLIO HOLDER DECISION / RECOMMENDATION*
3. **Portfolio Holder Budgets 2014/2015**  
To consider report of the Director of Resources. (5 - 8)  
*Appendix A (9 - 10)*  
*Budget Book (11 - 30)*
4. **Car Parking Charges**  
To consider report of the Director of Services. (31 - 34)  
*Appendix A (35 - 38)*  
*Appendix B (39 - 42)*  
*Appendix C (43 - 44)*  
*B. REPORTS FOR INFORMATION / DISCUSSION*
5. **Littleworth Common SSSI Update**  
To consider report of the Director of Services. (45 - 46)  
*Appendix (47 - 48)*
6. **Update on New Waste Service Roll Out**  
To consider report of the Director of Services. (49 - 52)
7. **Reports from Members**  
To receive any reports from the Chairman or PAG Members.
8. **Any other business**  
Any other business which the Portfolio Holder considers is urgent.

9. **Exempt Information**

To note the following item(s) contain exempt information, which is not for publication to the press or public.

10. **Minutes**

To receive the Part II minutes of the meeting of the PAG held on 4 September 2013. (53 - 54)

11. **Portfolio Holder Budgets 2014/15 -Part II Appendix**

To consider the Part II appendix referred to in item 3. (55 - 56)

The next meeting is due to take place on Wednesday, 19 March 2014

**ENVIRONMENT POLICY ADVISORY GROUP**

**Meeting - 4 September 2013**

Present: Mr Naylor (Chairman)  
Mr Bradford, Mr Clark, Mrs Plant, Mrs Royston and Mr Walters

In attendance: Mrs Woolveridge

Apologies for absence: Miss Hazell and Mrs Wallis

**12. MINUTES**

The minutes of the meeting of the PAG held on 12 June 2013 were received.

**13. FUTURE WASTE AND RECYCLING SERVICES REPORT**

The PAG received a report which updated Members on the progress of the project to introduce new waste and recycling collection services from February 2014.

The report, after explaining how the project was being managed, went on to explain the additional capital and revenue costs that would need to be met as set out in more detail in a Part 2 report.

Members were advised that following advice from the Head of Legal and Democratic Services and the Director of Resources, officers were recommending that wheelie bins and other ancillary products be purchased using an established Framework Contract. This, it was explained, would negate the need for the Local Authorities to undertake costly individual procurement exercises and would therefore provide best value for the Council.

The PAG noted that whilst the project was currently on schedule, certain vehicles were expected to be delivered up to 4 weeks late so a small number of additional vehicles would be hired to ensure that the service can be introduced as planned.

In the discussion which followed, the PAG noted the importance of the road shows, which were due to take place in late October and November, to ensure that residents understand how the new service will operate.

Having considered the advice of the PAG, the Portfolio Holder has **AGREED** to **RECOMMEND** to Cabinet/Council that

1. The capital and revenue budget changes as outlined in Part II of this report are made;
2. A Framework Contract is used for the purchase of wheelie bins and ancillary equipment, such as food waste caddies;
3. That the authority previously delegated to the Director of Resources in consultation with the Resources Portfolio Holder and the Head of Finance be extended to cover the purchase of wheelie bins and ancillary equipment.

**14. CAR PARK CHARGES**

The PAG has considered a report reviewing the Council's pay and display car parks and related matters.

The majority of the PAG supported the proposal to increase the budget for 2014/15 by 2% in line with the Council's general increase in charges and advised that the most suitable option to consult upon would be a general increase of 10p per transaction. This increase would cover the predicted shortfall for the current year, the proposed 2% budget increase for 2014/15 plus some contingency in case ticket sales fall.

The PAG agreed that a modest increase in season ticket prices should also be part of the consultation. Furthermore, the PAG supported the proposal to consult on whether free parking in the Council's car parks on one or two Saturdays in December 2013, at an approximate cost of £3,000 per Saturday, should be introduced.

After looking at a number of options, the Portfolio Holder has **AGREED** to carry out a consultation on the following possible changes:

- 1) A general increase of 10p per transaction with effect from April 2014;
- 2) A modest increase in season ticket prices with effect from April 2014;
- 3) To have free parking in the Council's car parks on one or two Saturdays in December 2013 at an approximate cost of £3,000 per Saturday.

**15. UPDATE ON CAR PARKING CAPACITY SURVEY AND PROPOSED PROCUREMENT OF DESIGN SERVICES**

The PAG received a report which provided an update on the survey of car parking capacity agreed for Beaconsfield and Gerrards Cross and asked Members to consider the procurement of any consequential design services.

On 16 July 2013, Cabinet gave approval for the council to conduct a parking survey of Beaconsfield and Gerrards Cross at an estimated cost of £25,000. In order to ensure that a scheme, to address any shortfall in car park capacity identified by the survey in Beaconsfield or Gerrards Cross, is progressed expeditiously, officers were 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 to seek the planners' views.

The PAG were asked to advise the Portfolio Holder on recommendation 6.3 of the report, for which the PAG were in support of.

Having considered the advice of the PAG, the Portfolio Holder **AGREED**, subject to the advice of the Resources Portfolio Holder, to **RECOMMEND** to Cabinet that the Director of Services, in consultation with the Portfolio Holder, be authorised to procure such feasibility and design services.

**16. BEACONSFIELD OLD TOWN COMMON LAND - PARKING AND LAND SWAP**

The PAG received a report which provided an update on parking on Beaconsfield Common Land and asked Members to consider the way forward.

Members noted that further discussions have now been undertaken with Bucks County Council, Beaconsfield Old Town Residents Association (BOTRA), the Beaconsfield Society and Hall Barn Estates, who have all shown support for the scheme (details of which were set out in a previous report to the PAG on 12 June 2013). Further discussions will be undertaken with the Town Council early in September with a view to obtaining their further support for the scheme. Further to discussions with the Town Council, a full public consultation will then need to be undertaken.

The PAG supported the proposal to carry out a public consultation at a cost of £10,000 (funded from balances), the results of which would be reported to the December PAG. The PAG also recommended that authority be delegated to the Head of Environment, in consultation with the Portfolio Holder, to agree minor detailed variations.

Having considered the advice of the PAG, the Portfolio Holder has **AGREED** to **RECOMMEND** to Cabinet that

- 1 A public consultation at a cost of £10,000 be carried out funded from balances with the results reported to Councillors at the December PAG;
- 2 Delegated authority be given to the Head of Environment in consultation with the Environment Portfolio Holder to agree minor detailed variations.

**17. ELECTRIC VEHICLE RAPID CHARGING POSTS**

*Councillor Naylor declared a personal interest in this item, having previously carried out consultancy work for the Department for Business of which the Office for Low Emissions Vehicles (OLEV) is a sub agency.*

The PAG considered a report which notified Members of the funding for the installation of three double Rapid Charging Posts for electric vehicles (EV's). Members of the PAG were asked to advise the Portfolio Holder on whether to support the initiative and approve the process of implementation.

The PAG were advised 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. The PAG were made aware of the benefits to installing Rapid Charging Points in key locations across the District, as set out in paragraph 4.6 of the report. The PAG also noted that whilst some initial in kind contribution will be required, there will be no further capital or on going revenue costs.

In the discussion which followed, Members indicated their support for the initiative. In response to a question, the PAG were advised that clear signage will be used to direct residents to the posts.

Having considered the advice of the PAG, the Portfolio Holder **AGREED** to **RECOMMEND** to Cabinet that support be given to the initiative and the process of implementation be approved.

**18. CONSULTATION ON FILMING ON THE HIGHWAY**

The PAG were asked 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.

In the discussion which followed, the PAG whilst supporting the proposal in principle, felt that film notices should be posted at least one week in advance, rather than the 24 hours as stated in the proposal, to minimise disruption for residents.

**RESOLVED** that the proposal be noted and that the comments made by the PAG be submitted to Buckinghamshire County Council.

**19. REPORTS FROM MEMBERS**

None received.

**20. EXEMPT INFORMATION**

Members noted that the following item contained information which was not available to the press and public

**Future Waste and Recycling Services - Part II report**

(Schedule 12A Part 1 para (3) - because of information relating to the financial and business affairs of any particular individual (including the authority holding that information))

Following the advice of the PAG, the Portfolio Holder agreed to recommend to the Cabinet that the capital and revenue budget changes as outlined are made.

The meeting terminated at 7.14 pm

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<b>SUBJECT:</b>	<b>Portfolio Budgets 2014/15</b>	
<b>REPORT OF:</b>	<b>Officer Management Team -</b>	<b>Director of Resources</b>
	<b>Prepared by</b>	<b>- Head of Finance</b>

## 1. Purpose of Report

1.1. To provide members with information on the draft revenue budget for 2014/15, including the context of the overall financial position facing the Council for the coming year. The report will seek approval for the:

- draft revenue budget
- fees and charges

## 2. Links to Council Policies & Plans

2.1. One of the primary purposes of the Council's budget process is to ensure that, as far as possible, resources are aligned to the corporate priorities of the Council (Appendix A), and that any material risks are assessed.

## 3. Context to the 2014/15 Budget

3.1. Given the challenge faced by the Government in achieving its deficit reduction targets, local authority funding is subject to continuing significant reductions in funding, and constraints on the level of council tax increases.

3.2. Investment income will fall significantly from the current level as older investments at higher rates mature, and rates achievable on new investments are much lower. There does not seem to be any real prospects of rates improving before 2015. The Resources Portfolio Holder and his PAG continually monitor the investment position, and the likely achievable level of investment income for 2014/15 will be reviewed as part of the Treasury Management Strategy for 2014/15.

3.3. Clearly with all the uncertainties around the 2014/15 budget it would be prudent at this stage not to include any funding for new recurring expenditure to improve or expand services. The authority also needs to identify measures to compensate for the reductions in resources referred to. Part of these measures will be the benefits from joint working with Chiltern DC.

3.4. The progressing work with Chiltern DC is resulting in a number of services being provided by joint teams. Where this affects budgets in this Portfolio area it will be highlighted in the detailed information.

## 4. Budget Assumptions

4.1. The budgets have been prepared in accordance with the following inflation assumptions:

- Salaries inflation from April 2014 of 1%
- Contracts inflation 2% (unless different rate specified within contract)
- Business rates 2.8%
- Gas, Electricity and water 5%
- Other expenditure heads 0%
- Income 2%.

- 4.2. In respect of pay settlements the Council will decide the final figure for any salary increase for next year based on the advice of Personnel Committee.
- 4.3. The Cabinet has decided that in the light of the uncertain external funding position for the Council, that there will be no discretionary growth allowed in the draft budgets.
- 4.4. In addition at its November meeting the Cabinet proposed a number of savings measures with the objective of reducing the forecast funding gap for the next two years. The proposals relevant to this Portfolio area are appended to Part II of the agenda as Appendix B.
- 4.5. The Cabinet will consider the outcome of the PAG discussions at its February meeting when it will formulate a final draft of the overall 2014/15 budget for the Authority.

**5. Budget Booklet**

- 5.1. This report provides summary information on the budgets and highlights issues for consideration. The attached booklet presents the detailed information to assist Members in their decision making and includes sections on the following:
  - revenue budgets
  - fees and charges.

**6. Revenue Budgets**

- 6.1. The draft budgets presented to Members at this stage represent the net direct running costs of services. They do not contain the apportionment of support service charges such as accommodation, IT, finance etc. These will be included in the final approved budgets, once the budgets for these support services have been set. The budgets reflected in this report are therefore the direct costs under the Portfolio Holder’s control.
- 6.2. The budgets have been reviewed by the appropriate service manager for any material volume or changes related to maintaining current service standards.
- 6.3. The net budget figures for the Portfolio are shown below. A more detailed breakdown by service is shown on page 3 the booklet.

Actuals 2012/13 £'000	Budget 2013/14 £'000	Draft Budget 2014/15 £'000
1,683	1,743	1,836

- 6.4. The increase from the current year’s approved budget to the 2014/15 draft budget is £94,000 (5.4%). The main changes are detailed below:

	£'000	Comment
<b>2013/14 Budget</b>	<b>1,743</b>	
Change in salaries - Cost of living increase & increments	3	
Inflation - On expenditure - refuse contract - On expenditure - Other - On fees & charges	17 5 -10	Refuse & recycling charges
Refuse and Recycling Changes	167	See Appendix C for further details (part II)
Unavoidable increases - Car Parks	2	Software maintenance costs
Saving - Waste Client - Colne Valley Park  - Car Park Fees - Environmental improvements	-2 -48  -42 -1	Regrading Made one off payment in 2013/14 instead of annual contribution Subject to changes being agreed Reduced level of work
Other Changes	2	
<b>2014/15 Draft Budget</b>	<b>1,836</b>	

6.5. Further details of the budgets for each area are shown within the booklet.

6.6. The Portfolio Holder is asked to consider the 2014/15 draft revenue budget and consider whether to approve this.

#### Risk Assessments

6.7. When considering the proposed budgets for the coming financial year it is important to be aware of the risks within the budgets. For this Portfolio the main risk areas are:

- Changing levels of recycling volumes of paper, glass and cans.
- The cost of the refuse, recycling and ancillary services contract
- Income from car parking.

6.8. The Portfolio Holder may wish to review what actions are proposed to attempt to manage and mitigate these risks.

6.9. An overall review of the main risk issues for the 2014/15 budget will be undertaken once the Cabinet has agreed a proposed budget. This review and proposed actions to mitigate the risks will be part of the final report to the Cabinet on the budget in February.

#### Service Reviews

6.10. As part of the joint working arrangements with Chiltern District Council, it is proposed that over time all services will be subject to detailed service reviews. It is anticipated that these reviews will improve quality and resilience, and reduce cost.

**7. Fees and Charges**

- 7.1. Included within the booklet are the list of proposed fees and charges for the Portfolio. All of the proposed fee increases have been built into the draft revenue budgets.
- 7.2. The fees and charges which are determined by the Council have mainly been increased by 2% unless a specific level of charge has been identified by Cost Centre Managers.
- 7.3. The Portfolio Holder is asked to consider the list of fees and charges and consider whether to approve these. Income may be in some service areas an important factor in reducing expenditure.

**8. Conclusion**

- 1. Members are requested to advise the Portfolio holder on the approval of the following items for onward submission to Cabinet:
  - the 2014/15 revenue budget
  - the 2014/15 fees and charges.

<b>Officer Contact:</b>	<b>Rodney Fincham- Ext 7268 email: rodney.fincham@southbucks.gov.uk</b> <b>Jim Burness - Ext 7217 email: Jim.burness@southbucks.gov.uk</b>
<b>Background Papers:</b>	

## Appendix A: Corporate Plan 2012-22 (Aims and Priorities)

Corporate Plan Aims and Priorities:

<b>Aim 1: Thriving Economy - lifelong enterprise, the entrepreneurial heart of Britain</b>
<ul style="list-style-type: none"> <li>• Ensure local businesses and families know where to find support during times of growth and in difficult times</li> </ul>
<ul style="list-style-type: none"> <li>• Enable local people to live and work locally</li> </ul>
<ul style="list-style-type: none"> <li>• Support a local economy which balances availability of labour with types and levels of employment, including developing skills required for the future</li> </ul>
<ul style="list-style-type: none"> <li>• Increase affordable housing for local people entering the housing market, key workers and an ageing population</li> </ul>
<ul style="list-style-type: none"> <li>• Help to keep essential services within our high streets and towns and village centres</li> </ul>
<ul style="list-style-type: none"> <li>• Enable local people to benefit from the legacy of the 2012 Olympics</li> </ul>
<b>Aim 2: Sustainable and Clean Environment - protecting our heritage, protecting our future</b>
<ul style="list-style-type: none"> <li>• Support and educate residents and local businesses to achieve a reduction in carbon emissions and adapt to climate change. Lead by example</li> </ul>
<ul style="list-style-type: none"> <li>• Place shaping - conserve and enhance towns and villages, whilst safeguarding the Green Belt</li> </ul>
<ul style="list-style-type: none"> <li>• Review conservation areas and use key site briefs to take a proactive approach to plan ahead on specific sites</li> </ul>
<ul style="list-style-type: none"> <li>• Continue to improve the street scene and cleanliness of the district</li> </ul>
<ul style="list-style-type: none"> <li>• Monitor, protect and plan for improvements to the environment</li> </ul>
<ul style="list-style-type: none"> <li>• Increase participation in recycling, reusing and reduce waste going to landfill</li> </ul>
<b>Aim 3: Safe Communities- - being safe, feeling safe</b>
<ul style="list-style-type: none"> <li>• Maintain reduced crime levels and the increase in clear up rates, in partnership</li> </ul>
<ul style="list-style-type: none"> <li>• Lobby and work with the Police to achieve more effective policing</li> </ul>
<ul style="list-style-type: none"> <li>• Reduce the impact of antisocial behaviour in our community</li> </ul>
<ul style="list-style-type: none"> <li>• Reduce fear of crime</li> </ul>
<ul style="list-style-type: none"> <li>• Encourage Bucks County Council to improve traffic management and road safety</li> </ul>
<b>Aim 4: Health and well-being - healthier, happier and longer lives</b>
<ul style="list-style-type: none"> <li>• Support the Health and Well-being Board and other partners in improving health and well-being of residents</li> </ul>
<ul style="list-style-type: none"> <li>• Promote healthy lifestyles including reducing obesity particularly in young people</li> </ul>
<ul style="list-style-type: none"> <li>• Design leisure services that encourage access for all, improve health and provide support for older and younger people</li> </ul>
<ul style="list-style-type: none"> <li>• Reduce health inequalities and ensure comprehensive information on support and services is available to everyone</li> </ul>
<ul style="list-style-type: none"> <li>• Deliver improved access to services, tailored to meet the needs of individuals and reduce social isolation</li> </ul>
<b>Aim 5: Cohesive and strong communities - strong, confident and active communities</b>
<ul style="list-style-type: none"> <li>• Increase community participation and volunteering and maintain support for the voluntary and community sector</li> </ul>
<ul style="list-style-type: none"> <li>• Support individual Councillor engagement with their communities to feedback need</li> </ul>
<ul style="list-style-type: none"> <li>• Encourage people to have their say and shape local decisions</li> </ul>
<ul style="list-style-type: none"> <li>• Help communities to get on well together through encouraging and supporting community events</li> </ul>
<ul style="list-style-type: none"> <li>• Better engagement with vulnerable and hard to reach groups to help improve community cohesion and tackle inequalities</li> </ul>
<ul style="list-style-type: none"> <li>• Improve access to Council Services by encouraging use of the Council's website whilst improving other means of access for those without computers</li> </ul>

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**ENVIRONMENT PORTFOLIO  
2014/15 BUDGET PROPOSALS**

**ENVIRONMENT POLICY ADVISORY GROUP  
4<sup>th</sup> DECEMBER 2013**

## INDEX

### Revenue Budgets

Revenue Summary (at net running expenses level)

Environment - Waste, Recycling & Street Scene - Chris Marchant

Waste Contract Management

Refuse Collection

Recycling

District Cleansing

Dropmore Road Depot

Environment - Property & Facilities - Chris Marchant

Chiltern AONB

Open Spaces

Car Parks

Street Naming

Grass Cutting

Environmental Improvements

Environmental Policy

Legal & Democratic Services - Joanna Swift

Local Land Charges

Footpath Diversions

### Fees and Charges



## REVENUE SUMMARY - SBDC ENVIRONMENT Appendix

2012/13 ACTUALS		2013/14 BUDGET	2013/14 EST OUTTURN*	2014/15 BUDGET	CHANGE	CHANGE
£		£	£	£	£'000	%
	<b><u>ENVIRONMENT - WASTE, RECYCLING &amp; STREET SCENE</u></b>					
232,472	Waste Contract Management	234,060	234,060	263,120	29	12.4%
637,825	Refuse Collection	651,870	651,870	820,740	169	25.9%
453,044	Recycling	459,280	459,280	225,660	(234)	-50.9%
899,939	District Cleansing	948,910	948,910	1,159,590	211	22.2%
50,592	Dropmore Road Depot	51,710	51,710	51,840		0.3%
	<b><u>ENVIRONMENT - PROPERTY &amp; FACILITIES</u></b>					
2,876	Chiltern AONB	3,010	3,010	3,010		0.0%
48,598	Open Spaces	92,690	92,690	45,730	(47)	-50.7%
(622,106)	Car Parks	(666,060)	(637,710)	(699,810)	(34)	5.1%
(7,942)	Street Naming	(2,700)	(2,700)	(2,700)		0.0%
(12,230)	Grasscutting	(11,120)	(11,120)	(11,340)		2.0%
1,118	Environmental Improvements	2,960	2,960	1,960	(1)	-33.8%
4,250	Environmental Policy	6,450	6,450	6,580		2.0%
	<b><u>LEGAL &amp; DEMOCRATIC SERVICES</u></b>					
(5,673)	Local Land Charges Footpath Diversions	(28,260)	(28,260)	(27,990)		-1.0%
<b>1,682,763</b>	<b>Net Running Expenses</b>	<b>1,742,800</b>	<b>1,771,150</b>	<b>1,836,390</b>	<b>94</b>	<b>5.4%</b>

\* Estimated outturn figures taken from October 2013 monthly monitoring report.

## Appendix

2012/13 ACTUALS	Waste Contract Management	2013/14 BUDGET	2014/15 BUDGET
£		£	£
219,049	Salary Costs	226,150	251,560
4,430	Other Employee Expenses	420	3,150
	Premises Related Expenses		
5,219	Transport Related Costs	4,390	4,390
3,774	Supplies & Services	3,100	4,020
	Third Party Payments		
	Transfer Payments		
232,472	Running Expenses	234,060	263,120
	Fees & Charges and Other Income		
	Recharge to CDC for Salary Costs		
	Grant Income		
<b>232,472</b>	<b>Net Running Expenses</b>	<b>234,060</b>	<b>263,120</b>

This cost centre contains costs relating to the staff dealing with Refuse collection, Recycling and District cleansing matters.

Salary Costs: There are the following staff in this section:

- Contracts Manager
- Contracts Monitoring Officer
- Enforcement Monitoring Officer (2) (p/t)
- Recycling Officer
- Support Officer Contracts
- Admin Officer (2)
- Waste Projects Officer

Transport: This budget is for mileage claims and mileage allowances.

Supplies & Services: This budget is for minor supplies & services costs.

2012/13 ACTUALS	Refuse Collection	2013/14 BUDGET	2014/15 BUDGET
£		£	£
	Salary Costs		
	Other Employee Expenses		
	Premises Related Expenses		
814	Transport Related Costs	7,010	7,350
3,621	Supplies & Services	3,770	3,770
701,702	Third Party Payments Transfer Payments	715,700	867,160
706,137	Running Expenses	726,480	878,280
(68,312)	Fees & Charges and Other Income Recharge to CDC for Salary Costs Grant Income	(74,610)	(57,540)
<b>637,825</b>	<b>Net Running Expenses</b>	<b>651,870</b>	<b>820,740</b>

This cost centre contains costs relating to the refuse collection service.

**Transport:** This is the cost of the hire, repair & maintenance and fuel costs for the vehicles.

**Supplies & Services:** This budget includes the purchase of minor items of equipment and other minor costs.

**Third Party Payments:** This is contract cost for the refuse service.

**Income:** The income is mainly from bulky waste removal fees and the hire of refuse containers.

## Appendix

2012/13 ACTUALS	Recycling	2013/14 BUDGET	2014/15 BUDGET
£		£	£
	Salary Costs		
	Other Employee Expenses		
886	Premises Related Expenses	4,500	4,500
	Transport Related Costs		
181,920	Supplies & Services	177,950	57,350
667,174	Third Party Payments	694,970	954,500
	Transfer Payments		
849,980	Running Expenses	877,420	1,016,350
(396,936)	Fees & Charges and Other Income	(418,140)	(790,690)
	Recharge to CDC for Salary Costs		
	Grant Income		
<b>453,044</b>	<b>Net Running Expenses</b>	<b>459,280</b>	<b>225,660</b>

This cost centre contains costs relating to the recycling service.

**Premises:** This budget is for the Health & Safety annual testing and repairs to bottle banks

**Supplies & Services:** This budget includes the purchase of minor items of equipment and other minor costs. It no longer includes costs associated with running the joint paper sort facility.

**Third Party Payments:** This is contractual costs of the SBDC recycling services. Including the cost of the new green waste service.

**Income:** The income is from:

- Sale of glass / cans	-8,640	0
- Recycling credits	-257,500	-260,650
- Avoided Disposal Income	0	-120,000
- Green Waste income	0	-265,000
- Sale of paper	-152,000	-145,040
	<u>-418,140</u>	<u>-790,690</u>

2012/13 ACTUALS	District Cleansing	2013/14 BUDGET	2014/15 BUDGET
£		£	£
	Salary Costs		
	Other Employee Expenses		
	Premises Related Expenses		
	Transport Related Costs		
3,105	Supplies & Services	2,340	2,340
898,455	Third Party Payments	950,190	1,160,940
	Transfer Payments		
901,560	Running Expenses	952,530	1,163,280
(1,621)	Fees & Charges and Other Income	(3,620)	(3,690)
	Recharge to CDC for Salary Costs		
	Grant Income		
<b>899,939</b>	<b>Net Running Expenses</b>	<b>948,910</b>	<b>1,159,590</b>

This cost centre contains costs relating to district cleansing service.

Supplies & Services: This budget is for the purchase of minor items of equipment.

Third Party Payments: This is contract costs for litter collection, abandoned cars, flytipping, sweeping, traffic management, ditch clearance etc.

Income: Includes recharging the cost of dog litter clearance.

Appendix

2012/13 ACTUALS	Dropmore Road Depot	2013/14 BUDGET	2014/15 BUDGET
£		£	£
	Salary Costs		
	Other Employee Expenses		
12,971	Premises Related Expenses	1,280	1,430
	Transport Related Costs		
39,174	Supplies & Services		
	Third Party Payments	51,600	51,600
	Transfer Payments		
52,145	Running Expenses	52,880	53,030
(1,553)	Fees & Charges and Other Income	(1,170)	(1,190)
	Recharge to CDC for Salary Costs		
	Grant Income		
<b>50,592</b>	<b>Net Running Expenses</b>	<b>51,710</b>	<b>51,840</b>

This cost centre contains the cost of maintaining the Dropmore Road Depot.

Premises: This budget is for repairs, electricity, NNDR and premises insurance.

Third Party Payments: Payment to Biffa for shovel loader, weighbridge maintenance and extra admin.

Income: This budget is mainly for misc income.

2012/13 ACTUALS	Chiltern AONB	2013/14 BUDGET	2014/15 BUDGET
£		£	£
2,876	Salary Costs Other Employee Expenses Premises Related Expenses Transport Related Costs Supplies & Services Third Party Payments Transfer Payments	3,010	3,010
2,876	Running Expenses  Fees & Charges and Other Income Recharge to CDC for Salary Costs Grant Income	3,010	3,010
<b>2,876</b>	<b>Net Running Expenses</b>	<b>3,010</b>	<b>3,010</b>

This cost centre contains the contribution to the Chiltern AONB

Supplies & Services: This is the grant budget.

## Appendix

2012/13 ACTUALS	Open Spaces	2013/14 BUDGET	2014/15 BUDGET
£		£	£
	Salary Costs		
	Other Employee Expenses		
16,659	Premises Related Expenses	11,000	11,000
	Transport Related Costs		
12,342	Supplies & Services	61,750	14,280
21,028	Third Party Payments	23,300	23,880
	Transfer Payments		
50,029	Running Expenses	96,050	49,160
(1,431)	Fees & Charges and Other Income	(3,360)	(3,430)
	Recharge to CDC for Salary Costs		
	Grant Income		
<b>48,598</b>	<b>Net Running Expenses</b>	<b>92,690</b>	<b>45,730</b>

This cost centre contains the cost of maintaining the Council's open spaces, including  
 Beaconsfield Common Land  
 Littleworth Common  
 The Gore  
 Riverside Land, Taplow  
 Trumpers Field  
 Colne Valley Park

Premises: This budget is mainly for repairs & maintenance.

Supplies & Services: This budget is primarily for Colne Valley Park maintenance costs and general grants.  
 2013/14 included one off funding of £40,000.

Third Party Payments: This budget is for grass cutting costs.

Income: This budget relates to minor income relating to the open spaces.



2012/13 ACTUALS	Car Parks	2013/14 BUDGET	2014/15 BUDGET
£		£	£
76,396	Salary Costs	78,100	79,100
13,020	Other Employee Expenses	14,100	14,100
135,630	Premises Related Expenses	142,940	145,990
15,086	Transport Related Costs	13,260	13,260
63,453	Supplies & Services	52,240	54,600
18,173	Third Party Payments Transfer Payments	20,160	20,640
321,758	Running Expenses	320,800	327,690
(943,864)	Fees & Charges and Other Income Recharge to CDC for Salary Costs Grant Income	(986,860)	(1,027,500)
<b>(622,106)</b>	<b>Net Running Expenses</b>	<b>(666,060)</b>	<b>(699,810)</b>

This cost centre contains the cost of running the following car parks.

Altons	Penncroft
Bulstrode Way	Station Road
Jennery Lane	Summers Road
Neville Court	Broadway (Beaconsfield Road)
Packhorse Road	Warwick Road
Council Hall	Rogers Lane

Salary Costs: There are the following staff in this section:  
Car Park Operations Manager  
Car Park Attendants (x2)

Premises: This budget is for building repairs & maintenance, NNDR, electricity, insurance and other premises costs.

Transport: This budget is for mileage allowances and mileage claims.

Supplies & Services: This budget is for the maintenance of the car park equipment, the purchase of tickets and other minor costs.

Third Party Payments: This budget is for grass cutting costs

Income: This is from car park tickets, season tickets, excess charges, advertising fees and rents.

Appendix

2012/13 ACTUALS	Street Naming	2013/14 BUDGET	2014/15 BUDGET
£	Salary Costs Other Employee Expenses Premises Related Expenses Transport Related Costs Supplies & Services Third Party Payments Transfer Payments	£    7,500	£    7,500
3,506			
3,506	Running Expenses	7,500	7,500
(11,448)	Fees & Charges and Other Income Recharge to CDC for Salary Costs Grant Income	(10,200)	(10,200)
(7,942)	Net Running Expenses	(2,700)	(2,700)

This cost centre contains costs relating to the street naming service.

Supplies & Services: This budget is for the purchase of signs.

Income: This is income towards the costs of the new signs.

2012/13 ACTUALS	Grasscutting	2013/14 BUDGET	2014/15 BUDGET
£	Salary Costs Other Employee Expenses Premises Related Expenses Transport Related Costs Supplies & Services	£	£
(12,230)	Third Party Payments Transfer Payments	(11,120)	(11,340)
(12,230)	Running Expenses  Fees & Charges and Other Income Recharge to CDC for Salary Costs Grant Income	(11,120)	(11,340)
(12,230)	Net Running Expenses	(11,120)	(11,340)

This cost centre contains costs relating to grass cutting service.

Third Party Payments: This is the budget for the grass cutting contract (£64,260) net of recharges to service areas.

Appendix

2012/13 ACTUALS	Environmental Improvements	2013/14 BUDGET	2014/15 BUDGET
£		£	£
	Salary Costs		
	Other Employee Expenses		
80	Premises Related Expenses	800	400
	Transport Related Costs		
1,038	Supplies & Services	2,160	1,560
	Third Party Payments		
	Transfer Payments		
1,118	Running Expenses	2,960	1,960
	Fees & Charges and Other Income		
	Recharge to CDC for Salary Costs		
	Grant Income		
1,118	<b>Net Running Expenses</b>	<b>2,960</b>	<b>1,960</b>

This cost centre contains the cost of running the Environmental Improvements section. Most of the costs will be charged to Capital

Premises: This budget is for landscaping costs.

Supplies & Services: This budget is for printing & stationery and other minor business expenses.

2012/13 ACTUALS	Local Land Charges	2013/14 BUDGET	2014/15 BUDGET
£		£	£
48,051	Salary Costs	48,190	48,450
296	Other Employee Expenses	600	600
	Premises Related Expenses		
	Transport Related Costs	90	90
69,262	Supplies & Services	44,360	44,370
	Third Party Payments		
	Transfer Payments		
117,609	Running Expenses	93,240	93,510
(123,282)	Fees & Charges and Other Income	(121,500)	(121,500)
	Recharge to CDC for Salary Costs		
	Grant Income		
<b>(5,673)</b>	<b>Net Running Expenses</b>	<b>(28,260)</b>	<b>(27,990)</b>

This cost centre contains the cost of running the local land charges service.

Salary Costs: There are the following staff in this section:

Land Charges - Admin Officer

Land Charges - Admin Officer (p/t)

Supplies & Services: This budget is mainly to cover the land charge fees payable to BCC but also includes some printing & stationery, insurance and other minor costs.

Income: This budget is for land charge fee income.

Appendix

2012/13 ACTUALS	Footpath Diversions	2013/14 BUDGET	2014/15 BUDGET
£	Salary Costs Other Employee Expenses Premises Related Expenses Transport Related Costs Supplies & Services Third Party Payments Transfer Payments	£	£
	Running Expenses  Fees & Charges and Other Income Recharge to CDC for Salary Costs Grant Income		
	<b>Net Running Expenses</b>		

This cost centre contains the cost of dealing with any requests to reroute footpaths. As it is not certain that there will be any requests, and the costs are generally recharged no budget allowance has been made for these.

# ENVIRONMENT PORTFOLIO REVISED CHARGES FROM 1 APRIL 2014

Appendix

VAT Codes: (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

CAR PARKS - DAILY CHARGES (1a) 8.00 a.m. to 6.00 p.m.							
	General	2013/14	2014/15		General	2013/14	2014/15
	ledger code	£	£		ledger code	£	£
<u>Altons</u>	3466-0863			<u>Penncroft</u>	3467-0863		
Up to 1 hour		1.10		Up to 1 hour		1.10	
Up to 2 hours		1.60		Up to 2 hours		1.70	
Up to 3 hours		2.10		Up to 3 hours		2.30	
Up to 4 hours		3.00		Up to 4 hours		3.00	
Up to 12 hours		4.40		Up to 12 hours		5.40	
Sunday charge		1.00		Sunday charge		1.00	
<u>Bulstrode Way</u>	3474-0863			<u>Station Road</u>	3477-0863		
		-				-	
Up to 1 hour		1.10		Up to 1 hour		1.10	
Up to 2 hours		1.70		Up to 2 hours		1.70	
Up to 3 hours		2.30		Up to 3 hours		2.30	
No Long Stay		-		Up to 4 hours		3.00	
Sunday charge		1.00		Up to 24 hours		4.40	
				Sunday charge		1.00	
<u>Jennery Lane</u>	3470-0863			<u>Summers Road</u>	3472-0863		
Up to ½ hour		0.40		Up to ½ hour		0.30	
Up to 1 hour		0.90		Up to 1 hour		0.60	
Up to 2 hours		1.10		Up to 2 hours		0.80	
No Long Stay		-		Up to 3 hours		1.20	
Sunday charge		1.00		Up to 24 hours		2.00	
				Sunday charge		1.00	
<u>Neville Court</u>	3471-0863			<u>Broadway -</u>			
Up to 2 hours		0.30		Up to ½ hour		0.30	
Up to 4 hours		0.50		Up to 3 hours		0.90	
Up to 24 hours		1.00		Up to 24 hours		1.30	
Sunday charge		1.00		Sunday charge		1.00	
<u>Packhorse Road</u>	3475-0863			<u>Warwick Road</u>	3468-0863		
Up to ½ hour		-		Up to ½ hour		-	
Up to 1 hour		1.10		Up to 1 hour		1.10	
Up to 2 hours		1.70		Up to 2 hours		1.70	
Up to 3 hours		3.30		Up to 3 hours		2.30	
Up to 4 hours		4.10		Up to 4 hours		3.00	
Up to 24 hours		6.40		Up to 12 hours		4.40	
Sunday charge		1.00		Sunday charge		1.00	

## ENVIRONMENT PORTFOLIO REVISED CHARGES FROM 1 APRIL 2014

VAT Codes: (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

CAR PARKS - SEASON TICKETS (1a)							
	General ledger code	2013/14 £	2014/15 £		General ledger code	2013/14 £	2014/15 £
<u>Altons</u>	3466-0864			<u>Station Road</u>	3477-0864		
3 Monthly		210.00		3 Monthly		260.00	
6 Monthly		390.00		6 Monthly		470.00	
Residents out of hours (6 mnthly)		344.00		Residents out of hours (6 mnthly)		353.00	
<u>Neville Court</u>	3471-0864			<u>Summers Road</u>	3472-0864		
3 Monthly		45.00		3 Monthly		130.00	
6 Monthly		90.00		6 Monthly		250.00	
Residents out of hours (6 mnthly)		68.00		Residents out of hours (6 mnthly)		182.00	
<u>Packhorse Road</u>	3475-0864			<u>The Broadway</u>	3473-0864		
3 Monthly		280.00		3 Monthly		40.00	
6 Monthly		520.00		6 Monthly		80.00	
Residents out of hours (6 mnthly)		390.00		Residents out of hours (6 mnthly)		60.00	
<u>Penncroft</u>	3467-0864			<u>Warwick Road</u>	3468-0864		
3 Monthly		260.00		3 Monthly		210.00	
6 Monthly		470.00		6 monthly		390.00	
Residents out of hours (6 mnthly)		371.00		Residents out of hours (6 mnthly)		353.00	
<u>Jennery Lane</u>	3470-0864			<u>Bulstrode Way</u>	3474-0864		
3 Monthly		130.00		3 Monthly		260.00	
6 Monthly		250.00		6 monthly		470.00	
Residents out of hours (6 mnthly)		210.00		Residents out of hours (6 mnthly)		364.00	
Issue of replacement Season Ticket			5.00				

CAR PARKS - EXCESS CHARGES			
	General ledger code	2013/14 £	2014/15 £
Paid within 14 Days (3)	3490-0865	40.00	
Otherwise (3)	3490-0865	80.00	



# ENVIRONMENT PORTFOLIO REVISED CHARGES FROM 1 APRIL 2014

Appendix

VAT Codes: (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

LAND CHARGES	General ledger code	2013/14 £	2014/15 £
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Search Fee (standard) (3) (including applications received via NLIS)	2316-0873	95.00	
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Nb: Local authorities are no longer able to charge for personal land charge searches.

REFUSE COLLECTION	General ledger code	2013/14 £	2014/15 £
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Bulky Items - Up to 5 items (3)	3441-0840	33.50	34.50
Disclaimed Vehicle (3)	3442-0854	70.00	70.00
Graffiti removal from private property (1a)	3442-0937	160.00/hr	160.00/hr
Bin Hire per year (1a)			
1100 Litre	3441-0902	148.00	152.00
660 Litre	3441-0902	106.00	109.00
340 Litre	3441-0902	49.00	50.00
Refuse Collection charge - Schedule 2 waste - 1100 ltr (1a)	3441-0937	187.50/yr	193/yr
Refuse Collection charge - Schedule 2 waste - 240 ltr (1a)	3441-0937	72.00/yr	73.50/yr
Wheelie Bin hire charge for above properties - 240 ltr (1a)	3441-0937	28.50/yr	29.00/yr
Wheelie Bin replacement if lost/stolen - 240 ltr (1a)	3441-0937	24.00	24.50
Sale of Black Sacks (1a) (Min of £5 if paid by debit/Credit card)	3441-0831	3.50	3.50

MOORING FEES	General ledger code	2013/14 £	2014/15 £
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Per day (1a)	3530-0870	8.00	8.00
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STREET NAME PLATES (1b)	General ledger code	2013/14 £	2014/15 £
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1 only plate	3552-0937	271.00	276.00
2 plates	3552-0937	402.00	410.00
1 plate (cul-de-sac)	3552-0937	323.00	329.00
2 plates (cul-de-sac)	3552-0937	454.00	463.00

## ENVIRONMENT PORTFOLIO REVISED CHARGES FROM 1 APRIL 2014

VAT Codes: (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

STREET NAMING (1b)	General ledger code	2013/14 £	2014/15 £
<b>Existing Houses</b>			
House name change	3552-0937	83.00	85.00
<b>Rename of streets where requested by residents (Apportioned across number of addresses)</b>			
Note rarely carried out.			
1 to 5 properties	3552-0937	926.00	944.00
6 to 25 properties	3552-0937	1,183.00	1,206.00
26 to 75 properties	3552-0937	1,474.00	1,503.00
76 plus Properties	3552-0937	2,025.00	2,065.00
<b>Renumbering of streets where requested by residents (Apportioned across number of addresses)</b>			
Note rarely carried out.			
1 to 5 properties	3552-0937	926.00	944.00
6 to 25 properties	3552-0937	1,183.00	1,206.00
26 to 75 properties	3552-0937	1,474.00	1,503.00
76 plus Properties	3552-0937	2,025.00	2,065.00
<b>Numbering / naming of new Properties (Flat fee)</b>			
1 to 5 properties	3552-0937	235.00	240.00
6 to 25 properties	3552-0937	310.00	316.00
26 to 75 properties	3552-0937	362.00	369.00
76 plus properties	3552-0937	439.00	448.00
100 plus properties	3552-0937	546.00	557.00
Above 150 properties - one off charge to be agreed with developer with suggested charge per property £30	3552-0937		
Additional charge where this includes naming of a street	3552-0937	375.00	382.00

<b>SUBJECT:</b>	<b>Car Park Charges Review</b>
<b>REPORT OF:</b>	<b>Officer Management Team - Director of Services</b> <b>Prepared by - Head of Environment</b>

### 1. Purpose of Report

- 1.1 To report back on the results of the consultation exercise recently undertaken in relation to the Council's pay and display car parks.

### 2. Links to Council Policy Objectives

- 2.1 SBDC's public car parks 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 The Council's pay and display car park charges were reviewed in September 2013 and the PAG agreed to advise the Portfolio Holder to consult on the following proposals:
- A general increase of 10p per transaction;
  - A modest increase in season ticket prices;
  - To have free parking in the Council's car parks on one or two Saturdays in December 2013 at an approximate cost of £3,000 per Saturday.
- 3.2 The Council provides off street car parking in order to meet its obligations to secure good traffic management. The proposed increase in car parking charges is to compensate for inflation so that SBDC can continue with this provision.
- 3.3 The general increase in charges of 10p per transaction is estimated to provide an additional £61,000 in a full financial year. As a suggestion, an increase of 5% in season ticket prices is estimated to provide an additional £4,500.
- 3.4 The predicted car park income for 13/14 is £876,000 against a budget of £916,000 i.e. a shortfall for 13/14 of £40,000. The shortfall is due to lower ticket sales than anticipated and fewer excess charge notices being issued.

- 3.5 The PAG supported the proposal that the car park income budget for 2014-15 at this stage and for budgetary purposes should be set at £934,300, that is to say an increase of 2% in line with the Council's general increase in charges. Therefore to stay on budget for next year there needs to be an increase in income of at least £58,320. The current charges and suggested new charges are shown in Appendix A. Appendix B shows the charges going back to 2004.
- 3.6 There is to be an extensive survey shortly of parking requirements in both Beaconsfield and Gerrards Cross.

#### 4. Response to Consultation

4.1 Letters were sent out to consult on the charging proposals to all parish and town councils and various statutory consultees as well as a number of local business organisations and newspapers. The consultation ended on 8<sup>th</sup> November. The comments received are summarised at Appendix C. The actual letters and emails may be found in the Member's Room prior to the PAG meeting.

4.2 There were responses from seven consultees: four from Burnham and three from Gerrards Cross.

##### General increase

4.3 Respondents were against this increase. The prevailing view is that free short term parking would generate more business for local shops and reduce congestion caused by on street parking.

##### Season tickets

4.4 Respondents were also against this proposal, except for one resident who felt that season ticket prices should be increased as their users were not contributing to the local economy. The view from a local business however was that more and cheaper season tickets would be desirable for their staff.

##### Christmas

4.5 The proposal to allow free parking in all the Council's car parks for one or two Saturdays in December 2013 in order to encourage the use of local shops was welcomed though not mentioned by several respondents. It was felt that free short term parking was more important. (This proposal was considered by Cabinet on 19<sup>th</sup> November.)

##### Burnham

4.6 The largest response to the consultation was from Burnham. It was felt that increases in charges would be damaging to businesses in the High Street and that some form of free parking should be introduced such as one day a week or early/late in the day. There was also reference to an announcement by the parliamentary select committee on Transport on the subject of local authority parking enforcement. Respondents felt that fines were excessive.

### Summary

- 4.7 Members' views are therefore sought, in light of the comments received, as to whether the proposed 10p general increase and the suggested 5% increase in season ticket prices should go ahead in order to meet the proposed budgeted income figure of £934,300 in 14/15.

## 5. Timetable to report/implement changes

- 5.1 The timetable for implementing any amendments to the charges is as follows:

- Report back all comments following consultation to the Environment PAG - 4<sup>th</sup> December 2013;
- Portfolio Holder recommendations to Cabinet - 10<sup>th</sup> February 2014;
- Full Council to consider proposals - 25<sup>th</sup> February 2014;
- New charges come into force 7<sup>th</sup> April 2014.

## 6. Financial and other implications

- 6.1 The predicted car park income for 13/14 is £876,000 against a budget of £916,000 i.e. a shortfall for 13/14 of £40,000. The shortfall is due to lower ticket sales than anticipated and fewer excess charge notices being issued. The proposed budgeted income for 14/15 is £934,300, including 2% growth. Therefore to stay on budget for next year there needs to be an increase in income of at least £58,320.
- 6.2 The estimated additional income for the new charges is £65,500. This would cover the shortfall of £40,000 plus the 2% budget increase of £18,000 plus some contingency in case of falling revenues.
- 6.3 Car park usage should increase as the national economy recovers and on street enforcement progresses. Officers anticipate that revenue will increase by 2.5% in 2015-16, that is to say by an additional £23,700.

## 7. Risks

- 7.1 Following the recent case of Attfield -v- Barnet Council which has attracted attention in the media and at DCLG, it is clear that the Council cannot use parking charges as a way of raising revenue to subsidise general revenue balances. The Council is entitled to cover the costs of providing off street parking through its parking charges. However, Barnet were successfully challenged over an increase in on-street parking charges because they already made a surplus on their parking charges.
- 7.2 In exercising its off-street parking functions under the Road Traffic Regulation Act 1984 (which includes the setting of parking charges) the Council is required to "to secure the expeditious, convenient and

safe movement of vehicular traffic (including pedestrians) and the provision of suitable and adequate parking facilities, on and off the highway”. Provided the Council sets its charges to meet these traffic management benefits an increase can be justified even if this would make a surplus.

- 7.3 The PAG will therefore need to be satisfied that any increase in charges can be justified on traffic management grounds. In this regard it is relevant to note that parking charges do need to be set in comparison to other public and private sector providers otherwise you get displacement parking and traffic congestion as drivers try to find/use the cheapest alternative.
- 7.4 Following any increase in charges, some customers may seek to park elsewhere, at least for a few months after the event. There is therefore a risk that revenue may decrease. Tickets sales are the lowest they have been for five years, so clearly any increase in price could reduce numbers further.
- 7.5 The economic situation remains uncertain and this may also affect predicted revenue.

## 8. Summary

- 8.1 Members of the PAG are therefore asked to note the contents of this report and advise the Portfolio Holder as to whether the suggested increases in charges and season tickets detailed in Appendix A should be recommended to Cabinet for implementation.

<b>Portfolio Holder:</b>	<b>Councillor N Naylor</b>
<b>Officer Contact:</b>	<b>Chris Marchant 01895 837360</b> <b>Chris.marchant@southbucks.gov.uk</b> <b>Andrew Crow 01895 837259</b> <b>andrew.crow@southbucks.gov.uk</b>
<b>Background Papers:</b>	<b>None</b>

SOUTH BUCKS DISTRICT COUNCIL

Parking Place	Charges April 2013	Proposed Charges in Red
<b>Warwick Rd,</b> Beaconsfield HP9 2PE	Up to 1 hour £1.10 Up to 2 hours £1.70 Up to 3 hours £2.30 Up to 4 hours £3.00 Up to 12 hours £4.40 Season Ticket - 3 Months £210.00 Season Ticket - 6 Months £390.00 Residents Permit 6 Months <b>£353.00</b> Tickets Issued from 8.00am	Up to 1 hour £1.20 Up to 2 hours £1.80 Up to 3 hours £2.40 Up to 4 hours £3.10 Up to 12 hours £4.50 Season Ticket - 3 Months £220.00 Season Ticket - 6 Months £410.00 Residents Permit 6 Months <b>£353.00</b> Tickets Issued from 8.00am
<b>Altons, Burkes Rd</b> Beaconsfield HP9 1PB	Up to 1 hour £1.10 Up to 2 hours £1.60 Up to 3 hours £2.10 Up to 4 hours £3.00 Up to 12 hours £4.40 Season Ticket - 3 Months £210.00 Season Ticket - 6 Months £390.00 Residents Permits 6 Months £344.00 Tickets issued from 8.00am	Up to 1 hour £1.20 Up to 2 hours £1.70 Up to 3 hours £2.20 Up to 4 hours £3.10 Up to 12 hours £4.50 Season Ticket - 3 Months £220.00 Season Ticket - 6 Months £410.00 Residents Permits 6 Months £344.00 Tickets issued from 8.00am
<b>Penncroft, Burkes Rd</b> Beaconsfield HP9 1PB	Up to 1 hour £1.10 Up to 2 hours £1.70 Up to 3 hours £2.30 Up to 4 hours £3.00 Up to 12 hours £5.40 Season Ticket - 3 Months £260.00 Season Ticket - 6 Months £470.00 Residents Permits 6 Months £371.00 Tickets issued from 8.00am	Up to 1 hour £1.20 Up to 2 hours £1.80 Up to 3 hours £2.40 Up to 4 hours £3.10 Up to 12 hours £5.50 Season Ticket - 3 Months £270.00 Season Ticket - 6 Months £490.00 Residents Permits 6 Months £371.00 Tickets issued from 8.00am

Parking Place	Charges April 2013		Proposed Charges in Red	
	Up to 1/2 hour	30p	Up to 1/2 hour	40p
Summers Road, Burnham SL1 7EP	Up to 1 hour	60p	Up to 1 hour	70p
	Up to 2 hours	80p	Up to 2 hours	90p
	Up to 3 hours	£1.20	Up to 3 hours	£1.30
	Up to 24 hours	£2.00	Up to 24 hours	£2.10
	Season Ticket - 3 Months	£130.00	Season Ticket - 3 Months	£140.00
Season Ticket - 6 Months	£250.00	Season Ticket - 6 Months	£270.00	
Residents Permits 6 Months	£182.00	Residents Permits 6 Months	£182.00	
Jennery Lane, Burnham SL1 8BX	Up to 1/2 hour	40p	Up to 1/2 hour	50p
	Up to 1 hour	90p	Up to 1 hour	£1.00
	Up to 2 hours	£1.10	Up to 2 hours	£1.20
	NO LONG STAY		NO LONG STAY	
	Season Ticket - 3 Months	£130.00	Season Ticket - 3 Months	£140.00
Season Ticket - 6 Months	£250.00	Season Ticket - 6 Months	£270.00	
Residents Permits 6 Months	£210.00	Residents Permits 6 Months	£210.00	
Neville Court, Burnham SL1 8BB	Up to 2 hours	30p	Up to 2 hours	30p
	Up to 4 hours	50p	Up to 4 hours	50p
	Up to 24 hours	£1.00	Up to 24 hours	£1.00
	Season ticket - 3 months	£45.00	Season ticket - 3 months	£45.00
	Season ticket - 6 months	£90.00	Season ticket - 6 months	£90.00
Residents Permits 6 Months	£68.00	Residents Permits 6 Months	£68.00	
Bulstrode Way Gerrards Cross SL9 7QT	Up to 1 hour	£1.10	Up to 1 hour	£1.20
	Up to 2 hours	£1.70	Up to 2 hours	£1.80
	Up to 3 hours	£2.30	Up to 3 hours	£2.40
	Season Ticket - 3 Months	£260.00	Season Ticket - 3 Months	£270.00
	Season Ticket - 6 Months	£470.00	Season Ticket - 6 Months	£490.00
Residents Permits 6 Months	£364.00	Residents Permits 6 Months	£364.00	



Parking Place	Charges April 2013	Proposed Charges in Red	
<b>Packhorse Road</b> Gerrards Cross SL9 7QA	Up to 1 hour	£1.10	Up to 1 hour £1.20
	Up to 2 hours	£1.70	Up to 2 hours £1.80
	Up to 3 hours	£3.30	Up to 3 hours £3.40
	Up to 4 hours	£4.10	Up to 4 hours £4.20
	Up to 24 hours	£6.40	Up to 24 hours £6.50
	Season Ticket - 3 Months	£280.00	Season Ticket - 3 Months £290.00
	Season Ticket - 6 Months	£520.00	Season Ticket - 6 Months £540.00
Residents Permits 6 months	<b>£390.00</b>	Residents Permits 6 months <b>£390.00</b>	
<b>Station Road,</b> Gerrards Cross SL9 8EL	Up to 1 hour	£1.10	Up to 1 hour £1.20
	Up to 2 hours	£1.70	Up to 2 hours £1.80
	Up to 3 hours	£2.30	Up to 3 hours £2.40
	Up to 4 hours	£3.00	Up to 4 hours £3.10
	Up to 24 hours	£4.40	Up to 24 hours £4.50
	Season Ticket - 3 Months	£260.00	Season Ticket - 3 Months £270.00
	Season Ticket - 6 Months	£470.00	Season Ticket - 6 Months £490.00
Residents Permits 6 months	£353.00	Residents Permits 6 months £353.00	
<b>The Broadway</b> Farnham Common SL2 3PQ	Up to 1/2 hour	30p	Up to 1/2 hour 40p
	Up to 3 hours	90p	Up to 3 hours £1.00
	Up to 24 hours	£1.30	Up to 24 hours £1.40
	Season Ticket - 3 months	£40.00	Season Ticket - 3 months £50.00
	Season Ticket - 6 months	£80.00	Season Ticket - 6 months £100.00
	Residents Permits 6 Months	£60.00	Residents Permits 6 Months £60.00
<u>Excess Charge Ticket</u>			
Paid within 14 days	£40.00	£40.00	
Paid after 14 days	£80.00	£80.00	
Sunday Charging	£1.00	£1.10	
Public Holiday Charging	£1.00	£1.10	

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## SOUTH BUCKS DISTRICT COUNCIL

## Appendix B

## Car Park Charges 2004 to 2013

Parking Place	Charges 2004	Charges 2005	Charges 2006	Charges 2007	Charges 2008	Charges 2009	Charges 2010	Charges 2011	Charges 2012	Charges 2013
<b>Warwick Rd,</b> Beaconsfield HP9 2PE	Up to 1/2 hour	20p	30p	40p	50p	60p	60p	60p	60p	n/a
	Up to 1 hour	50p	70p	£1.00	£1.00	£1.10	£1.20	£1.20	£1.30	£1.10
	Up to 2 hours	70p	£1.10	£1.40	£1.50	£1.60	£1.70	£1.70	£1.70	£1.70
	Up to 3 hours	£1.10	£1.80	£2.00	£2.00	£2.20	£2.30	£2.30	£2.30	£2.30
	Up to 4 hours			£4.00	£4.20	£4.40	£4.40	£4.40	£4.40	£4.40
	Up to 12 hours	£3.50								
Season Ticket - 3 Months	£170.00	£192.00	£210.00	£210.00	£220.00	£210.00	£210.00	£210.00	£210.00	£210.00
Season Ticket - 6 Months	£315.00	£360.00	£380.00	£390.00	£400.00	£390.00	£390.00	£390.00	£390.00	£390.00
<b>Altons, Burkes Rd</b> Beaconsfield HP9 1PB	Up to 1/2 hour	20p	30p	40p	50p	60p	60p	60p	60p	n/a
	Up to 1 hour	50p	70p	£1.00	£1.00	£1.10	£1.20	£1.20	£1.30	£1.10
	Up to 2 hours	70p	£1.10	£1.40	£1.40	£1.50	£1.60	£1.60	£1.60	£1.60
	Up to 3 hours	£1.10	£1.40	£1.60	£1.80	£2.00	£2.10	£2.10	£2.10	£2.10
	Up to 4 hours			£4.00	£4.20	£4.40	£4.40	£4.40	£4.40	£4.40
	Up to 12 hours	£3.50								
Season Ticket - 3 Months	£170.00	£192.00	£210.00	£210.00	£220.00	£210.00	£210.00	£210.00	£210.00	£210.00
Season Ticket - 6 Months	£315.00	£360.00	£380.00	£390.00	£400.00	£390.00	£390.00	£390.00	£390.00	£390.00
<b>Penncroft, Burkes Rd</b> Beaconsfield HP9 1PB	Up to 1/2 hour	20p	30p	40p	50p	60p	60p	60p	60p	n/a
	Up to 1 hour	50p	70p	£1.00	£1.00	£1.10	£1.20	£1.20	£1.30	£1.10
	Up to 2 hours	70p	£1.10	£1.40	£1.50	£1.60	£1.70	£1.70	£1.70	£1.70
	Up to 3 hours	£1.60	£1.80	£2.00	£2.00	£2.20	£2.30	£2.30	£2.30	£2.30
	Up to 4 hours			£5.00	£5.20	£5.40	£5.40	£5.40	£5.40	£5.40
	Up to 12 hours	£4.50								
Season Ticket - 3 Months	£215.00	£240.00	£260.00	£260.00	£270.00	£260.00	£260.00	£260.00	£260.00	£260.00
Season Ticket - 6 Months	£405.00	£450.00	£470.00	£480.00	£480.00	£470.00	£470.00	£470.00	£470.00	£470.00

Parking Place	Charges 2004	Charges 2005	Charges 2006	Charges 2007	Charges 2008	Charges 2009	Charges 2010	Charges 2011	Charges 2012	Charges 2013
<b>Summers Road,</b> Burnham SL1 7EP	Up to 1/2 hour	free	free	free	free	free	free	30p	30p	30p
	Up to 1 hour	40p	40p	40p	50p	50p	50p	60p	60p	60p
	Up to 2 hours	70p	70p	70p	80p	80p	80p	80p	80p	80p
	Up to 3 hours	£1.10	£1.10	£1.10	£1.20	£1.20	£1.20	£1.20	£1.20	£1.20
	Up to 24 hours	£2.70	£2.70	£2.70	£2.90	£2.90	£2.00	£2.00	£2.00	£2.00
	Season Ticket - 3 Months	£140.00	£140.00	£140.00	£140.00	£140.00	£130.00	£130.00	£130.00	£130.00
Season Ticket - 6 Months	£260.00	£260.00	£260.00	£260.00	£260.00	£250.00	£250.00	£250.00	£250.00	
<b>Jennery Lane,</b> Burnham SL1 8BX	Up to 1/2 hour	10p	20p	20p	30p	30p	40p	40p	40p	40p
	Up to 1 hour	40p	50p	50p	60p	70p	80p	80p	90p	90p
	Up to 2 hours	60p	70p	70p	80p	£1.00	£1.10	£1.10	£1.10	£1.10
	Season Ticket - 3 Months	n/a	n/a	n/a	n/a	n/a	£130.00	£130.00	£130.00	£130.00
	Season Ticket - 6 Months	n/a	n/a	n/a	n/a	n/a	£250.00	£250.00	£250.00	£250.00
<b>Neville Court,</b> Burnham SL1 8BB	Up to 2 hours	30p	30p	30p	30p	30p	30p	30p	30p	30p
	Up to 4 hours	50p	50p	50p	50p	50p	50p	50p	50p	50p
	Up to 24 hours	£1.00	£1.00	£1.00	£1.00	£1.00	£1.00	£1.00	£1.00	£1.00
	Season ticket - 3 months	£45.00	£45.00	£45.00	£45.00	£55.00	£45.00	£45.00	£45.00	£45.00
	Season ticket - 6 months	£90.00	£90.00	£90.00	£90.00	£100.00	£90.00	£90.00	£90.00	£90.00
<b>Bulstrode Way</b> Gerrards Cross SL9 7QT	Up to 1/2 hour	20p	30p	40p	50p	50p	60p	60p	n/a	n/a
	Up to 1 hour	50p	70p	£1.00	£1.00	£1.10	£1.20	£1.30	£1.10	£1.10
	Up to 2 hours	70p	£1.10	£1.40	£1.50	£1.60	£1.70	£1.70	£1.70	£1.70
	Up to 3 hours	£1.60	£1.80	£2.00	£2.00	£2.20	£2.30	£2.30	£2.30	£2.30
	Season Ticket - 3 Months	n/a	n/a	n/a	n/a	£260.00	£260.00	£260.00	£260.00	£260.00
	Season Ticket - 6 Months	n/a	n/a	n/a	n/a	£470.00	£470.00	£470.00	£470.00	£470.00

Parking Place	Charges 2004	Charges 2005	Charges 2006	Charges 2007	Charges 2008	Charges 2009	Charges 2010	Charges 2011	Charges 2012	Charges 2013
<b>Packhorse Road</b> Gerrards Cross SL9 7QA	Up to 1/2 hour	20p	30p	40p	50p	60p	60p	60p	n/a	n/a
	Up to 1 hour	50p	70p	£1.00	£1.00	£1.10	£1.20	£1.20	£1.30	£1.10
	Up to 2 hours	70p	£1.10	£1.40	£1.50	£1.60	£1.70	£1.70	£1.70	£1.70
	Up to 3 hours	£1.60	£1.80	£2.00	£2.00	£2.20	£2.30	£3.30	£3.30	£3.30
	Up to 4 hours		£5.00	£5.20	£5.20	£5.40	£5.40	£6.40	£6.40	£6.40
	Up to 24 hours	£5.00	£5.00	£5.20	£5.20	£5.40	£5.40	£6.40	£6.40	£6.40
Season Ticket - 3 Months	£240.00	£240.00	£260.00	£260.00	£270.00	£260.00	£280.00	£280.00	£280.00	£280.00
	£450.00	£450.00	£470.00	£470.00	£480.00	£470.00	£520.00	£520.00	£520.00	£520.00
<b>Station Road,</b> Gerrards Cross SL9 8EL	Up to 1/2 hour	20p	30p	40p	50p	60p	60p	60p	n/a	n/a
	Up to 1 hour	50p	70p	£1.00	£1.00	£1.10	£1.20	£1.20	£1.30	£1.10
	Up to 2 hours	70p	£1.10	£1.40	£1.50	£1.60	£1.70	£1.70	£1.70	£1.70
	Up to 3 hours	£1.60	£1.80	£2.00	£2.00	£2.20	£2.30	£2.30	£2.30	£2.30
	Up to 4 hours		£5.00	£5.20	£5.20	£5.40	£4.40	£4.40	£4.40	£4.40
	Up to 24 hours	£5.00	£5.00	£5.20	£5.20	£5.40	£4.40	£4.40	£4.40	£4.40
Season Ticket - 3 Months	£240.00	£240.00	£260.00	£260.00	£270.00	£260.00	£260.00	£260.00	£260.00	£260.00
	£450.00	£450.00	£470.00	£470.00	£480.00	£470.00	£470.00	£470.00	£470.00	£470.00
<b>The Broadway</b> Farnham Common SL2 3PQ	Up to 1/2 hour	free	free	free	free	free	free	free	30p	30p
	Up to 3 hours	50p	60p	80p	80p	90p	90p	90p	90p	90p
	Up to 24 hours	70p	80p	£1.00	£1.20	£1.30	£1.30	£1.30	£1.30	£1.30
	Season Ticket - 3 months	£35.00	£40.00	£40.00	£40.00	£50.00	£40.00	£40.00	£40.00	£40.00
	Season Ticket - 6 months	£65.00	£80.00	£80.00	£80.00	£90.00	£80.00	£80.00	£80.00	£80.00
<u>Excess Charge Ticket</u>										
Paid within 14 days	£30.00	£30.00	£40.00	£40.00	£40.00	£40.00	£40.00	£40.00	£40.00	£40.00
Paid after 14 days	£60.00	£60.00	£80.00	£80.00	£80.00	£80.00	£80.00	£80.00	£80.00	£80.00
Sunday Charging	free	free	free	£1.00	£1.00	£1.00	£1.00	£1.00	£1.00	£1.00
Public Holiday Charging	free	free	free	£1.00	£1.00	£1.00	£1.00	£1.00	£1.00	£1.00

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Car Park Charging Consultation		Sep/Nov 2013	Appendix C
Parish	respondent	General increase of 10p season tickets	Free Saturdays in December
Burnham	Parish Council	unacceptable	yes
	Think Burnham	against	yes
			suggests free parking early and late warnings rather than fines for first offence
			refers to HofC Transport Committee views
	Burnham Business Association	against	suggests free parking one day a week
	resident		ticket machines to give change
			fines excessive
			ticket machines to give change
Gerrards Cross	Parish Council	against	suggests lower charges
			suggests free half hour in December
	BP Collins	against	suggests free short term parking
			suggests cheap season tickets
	resident	against	suggests 20 minutes free parking
			wants higher season ticket charges

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<b>SUBJECT:</b>	Littleworth Common.
<b>REPORT OF:</b>	Officer Management Team - Director of Services Prepared by - Head of Environment

## 1. Purpose of Report

- 1.1. The purpose of this report is to update Members about the Higher Level Stewardship funding application for Littleworth Common.

## 2. Links to Council Policy Objectives

- 2.1 The management of Littleworth Common contributes to the Council's aim to make our environment measurably cleaner, healthier and managed in a way to preserve it for future generations.

## 3. Background

- 3.1. Littleworth Common is significant lowland heathland of 16 Hectares/ 39.6 acres and is shown edged in black on the plan at Appendix A.
- 3.2 The site is a Site of Special Scientific Interest (SSSI). Natural England (NE) guidance states that "The purpose of SSSIs is to safeguard, for present and future generations, the diversity and geographic range of habitats, species... including the full range of natural and semi-natural ecosystems." The legislation states that the owner or the occupier of the site is legally responsible for the site and has a statutory duty to get the SSSI into a favourable condition (it is currently 'unfavourable recovering').
- 3.3 The District Council does not own the site but manages it under an agreement with the owners.
- 3.4 The District Council has recently prepared a new management plan for the site, for the years 2011 - 2021.
- 3.5 The budget for maintaining the site has been reduced to £1,000 per annum for future years. This includes safety works to trees etc., and for bracken and birch removal with the aim to encourage regeneration of the heather.
- 3.6 The former 'Countryside Stewardship Scheme' funding ceased in September 2010. This scheme has been replaced with a 'Higher Level Stewardship' (HLS) scheme. Approval was given at the PAG on 22<sup>nd</sup> July 2010 to apply for this HLS funding for the next 10 years.

## 4.0 Discussion

- 4.1 The Council submitted an application for the 'Higher Level Stewardship' (HLS) funding in 2011.
- 4.2 Natural England (NE) initially indicated that the application would be successful but following an internal review of their funding mechanisms NE has since

revised the criteria for applications to HLS. Now the owner of the site has to countersign any application to confirm that should the applicant (in this case SBDC as the manager of the site) default on its management responsibilities they would step in and manage the site to the agreement of NE.

- 4.3 In addition, the national funding for HLS schemes is due to cease at the end of 2013, so it was requested that the revised application should be submitted, with the owner’s signatures, by mid September 2013.
- 4.4 Despite officer attempts to contact the owner, no response has been received. Therefore NE has rejected the Council’s application for HLS funding and stated that no further funding will be available until the next funding stream is announced. This is likely to be in 2014/15.
- 4.5 Therefore the Council will continue to currently manage the site with its limited funding and a firm letter will be sent to NE explaining the surprising nature of this decision and copying the letter to Dominic Grieve seeking his assistance to help us obtain funding from NE for this site.

**5. Resources, Risk and Other Implications**

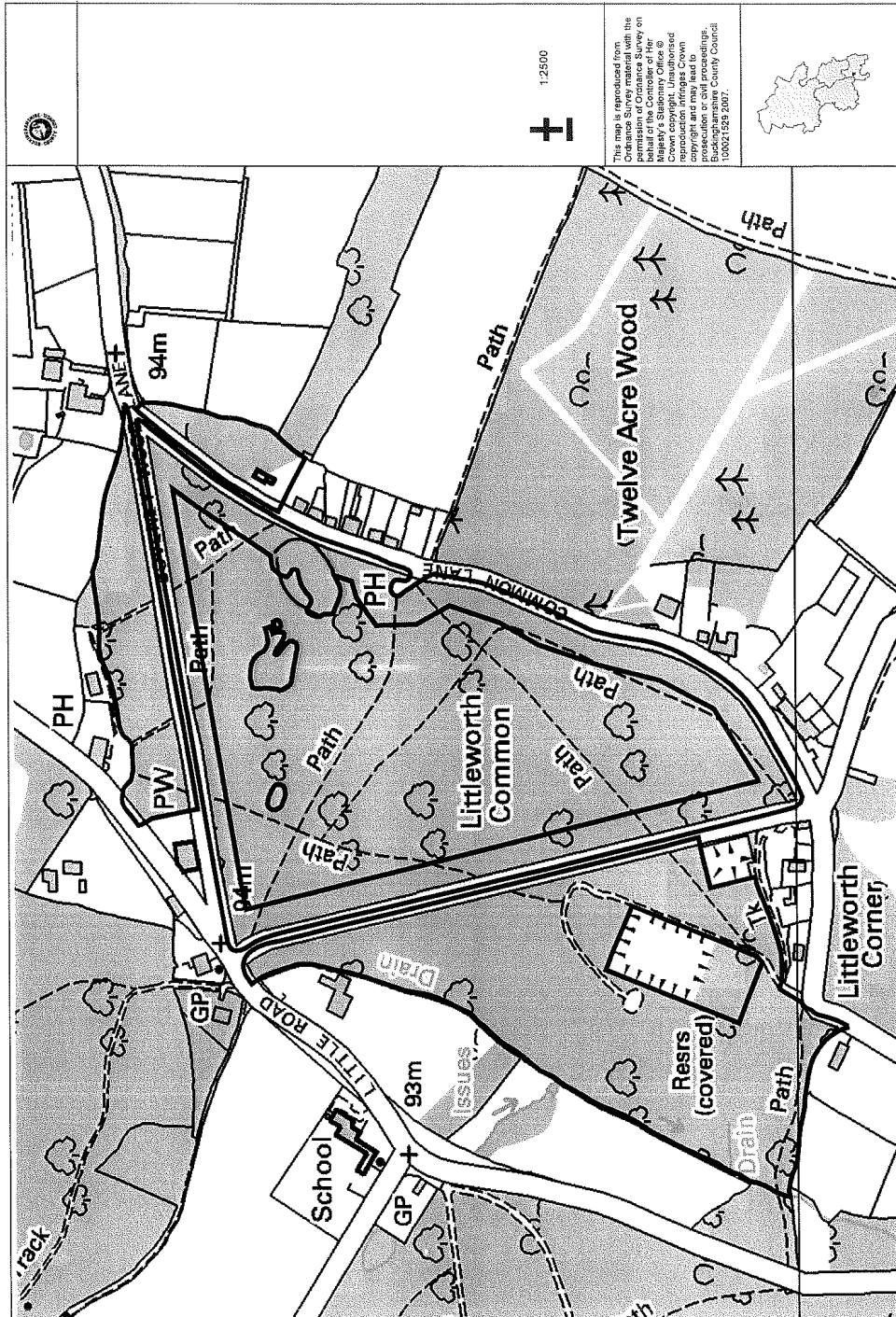
- 5.1 The Council has a revenue budget from 2011/12 of £1,000 per annum for works at Littleworth Common. Together with recharges of £3,420, the total spend will be £4,420.

**6. Summary**

- 6.1 The Policy Advisory Group is asked to note this report.

<b>Portfolio Holder:</b>	<b>Councillor N Naylor</b>
<b>Officer Contact:</b>	<b>Simon Gray 01895 837321 email <a href="mailto:simon.gray@southbucks.gov.uk">simon.gray@southbucks.gov.uk</a></b>
<b>Background papers</b>	<b>Previous reports on this matter.</b>

Appendix A. Plan of the site with the extent of the common edged in black.



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

### Purpose of Report

- 1.1 To update Members on the progression of the roll out of the new refuse and recycling collection service.

### 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 In March this PAG agreed with the recommendations of a report presenting the background, estimated costs and operational implications of changing refuse and recycling services in the District.
- 3.2 A subsequent report in September provided an update on several financial and operational matters.

### Update on Key Factors

#### Paper Sort Facility (PSF) and UPM Contract

- 4.1 Paper and card are being sorted at the PSF at the London Road depot until our new depot at Dropmore Road is ready in late December/early January. Once we start tipping paper and card at Dropmore Road it will no longer be sorted into the two separate grades and will all be sold to UPM.
- 4.2 A revised legal agreement is currently with the CDC legal department for sign off and a bespoke agreement for SBDC following our cessation of the use of the PSF is being finalised at the time of writing.

#### Dropmore Road Depot

- 4.3 Construction is underway, and although we are on target to move in on time in mid-December, a delay in the installation of a water run-off tank and the weighbridge will mean that we are unlikely to be able to use the bulking bays until early-mid January.
- 4.4 Bulking of recyclable materials will continue to take place at London Rd until then and a gate fee for this is being charged by Serco.

## Agenda Item 6

### New Service Update

#### Recycling

- 5.2 The blue-lidded recycling bins have been ordered and are due for delivery in early January for distribution. Around 500 properties will be provided with thick blue sacks for recycling. Blank black recycling boxes are being ordered in small quantities as required to keep us going until the new service starts, when we expect to receive some back for reuse and will print information on the sides of new boxes to indicate that they are no longer suitable for thick card. The vehicles will arrive as they come off the production line during February and March, and the existing fleet will be used in place of vehicles that are late.
- 5.3 The Supplementary Agreement signed by Biffa in 2011 transpired to not be as robust as we had hoped. We have worked with Biffa to identify compensatory efficiencies and savings, to ensure that we remain within budget with a revised agreement.
- 5.4 Small items of Waste Electrical and Electronic Equipment (WEEE) and batteries collected from households was due to be recycled by Biffa. These items will now be recycled by Bucks CC. This makes no difference to SBDC as we were not due to receive an income from these materials anyway.
- 5.5 Textiles will be reused and recycled by the Salvation Army, who already have a strong network of textile bins in the District and appear to be popular with residents.

#### Refuse

- 5.6 The grey-lidded refuse bins have been ordered and are due for delivery in early January for distribution. The vehicles will arrive as they come off the production line during February and March, and the existing fleet will be used in place of vehicles that arrive late.

#### Food Waste

- 5.7 The brown 23l small food waste bins, silver 5l kitchen caddies and starter packs of 50 compostable liners have been ordered and are due for delivery in early January for distribution.
- 5.8 Monthly meetings with Bucks CC are taking place so that we are given early warning of any delays at High Heavens which would impede our ability to tip food there from Day 1. Any delays would require food waste to be tipped in Wallingford which is achievable on a temporary basis.

#### Garden Waste

- 5.9 The garden waste collection service will begin on 31<sup>st</sup> March, 5 weeks after the start of the changes to refuse and recycling collections. Existing food and garden waste wheelie bins will be removed from properties that haven't subscribed following their final food and garden waste collection.
- 5.10 Not all bins will be out and it is expected that the retrieval of all bins will take some time. Some residents may put them out for collection following the service changes and expect them to be emptied or put them out after 31<sup>st</sup> March in an attempt to receive the garden waste service for free. Only bins from properties that have signed up to the service will be collected and this is expected to generate some customer contact.

### Publicity

- 5.11 A letter was sent to all properties via Royal Mail at the end of September (but would have been mistaken for junk mail by many) and envelope containing 2 leaflets and a calendar were delivered by Biffa in October. Customer contact following the deliveries was lower than anticipated but came in a steady stream.
- 5.12 A series of 20 roadshows between 26<sup>th</sup> October and 4<sup>th</sup> March are at the time of writing nearing completion. They have been a great success and although it was difficult to measure precise numbers due to residents often speaking to more than one Officer, it is estimated at the time of writing that contact with approximately 1000 residents has been made.
- 5.13 In addition to tweets and press releases, the following items of publicity are due to be distributed:
- a bin hanger is due to be hung on all garden and kitchen waste wheelie bins in December to remind residents to sign up to the service before the end of January to receive the discount and that the bin will otherwise be removed in February;
  - A plastic wrapped leaflet pack will be stuck to either a refuse or recycling bin being delivered to each property containing a calendar and service information leaflet;
  - a label on paper recycling boxes in February to remind residents of what needs to go into the paper boxes after 24<sup>th</sup> February
- 5.14 In addition, a full colour self-adhesive label that shows what items can go into the blue-lidded wheelie bin will be offered to residents who need the visual reminder.

### Other Issues

- 5.15 IAA negotiations with Bucks CC are ongoing and it is due to be signed this financial year. A letter of intent is in place in the meantime.
- 5.16 The Waste Efficiency Officer will be seconded to the post of Waste Projects Officer (a new temporary role to support the roll out). This post will be temporarily replaced with a new Recycling Assistant role.
- 5.17 Extra admin resources have been recruited for a January start in anticipation of increased customer contact once bins start to be delivered and as per the project plan.
- 5.18 Arranged Maternity cover for the Contracts Manager unfortunately fell through at late notice and recruitment via an agency has taken place.

### **Conclusion**

- 5.19 Although Officers are very busy and stretched, the roll out is to date proceeding as planned under the supervision of a Project Board.

### **Resource and Wider Policy Implications**

- 7.1 All financial matters relating to the project are currently within budget and expected to remain so.

### **Summary**

- 8.1 Members are asked to note that the content of this report.

Agenda Item 6

<b>Officer Contact:</b>	Elizabeth Cullen, Contracts Manager, 01895 837330 elizabeth.cullen@southbucks.gov.uk
<b>Background Papers:</b>	Previous Reports on this matter.



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