

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 minutes of the meeting of the PAG held on 18 June 2014. | (1 - 4) |
| 3. Reports from Members | |
| To receive any reports from the Chairman or PAG Members. | |
| <i>A. REPORTS LIKELY TO LEAD TO PORTFOLIO HOLDER
DECISION/RECOMMENDATION</i> | |
| 4. Flats Waste Collection Service Review Update | |
| To consider report of the Director of Services. | (5 - 8) |
| <i>Appendix A</i> | (9 - 10) |
| 5. Car Park Annual Report | |
| To consider report of the Director of Resources. | (11 - 16) |
| <i>Appendix A</i> | (17 - 20) |
| <i>Appendix B</i> | (21 - 26) |
| <i>Appendix C</i> | (27 - 30) |
| <i>Appendix D</i> | (31 - 34) |
| <i>Appendix E</i> | (35 - 36) |
| <i>B. REPORTS FOR INFORMATION/DISCUSSION</i> | |
| 7. School Waste Collections Update | |
| To consider report of the Director of Services. | (37 - 40) |
| <i>Appendix A</i> | (41 - 42) |
| <i>Appendix B</i> | (43 - 44) |
| 8. Revised Joint Waste Strategy | |
| Oral update by the Head of Environment. | |

9. **Any other business**

Any other business which the Portfolio Holder considers is urgent.

The next meeting is due to take place on Wednesday, 3 December 2014

ENVIRONMENT POLICY ADVISORY GROUP

Meeting - 18 June 2014

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

1. MINUTES

The minutes of the meeting of the PAG held on 19 March 2014 were received.

2. REPORTS FROM MEMBERS

None received.

3. BEACONSFIELD OLD TOWN COMMON LAND - PARKING AND PROPOSED COMMON LAND SWAP PROPOSALS AND TARMAC REPAIRS

The PAG received a report and a presentation by RTA Associates on the results of the consultation for the proposed parking and land swap on Beaconsfield Common Land. The PAG noted the following:

- Residents, shops and businesses within a 500m. radius of the Ends were consulted;
- A consultation pack was prepared and around 1600 were distributed.
- A public drop in session was arranged at the Fitzwilliams Centre on 19 February between 2 p.m. and 8 p.m. Invitation to the event was included in the consultation packs;
- 905 responses received (assumed 295 of these were from one respondent therefore not included in analysis);
- Residents had a fairly balance view - supportive of limited waiting but not charges;
- Business had a consistently negative view on all aspects of the consultation;
- Small number of shops responded - most of them were positive;
- Overall the consultation produced a negative response

In the discussion which followed, it was noted that there were three distinct users with very different issues. The PAG were of the opinion that the consultation results had shown that there was no clear mandate to progress with the introduction of limited parking controls and swapping of part of the common land to an adjacent grassed area. The Council wanted to offer something overall for Beaconsfield, but had not succeeded.

The report also sought funding for urgent tarmac repairs on the common land due to the poor state of the existing car park surfacing on the northern side of London End. The PAG supported the proposal that funding of £45,000 be added to the capital programme for the urgent repairs.

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

1. as the outcome of the consultation was that there was no clear mandate to progress with the introduction of limited parking controls and swapping of part of the common land to an adjacent grassed area, no further action be taken and the common land be continued to be managed by the Council within current constraints
2. funding of £45,000 be added to the capital programme for urgent tarmac repairs on the common land.

4. CHRISTMAS FREE PARKING

The PAG considered a report as whether to offer free parking at the Council's car parks on two Saturdays in December 2014 in order to encourage the use of local shops within the District. The report also set out a proposal for the matter to be dealt with under delegated authority in future years.

It was noted that whilst there were no figures for assessing the benefit to local traders of having a free Saturday, the cost to the Council of arranging free days would be negligible. The PAG were of the opinion that the two most suitable Saturdays to have free parking on would be 13 and 20 December 2014.

Having considered the advice of the PAG, who were in support of the proposals, the Portfolio Holder **AGREED** to **RECOMMEND** to Cabinet that

1. approval be given to allow free parking in the Council's car parks on 13 and 20 December (two Saturdays) in December 2014.
2. authority be delegated to the Head of Environment in consultation with the Portfolio Holder to allow free parking for two Saturdays in subsequent years in December in the Council's car parks.

5. BURNHAM SCHOOL CAR PARKING PLAN

The PAG considered a report seeking authority to allow free parking at Summers Road car park for parents dropping off and picking up children from St Peters School in Burnham.

In order to alleviate congestion around the school, the Headteacher of St Peters School has requested that parents be allowed to park free of charge in the Council's Summers Road Car Park during peak times for a trial period of six months.

It was estimated that the loss of income to the Council from allowing free parking during those times would be modest. Furthermore, the school was prepared to deal with the administration of permits for the proposed scheme so there would be no other direct costs to the Council.

The PAG supported the proposal to review the scheme before the end of the 6 month trial period.

Having considered the advice of the PAG, which supported the proposals, the Portfolio Holder **AGREED** to **RECOMMEND** to Cabinet that

1. a trial scheme be introduced to allow free parking at Summers Road car park for parents of children at St Peter's School.
2. authority be delegated authority to the Head of Environment, in consultation with the Portfolio Holder, to agree the details of the scheme.

6. FLATS SERVICE REVIEW REPORT

The PAG received a report on the proposed service review for flats. The aim of the review was to provide residents with an improved service and thereby increase the amount of recycling collected and resident participation in flats by bringing collection services in line with the rest of the district.

Approximately 3000 properties across 200 sites have remained on either a weekly black sack or weekly bulk collection due to being unsuitable for the standard food waste collection service. As every block of flats differs in terms of building features, management structures and types of residents, it would be counterproductive to offer one 'blanket' service to all flats.

The PAG noted the proposed collection methods as set out in section 5 of the report and appendix B which depicted what the flats waste and recycling collection service could look like depending on the best solution for each site. With regard to the ongoing provision of liners to flats in order to

maximise participation and the amount of food waste collected, it was proposed that this be reviewed following the rollout.

Due to the number of properties to be reviewed and the complexities involved in flats collections, additional staffing resources would be required. The PAG were therefore asked to advise the Portfolio Holder on whether to recommend to Cabinet an extension of the Recycling Assistant post for a further six months.

In the discussion which followed, Members expressed their thanks to officers for all their hard work in implementing the effective new waste and recycling service.

Having considered the advice of the PAG, which was supportive of the proposals, the Portfolio Holder **AGREED** to **RECOMMEND** to Cabinet that

1. an additional £13,994 Revenue budget to fund a six month extension of the Recycling Assistant Post be approved.
2. the ongoing provision of liners to flats in order to maximise participation and the amount of food waste collected be reviewed following the rollout.

7. GARDEN WASTE RENEWALS

The PAG received a report which asked Members to advise the Portfolio Holder on the internal policy of how garden waste renewals should be handled for 2015/16 and beyond for the subscription based garden waste collection scheme which started on 31st March 2014.

The report set out two possible options:

- Option 1: a resident's renewal date to be 12 months after their first payment is received; or
 Option 2: the renewal date for all residents to be the first day of the new financial year.

In supporting option 2, the PAG noted a number of key considerations as set out in section 3.2 of the report, including the implications of a sliding scale of charges and the potential early renewal discount reduction. Members were in support of the proposal to delegate authority to the Director of Services, in consultation with the Portfolio Holder, to agree a further early bird discount scheme.

During the discussion the PAG stressed the importance of encouraging more residents to take up the garden waste collection scheme, especially those residents whose black bins often have garden waste in them. It was noted that that officers would be going out with the crews to check garden waste and educate residents.

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

1. option 2 be agreed and the key considerations as set out in the report be noted.
2. authority be delegated to the Director of Services, in consultation with the Portfolio Holder, to agree a further early bird discount scheme for early renewal at the agreed reduced price.

8. GROUNDS MAINTENANCE CONTRACT FUTURE

The PAG received a report seeking agreement to extend the joint grounds maintenance contract with Wycombe and Chiltern District Council.

The Council already operated a joint contract with John O'Connor (Grounds Maintenance). The contract was for an initial term of five years from 1 April 2010 and could jointly be extended for up to 3 years. The numerous advantages of a joint contract were listed in paragraph 4.1 of the report. It was noted that the approach would not pre-judge the outcomes of the management service review which would take place later this year.

The PAG were advised that Bucks County Council were currently looking into possibility of devolving grass cutting to parishes. No extension could be made to the joint grounds maintenance contract until Bucks County Council has made a decision. The PAG were therefore asked to advise the Portfolio Holder on whether to recommend to Cabinet that delegated authority be given to Director of Services in consultation with the Portfolio Holder, to agree the length of the extension of the contract once Bucks County Council have made their decision regarding devolving grass cutting to parishes.

In the discussion which followed, the PAG indicated its support for the delegation.

Having considered the advice of the PAG, the Portfolio Holder **AGREED** to **RECOMMEND** to Cabinet that authority be delegated to the Director of Services in consultation with the Portfolio Holder to agree the length of the extension of the contract.

9. WASTE COLLECTION SERVICE UPDATE

The PAG received a report providing an update on the progression of the new refuse and recycling collection service in relation to several issues including:

- Paper Sort Facility and UPM Contract;
- Dropmore Road Depot;
- Food Waste;
- Recycling;
- Refuse;
- Garden Waste; and
- Publicity

The PAG was pleased to note that, although officers have been very busy and stretched, the service was proceeding as planned and was producing the projected diversion rate. The average diversion rate for waste collection from households was 56.4% as opposed to the previous rate before the scheme was rolled out of around 30%. Based upon national performance in 12/13 (latest confirmed figures) this would put the Council in the top 30 out of 352 Councils which was a significant step change.

The PAG also received a presentation from the Head of Environment on the new Joint Waste Strategy 2014-20 produced by the Waste Partnership for Buckinghamshire. The PAG were advised that a new joint strategy was required as the old strategy was out of date and no longer fit for purpose. The PAG noted the various aspects of the new joint strategy including the objectives, delivery plan and key targets.

Having considered the advice of the PAG, which supported the Joint Waste Strategy the Portfolio Holder **AGREED** to **RECOMMEND** to Cabinet that the Joint Waste Strategy 2014-20 be adopted.

The meeting terminated at 7.45 pm

SUBJECT:	Flats Service Review Report
REPORT OF:	Officer Management Team - Director of Services
	Prepared by - Head of Environment

1. Purpose of Report

- 1.1 To provide an overview of the draft internal policy document 'Waste Collection Guidelines for Communal Collections' and seek approval for proposed new administrative charge.

2. 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 "securing 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.

3. Background

- 3.1 In June 2014 this PAG received a report outlining the aims and objectives of the waste collection service review for flats. This included details of how the flats would be assessed and what the new service would look like, appendix A provides a reminder of the agreed aims, objectives and service provision.
- 3.2 Approximately 3000 properties across at least 200 sites were to be assessed under the service review as they remained on either a weekly black sack or weekly bulk collection following the introduction of the new waste and recycling collection service in February 2014.
- 3.3 Members were advised that every block of flats differs in terms of building features, management structures and types of resident; it is therefore counterproductive to offer one 'blanket' service to all flats. By this same regard, it is also necessary to ensure that a suitable policy and collection guidance is in place specific to communal collections.

4. Communal Collections Guidelines

- 4.1 Supplementary Waste Collection Guidelines are being developed for Communal Collections. The guidelines are intended for future internal use by officers and aim to bring communal collections policy in line with household collection policy, however there are a number of circumstances where the policy has been adapted for communal collections. The key policy items are;

Agenda Item 4

Receptacles and capacity

- 4.2 Appendix A details the containers provided to flats. As far as possible clearly labelled shared black 240L/360L wheelie bins will be provided, there will be no charge for these containers. For larger blocks of flats or where space is of particular concern it may be more efficient to provide 1100L bulk bins, however there is a hire charge for these containers, see 4.8 below.
- 4.3 In terms of capacity overall flatted properties will be provided with the same maximum capacity as households i.e. 240L per fortnight for refuse. As a general rule residents in flats do not tend to produce as much waste per property as those in houses, so the full capacity may not be required although it will never be denied; additional recycling capacity can always be provided.

Side waste and Contamination

- 4.4 Due to the nature of communal collections it is difficult to identify specific properties that may be responsible for issues such as side waste or contamination therefore making it difficult to enforce these things through non collection and making residents responsible for removing the offending item as we do with households.
- 4.5 Communication with property managers and residents will be essential and key to minimising these issues however where properties repeatedly misuse their containers it is considered necessary to have a charge in place both to recover some of the costs involved to the Council but also as a penalty to property managers and an incentive to avoid future incidents, see 4.9 below for the proposed costs.

Presentation

- 4.6 Collection from the property boundary will not always be possible for communal collections. Usually the bin store is the collection point and this may require collection vehicles to access private roads, in this instance an indemnity will be obtained from property managers.

Missed Collections

- 4.7 Due to the nature of communal collections it may take longer for a missed collection to be reported but it is even more necessary that bin stores are emptied regularly, therefore if reported outside the 24hr timeframe the containers will be collected as soon as is practicable rather than waiting until the next collection day.

Fees and Charges

- 4.8 The hire charge for 1100L bulk bins is currently £126 per bin per year (2014/15). This charge is purely for the hire and maintenance of these larger bins and does not cover collection or disposal costs. Many sites where these containers are required already have them in place and there are currently over 300 bulk bins in the district bringing in an income of over £37,000 per year.
- 4.9 The policy proposes the potential to levy an administration charge of £70 per additional collection that is required to remove side waste or contaminated loads. This charge covers the administrative cost arranging the collection and its fee; it does not seek to recover collection or disposal costs. Issuing a charge will be the last resort when all other education and communication methods have failed to remedy the issue. This charge will be reviewed on an annual basis in line with other charges in the budget.

5. Flats Service Review - Progress

- 5.1 The flats service review is progressing in line with the timescales in the project plan. A full report will be provided to members once the roll out is complete detailing costs and impact, in the meantime a brief update is provided below.

5.2 All sites on a weekly collection have now had an initial assessment to identify the current collection, storage and access arrangements and to identify property managers. All have been categorised as either;

- **Red** - A significant service change for residents is required i.e. moving from sacks to communal containers and/or improvements are required to provide adequate storage and access as well as introducing food waste - costs for property managers are likely.
- **Amber** - Sites where refuse and recycling needs updating and/or additional bins are required as well as introducing food waste - some costs for property managers are possible.
- **Green** - Sites that currently have adequate refuse and recycling in place and no access issues have been raised, these sites just need the introduction of food waste collections

5.3 The number of sites falling into each category are as follows;

Table 1: Categorisation of Flats during Service Review

Green	Amber	Red
56	68	76

5.4 All property managers have been contacted, informed of the review and briefed on which categories their sites fall in to. Where sites fall into the red/amber categories joint site visits have been arranged to discuss suggested improvements. Key residents have also been invited to these meetings for their input. Where the site is classified as green then property managers are happy for the new bins to be installed and will jointly communicate the changes to residents.

5.5 New containers including food waste bins, caddies and bulk bins have been ordered based on the outcome of the assessments and the recommendations made. Re-usable bags to help residents separate and transport recyclable materials have also been ordered. The budget for the flats service review and roll out is £55,000 and all resources have been met from this budget. A report requesting a decision on the continued provision of liners will be brought to this PAG following the roll out.

5.6 Residents will be notified of the forthcoming changes through joint communication with property managers and resident associations. Information booklets and posters for flats are being drafted to promote the new recycling and food waste collection services, see Appendix A. When new containers are introduced to red and amber category properties ‘resident events’ will be held in the evening to give out the ‘flat packs’ and answer any questions.

5.7 Containers and promotional materials will be ready for distribution from mid-October. A scheduled roll out of food waste containers and other improvements will take place by area and should be completed by the end of November

5.8 The service review and roll out will for the moment focus on improving general rubbish, dry recyclables and food waste collections. Once the review is complete then a trial introduction of electrical items, batteries and textiles will be investigated and implemented. Members will be kept up to date on the progress of this.

6. Resource and Wider Policy Implications

6.1 Potential risks are as follows;

Agenda Item 4

- Due to the number of red/amber properties the joint site visits and implementing changes could take longer than envisioned.
- Containers, bags or promotional materials take longer to produce than anticipated delaying the roll out.
- Property Managers refuse to make necessary changes to improve collection services.
-

7. Recommendation

7.1 Members are asked to note the content of this report and advise the Portfolio Holder as to whether to recommend to Cabinet the setting of an administrative fee of £70 for additional collections as described in para 4.9 above.

Officer Contact:	Simone Singleton, Waste Project Officer, 01895 837213 simone.singleton@southbucks.gov.uk
Background Papers:	Previous Reports on this matter. Flats Service Review Report June14 PAG

Appendix A: Agreed aims, objectives and service provision for flats service review.

Flat Service Review Aims and Objectives

The aim of the Flats Service Review is to provide residents with an improved service and thereby increase the amount of recycling collected and resident participation in flats by bringing collection services in line with the rest of the district.

This will be achieved by;

- Implementing weekly food waste collections from communal containers wherever possible
- Ensuring recycling provision is in line with the new collection service, i.e. the appropriate capacity and container provision for separate 'mixed recycling' (i.e. plastics, cans, bottles and cardboard and 'paper recycling' collections.
- Providing containers, wherever possible, for the storage and collection of refuse as it is very difficult to monitor and enforce the four black sacks per fortnight per property particularly from communal collection points.
- Reducing the frequency of refuse collections from flats to fortnightly or where this is not possible reduce the capacity provided for refuse collected on a weekly basis.
- Consulting with property managers and resident representatives to ensure suitable storage and access is available to facilitate safe collections.
- Communicating the new collection service to residents and enable them to take part in recycling schemes.
- Enhancing the services to flats will also have the additional benefit of reducing the number of properties on the bulk collection rounds so make the overall service more efficient.

Example Flats Waste and Recycling Service

Flats are wherever appropriate to be given clearly labelled communal containers as displayed below, they will either receive set one, two or a mixture of both;

Appendix A

Set One



Refuse
240L/360L



Mixed Recycling
240L/360L



Paper Recycling
240L



Food Waste
140L

Set Two



Refuse
1100L



Mixed Recycling
1100L



Paper Recycling
240L



Food Waste
140L

Each property will receive the below 'flat pack'



Re-usable
bag



5L Kitchen
Caddy



Roll of 52
liners



Service information
booklet and calendar

SUBJECT:	Car Parks Annual Report
REPORT OF:	Officer Management Team - Director of Services Prepared by - Head of Environment

1. Purpose of Report

- 1.1 The purpose of this document is to report on the operation of the Council's Pay & Display car parks.

2. Links to Council Policy Objectives

- 2.1 The annual review of car parks contributes 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 has ten pay and display car parks located in Beaconsfield, Burnham, Gerrards Cross and Farnham Common. They are regulated by the South Bucks Council Off Street Parking Places (Amendment No.2) Order 2013.
- 3.2 The ten car parks provide a total of 789 spaces for public use as well as a number of disabled bays. During 2014 all the Council's car parks have once again been awarded the safe and secure parking award.
- 3.3 Charges are payable between 0800 and 1800 Monday to Sunday. We currently have one full-time car park attendant (and one vacancy) who ensures that the car parks are fully operational and checks that cars are parked correctly and have valid tickets. In addition we have one attendant employed on a casual basis.
- 3.4 Members have previously considered and agreed overall aims for the Council car parks as follows:
- Provide parking for both short and long stay users.
 - Provide a balance between short and long stay users in some car parks using a structured payment system.
 - Provide a number of car parks for short stay only to ensure parking is available for shoppers / visitors.

- To dissuade commuter parking in order to accommodate users of our towns and villages.
- To offer a percentage discount for season ticket users to aid local businesses.
- Provide the appropriate number of disabled car parking spaces free of charge.
- To ensure the sustainability of certain local retail centres.

3.5 The table below indicates budget against income for the last 6 years together with other details:

Year	Budgeted Revenue**	Change vs previous year (%)	Actual	Outcome	P & D tickets issued
08/09	£777,460	£48,230 (6.6%)	£823,386	(£45,926)	754,456
09/10	£825,910	£48,450 (6.2%)	£874,199	(£48,289)	726,764
10/11	£875,170	£49,260 (6.0%)	£881,329	(£6,159)	720,835
11/12	£936,570	£61,400 (7.0%)	£844,479	£92,091	627,187
12/13	£953,300	£16,730 (1.8%)	£877,752	£75,548	604,869
13/14	£916,000	-£37,300 (-3.9%)	£895,781	£20,219	608,868
14/15	£934,320	£18,320 (2.0%)	£943,200*	(£8,880)*	625,000*

* Current estimate of full year effect based upon 4 months income

** includes excess charge notice receipts

- 3.6 The last changes to charges were introduced in April 2014:
- A general increase of 10p for each single ticket;
 - An increase of approximately 5% for all season ticket rates.
- 3.7 The current and previous charges over the last eleven years are detailed in the table at Appendix A.
- 3.8 For comparison the car park charges for neighbouring local authorities are detailed in the table at Appendix B. Most of these charges have not changed in the last year.
- 3.9 The most recent average use data are shown in the table at Appendix C.
- 3.10 Following a recommendation from this PAG, the Cabinet on 15th July decided to allow free parking in all SBDC car parks for two Saturdays in December 2014, 13th and 20th. The Cabinet further agreed to a delegation to the Head of Environment in consultation with the Portfolio Holder to have up to two free Saturdays each December.
- 3.11 In February 2014 a survey was carried out in Beaconsfield and Gerrards Cross to estimate car parking requirements in those towns for the next twenty years. The recommendation from the survey is that off street car

parking capacity should be increased and work is in progress to evaluate options for achieving that aim.

- 3.12 The shared service review for parking has been completed, and the new joint team will come into being on 29th September 2014, based in Amersham.

4. Discussion

Financial Year 2013-14

- 4.1 In terms of ticket revenue (including Parkmobile) receipts were up 4% year-on-year. Season ticket receipts increased year-on-year by 2%. The decline in excess charge income continued, this year by 11%. The net result was that total revenue was up 2% year-on-year but was 2% (= £20k) below the budgeted figure. See appendix D.

Financial year 2014-15 First Four Months

- 4.2 Ticket revenue has been good in the first four months of this new financial year with year-on-year receipts increasing by 9%, and season ticket revenue up by 17%. However proceeds from excess charges are still declining, down by 9%. The result for the first four months of the year is an increase of 8% year-on-year in total net revenue. In budget terms, ticket receipts are 7% above plan, but we are overall 1% above budget because of season tickets and excess charge notice proceeds being still below the budgeted figures. See appendix E.

Beaconsfield

- 4.3 The previous decline in receipts has bottomed out and overall income for Beaconsfield is stable year-on-year. However so far in the current financial year ticket issuance has increased by 8%. Penncroft and Altons remain the Council's most used car parks.

Burnham

- 4.4 Despite a decline in season ticket issuance, revenue was up 11% in 2013-14. This trend is continuing and in the first four months of the present financial year there has been a further 11% increase year-on-year in ticket receipts.

Gerrards Cross

- 4.5 The previous trend has continued with ticket receipts at Station Road up 24% in 2013-14 and up 18% in the first part of the present year. There was also a continued move of business from Packhorse Road to Station Road (and vice versa for season tickets), although the decline at Packhorse Road appears now to have stopped. For 2013-14 the year-on-year increase in revenue in Gerrards Cross as a whole was 9%. Ticket receipts are up 14% in the first four months of this year.

Farnham Common

- 4.6 The slow decline at the Broadway car park continued, down 3% in 2013-14, but receipts are stable so far in 2014-15.

Pay by Phone

- 4.7 The pay by phone scheme is provided by Parkmobile. Customers tend to use this method for long term parking: the average charge for such customers in 2013-14 was £2.87. The number of transactions was 22,872 which is 3.8% of the total, and the total income was £65,719 which was 9% of total ticket receipts, up from 6% the previous year.

5. Review of charges and related matters

- 5.1 Officers would suggest that the budget for 15/16 should be increased by 2% in line with the Council's general increase in charges. The budgeted revenue for 15/16 would therefore be £953,000 i.e. an increase of £18,680.
- 5.2 Based on the current trend, if charges are kept as they are at present, then it is likely there will be a natural increase in revenue to cover the increase in the budgeted figure. Officers believe therefore that there is no need for any alterations to car park charges.

6. Financial and other implications

- 6.1 The predicted car park income for 14/15 is that it will exceed the budget figure of £934,320 by 1%. It is assumed that the income budget for 15/16 will show a 2% increase to £953,000.

7. Risks

- 7.1 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". The Council is entitled to cover the costs of providing off street parking through its parking charges.
- 7.2 The PAG will therefore need to be satisfied that any alteration 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 there is displacement parking and traffic congestion as drivers try to find/use the cheapest alternative.

8. Recommendation

- 8.1 Members of the PAG are therefore asked to note the contents of this report and to advise the Portfolio Holder on whether or not any alterations to car park charges for 15/16 should be consulted upon.

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

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SOUTH BUCKS DISTRICT COUNCIL

Appendix A

Car Park Charges 2004 to 2014

Increased Charges
Decreased Charges

Parking Place	Charges 2004	Charges 2005	Charges 2006	Charges 2007	Charges 2008	Charges 2009	Charges 2010	Charges 2011	Charges 2012	Charges 2013	Charges 2014
Warwick Rd, Beaconsfield HP9 2PE	Up to 1/2 hour	20p	30p	40p	50p	60p	60p	60p	n/a	n/a	n/a
	Up to 1 hour	50p	70p	1.00	1.00	1.10	1.20	1.20	1.30	1.10	1.20
	Up to 2 hours	70p	1.10	1.40	1.50	1.60	1.70	1.70	1.70	1.70	1.80
	Up to 3 hours	1.10	1.80	2.00	2.00	2.20	2.30	2.30	2.30	2.30	2.40
	Up to 4 hours	3.50	4.00	4.20	4.40	4.40	4.40	4.40	4.40	4.40	4.50
	Up to 12 hours	170.00	192.00	210.00	220.00	220.00	220.00	210.00	210.00	210.00	210.00
Season Ticket - 3 Months	315.00	360.00	380.00	390.00	400.00	390.00	390.00	390.00	390.00	390.00	410.00
Season Ticket - 6 Months											
Altons, Burkes Rd Beaconsfield HP9 1PB	Up to 1/2 hour	20p	30p	40p	50p	60p	60p	60p	n/a	n/a	n/a
	Up to 1 hour	50p	70p	1.00	1.00	1.10	1.20	1.20	1.30	1.10	1.20
	Up to 2 hours	70p	1.10	1.40	1.40	1.50	1.60	1.60	1.60	1.60	1.70
	Up to 3 hours	1.10	1.40	1.60	1.80	2.00	2.10	2.10	2.10	2.10	2.20
	Up to 4 hours	3.50	4.00	4.20	4.40	4.40	4.40	4.40	4.40	4.40	4.50
	Up to 12 hours	170.00	192.00	210.00	220.00	220.00	210.00	210.00	210.00	210.00	220.00
Season Ticket - 3 Months	315.00	360.00	380.00	390.00	400.00	390.00	390.00	390.00	390.00	390.00	410.00
Season Ticket - 6 Months											
Penncroft, Burkes Rd Beaconsfield HP9 1PB	Up to 1/2 hour	20p	30p	40p	50p	60p	60p	60p	n/a	n/a	n/a
	Up to 1 hour	50p	70p	1.00	1.00	1.10	1.20	1.20	1.30	1.10	1.20
	Up to 2 hours	70p	1.10	1.40	1.50	1.60	1.70	1.70	1.70	1.70	1.80
	Up to 3 hours	1.60	1.80	2.00	2.00	2.20	2.30	2.30	2.30	2.30	2.40
	Up to 4 hours	4.50	5.00	5.20	5.40	5.40	5.40	5.40	5.40	5.40	5.50
	Up to 12 hours	215.00	240.00	260.00	260.00	270.00	260.00	260.00	260.00	260.00	270.00
Season Ticket - 3 Months	405.00	450.00	470.00	480.00	480.00	470.00	470.00	470.00	470.00	470.00	490.00
Season Ticket - 6 Months											
Parking Place Summers Road, Burnham SL1 7EP	Up to 1/2 hour	free	free	free	free	free	free	free	30p	30p	40p
	Up to 1 hour	40p	40p	40p	40p	50p	50p	60p	60p	60p	70p
	Up to 2 hours	70p	70p	70p	70p	80p	80p	80p	80p	80p	90p
	Up to 3 hours	1.10	1.10	1.10	1.10	1.20	1.20	1.20	1.20	1.20	1.30
	Up to 24 hours	2.70	2.70	2.70	2.70	2.90	2.90	2.00	2.00	2.00	2.10
	Season Ticket - 3 Months	140.00	140.00	140.00	140.00	140.00	130.00	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	270.00	
Jennery Lane, Burnham SL1 8BX	Up to 1/2 hour	10p	20p	30p	30p	40p	40p	40p	40p	40p	50p
	Up to 1 hour	40p	50p	60p	60p	70p	80p	80p	90p	90p	1.00
	Up to 2 hours	60p	70p	80p	80p	1.00	1.10	1.10	1.10	1.10	1.20
	Season Ticket - 3 Months	n/a	n/a	n/a	n/a	n/a	130.00	130.00	130.00	130.00	130.00

Appendix A

	Season Ticket - 6 Months	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	£250.00	£250.00	£250.00	£250.00	£270.00	
Neville Court, Burnham SL1 8BB	Up to 2 hours	30p	30p	30p	30p	30p	30p	30p	30p	30p	30p	30p	30p	30p	30p	30p
	Up to 4 hours	50p	50p	50p	50p	50p	50p	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	£1.00	£1.00	£1.00	£1.00	£1.00	£1.00
	Season ticket - 3 months	£45.00	£45.00	£45.00	£45.00	£45.00	£45.00	£45.00	£45.00	£45.00	£45.00	£45.00	£45.00	£45.00	£45.00	£45.00
Season ticket - 6 months	£90.00	£90.00	£90.00	£90.00	£90.00	£90.00	£90.00	£90.00	£90.00	£90.00	£90.00	£90.00	£90.00	£90.00	£90.00	£90.00
Bulstrode Way Gerrards Cross SL9 7QT	Up to 1/2 hour	20p	30p	40p	50p	60p	50p	60p	60p	60p	60p	60p	60p	60p	n/a	n/a
	Up to 1 hour	50p	70p	£1.00	£1.00	£1.10	£1.10	£1.20	£1.20	£1.20	£1.20	£1.20	£1.20	£1.20	£1.10	£1.20
	Up to 2 hours	70p	£1.10	£1.40	£1.50	£1.60	£1.60	£1.70	£1.70	£1.70	£1.70	£1.70	£1.70	£1.70	£1.70	£1.80
	Up to 3 hours	£1.60	£1.80	£2.00	£2.00	£2.20	£2.20	£2.30	£2.30	£2.30	£2.30	£2.30	£2.30	£2.30	£2.30	£2.40
Season Ticket - 3 Months	n/a	n/a	n/a	n/a	£260.00	£260.00	£260.00	£260.00	£260.00	£260.00	£260.00	£260.00	£260.00	£260.00	£270.00	£270.00
Season Ticket - 6 Months	n/a	n/a	n/a	n/a	£470.00	£470.00	£470.00	£470.00	£470.00	£470.00	£470.00	£470.00	£470.00	£470.00	£490.00	£490.00

Parking Place	Charges 2004	Charges 2005	Charges 2006	Charges 2007	Charges 2008	Charges 2009	Charges 2010	Charges 2011	Charges 2012	Charges 2013	Charges 2014
Packhorse Road Gerrards Cross SL9 7QA	Up to 1/2 hour	20p	30p	40p	50p	50p	60p	60p	n/a	n/a	n/a
	Up to 1 hour	50p	70p	£1.00	£1.00	£1.10	£1.20	£1.20	£1.10	£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	£1.70
	Up to 3 hours	£1.60	£1.80	£2.00	£2.00	£2.20	£2.30	£3.30	£3.30	£3.30	£3.30
	Up to 4 hours	£5.00	£5.00	£5.20	£5.20	£5.40	£5.40	£6.40	£6.40	£6.40	£6.40
	Up to 24 hours	£240.00	£450.00	£260.00	£260.00	£270.00	£260.00	£280.00	£280.00	£280.00	£280.00
Season Ticket - 3 Months	£450.00	£450.00	£470.00	£470.00	£480.00	£470.00	£520.00	£520.00	£520.00	£520.00	£540.00
Station Road, Gerrards Cross SL9 8EL	Up to 1/2 hour	20p	30p	40p	50p	50p	60p	60p	n/a	n/a	n/a
	Up to 1 hour	50p	70p	£1.00	£1.00	£1.10	£1.20	£1.20	£1.10	£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	£1.70
	Up to 3 hours	£1.60	£1.80	£2.00	£2.00	£2.20	£2.30	£2.30	£2.30	£2.30	£2.30
	Up to 4 hours	£5.00	£5.00	£5.20	£5.20	£5.40	£4.40	£4.40	£4.40	£4.40	£4.40
	Up to 24 hours	£240.00	£450.00	£260.00	£260.00	£270.00	£260.00	£280.00	£280.00	£260.00	£260.00
Season Ticket - 3 Months	£450.00	£450.00	£470.00	£470.00	£480.00	£470.00	£520.00	£520.00	£470.00	£470.00	£490.00
The Broadway Farnham Common SL2 3PQ	Up to 1/2 hour	free	free	free	free	free	free	free	30p	30p	40p
	Up to 3 hours	50p	60p	80p	80p	90p	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	£1.30
	Season Ticket - 3 months	£35.00	£40.00	£40.00	£40.00	£50.00	£40.00	£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	£80.00	
Excess Charge Ticket											

Paid within 14 days	£30.00	£40.00	£40.00	£40.00	£40.00	£40.00	£40.00	£40.00	£40.00	£40.00	£40.00
Paid after 14 days	£60.00	£80.00	£80.00	£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	£1.10
Public Holiday Charging	free	free	free	£1.00	£1.00	£1.00	£1.00	£1.00	£1.00	£1.00	£1.10

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SURROUNDING DISTRICTS AVERAGE CAR PARKS AUGUST 2014

	.5 hrs	1 hrs	2 hrs	3 hrs	4 hrs	12hrs	24 hrs	Qtrly	6 Mly	General Excess Charge Tickets Costs	
										Paid within 14 days	Full Charge
	£	£	£	£	£	£	£	£	£	£	£
SBDC	0.43	1.11	1.45	2.18	2.85	4.83	3.10	191.50	356.00	£40.00	£80.00
<u>SURROUNDING DISTRICT AVERAGE CAR PARK CHARGES</u>											
Aylesbury Vale	0.50	1.00	0.51	1.30	2.18	n/a	4.42	n/a	n/a	£25.00 £35.00	£50.00 £75.00
Chiltern	n/a	0.60	1.20	1.80	2.40	n/a	3.50	234.00	416.00	£25.00 £35.00	£50.00 £70.00
Slough	n/a	1.10	1.83	2.88	4.03	n/a	7.00	n/a	733.30	£25.00 £35.00	£50.00 £70.00
High Wycombe	0.48	0.68	1.19	1.86	2.27	5.41	n/a	n/a	550.47	£25.00 £40.00	R/Rate £60.00
Hillingdon	Free	0.29	0.65	1.07	1.81	4.18	n/a	n/a	n/a	40.00	80.00
AVERAGE OF ALL	0.49	0.73	1.08	1.78	2.54	4.80	4.97	234.00	566.59	21.66	38.33

n/a = The Authority does not charge for that time band

Surrounding Districts Car Parks/Station Charges as August 2014

Council / car park	Charging times	up to 1/2 hour	up to 1 hour	up to 2hours	up to 3 hours	up to 4 hours	up to 24 hours	evenings after 18.00	Sun/Bank Hols
Aylesbury Vale									1
Short Stay		n/a	1	1	2	3.5	8	1	
Long Stay	per day					2.5	4		

Chiltern									
All car parks		n/a	0.6	1.2	1.8	2.4	3.5		Free

Slough									£1.00
Brunel			Free	Free	2	3	6	1	All Car
Buckingham			2.1	3.1	4.1	6.1	8	6	Parks
Burlington		n/a	0.5	1	2.3	3.3	6	1	
The Grove		n/a	2.1	3.1	4.1	6.1	6.8	Free	
Harrow Market		n/a	0.6	1.1	1.8	2.1		Free	
Hatfield			0.6	1.1	2.2	3.3	6	1	
Herschel			0.7	1.6	2.8	3.3	6	6	
Market Yard			Free	Fee	2	3	6	1	

1

High Wycombe	<u>1/2 hour</u>	<u>1 hour</u>	<u>2 hours</u>	<u>3 hours</u>	<u>4 hours</u>	<u>5 hours</u>	<u>6 hours</u>	<u>7 hours</u>	<u>8 hours</u>	<u>9 hours</u>	<u>10 hours</u>	<u>11 hours</u>	<u>12 hours</u>	<u>Sunday</u>
Newland MSCP	0.5	1	1.5	2	2.5	3	3.5						10	1
Easton Street		1	1.5	2	2.5	3	3.5						7.5	1
Swan MSCP	0.5	1	1.5	2	2.5	3.5	3.5	10	10				10	1
Bellfield		0.6	1	1	2.5	2.5	2.5	2.5	2.5				2.5	Free
Kingsmead			0.2	1	1	2	2			2				Free
Desborough Rd		1	1.5	2	2.5	3.5	3.5	10	10				10	Free
Railway Place			1.5	3.5	3.5	3.5	3.5	5	5				5	Free
Richardson St		1	1.5	3	3	3	3	3	3				3	Free
Totteridge Road			1.5	3.5	3.5	3.5	3.5	3.5	3.5				5	Free
Duke Street			1.5	3.5	3.5	3.5	3.5	5	5				5	Free
Baker Street			1.5	3	3	3	3	3	3				3	Free
George St7/19		0.5	1	1.5	3	3	3	3	3				3	Free
Marlow Central	0.4	0.6	1.2	1.5	2									Free
Liston Rd	0.4	0.6	1.2	1.5	2	3	3	5.5	5.5				5.5	1
Dean Street	0.4	0.6	1.2	1.5	2	3	3	5.5	5.5				5.5	1
Pound Lane			1.2	1.5	2	3	3	5.5	5.5				5.5	N/Rates
Court Garden			1.2	1.5	2	3	3	5.5	5.5				5.5	N/Rates
West Street	0.4	0.6	1.2	1.5	2	3	3	5.5	5.5				5.5	1
Institute Rd		0.6	1.2	1.5	2	3	3	5.5	5.5				5.5	1
Risborough		0.3	0.6	0.8	1	2	2	2	2				3	Free
Horns Lane	0.3	0.6	1	1										Free
Wakeman Rd		0.3	0.6	1	1					2				3
WSC					0.3		5						15	

Appendix B

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Hillingdon	<u>1/2 hour</u>	<u>1 hour</u>	<u>2 hour</u>	<u>3 hour</u>	<u>4 hours</u>	<u>5 hours</u>	<u>6 hours</u>	<u>8 hours</u>	<u>12 hours</u>	<u>15 hours</u>	<u>18 hours</u>	<u>24 hours</u>	Sun/B/H
Cedars & Grainge			1	2	2.5	3.2	4.5	4.5		6.5			£2.00
Oaklands Gate	Free	0.2	0.6	1	1.8								All Day
Falling Lane	Free	0.2	0.6	1	1.8								
Green Lane	Free	0.2	0.6	1	1.8					6			
Northview	Free	0.2	0.6	1	1.8					2			
Devon Parade	Free	0.2	0.6	1	1.8					6			
Devonshire Lodge	Free	0.2	0.6	1	1.8					6			
St Martins Appro	Free	0.2	0.6	1	1.8					2			
Long Drive	Free	0.2	0.6	1	1.8					2			
Kings End North	Free	0.2	0.6										
Kings End South		0.5	0.8										
Kings End South		0.4	0.8	1	1.2					2			
Long Lane	Free	0.2	0.6	1	1.8					6			
Fairfield Road	Free	0.2	0.6	1	1.8					6			
Linden Tree	Free	0.2	0.6	1	1.8					6			
Pembroke Gdns	Free	0.2	0.6	1	1.8					2			
Community CIs	Free	0.2	0.6	1	1.8					6			
West Drayton Rd							3		5	9			
Civic Hall	Free	0.2	0.6	1	1.8					6			
Pump Lane	Free	0.2	0.6	1	1.8					2			
Bandville Road	Free	0.2	0.6	1	1.8					2			
Hayes Pool	Free	0.2	0.6	1	1.8					6			
Blyth Road	Free	0.2	0.6	1	1.8								

Beaconsfield Station Car Park			
Daily Rate Before	9.00 a.m		£6.50
Daily Rate After	9.00 a.m		£4.00
Saturday			£4.00
Sunday & Bank Holiday			£4.00
Weekly			£24.00
Monthly			£92.00
Annual			£960.00
Gerrards Cross Station Car Park			
Daily Rate Before	16.00pm		£7.00
Daily Rate After	16.00pm		£4.50
Saturday			£4.50
Sunday & Bank Holiday			£4.50
Weekly			£26.00
Monthly			£99.00
Annual			£1,040.00

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Orchhill Rise Station Car Park GX			
1 Day Parking			£5.50
Saturday			£5.50
Sunday & Public Holiday			£5.50
Weekly			£20.00
Monthly			£76.00
Annual			£800.00

Appendix C

UNUSED SPACES

01/02/14	Monday				Tuesday				Wednesday				Thursday				Friday				Saturday			
	0900-1100	1100-1300	1300-1500	1500-1700	0900-1100	1100-1300	1300-1500	1500-1700	0900-1100	1100-1300	1300-1500	1500-1700	0900-1100	1100-1300	1300-1500	1500-1700	0900-1100	1100-1300	1300-1500	1500-1700	0900-1100	1100-1300	1300-1500	1500-1700
Total Spaces	116	37	32	49	64	47	41	37	41	37	32	28	49	16	23	41	59	21	28	56	138	117	86	98
Altons	73	30	31	44	39	43	20	51	61	33	21	41	54	32	31	37	50	39	26	31	77	31	47	40
Warwick Road	36	12	8	9	10	6	3	12	17	4	3	12	10	8	3	19	21	11	2	7	44	6	11	17
Jennery Lane	51	36	39	41	51	38	26	23	37	27	31	40	46	29	35	33	43	31	33	45	30	26	42	51
Summers Road	42	37	39	44	43	40	38	41	41	27	35	49	42	34	26	30	48	45	33	33	34	37	30	50
Neville Court	16	17	17	17	15	15	15	16	16	17	17	18	16	16	16	16	16	16	15	16	19	17	18	19
Broadway	49	30	34	27	50	39	33	46	59	32	26	31	61	34	33	34	53	42	26	25	42	30	36	50
Bulstrode Way	23	17	15	17	22	18	19	18	27	22	19	22	29	17	13	21	26	18	16	17	26	13	19	16
Packhorse Road	47	49	29	48	55	43	36	37	52	43	39	36	58	39	29	33	58	39	29	33	51	29	37	32
Station Road	77	76	69	63	78	59	49	45	70	48	40	44	85	60	41	39	81	54	39	61	101	67	68	75

Table showing approx. no. of unused spaces

UNUSED SPACES

29/03/14	Monday				Tuesday			Wednesday			Thursday			Friday			Saturday				
	0900-1100	1100-1300	1300-1500	1500-1700	0900-1100	1100-1300	1300-1500	1500-1700	0900-1100	1100-1300	1300-1500	1500-1700	0900-1100	1100-1300	1300-1500	1500-1700	0900-1100	1100-1300	1300-1500	1500-1700	
Total Spaces																					
Altons	54	52	33	41	63	41	31	37	44	15	13	19	42	51	21	33	55	137	96	92	101
Penncroft	62	48	39	40	51	36	29	34	47	15	17	19	36	44	22	23	30	82	29	21	47
Warwick Road	27	14	12	17	24	13	19	23	7	3	6	9	16	19	4	5	22	44	12	6	9
Jennery Lane	41	33	27	39	41	27	24	37	21	24	36	41	40	37	33	34	38	33	37	43	41
Summers Road	46	42	39	42	41	36	29	31	22	16	21	30	36	29	36	31	32	50	49	46	43
Neville Court	22	15	15	16	16	15	15	17	16	16	15	14	16	15	14	13	16	20	19	19	19
Broadway	43	37	43	47	47	33	29	44	40	28	26	37	39	49	24	30	44	32	32	46	44
Bulstrode Way	29	15	19	20	30	18	18	21	31	17	21	27	21	26	9	7	15	31	16	19	19
Packhorse Road	54	50	46	53	59	47	38	47	57	47	34	51	43	55	44	41	39	72	35	39	42
Station Road	87	49	35	53	91	41	39	45	81	37	22	47	44	93	54	43	51	109	84	68	73

Table showing approx. no. of unused spaces

UNUSED SPACES

17/05/14	Monday				Tuesday			Wednesday			Thursday			Friday			Saturday							
	0900-1100	1100-1300	1300-1500	1500-1700	0900-1100	1100-1300	1300-1500	1500-1700	0900-1100	1100-1300	1300-1500	1500-1700	0900-1100	1100-1300	1300-1500	1500-1700	0900-1100	1100-1300	1300-1500					
Total Spaces	61	54	40	37	56	38	22	37	46	13	7	36	49	18	23	52	51	19	36	49	143	109	96	1500-1700
Altons	176																							121
Penncroft	101																							53
Warwick Road	50																							24
Jennery Lane	65																							45
Summers Road	58																							46
Neville Court	22																							18
Broadway	73																							52
Bulstrode Way	34																							18
Packhorse Road	69																							47
Station Road	122																							77

Table showing approx. no. of unused spaces

UNUSED SPACES

26/07/14

	Monday				Tuesday				Wednesday				Thursday				Friday				Saturday			
	0900-1100	1100-1300	1300-1500	1500-1700	0900-1100	1100-1300	1300-1500	1500-1700	0900-1100	1100-1300	1300-1500	1500-1700	0900-1100	1100-1300	1300-1500	1500-1700	0900-1100	1100-1300	1300-1500	1500-1700	0900-1100	1100-1300	1300-1500	1500-1700
Total Spaces	55	51	27	37	42	21	27	40	44	17	12	34	47	22	17	41	56	26	37	54	141	112	105	105
Altons	62	48	41	37	52	44	30	47	61	22	25	36	39	31	27	44	52	38	37	41	79	41	39	46
Penncroft	31	21	14	20	24	17	13	19	15	9	8	14	19	9	10	22	26	9	12	17	43	19	17	12
Warwick Road	51	35	33	41	55	29	30	37	51	24	29	40	56	35	27	40	59	39	32	39	36	33	42	39
Jennery Lane	49	42	40	41	44	37	32	33	47	29	31	34	45	39	31	37	49	40	37	37	50	47	46	51
Summers Road	15	15	16	16	17	15	15	15	16	16	16	16	17	16	12	16	15	15	15	16	19	18	20	19
Neville Court	44	39	43	44	44	31	33	37	37	33	27	34	47	26	22	40	47	31	31	39	40	39	43	42
Broadway	28	21	17	18	30	15	18	20	27	12	17	19	30	21	19	22	28	12	8	19	31	12	18	21
Bulstrode Way	58	49	46	47	60	39	41	44	58	47	37	41	53	33	36	45	58	36	33	41	75	44	36	47
Packhorse Road	88	50	31	37	81	44	36	49	77	25	36	39	89	49	43	47	84	44	31	51	113	72	69	75
Station Road																								

Table showing approx. no. of unused spaces

Car Park Income comparison - 1 April to 31 March

Appendix D

Ticket Income (including Parkmobile)

Net receipts

	Beaconsfield	Penncroft	Warwick Rd	Burnham	Neville Court	Summers Rd	Farnham C	GX	Packhorse Rd	Station Road
2012-13	Altons £141,243	£166,536	£56,409	Jennery Lane £52,531	£847	£17,943	Broadway £40,683	Bulstrode Wy £32,045	£78,306	£106,078
2013-14	£144,875	£162,953	£56,591	£58,630	£915	£20,521	£39,695	£33,179	£70,598	£131,682
-/+	3%	-2%	0%	12%	8%	14%	-2%	4%	-10%	24%
2012-13	Beaconsfield £364,188			Burnham £71,321			Farnham C £40,683	GX £216,429		
2013-14	£364,419			£80,066			£39,695	£235,459		
-/+	0%			12%			-2%	9%		
2012-13	All £692,621									
2013-14	£719,639									
-/+	4%									

Season Ticket Park Income comparison - 1 April to 31 March

Net receipts		Beaconsfield		Penncroft		Warwick Rd		Burnham		Neville Court		Summers Rd		Farnham C		GX	
	Altons								Jennery Lane					Broadway		Bulstrode Wy	Station Road
2012-13	£48,486	£12,667	£2,608	£3,763	£567	£0	£0	£1,679	£1,575	£6,125	£13,348			£1,679	£1,575		
2013-14	£47,105	£14,142	£3,292	£2,304	£667	£0	£0	£1,471	£2,979	£9,286	£11,192			£1,471	£2,979		
-/+	-3%	12%	26%	-39%	18%	0%	0%	-12%	89%	52%	-16%						
2012-13	£63,761			£3,763				£1,679	£21,048					£1,679	£21,048		
2013-14	£64,539			£2,971				£1,471	£23,457					£1,471	£23,457		
-/+	1%			-21%													
2012-13	£90,251																
2013-14	£92,438																
-/+	2%																

Total Sales Income comparison - 1 April to 31 March

Net receipts		Beaconsfield		Burnham		Farnham C		GX	
2012-13		£427,949		£75,084		£42,362		£237,477	
2013-14		£428,958		£83,037		£41,166		£258,916	
-/+		0%		11%		-3%		9%	
All									
2012-13		£782,872							
2013-14		£812,077							
-/+		4%							

Car Parks Total Income comparison

Net receipts	Ticket Sales	Season Tickets	Excess Charges	TOTALS
2012-13	£692,359	£90,821	£94,572	£877,752
2013-14	£719,560	£92,437	£83,784	£895,781
-/+	4%	2%	-11%	2%
Budget 2013-14	£695,860	£120,140	£100,000	£916,000
-/+	3%	-23%	-16%	-2%

Appendix E

Car Park Income comparison - first four months

Ticket Income (including Parkmobile)

Net receipts		Beaconsfield		Penncroft		Warwick Rd		Burnham		Neville Court		Summers Rd		Farnham C		GX		Bulstrode Wy		Packhorse Rd		Station Road	
2013-14		Altons	£47,045	£51,887	£20,141	£19,537	£250	£6,194	£13,502	£10,061	£23,797	£40,286											
2014-15			£47,668	£61,704	£18,642	£20,680	£420	£7,782	£13,487	£12,299	£24,611	£47,504											
-/+			1%	19%	-7%	6%	68%	26%	0%	22%	3%	18%											
2013-14		Beaconsfield	£119,073			£25,981			£13,502														
2014-15			£128,014			£28,882			£13,487														
-/+			8%			11%			0%														
2013-14		All	£232,700																				
2014-15			£254,797																				
-/+			9%																				

Car Park Income comparison - first four months

Net receipts	Ticket Sales		Season Tickets	Excess Charges	TOTALS	
	2013-14	2014-15			£290,592	£314,944
	£232,700	£254,797	£29,263	£28,629		
	9%	17%		-9%		8%
Budget 2014-15	£238,060	£40,047	£33,333		£311,440	
	7%	-15%	-22%			1%

SUBJECT:	Schools Waste and Recycling Collection Update
REPORT OF:	Officer Management Team - Director of Services Prepared by - Head of Environment

1. Purpose of Report

- 1.1 To update Members on actions taken to improve school waste and recycling collections following the new waste and recycling collection service from February 2014.

2. 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 “securing 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.

3. Background

- 3.1 Waste from schools is classed as ‘Schedule 2’ waste which means it is similar in nature to household waste but Waste Collection Authorities can charge for collection but not disposal costs.
- 3.2 South Bucks District Council provides the following collection service to schools;
- Weekly refuse collection from 1100L bins - £126 hire charge and £160 collection charge both *per bin per year*
 - Weekly or fortnightly recycling collections - no hire or collection charges made
- 3.3 Prior to 24th February 2014 recycling collection options for schools were a weekly paper and card collection from 1100L bins and a fortnightly collection of plastic bottles and cans from 240L bins. There are 32 (1 x nursery, 4 x infant, 4 x junior, 16 x combined, 7 x secondary) schools in South Bucks District, not all use South Bucks District Council for refuse or recycling collections, table 1 below demonstrates the number of schools using which service;

Table 1. Schools using SBDC waste collection service

Refuse	Paper/Card	Mixed Cans/Bottles
24	30	10

- 3.4 The new waste and recycling service was rolled out to households in February 2014, this saw a change in how recyclable materials are separated and collected from the kerbside i.e. paper and thin grey/white card must now be kept separate and brown cardboard,

Agenda Item 7

glass, tins/cans, plastic packaging, foil and cartons can now go into one mixed recycling bin. It was therefore appropriate to bring schools collections in line with the new service.

- 3.5 Under the new contract an income is received for paper whereas mixed recycling goes to the Biffa Materials Recovery Facility for a gate fee (however this is currently being renegotiated). If paper is contaminated with brown card it has to be emptied as mixed recycling therefore it is imperative that materials are correctly sorted at source to maximise income and to get best value from the collection contract.

4 4. Discussion

- 4.1 Schools were advised that from 24th February 2014 refuse (weekly) and mixed recycling (fortnightly) collections would take place on the local domestic collection day and that paper would continue to be collected weekly on a Wednesday.

- 4.2 The key change and challenge for schools was that paper and brown card must now be separated. Schools were notified of the forthcoming changes at the beginning of February 2014 and all recycling bins were relabelled to reflect the new collections, additional bins were provided if necessary and an extra 6 x 1100L and 3 x 360L bins were delivered.

- 4.3 As a result the total number of bins out in schools at present is;

Refuse	Paper	Mixed Recycling
70 x 1100L 2 x 360L	51 x 1100L 3 x 360L 2 x 240L	26 x 1100L 3 x 360L 6 x 240L

This brings in an annual income (2014/15) from the refuse bins of £20,020 (£8,820 hire charge and £11,200 collection costs).

- 4.4 Once the new collections started it became evident that there were problems arising with contamination from schools that did not seem to improve despite continued contact. Therefore in order to get a better understanding of the issues and barriers the Recycling Assistant joined the crews on the bulk paper round for the last four weeks of the school term (9th July '14 to 30th July '14) and recorded the following information;

- Number, size and type (i.e. refuse, paper, mixed) of each bin
- How full each bin was, and
- The levels of contamination

- 4.4 The following issues were identified;

- Paper bins are highly contaminated with brown card
- Most schools have a bulk bin for paper and smaller bins for mixed recycling. This could be encouraging school staff to put cardboard into the larger paper bin because of its size.
- Some schools were confused about the different collection days for paper on Wednesday and refuse and mixed being on a different day.

- 4.5 Where contamination was found, the Recycling Assistant spoken with the school during the collection to reiterate how important the sorting of materials is. In some schools an improvement was seen almost immediately, whereas for others the contamination level remained the same. In these instances the Recycling Assistant has written to the school with photos of the contamination (see appendix A).

- 4.6 In order to overcome these issues and ensure recycling is separated correctly and collections take place efficiently the following actions were taken in preparation for the start of the new school year in September;

- Wherever possible bins have been re-labelled so that large 1100L bins are for mixed recycling and the smaller 240L bins are for paper only.
 - Additional ‘no brown card’ labels have been added to paper bins (appendix B)
 - Wherever possible the paper collection has been moved to a fortnightly collection on the same day as the mixed recycling.
 - All schools were provided with a personal schools service information pack detailing their collection days and recycling service (Appendix C).
 - Schools are being added to the crews PDA’s so that contamination or access issues can be reported on Biffa Net.
- 4.1 Schools by nature need lots of communication and support as there are often a number of people using the bins i.e. caretaker’s, teachers, students and often outside clubs using the schools facilities. In order to help schools get the most out of the recycling collections the Council will also offer the following;
- Recycling boxes and posters to help them to sort materials correctly in the classroom
 - An assembly to promote the new recycling system both at school and at home
- 4.2 Free food waste collections will be introduced to schools from January 2015. Information was included in the schools pack and the Recycling Assistant will work closely with all schools to ensure that they are ready for the new service.
- 4.3 The provision of food waste bins, caddies and 240L paper bins will be met from existing stock. In addition the claw back of 1100L bins that are no longer required will ease the budget required to purchase new 1100L bins for flats. The income from refuse container hire and collection will not alter initially unless schools require additional capacity, however ultimately the aim is for schools to recycle more and reduce refuse which will then allow them to reduce waste management costs by hiring fewer bins.

5. Resource and Wider Policy Implications

- 5.1 Correct separation of recyclable waste from schools will reduce missed/non-collections and maximise the potential income from paper.
- 5.2 The provision of information packs, bins and boxes can all be accommodated for within existing budgets.
- 5.3 Potential risks are as follows;
- Schools continue to contaminate paper in which case it may be necessary to remove paper collections entirely and provide only mixed recycling. Communication and a good working relationship with schools should avoid the need for this.

6. Recommendation

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

Officer Contact:	Gemma Green, Recycling Assistant, 01895 837301 gemma.green@southbucks.gov.uk
Background Papers:	Previous Reports on this matter.

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ENVIRONMENT UNIT -Contract Services

Chris Marchant

Head of Environment

The Beaconsfield School
Wattleton Road
Beaconsfield
Bucks
HP9 1SJ

Dealt with by: South Bucks Waste Team
Your Ref:
e-mail: recycling@southbucks.gov.uk
Direct Line: 01895 837301
Date: 31st July 2014

Dear School,

Paper Recycling Collections

It has been brought to our attention that recycling is not being correctly sorted at The Beaconsfield School. We are writing to kindly remind you that **brown cardboard now goes into the Mixed Recycling Bin. Brown card can no longer go into the paper bin.**

It is imperative that recyclable materials are correctly sorted. If brown cardboard is placed into the paper bin the entire load could be rejected. The photo below shows the contents of the paper bin once it has been emptied into the truck. As you can see there was a lot of brown cardboard in the bottom of the bin.



We have also experienced problems with bags of refuse being placed into the recycling bins.



We would be most grateful if you could speak to the staff involved in using the bins to make them aware of these problems.

During the school holidays you may have contractors or different staff attending the school, please ensure they are aware of how to use the bins correctly.

All schools will soon be receiving a 'school pack' full of information on waste and recycling in schools. We have previously provided some schools with recycling boxes to allow them to separate materials in the classroom. If you feel that they would be beneficial to your school please do let me know and we can discuss your needs.

I hope that we can work together to improve recycling at The Beaconsfield School. Please do not hesitate to call me should you wish to discuss this matter further.

Yours sincerely,

Gemma Green
Recycling Assistant
South Bucks District Council

The blue line indicates the edge of the label and will not be printed.



Size: 148 x 110mm
Colours: CMYK (Digital Print)

<p>PLEASE NOTE:</p> <ul style="list-style-type: none">● Colour ink jet proofs and e-mailed digital files are not a true representation of the final printed colour and serve only as a guide. If you supplied a colour proof with your own artwork, the above will still apply.● The colours on digitally produced labels may not match PANTONE spot colours exactly as they are produced with four colour process inks.● If labels are to be printed by conventional method in the future, they may not match the digitally output originals.● Cut marks or a thin line around design denotes edge of label.	<p>Proof Approved</p> <p>Signed _____</p> <p>Date _____</p>
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