

## Notice of Meeting

# Environment and Infrastructure Select Committee

**Date & time**

Thursday, 5 October  
2017 at 10.30 am

**Place**

Ashcombe Suite,  
County Hall, Kingston  
upon Thames, Surrey  
KT1 2DN

**Contact**

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**Chief Executive**

David McNulty



@SCCdemocracy

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**This meeting will be held in public. If you would like to attend and you have any special requirements, please contact Andrew Spragg on 0208213 2673.**

### Elected Members

Mr Bob Gardner (Chairman), Mr Wyatt Ramsdale (Vice-Chairman), Mrs Mary Angell, Mr Bill Chapman, Mr Stephen Cooksey, Mr Paul Deach, Mr Jonathan Essex, Mr Matt Furniss, Mr Eber A Kington, Mrs Bernie Muir, Mr John O'Reilly, Mr Stephen Spence, Mrs Lesley Steeds, Mr Richard Walsh and Mr Richard Wilson

### TERMS OF REFERENCE

The Committee is responsible for the following areas:

Planning	Waste and Recycling
Transport Service Infrastructure	Flood Prevention and Infrastructure
Aviation	Public Transport – Bus and Rail
Highways Infrastructure	Highways Maintenance
Local Transport Plans and Strategies	Road Safety
Street Lighting	Parking Regulation and Enforcement
Rights of Way	Active Travel including Cycling and Walking Infrastructure, Promotion and Cycle Training
Concessionary Travel	Community Transport
Economic Development and the Rural Economy	Economic Prosperity, including Local Enterprise Partnerships
Housing	Countryside
Minerals	Air Quality
Climate Change	Gypsy and Traveller Sites
Biodiversity and Wildlife	Tourism
Europe	Broadband

## **AGENDA**

### **1 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

The Chairman to report apologies for absence.

### **2 MINUTES OF THE PREVIOUS MEETING: 7 SEPTEMBER 2017**

(Pages 1  
- 6)

To agree the minutes of the previous meeting as a true and accurate record of proceedings.

### **3 DECLARATIONS OF INTEREST**

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter:

- I. Any disclosable pecuniary interests and / or
- II. Other interests arising under the Code of Conduct in respect of any item(s) of business being considered at this meeting

#### **NOTES:**

- Members are reminded that they must not participate in any item where they have a disclosable pecuniary interest
- As well as an interest of the Member, this includes any interest, of which the Member is aware, that relates to the Member's spouse or civil partner (or any person with whom the Member is living as a spouse or civil partner)
- Members with a significant personal interest may participate in the discussion and vote on that matter unless that interest could be reasonably regarded as prejudicial.

### **4 QUESTIONS AND PETITIONS**

To receive any questions or petitions.

#### **Notes:**

1. The deadline for Member's questions is 12.00pm four working days before the meeting Thursday 28 September 2017.
2. The deadline for public questions is seven days before the meeting Wednesday 27 September 2017.
3. The deadline for petitions was 14 days before the meeting, and no petitions have been received.

### **5 RESPONSES FROM THE CABINET TO ISSUES REFERRED BY THE SELECT COMMITTEE**

(Pages 7  
- 8)

Recommendations from the Select Committee regarding proposed changes to CRC's was submitted to the 26 September Cabinet Meeting. A response from the Cabinet Member for Environment

and Transport is attached in the agenda papers.

**6 RECOMMENDATIONS TRACKER AND FORWARD WORK PROGRAMME** (Pages 9 - 14)

The Committee is asked to review and approve the Forward Work Programme and Recommendations Tracker and provide comment as required.

**7 PROPOSALS TO CHANGE FINANCIAL ARRANGEMENTS FOR WASTE MANAGEMENT IN 2018/19** (Pages 15 - 20)

**Purpose of the report:** *Policy Development and Review*

To feed into proposals prior to consideration by Cabinet in November 2017.

**8 REVIEW OF THE SURREY WASTE LOCAL PLAN: RECONVENING OF THE MEMBER REFERENCE GROUP** (Pages 21 - 30)

**Purpose of the report:** Prior to County Council elections, officers preparing the Surrey Waste Local Plan benefited from member engagement via a Member Reference Group convened by the Economic Prosperity, Environment and Highways Board, now the Environment & Infrastructure Select Committee. The Committee is asked to consider reconvening the Member Reference Group to provide oversight and scrutiny as part of the preparation of the new SWLP.

**9 ANNUAL PROGRESS REPORT ON THE COUNCILS ENVIRONMENTAL SUSTAINABILITY** (Pages 31 - 50)

**Purpose of the report:** For the Committee to consider the progress made in 2016/17, in relation to the Smarter Working for the Environment Policy and Action Plan.

**10 DATE OF THE NEXT MEETING: 29 NOVEMBER 2017**

The next meeting of the Environment and Infrastructure Select Committee will be held on Wednesday 29 November 2017 at 10.30am in the Ashcombe Suite, County Hall, Kingston upon Thames.

**MOBILE TECHNOLOGY AND FILMING – ACCEPTABLE USE**

Those attending for the purpose of reporting on the meeting may use social media or mobile devices in silent mode to send electronic messages about the progress of the public parts of the meeting. To support this, County Hall has wifi available for visitors – please ask at reception for details.

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It is requested that if you are not using your mobile device for any of the activities outlined above, it be switched off or placed in silent mode during the meeting to prevent interruptions and interference with PA and Induction Loop systems.

*Thank you for your co-operation*

**MINUTES** of the meeting of the **ENVIRONMENT AND INFRASTRUCTURE SELECT COMMITTEE** held at 2.00 pm on 7 September 2017 at Ashcombe Suite, County Hall, Kingston upon Thames, Surrey KT1 2DN.

These minutes are subject to confirmation by the Committee at its meeting on Thursday, 5 October 2017.

**Elected Members:**

- \* Mr Bob Gardner (Chairman)
- \* Mr Wyatt Ramsdale (Vice-Chairman)
- \* Mrs Mary Angell
- \* Mr Bill Chapman
- Mr Stephen Cooksey
- Mr Paul Deach
- \* Mr Jonathan Essex
- \* Mr Matt Furniss
- \* Mr Eber A Kington
- \* Mrs Bernie Muir
- \* Mr John O'Reilly
- \* Mr Stephen Spence
- \* Mrs Lesley Steeds
- Mr Richard Walsh
- \* Mr Richard Wilson

**In attendance**

Mike Goodman, Cabinet Member for Environment and Transport

#### **8/17 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]**

Apologies were received from Stephen Cooksey, Paul Deach, and Richard Walsh. Hazel Watson substituted for Stephen Cooksey.

#### **9/17 MINUTES OF THE PREVIOUS MEETING: 3 JULY 2017 [Item 2]**

The minutes from the previous meeting on 3 July 2017 were agreed as a true and accurate record.

#### **10/17 DECLARATIONS OF INTEREST [Item 3]**

- Members were asked to declare any disclosable pecuniary interests relevant to items on the agenda.
- Councillor Jonathan Essex declared a personal interest in regards to item 7, as a trustee of a charity reuse furniture store called 'Furnistore'.
- Councillor Wyatt Ramsdale declared a personal interest in item 7, as Vice-Chairman of the Overview and Scrutiny Committee at Waverley Borough Council.
- Councillor Matt Furniss declared a personal interest in item 7, as Deputy Leader of Guildford Borough Council.

#### **11/17 QUESTIONS AND PETITIONS [Item 4]**

None were received.

#### **12/17 RESPONSES FROM THE CABINET TO ISSUES REFERRED BY THE SELECT COMMITTEE [Item 5]**

##### **Key points raised during the discussion:**

1. Following the Cabinet Member's response regarding Local Highway Funding 2017/18, members raised concerns over the reduction to the highways funding for local committees.
2. Members stated that many residents were being told by officers who managed the highways budget centrally to approach the Local Committees for funding. As Local Committees were having their respective highways budgets reduced, it was important residents were not given false hope for promised funding from Local Committees.
3. Members raised concerns that funds were near enough depleted and that the Cabinet's Member's response did not indicate any long term solutions or commitment.

4. It was stated that the burden of councillor responsibilities to carry out highway improvements for residents would not be met unless funds were increased.

### **13/17 RECOMMENDATIONS TRACKER AND FORWARD WORK PROGRAMME [Item 6]**

The Committee noted and reviewed its recommendations, actions tracker and forward work programme.

### **14/17 /PROPOSED CHANGES TO THE COMMUNITY RECYCLING CENTRES [Item 7]**

#### **Witnesses:**

Mike Goodman, Cabinet Member for Environment and Transport  
Trevor Pugh, Strategic Director for Environment and Infrastructure  
Richard Parkinson, Waste Operations Group Manager  
Nick Meadows, Change Consultant

#### **Declarations of interest:**

None

#### **Key points raised during the discussion:**

1. The Select Committee received a presentation from the waste service covering the financial position of the council, cost reductions already made from Community Recycling Centre's (CRCs), the public consultation undertaken and the proposed changes being put before Cabinet.
2. Despite stories in the press, the Cabinet Member for Environment & Planning clarified that the council had not already made a decision to close sites. Any decision on service changes would be made by Cabinet taking into account the outcome of the consultation. The purpose of the consultation was to allow residents to give their feedback on two proposed options before Cabinet decided on which proposal to adopt.
3. It was noted that £3.3m savings were required from the operation of CRC service. A saving of £1.4m would be met in 2017/18 from changes introduced last year. Officers stated that additional savings would need to be identified to achieve the overall savings target of £3.3m.
4. Officers indicated that the closure of every CRC two days in the week would potentially save the service £385k and that discussions were underway with Suez to develop an optimal solution of CRC day closures.
5. The Committee raised concerns around the possible increase in fly-tipping if the proposed changes in the report were agreed by Cabinet.

It was agreed that a more uniform method of recording fly-tipping with district & borough councils was needed which would also include the recording of fly-tipping on private land.

6. It was noted that although there was a national system for recording ( Waste Data Flow), fly-tipping incidents including those on private land , however not all incidents on private land are recorded, as landowners either don't report all of them or district and borough council's don't accept them. Some members stated that more work needed to be done with partners in regards to the proposals being taken forward including the potential impacts on partners.
7. Concerns were also raised around the removal of the free daily allowance for construction waste and the possible increase in fly-tipping as a result of this. Officers explained that since the introduction of charging at CRC's, there had been a reduction in the amount of construction waste going to CRC's, which had not reappeared in as fly-tipping, in domestic and street sweeping waste streams. The Cabinet Member present at the meeting stated that if the free daily allowance of chargeable waste was stopped, and there was an increase in fly-tipping that could be directly linked to this change he would look at this with the service.
8. The Cabinet Member for Environment and Transport whilst stating fly-tipping had fallen over 1000 tonnes recognised members concerns that more consistent and accurate data on fly-tipping was needed for the county.
9. Members queried the ownership status of the CRC sites proposed for closures. Officers clarified that two sites were leased from the respective borough councils and they have the freehold on the other two CRC sites. Each site has been valued however most are limited in terms of future use.
10. Officers explained that the four reuse shops that have been introduced at CRC sites are generating additional income for the council and landfill diversion cost savings. In 2017/18 the council project that they will make in the region of £0.1m. This prompted members to suggest improving measures in this aspect to provide additional income. The Committee were informed the service were looking into the best method for sorting black bags that have come onto the sites. A trial had been undertaken in the last year with some staff dedicating time to sorting black bags as part of their duties, which led to a recovery rate of 18%.
11. The Strategic Director for Environment and Infrastructure advised members that the proposals offered different levels of efficiencies and that the Committee can make recommendations and/or comments which would be considered by Cabinet.
12. Some Members expressed the view that the two proposals put forward were not satisfactory and that there were missed opportunities on other options.



13. The Cabinet Member for Environment and Transport explained that the two proposals being put forward before Cabinet were the two best options officers could arrive at taking into account consultation feedback and the savings required.
14. A vote was taken by the Select Committee on Proposal 1 and Proposal 2. The votes were as follows,
  - a. Proposal 1- four votes for and eight votes against.
  - b. Proposal 2- five votes for, three votes against and four abstentions.
15. It was agreed that a set of recommendations be submitted to Cabinet from the Select Committee.

**Recommendations:**

The Environment and Infrastructure Select Committee made the following recommendations,

- a) That Cabinet reconsider the removal of the free daily allowance.
- b) That a network of CRC sites across the county are open 7 days a week.
- c) That a more robust method for recording fly tipping is agreed and implemented in partnership with district and boroughs which includes fly tipping on private land.
- d) For more work to be done around further reuse and black bag sorting, so more advantage can be taken of commercial opportunities.

**15/17 DATE OF THE NEXT MEETING: THURSDAY 5 OCTOBER 2017 [Item 8]**

The next meeting of the Environment and Infrastructure Select Committee will be held on Thursday 5 October 2017 at 10.30am in the Ashcombe Suite, County Hall, Kingston upon Thames.

Meeting ended at: 4.07 pm

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**Chairman**

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**CABINET RESPONSE TO ENVIRONMENT AND INFRASTRUCTURE SELECT COMMITTEE**

**Consultation on Proposed Changes to Surrey's Community Recycling Centres (Cost Reductions)  
(Considered by the Environment and Infrastructure Select Committee on 7 September 2017)**

**COMMITTEE RECOMMENDATIONS:**

The Environment and Infrastructure Select Committee recommended:

- a) That Cabinet reconsider the removal of the free daily allowance.
- b) That a network of CRC sites across the county are open 7 days a week.
- c) That a more robust method for recording fly tipping is agreed and implemented in partnership with district and boroughs which includes fly tipping on private land.
- d) For more work to be done around further reuse and black bag sorting, so more advantage can be taken of commercial opportunities.

**RESPONSE:**

I would like to thank the Select Committee for considering this very important matter. As I have said before, I very much regret having to put forward proposals for changes to our community recycling centre (CRC) service but given the financial position of the council, we have no choice but to reduce our spend across all services.

Residents were very clear that they did not want to see permanent closure of their local community recycling centre. We have listened to our residents and as a consequence I will not be recommending the permanent closure of any CRC. However in order to make savings we will need to reduce the opening days of our CRCs as well as make other changes to the service. I have listened carefully to what the Select Committee have said and confirm that whilst we will have to reduce the number of days we open our CRCs, we will maintain a network of strategic sites which will be open 7 days per week. We will also ensure that all sites are open at the weekend, where planning consent allows.

I recognise that both residents and the Select Committee had strong feelings against removal of the free daily allowance for chargeable waste, however the savings that will be achieved through implementation of this proposal are an absolute necessity given that we are no longer going to achieve savings through the permanent closure of four CRCs. It has to be recognised that even with the removal of the free daily allowance for chargeable waste, there will still be a significant shortfall in the level of savings that are required.

I would concur with the Select Committee that we need to do more work in relation to reuse and black bag sorting and this forms part of our proposals for further cost savings. Just this week our contractor, Suez, has commenced a trial selling electrical goods that have been safety tested and we hope that this will form part of our expansion of reuse activities.

I would agree that we need to work with district and borough colleagues to improve the way that fly tipping incidents are recorded and ensure greater consistency between district and boroughs. The Surrey Waste Partnership have employed a Partnership and Intelligence Officer to work with districts and boroughs to ensure intelligence is shared and this includes a greater consistency in the way data on fly-tipping is collected and recorded.#

**Mr Mike Goodman**  
**Cabinet Member for Environment and Transport**  
**26 September 2017**

**ENVIRONMENT AND INFRASTRUCTURE SELECT COMMITTEE  
RECOMMENDATIONS AND ACTIONS TRACKER  
(2017/18)**

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The actions and recommendations tracker allows Committee Members to monitor responses, actions and outcomes against their recommendations or requests for further actions. The tracker is updated following each meeting. Once an action has been completed and reported to the board, it will be removed from the tracker.

Date of meeting	Item	Recommendations/ Actions	Update/Response	Responsible Officer/Member
07 September 2017	<b>PROPOSED CHANGES TO THE COMMUNITY RECYCLING CENTRES [Item 7]</b>	<p>The Environment and Infrastructure Select Committee made the following recommendations,</p> <ul style="list-style-type: none"> <li>a) That Cabinet reconsider the removal of the free daily allowance.</li> <li>b) That a network of CRC sites across the county are open 7 days a week.</li> <li>c) That a more robust method for recording fly tipping is agreed and implemented in partnership with district and boroughs which includes fly tipping on private land.</li> <li>d) For more work to be done around further reuse and black bag sorting, so more advantage can be taken of commercial opportunities.</li> </ul>	The following recommendations were considered by Cabinet on 26 September 2017. A response from the Cabinet is attached to the 5 October agenda papers.	Chairman/Scrutiny Officer

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# Environment & Infrastructure Select Committee – Forward Work Programme 2017/18



Topic	Scrutiny method	Timescale	Involvement of other committees	Expected outcome
<b>Preparation of the new Surrey Waste Local Plan- draft plan consultation</b>	Formal report	5 October 2017	N/A	<p>As part of preparing the new SWLP, members' input is required as part of preparing the plan this includes making sure officers have E&amp;I SC's views on the Draft Plan, and appropriate responses, before reporting to Cabinet. An MRG under the previous Scrutiny Board (EPEH) was also set up to help get member's views on the Equalities Impact Assessment and consultation process and to raise the profile of the new SWLP.</p> <p>The Issues and Options Consultation for the SWLP was brought to the Scrutiny Board in June 2016 for consideration and a summary of the responses was reported in January 2017.</p>
<b>Smarter working for the environment: Policy Statement and Annual Progress report</b>	Formal report	5 October 2017	N/A	<p>To inform members of progress in the delivery of the 'Smarter Working for the Environment' Action Plan, which sets out how the council is taking an integrated, informed and pragmatic approach to environmental sustainability</p> <p>To provide political oversight of the council's progress towards environmental sustainability, following through with the commitment for select committee scrutiny as stated in the 'Smarter Working for the Environment' policy approved by Cabinet in 2016. It is not anticipated that this item will be taken to Cabinet.</p>

<b>Waste 2018/19 Financial Arrangements</b>	Formal Report	5 October 2017	N/A	For the Select Committee to scrutinise value for money and proposals to change the current system whereby Surrey pay D&Bs statutory recycling credits to reflect the fact that, by collecting recycling and selling it themselves they are taking waste out of the system. The proposal is to take all of their recycling (and get a better price for it through economies of scale) and therefore not to pay them the credits and thereby save £4m. The item will be going to Cabinet in November for a decision.
<b>Introduction of vehicle charging on the Countryside estate</b>	Formal Report	29 November 2017	N/A	To scrutinise the potential introduction of parking charges across the Surrey Countryside estate.
<b>Basingstoke Canal Update</b>	Formal report	29 November 2017	N/A	To make a recommendation to Cabinet on the sustainable future management solution for the Basingstoke Canal and make recommendations regarding the long term strategy and business objectives for the Canal.

**Committee groups:**

**Basingstoke Canal Task Group: (Members- Cllr Bob Gardner, Cllr Richard Wilson, Cllr Stephen Cooksey)**

To consider the most effective governance option for Surrey County Council in relation to the Basingstoke Canal of which the council is a joint owner. Recommendations of this Task Group will enable the county council to decide whether they continue their involvement with the Basingstoke Canal or make changes to the current joint ownership model.



**Countryside Management Member Reference Group: (Members- Cllr Bob Gardner, Cllr Matt Furniss, Cllr Richard Wilson, Cllr Stephen Cooksey)**

To report to the Select Committee with recommendations to advise the Cabinet Member on the changes required to the Surrey Wildlife Trust (SWT)/Surrey County Council (SCC) Agreement and its governance, to ensure that it is fit for purpose for the remainder of its term. *The MRG meets on an ad hoc basis as and when the service requires support.*

**Topics to be scheduled/Additional topics for the forward plan-**

- Surrey Waste Local Plan- results of the draft plan consultation (May 2018)
- Street lights- switching off
- Flood defence and recovery
- Income Generation
- Countryside Review
- Rights of Way
- Air Quality

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Environment and Infrastructure Select Committee  
**5 October 2017**

**Proposals to change financial arrangements for waste management in 2018/19**

*Purpose of the report: Policy Development and Review*

To feed into proposals prior to consideration by Cabinet in November 2017.

**Introduction:**

1. Over the last few years, Surrey authorities have made significant progress in improving the delivery and performance of waste collection and disposal services. All authorities in Surrey are continuing to explore options for how further improvements can be made through joint working.
2. In parallel to this the current system of financial transfers from SCC to the district and borough councils has become unaffordable and no longer provides the incentive for better performance that it used to.
3. This report sets out progress to date and next steps with regard to the above.

**Current situation**

**Responsibilities for waste management**

4. In two tier areas such as Surrey, the responsibility for managing waste is split between the County Council and the district and borough councils. SCC is the Waste Disposal Authority (WDA) and is responsible for the disposal and treatment of Surrey's municipal waste collected at the kerbside, and waste and recycling from Surrey's Community Recycling Centres (CRCs). This function is managed via SCC's 25 year PFI waste disposal contract with SUEZ.
5. The 11 district and borough councils are Waste Collection Authorities (WCAs) and are responsible for the collection of Surrey's municipal waste, which includes waste from households.

## **Partnership working**

6. Surrey's authorities collaborate via the Surrey Waste Partnership (SWP) which helps the authorities to work towards delivering a joint strategy. This strategy was updated and adopted by all partners in 2015. The SWP pools money centrally and manages a wide range of joint initiatives to improve kerbside recycling performance and deliver efficient services.
7. SWP authorities have made significant progress since the partnership was formed in 2008. Waste collection arrangements have largely been aligned, the range of recycling materials collected has greatly increased, and food waste collection from houses is now universal.
8. These improvements have taken place whilst containing overall costs and maintaining high resident satisfaction levels, and have resulted in performance increases with the overall recycling rate rising from 35% in 2007/8 to around 57% today.
9. Four authorities have recently formed a new organisation called Joint Waste Solutions to manage their waste collection services. Collections have already started in Elmbridge and Woking, with Surrey Heath and Mole Valley starting next year. As agreed by Cabinet in December 2016, some SCC waste disposal authority functions are due to be integrated with Joint Waste Solutions later this year.
10. SWP is also working on proposals for new arrangements for a single partnership approach for managing waste in Surrey, which would integrate the governance of Joint Waste Solutions and the wider Surrey Waste Partnership.

## **Current financial arrangements**

11. The way in which waste is managed in Surrey has resulted in a complicated set of statutory and non-statutory financial transfers, of around £11m per year, from the county council to borough and district councils, and the SWP. These are no longer affordable for the county council and are no longer incentivising improvements in recycling.
12. The majority of payments are in the form of recycling credits, the value of which increases by 3% each year. This increase has been greater than inflation for a number of years. SCC is only required to make a recycling credit payment to a WCA if they retain the material for recycling, or where SCC issues a new separation requirement.
13. Although the amount of waste dealt with has risen, the total cost of managing waste in Surrey has remained fairly static. SCC's share of the total spend on waste management in the county has increased significantly however, from around 60% in 2009/10 to 70% in 2015/16. This equates to an increase in costs of around £7m for SCC.
14. Since 2009/10, landfill tax has more than doubled from £40 per tonne to £86 per tonne in 2017/18. At the same time, energy from waste prices

have tracked landfill costs meaning that, despite landfilling a very small amount of residual waste, SCC's average disposal cost has increased from £71 per tonne in 2009/10 to around £110 per tonne today.

15. Financial pressures mean that SCC needs to make savings from its waste budget in the short term. The current programme of work at SCC includes contract savings and changes at CRCs, as well as the proposal to change financial transfers between the county council and district and borough councils as described in this report.
16. Following extensive discussions between authorities last year, district and borough councils agreed to a one-off contribution towards SCC's savings targets in 2017/18 totalling around £1 million. It is now intended that a greater permanent change to financial transfers will be made in 2018/19.

### **A new financial mechanism**

17. Following a Cabinet decision in December 2016, SCC wrote to all district and borough councils in January 2017 stating its intention to take over the management of kerbside collected recyclables from January 2018 or as current contracts come to an end, whichever is sooner.
18. Managing kerbside collected materials centrally will enable Surrey authorities to engage with the market more effectively whilst developing a longer term management strategy. Taking ownership of recyclable material removes the statutory requirement to pay recycling credits, enabling the development of new financial mechanisms.
19. As well as delivering savings for SCC, the aim of introducing new financial mechanisms is to provide a stronger financial incentive to save the taxpayer money by encouraging waste reduction and increasing recycling.
20. Proposals for new mechanisms are currently being looked at by a task group of officers from seven SWP authorities. The task group has made recommendations for a new mechanism that incentivises reducing waste and increasing recycling in a way that is fair and equitable to all.
21. Whilst the details still being developed, some key principles have already been broadly agreed, and there are three key elements to the proposed new mechanism:
  - A **fixed (per household) payment** with the purpose of recognising the costs incurred by WCAs from introducing and running recycling services.
  - A **variable payment** which will be a mechanism for sharing any future savings from performance improvements between SCC and WCAs
  - Ongoing **funding for the Surrey Waste Partnership**

22. It is proposed that the fixed element of this mechanism would total around £3.2 million in 2018/19. It is important to note that this figure is based on the assumption that SCC has taken over the management of dry recycling from all of the WCAs. This means that SCC will be responsible for the costs of managing this material, assumed to be £40 per tonne, which have historically been met by the WCAs.
23. The current intention is for SCC to make a net saving of £4m from changing the financial transfers to WCAs. This would be phased in over a three year period, with £2m of savings in 2018/19, with a further £1m in each of the following two years.

#### **Transitional arrangements**

24. SCC has already taken over the management of dry recycling from Elmbridge, Spelthorne, Runnymede and Woking because their dry recycling contracts have recently expired. As a result, SCC has taken over paying the management costs (gate fees) for the dry recycling collected by these authorities.
25. The other WCAs still have time left on their current contracts and a number of these contracts include gate fees that are unlikely to be bettered under the current market conditions.
26. SCC is keen to ensure that the cost to the Surrey tax payer of managing materials is reduced as far as possible in the short term. The preference is therefore to allow current arrangements to run their course in order to avoid triggering any breakage costs. This would be on the basis that SCC and the district or borough in question can reach an acceptable agreement on financial transfer arrangements for 2018/19 onwards.
27. In such instances where a WCA may continue with their current dry recycling contract, transitional arrangements may be needed in order to ensure that all authorities are treated fairly and equitably. This may involve a payment from SCC to recognise the WCA's ongoing exposure to material management costs.
28. The methodology, which is currently being developed, needs to be fair to the WCAs that have already given their material to SCC as well as acceptable to those that still have ownership of their material.

#### **Conclusions:**

29. Significant improvements have been made in the last few years with regard to how waste is managed in Surrey. The Surrey Waste Partnership is continuing to develop new initiatives and explore opportunities for how further improvements and savings can be made through joint working.
30. New financial mechanisms for 2018/19 onwards will deliver savings for SCC and will provide an incentive for further improvements by sharing

future savings between SCC and district and borough councils in a fair and equitable manner.

**Recommendations:**

- a. It is recommended that Environment and Infrastructure Select Committee members note this report and make comments.

**Next steps:**

- SCC will continue to engage with the SWP, and individual councils as required, on the details of the new financial mechanism.
- The final proposal will be considered by SCC Cabinet on 28 November 2017.

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**Report contact:**

Helen Trew  
Waste Development Team Manager  
helen.trew@surreycc.gov.uk

**Sources/background papers:**

- Cabinet Report: Developing a single waste approach, 13 December 2016
- Joint Municipal Waste Management Strategy, Revision 2 (2015)

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Environment & Infrastructure Select Committee  
**5 October 2017**

**Review of the Surrey Waste Local Plan: Reconvening of  
 Member Reference Group**

**Purpose of the report:** Policy Development and Review

Surrey County Council is the Waste Planning Authority. As the Waste Planning Authority the County Council is required to demonstrate that sufficient land is available for the delivery of waste management infrastructure. The current Surrey Waste Plan was adopted in 2008 and now needs to be reviewed.

A new Surrey Waste Local Plan (SWLP) is required to go through several stages of public consultation. The second stage of consultation, Draft Plan Consultation, is due to commence shortly. A third stage of consultation, Pre-submission Consultation, is due to commence Spring 2018.

Prior to County Council elections, officers preparing the Surrey Waste Local Plan benefited from member engagement via a Member Reference Group convened by the Economic Prosperity, Environment and Highways (EPEH) Board, now the Environment & Infrastructure (E&I) Select Committee.

The Committee is asked to consider reconvening the Member Reference Group to provide oversight and scrutiny as part of the preparation of the new SWLP.

**Introduction:**

1. Surrey County Council is the Waste Planning Authority (WPA). In its role as the WPA the County Council needs to demonstrate that enough land is available for waste management infrastructure to be delivered. It does this through producing a Local Plan for waste management facilities.
2. The Local Plan for waste should address the need for land for a range of facilities to manage all major waste streams: Commercial and Industrial (C&I) waste, Construction, Demolition and Excavation waste (C, D & E), as well as waste produced by households.

3. The County Council's role as the WPA is distinct from its role as the Waste Disposal Authority (WDA). As the WDA the county council is responsible for a) the disposal and treatment of the waste collected by Surrey's 11 district and borough councils (mainly household waste) and b) for the operation of the Surrey's Community Recycling Centres (CRCs).
4. The WDA works with 11 district and borough councils through the Surrey Waste Partnership. The Surrey Waste Partnership aims to enable all partners to work together to manage household waste in Surrey in the most efficient, effective, economical and sustainable manner.
5. The current Local Plan for waste, the Surrey Waste Plan, was adopted in 2008. The new Surrey Waste Local Plan (SWLP) will cover the period from 2018 to 2033. There are several stages in preparing a new SWLP. These are outlined in **Figure 1**.
6. Key stages of public consultation include the Issues and Options Consultation, the Draft Plan Consultation and the Pre-submission Consultation prior to the plan being submitted to the Secretary of State (SoS).
7. The Issues and Options Consultation was held between September and November 2016. The results of that consultation were reported to the Economic Prosperity, Environment and Highways Board at the meeting on 12 January 2017.
8. Due to changes in the scheme of delegation since the Issues and Options Consultation the Leader will agree the commencement of the Draft Plan Consultation. Details of the Draft Plan Consultation will be agreed at the Leader Decisions Meeting on 18 October 2017.
9. Subject to Leader approval, the proposed Draft Plan Consultation will run from 1 November 2017 until 7 February 2018 which is based on the 12 weeks recommended in the WPA's adopted Statement of Community Involvement (SCI) and allowing additional time due to the Christmas period. The consultation will be available online via Surrey Says with printed copies available at District and Borough Offices.
10. A report will be brought to the E&I Select Committee setting out the results of the Draft Plan Consultation and details for how the SWLP might be amended and progressed to the next stage at the Committees meeting on 10 May 2018.

<b>Involving elected members</b>
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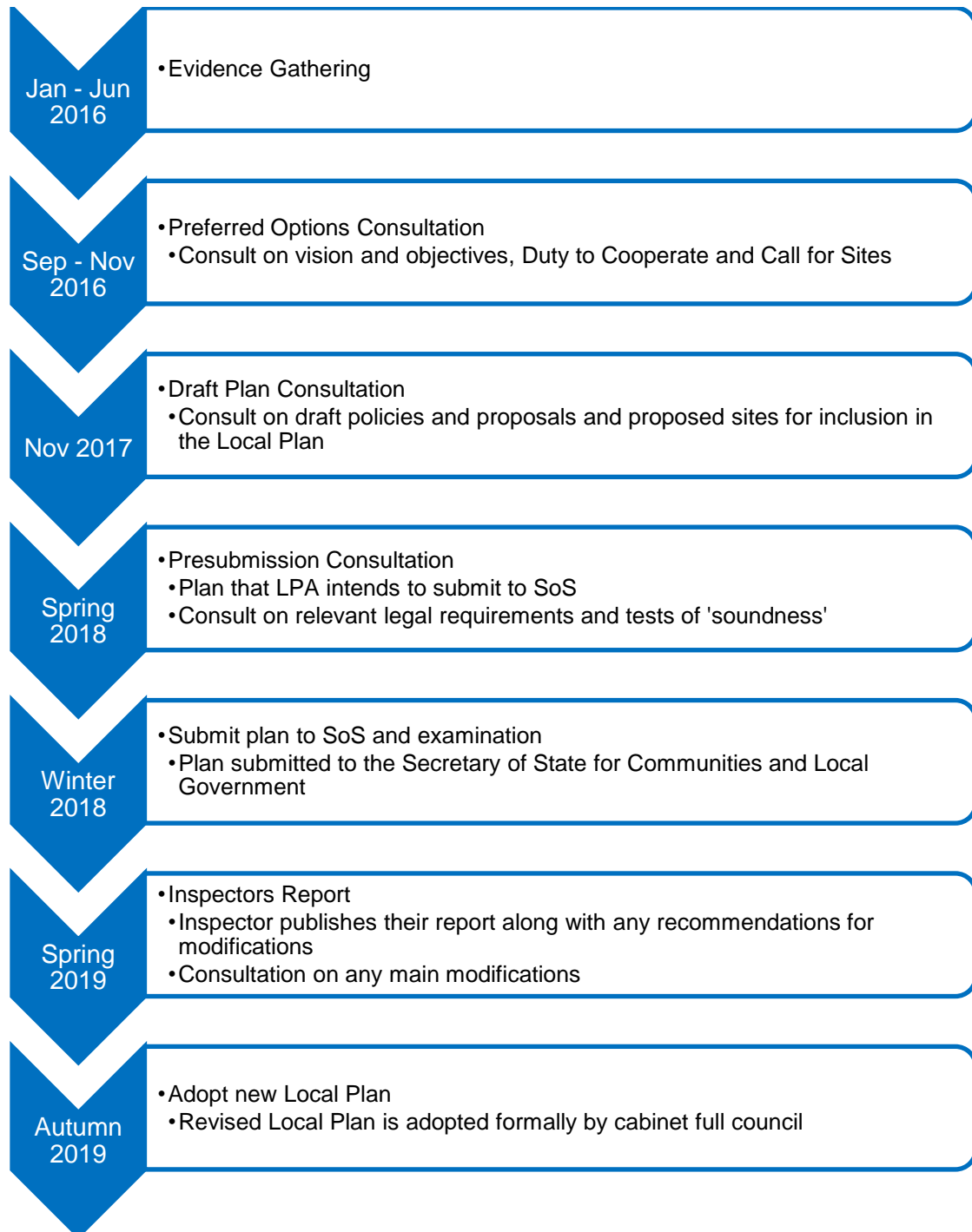
11. Should the Leader agree to the Draft Plan Consultation, a letter will be sent from the Cabinet Member for Environment and Transport to all elected members and councillors at county and district and borough level to notify them of the consultation. The letter will include details of proposed site allocations where elected members and councillors have sites in their area.

12. Officers recognise that an important part of preparing the new SWLP is working with elected members. Prior to the county council elections in May 2017 the SWLP had a Member Reference Group formed from the Economic Prosperity, Environment and Highways (EPEH) Board, now the E&I Select Committee. It is recommended that this group be reconvened.
13. The current Terms of Reference (ToR) for the SWLP Member Reference Group are attached as **Annexe 1**. The Member Reference Group was primarily requested to:
  - Act as champions for the new SWLP with Member colleagues and community organisations;
  - Give officers the perspective of members and other stakeholders, including residents, on draft proposals developed as part of the emerging SWLP;
  - Advise on proposals, reports and other documents to be taken before E&I Committee and Cabinet;
  - Provide feedback on the approach taken for engagement with the public and stakeholders.
14. Officers consider that the current ToR broadly covers those areas of plan preparation which elected members could provide significant benefits and are keen for the group to continue.
15. The SWLP Member Reference Group typically met after Select Committee meetings approximately once per month, however, this group has not met since the elections. It is proposed that future meetings of the Member Reference Group could continue on this basis with any additional meetings agreed by the group as required.
16. It is recommended that the SWLP Member Reference Group remain in place until the 10 of May 2018 when the result of the Draft Plan Consultation and options for progressing are reported back to the E&I Select Committee.

<b>Conclusions:</b>
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17. The Surrey Waste Local Plan is an important statutory document and a Member Reference Group is an important part of preparing the SWLP. Elected members provide oversight and scrutiny through a range of functions as set out in the ToR.
18. Officers are keen for the Member Reference Group to continue to support the preparation of the new SWLP and for the Select Committee to have the opportunity to discuss the SWLP once the results of the consultation have been assessed.

**Figure 1 Key stages of plan preparation and broad types of engagement that may occur**



### Recommendations:

19. It is recommended that the Environment and Infrastructure Committee:
- a. Note the proposed timings for the preparation of the Surrey Waste Local Plan and for the forthcoming consultation.
  - b. Reconvene the Surrey Waste Local Plan Member Reference Group.
  - c. Consider any revisions to the Terms of Reference for the Surrey Waste Local Plan Member Reference Group (**Annexe 1**).

### Next steps:

If it is agreed to continue a Member Reference Group for the preparation of a new SWLP the membership and chairperson will need to be confirmed. Once membership has been confirmed officers will organise meetings as required.

The SWLP Member Reference Group will report back to E&I Committee, with the support of officers as necessary. The Member Reference Group will be kept informed of the outcomes of the Draft Plan consultation and report back to E&I Committee.

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### Sources/background papers:

- Annexe 1- Current Terms of Reference for the Member Reference Group for the preparation of the SWLP.

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# Preparation of the New Surrey Waste Local Plan 2018

## Proposed Terms of Reference for Member Reference Group

### 1. Background

1.1.1 As the Waste Planning Authority (WPA) Surrey County Council has a responsibility to produce a local plan which sets out how and where waste will be managed in Surrey in future. The current Surrey Waste Plan (SWP) was adopted in 2008 and a review of the waste plan is needed because:

- We are required to produce a local waste plan, the National Planning Policy Framework (NPPF) also emphasises the need for this to be kept up to date.
- Several significant permissions for additional waste facilities have been granted since the last plan and their implications on the requirement for any additional waste management capacity in future needs to be considered.
- A significant number of new policy updates and technical reports are available which have implications for the management of waste, including; the National Planning Policy Framework (NPPF), National Planning Policy for Waste (NPPW) (and associated guidance), the Waste Management Plan for England and the revised Waste Framework Directive (rWFD).

1.1.2 It has been agreed by Cabinet that a new updated Plan, to cover the period 2018 to 2033, be prepared and members of the County Council will be asked to comment on proposed approaches and drafts of the Plan.

### 2. Overview of Project

1.1.3 Preparation of a revised SWP, to be known as the Surrey Waste Local Plan (SWLP), will need to follow due process, as set out in the Planning and Compulsory Purchase Act 2004 and Town and Country Planning Regulations 2012. An outline of this process is shown in Figure 1 with detail on each stage provided below.

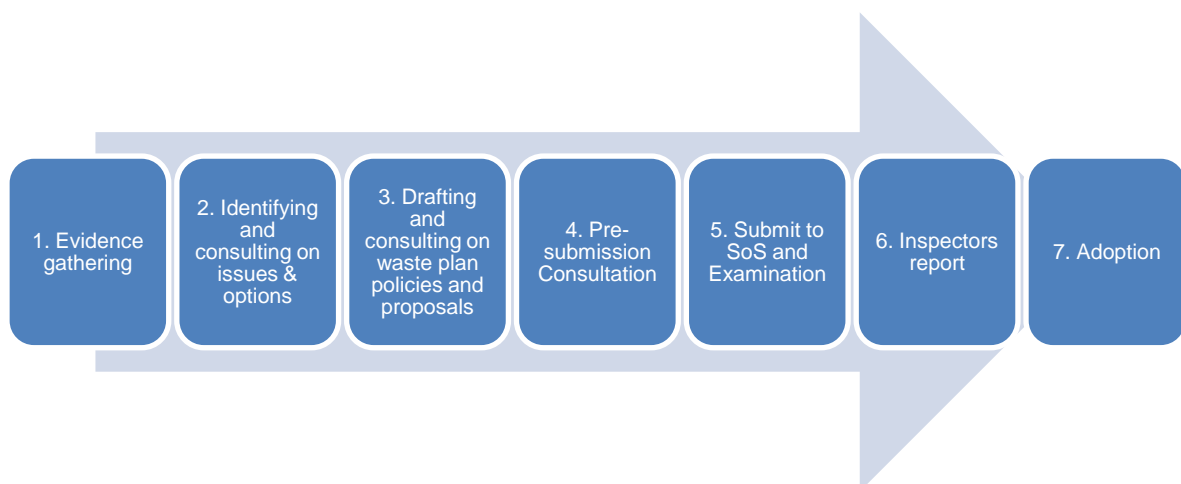


Figure 1 Diagram for development of the new Surrey Waste Local Plan

- 1.1.4 As shown above there are a number of consultation phases and the Councils approach to consultation on the SWLP is outlined in its Statement of Community Involvement (SCI).
- 1.1.5 During its preparation the Plan will be subject to 'Sustainability Appraisal' (SA). SA is an objective process that considers the social, economic and environmental impacts of the Plan and so informs decisions on approaches taken.

## 1.2 Stage 1 Evidence Gathering

- 1.2.1 The objective of the evidence gathering stage is to provide sufficient information to update the evidence base used for the development of the Surrey Waste Plan 2008. This includes reviewing the policy, socioeconomic and other drivers which affect future sustainable waste management in Surrey.
- 1.2.2 Background papers will be developed at this stage of the process and stakeholders will be invited to comment in order that a robust and proportionate baseline is prepared to enable an effective review of the current (2008) waste plan. These background papers cover the following topics:
- Spatial Context and Issues
  - Waste Capacity Requirements
  - Site Identification and Assessment
  - Compliance with the 'Duty to Cooperate'

## 1.3 Stage 2 Identifying Issues and Options

- 1.3.1 As part of Surrey's commitment to community engagement, we aim to involve our stakeholders as early as possible in the plan making process so that they may have the greatest opportunity to influence emerging policies and plans.
- 1.3.2 The Issues and Options Paper is the first formal opportunity for stakeholders to contribute to the new SWLP 2018. The Issues and Options Paper will be agreed by Cabinet and sets out the strategic (spatial and policy) context for waste management and explore the overall scale of need for additional waste management facilities in Surrey over the Plan period.
- 1.3.3 The Scoping Report for the strategic environmental assessment and sustainability appraisal of the Plan will be published for comments at around the same time as the issues and options consultation.

## 1.4 Stage 3 Drafting waste plan policies and proposals

- 1.4.1 We will consider the responses to the consultation on the Issues and Options and use this information to produce a draft version of the SWLP. We will publish a summary of the responses and outline how these are being taken into account in the development of the emerging local plan. The emerging draft Plan will be subject to Sustainability Appraisal and this will also be used to inform the content.
- 1.4.2 The draft SWLP 2018 will be published for consultation, together with the SA, in accordance with relevant legislation<sup>1</sup> and the SCI.

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<sup>1</sup> Regulation 18 of the Town and Country Planning (Local Planning)(England) Regulations 2012



## 1.5 Stage 4 Pre-submission Consultation

- 1.5.1 We will assess the information from the draft plan consultation and where appropriate amend and update the draft plan to reflect this information. Any changes to the Plan will be subject to SA. As a result we will have a plan that we consider to be 'sound' and ready to submit to the Secretary of State (SoS), known as a Pre-submission Plan. Prior to submission we will publish this plan for representations on the Plan's soundness and legal compliance.
- 1.5.2 Publication of the pre-submission plan<sup>2</sup> represents an opportunity for stakeholders to say whether they think the Plan is sound and legally compliant and any representations received will be passed to the SoS.
- 1.5.3 The tests of soundness are set out in the National Planning Policy Framework and these concern the following:
- Whether the plan is positive about development
  - Whether the Plan is justified i.e. based on relevant evidence
  - The Plan's effectiveness i.e. can it be delivered
  - Consistency with national policy

## 1.6 Stage 5 Submit plan to SoS and Examination

- 1.6.1 Following the pre-submission consultation, the Pre-Submission Plan, together with representations, SA and evidence base will be submitted to the Planning Inspectorate<sup>3</sup>. The purpose of the examination is to consider whether the Plan complies with the legal requirements, the duty to cooperate, and is sound<sup>4</sup>. At this stage the council may also propose modifications which are considered necessary in light of the representations.
- 1.6.2 The hearing sessions form an important part of the examination process. The Inspector may wish to question parties who responded to the pre-submission consultation and so they may be invited to attend the hearings.
- 1.6.3 During the public examination the need for modifications to the Plan may emerge which are necessary to make the revised SWLP sound and/or legally compliant and consultation on these will likely take place.

## 1.7 Stage 6 Inspectors Report

- 1.7.1 The report will explain why the Inspector, based on a consideration of all the evidence and his/her professional expertise and judgement, has reached a particular view on legal compliance, including the DTC, and soundness.
- 1.7.2 The Inspector will send a draft report to the LPA for a fact check. The LPA has one week to respond to the fact check. Once the fact check has been completed and the Inspector has responded to any points raised, the final report will be submitted to the LPA.

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<sup>2</sup> Regulation 19 of the Town and Country Planning (Local Planning)(England) Regulations 2012

<sup>3</sup> Regulation 22 of the Town and Country Planning (Local Planning)(England) Regulations 2012

<sup>4</sup> Planning and Compulsory Purchase Act 2004 (as amended)

## 1.8 Stage 7 Adoption

- 1.8.1 Once the examination process is complete, and assuming that the Plan is found to be sound, the WPA intends to formally adopt the new SWLP 2018.
- 1.8.2 On adopting the SWLP 2018 we will make publicly available a copy of the plan, an adoption statement, and a statement as required by Regulation 16 of the Environmental Assessment of Plans & Programmes Regulations 2004<sup>5</sup>.
- 1.8.3 Once adopted, the new SWLP will provide a strategic approach for sustainable waste management throughout the proposed plan period.

## 3. Proposed Role of the Member Reference Group

- 1.8.4 The project officers believe that a Member Reference Group could add value to this important project. The Group can:
- Act as champions for the new Surrey Waste Local Plan with Member colleagues and community organisations
  - Give officers the perspective of members and other stakeholders, including communities, on draft proposals developed as part of the emerging SWLP
  - Advise on proposals, reports and other documents to be taken before EP&H Board and Cabinet
  - Provide feedback on the approach taken for engagement with the public and stakeholders
- 1.8.5 We anticipate that the Group should meet as required, but estimate that meetings will take place three times per year.

## 4. Project Milestones/Outputs

- Issues and Options Report – September 2016
- Draft Plan – November 2017
- Pre-submission plan – May 2018
- Submission to SoS – Autumn 2018
- Examination in Public – Spring 2019
- Adoption of plan – Autumn 2019

## 5. Officer Support and Contacts

- 1.8.6 The project is supported by the Minerals and Waste Planning Policy Team at Surrey County Council.

Name	Role	Email	Phone
Paul Sanderson	Minerals & Waste Policy Team Manager	paul.sanderson@surreycc.gov.uk	02085419949
Kate Symington	Principal Planning Policy Officer	katelyn.symington@surreycc.gov.uk	02085417933

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<sup>5</sup> Regulations 26 and 35 of the Town and Country Planning (Local Planning) (England) Regulations 2012



Environment and Infrastructure Select Committee  
5 October 2017

**Annual Progress Report on the council's environmental sustainability**

**Purpose of the report:** Performance Management and Policy Development and Review

The purpose of this report is to formally consider the progress made in 2016/17, in relation to the Smarter Working for the Environment Policy and Action Plan.

**Introduction**

1. The council recognises that a healthy and well-functioning natural environment is the foundation for prosperous communities, economic development and personal wellbeing. Therefore environmental sustainability is an important goal for the council.
2. There are a wide range of sector specific powers and duties relating to service areas which, in combination, support sustainable development.
3. In November 2016, the council adopted a policy and action plan for environmental sustainability, focusing on a number of priorities:
  - a) embedding sustainability in high level decisions
  - b) partnership working for climate resilience
  - c) operational / estate efficiency
  - d) procurement opportunities
  - e) air quality via reducing emissions from transport

**Progress in activities**

4. This papers sets out the progress to date on delivering the Action Plan and next steps in developing the policy.

5. The updated 'Smarter Working for the Environment Progress Record and Action Plan' (**Annex A**) contains full details of:
  - a) progress to date and
  - b) future planned activities
6. Activity to date is summarised as follows:

**Priority 1: Include environmental considerations in decision making across council services:**

- Guidance has been published on the intranet to support the appraisal of significant environmental issues arising from Cabinet decisions, highlighting any issues to members alongside other aspects such as financial and equalities implications.

**Priority 2: Work with partners to build resilience of our communities and estate to climate impacts:**

- **Seasonal health** - development of the Seasonal Health Strategy is underway and is due to be presented to the Health and Wellbeing Board in late 2017.
- **Temporary Flood Defence Plans** – plans have been developed for specific high risk areas along the River Thames and the River Wey at Guildford and Godalming, for the timely deployment of temporary flood defence barriers to protect property, people and infrastructure.
- **Sustainable Urban Drainage Systems (SUDs)** – a scoping study has been completed which has reviewed techniques and applications. The study has presented a high level appraisal of sites considering flood risk categories, in order to identify relative needs and opportunities for SUDs across the council's corporate estate and other high priority facilities including health and police sectors.

**Priority 3. Make buildings, operations and services as resource efficient and low cost as practicably possible:**

- **Financing and procurement of energy efficiency measures** – on the corporate estate, a range of actions have been taken ranging from adjustments to control systems to LED lighting upgrades and heating efficiency improvements made when plant is replaced at the end of its life. Maintained schools have been offered advice and guidance through established channels such as the SOS Newsletter, Premises Briefings and the Ashden Programme. Some have been supported with site surveys to identify energy saving opportunities, and provide assistance with securing finance from external sources such as low cost loans from Salix and help with procurement.

- **Water market reform** – there has been further investigation into opportunities for service improvements arising from reform of the water market under the Open Water programme which introduced competition from April 2017. Support with water conservation is a consideration in the development of a procurement framework which will be arranged for 2018.
- **Recycling at offices** – updated information on recycling bins in offices/kitchens and promotional messages on the staff intranet advising what can and can't be recycled.
- **Parking policy review** – review planned to commence in November 2017.
- **IT to reduce business travel** – a major IT programme has rolled out Office365 and associated applications to staff, providing improved access to communication and collaboration tools for greater flexible and efficient working.
- **Lift sharing system** – the journey matching website (provided by Liftshare) has been updated including improved compatibility with smart phones and capacity for monitoring uptake.
- **Low carbon vehicles for business travel** – over half of the car club network fleet is now hybrid or fully electric vehicle (EV), delivering carbon reductions and air quality improvements. Membership, by staff and the public, has continued to expand.
- **Pupil engagement in sustainability** – initiatives for sustainable schools have continued, including Ashden Less CO<sub>2</sub> programme for energy management and support for Eco Schools, via engagement and training events.

**Priority 4: Work with suppliers to reduce the environmental impact of goods and services and reduce our supply chain exposure to environmental risks:**

- **Social Value Act** - the council's Social Value Charter has been published. This requires all tender requests in excess of £100,000 to give consideration to environmental matters, with subsequent contractual obligations to deliver on commitments.
- **Supply chain risk management** – the Procurement Contracts & Supply team are working with Audit to develop a system that will help track and manage all deliverables in contracts, including business continuity plans.

**Priority 5: Reduce emissions and improve air quality across the county from transport:**

- **Electric Vehicles and Air quality** ○ A strategy is being developed to define the role of the county council and evaluate the options for a public EV charging network. An interim position has been published on the council's website. This forms part of wider work on an Air quality strategy and Multi Agency Action Plan, working with borough and districts and Public Health. ○ Surrey has also been awarded £1.76m of funding to deliver an electric Park and Ride bus fleet in Guildford, in partnership with Stagecoach and the University of Surrey.
- **Air quality around schools** – the Modeshift STARS programme has been adopted for school travel planning activity. This is a

national standard enabling schools to receive accreditation for their activities. Curriculum links include teaching about the benefits of active travel for air quality. The Safer Travel team have also worked in partnership with local authority parking enforcement teams, encouraging alternative modes of travel and raising awareness of the benefits of improved local air quality.

**Key Performance Indicators**

7. Key trends in the Key Performance Indicators (KPIs) are summarised below and detailed in full in Annex B Smarter Working for the Environment KPI Report 2017. The report also describes variations in the scopes of the different indicators<sup>1</sup>.

Sector	KPI	Change vs 2015/16, unless stated
<b>Overall carbon emissions from estate and operations</b>	KPI 1	<input checked="" type="checkbox"/> DECREASED vs baseline year of 13/14
<b>Energy consumption</b>	KPI 2	<input checked="" type="checkbox"/> DECREASED vs baseline year of 13/14
<b>Energy costs</b>	KPI 3	<input checked="" type="checkbox"/> INCREASED vs baseline year of 13/14
<b>Business mileage</b>	KPI 4	<input checked="" type="checkbox"/> DECREASED

<sup>1</sup> In particular, maintained schools are not included in cost figures, but are included in consumption and emissions figures. Also, corrections for weather are made to allow presentation of comparable year on year changes for consumption and emissions, whereas costs are presented as absolute figures.

<b>Waste from council offices</b>	KPI 5	<input checked="" type="checkbox"/> Waste arisings DECREASED <input checked="" type="checkbox"/> Percentage diverted from landfill INCREASED but still lower than Surrey household levels <input checked="" type="checkbox"/> Percentage recycled DECREASED
<b>Water consumption</b>	KPI 6	<input checked="" type="checkbox"/> DECREASED significantly
<b>Sustainable Urban Drainage Systems</b>	KPI 7	Scoping study underway, no indicator data yet available
<b>Countryside sites: condition of Sites of Special Scientific Interest (SSSI) in county council ownership</b>	KPI 8	<input checked="" type="checkbox"/> IMPROVED slightly
<b>Social value in procurement</b>	KPI 9	Monitoring system under development, no indicator data yet available

## Targets

8. Targets have only been agreed for two indicators i.e. overall carbon emissions and countryside SSSI site condition. We are undertaking a Target Setting Review to develop further SMART targets for other indicators.
9. This review will propose a range of indicators appropriate to our level of influence. Some of these will therefore be input/activity based whilst others will be outcome based. For example, we can control activity around energy efficiency (measures installed, consumption) but we are unable to sufficiently predict future medium term energy prices in order to set a target for energy costs.

## Key issues

### Resource constraints

10. Since agreeing the policy and action plan in 2016, further revenue cost saving requirements have been required. In light of this resources for coordinating the corporate sustainability programme have been reduced as part of an ongoing prioritisation of resources.
11. Furthermore, the capital budget allocation for energy efficiency schemes in council buildings has been suspended in 2017/18 and for a further two years, in light of the council's 'zero capital borrowing' approach, in order to achieve required short term cost savings. Efficiency improvements will

endeavour to be made through the specification of replacement plant and equipment, via maintenance operations.

12. Surrey County Council and East Sussex County Council continue to work together to develop the Orbis partnership. As part of the restructuring process the Energy Teams of the two sovereign authorities are being combined into a single team. Pooling resources in this way will deliver efficiency savings and provide a greater flexibility in service provision.

### **Way forward**

13. The Progress Record and Action Plan (**Annex A**) has been updated to include future planned work, resourcing arrangements and clarity on indicators. See Annex A for a full range of work-stream details.
14. As described in paragraph 8, work is underway to review the feasibility for more indicators to have SMART targets. The policy will be further updated, reflecting any revisions to indicators resulting from the Target Setting Review.
15. The Policy will continue to be reviewed to ensure that it reflects the County Council priorities for example particular focus for the coming year will be on action to improve air quality in Surrey, as referred to in Priority 5 above.

### **Conclusions**

16. Effective progress has been made in many areas of the 2016 Action Plan and further actions will be implemented in line with the updated plan.

### **Recommendations**

17. It is recommended that the committee:
  - a) note the progress, analysis and proposed further activity, as described in this report and supporting annexes.
  - b) particularly note Action 1.1 in Annex A (the introduction of an appraisal process for environmental impacts risks and benefit opportunities in Cabinet decisions) and consider opportunities for the committee to support this process.

### **Next steps**

The updated Action Plan will be published and implemented and an officer working group will be established to conduct a target setting review.



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**Report contacts:**

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Paul Hasley, Energy Manager

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**Sources/background papers:**

Smarter Working for the Environment: Policy Statement and Action Plan -  
Report to Cabinet, 22 November 2016

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## Annex A: Progress record and Action plan Updated September 2017

Theme	Resource	Progress to date (November 16 to August 17)	Further planned activities (from Sep 17)	Indicators (including KPIs) A target setting review is underway, to consider where additional targets should be put in place.
<b>1. Embedding environmental considerations in decision making across council services</b>				
1.1 <b>Appraising Cabinet decisions for environmental impacts, risks and benefit opportunities</b>	<u>Planning</u> (Lead role) Democratic services All services to implement	New guidance for officers published in August 2017	Support application of the guidance and monitor the outcomes from implementing this approach	n/a (benefits include clarity for staff, consistency in approach for residents and partner organisations, leading to overall better value for money in services / operations. However these are not viable to measure with an indicator)
<b>2. Community and estate resilience to future climate impacts</b>				
2.1 <b>Seasonal Health Strategy</b>	<u>Public Health</u> Community Partnerships	Developing the Council's approach to addressing seasonal impacts on health and well-being including cold and excess heat and adverse weather events, including in the context of a changing climate profile.	Draft document will be presented to Health & Well Being Board for approval. Following this the strategy will be available to all key stakeholders as a basis of working practice towards assisting vulnerable residents and reducing seasonal ill health.	tbc within strategy (benefits anticipated to include better health outcomes for vulnerable people, improved energy efficiency of housing stock and reduced hospital admissions)
2.2 <b>Temporary Flood Defence plans</b>	Surrey Local Resilience Forum (SLRF)	SLRF organisations have worked with the Environment Agency in developing plans for specific high risk areas of the River Thames and River Wey in Guildford and Godalming. Plans are designed to enable the deployment of temporary flood defence barriers quickly and efficiently when required, reducing risks posed to householders and disruption on road networks	SLRF will hold a multi-agency day in November 2017 will be held to validate plans developed to date and initiate plans for Leatherhead area	Local temporary flood defence deployment plans in place

## Annex A: Progress record and Action plan Updated September 2017

	Theme	Resource	Progress to date (November 16 to August 17)	Further planned activities (from Sep 17)	Indicators (including KPIs) A target setting review is underway, to consider where additional targets should be put in place.
	<b>Sustainable Urban Drainage</b> <b>2.3 Systems (SUDs) on our own estate</b>	<u>Strategic Network Resilience</u> <u>Team</u> Property	Scoping exercise completed. This reviewed a wide range of SUDs techniques, applications (across buildings and highways) and a high level appraisal of buildings considering flood risk categories. The purpose of this was to identify relative needs and opportunities for SUDs across the council's corporate estate, schools, fire stations and other high priority facilities (emergency services, hospitals and care homes). The highways capital programme was also reviewed for opportunities.	Based on the scoping exercise findings, next steps will include developing a procedure and local standards to consider and include SuDS, where appropriate, and in a cost minimal way, across new construction works carried out by SCC including: new builds, council owned school extensions, retrofitting in existing buildings and in highway, footway and infrastructure design .	<b>KPI 7:</b> Number of Sustainable Drainage Systems (SuDS) on our own estate, schools and highway schemes  Number of projects appraised for SUDs
<b>3. Resource efficient buildings and operations</b>					
	<b>3.1 Access to funding for schools and corporate estate energy efficiency measures</b>	<u>Property</u> Schools	Energy team led actions on the corporate estate, including LED lighting upgrades, heating plant efficiency improvements and adjustments to control systems.  Premises Briefings for schools (twice a year), energy audits and assistance to schools in tender processes. 3 schools have completed LED lighting projects with Salix funding in 16/17.	Focus on activities that require little or no capital investment such as efficient specification for end of life replacements. Interest free borrowing options will be considered e.g. Salix  Continue to seek to support to schools to access zero interest Salix loans to improve the energy efficiency of their operations.	<b>KPI 1:</b> Overall carbon emissions from our estate and operations  <b>KPI 2:</b> Energy consumption and carbon emissions on our own estate, street lighting and maintained schools  <b>KPI 3:</b> Energy costs our own estate, excluding schools

## Annex A: Progress record and Action plan Updated September 2017

	Theme	Resource	Progress to date (November 16 to August 17)	Further planned activities (from Sep 17)	Indicators (including KPIs) A target setting review is underway, to consider where additional targets should be put in place.
3.2	Water market reform opportunities	<u>Property</u>	Investigation of procurement options with regards to reform of the water market, which came into operation in April 2017.	Work with London Energy Project to develop a Statement of Requirements, to ensure the needs of councils in and around London are adequately met by suppliers. It is expected that suppliers will offer added value services to help reduce consumption, such as using advanced metering to help identify leaks and other wastage	<b>KPI 6:</b> Water consumption on our own estate (with data quality improvements subject to introducing smart metering)  Number of sites with Automated meter reading (AMR) installed for water consumption
3.3	Staff awareness and understanding for energy, recycling and water	<u>Property</u> Communications Waste	Updated labels to provide clearer instructions at recycling bins in offices/kitchens. Intranet used (carousel banners) to remind staff to recycle with links to updated details of recycling procedures on 'Office facilities' pages	Publish energy messages on intranet, linked to supporting information on costs and consumption of SCC energy and how staff can help to reduce these  <i>Seek feedback on contamination levels, on a building specific basis and continue monitor overall recycling rates (trying to confirm with Morag )</i>	<b>KPI 2:</b> Energy consumption and carbon emissions on our own estate, street lighting and maintained schools  <b>KPI 3:</b> Energy costs our own estate, excluding schools  <b>KPI 5:</b> Tonnage of waste arising and percentage sent for recycling / energy from waste  Number of hits on relevant pages within Office Facilities on intranet
3.4	Parking Policy review for council workplaces	<u>Property</u> HR	Review planned to commence in November 2017	Commence parking review, ensuring that it builds on evidence of car parking measures piloted to date and best practice amongst other authorities	tbc following project set up

## Annex A: Progress record and Action plan Updated September 2017

	Theme	Resource	Progress to date (November 16 to August 17)	Further planned activities (from Sep 17)	Indicators (including KPIs) A target setting review is underway, to consider where additional targets should be put in place.
3.5	<b>Greater use of technology to reduce business travel and improve productivity</b>	<u>IMT</u> HR Communications	8800 staff have been transferred to Office 365 providing access to communication and collaboration tools and applications. This software includes: Skype for Business: 57% of O365 users use Skype One Drive/Sharepoint Jive Surrey (2,300 registered users, with an increase of 95% activity since 1/1/2017)	Continue to optimise provision and uptake of IT for communication and collaboration by encouraging the use of Skype for voice, video, document files (One drive) and live sharing/presenting to grow group collaboration platforms and create virtual workspaces.	<b>KPI 4:</b> Staff business travel mileage, costs and carbon emissions  Number of staff using Skype for scheduled virtual meetings (subject to setting up monitoring)  Number of staff using Jive
3.6	<b>Lift sharing support for staff</b>	<u>HR</u> Property	Liftshare website has been updated to with user improvements including compatibility with Smart phones and will allow for improved monitoring of use. There are 363 staff members of the system (July 2017).	Continue promotional activity as part of staff benefits package.  Assess opportunities to support parking policy review.	<b>KPI 4:</b> Staff business travel mileage, costs and carbon emissions  Number of staff using car share matching service
3.7	<b>Low carbon vehicles for business travel</b>	<u>Property</u> HR Planning (car club growth) Transport Policy	Surrey car club is operated by Enterprise, proving low emission vehicles via a range of full EV, hybrid plug-in and standard petrol/electric hybrids. In support of air quality, there are no diesel vehicles. Staff members increased by 18% and usage increased by 13%, in 2016/17 vs previous year.  The Lease case scheme has been promoted, with 14 hybrid vehicles and one full EV vehicle being leased by staff.	Continue to increase access to cost effective low emissions vehicles for business travel including through the lease car scheme for staff, and the car club service offer at SCC sites.  Develop strategy for electric vehicle charging network (Action 5.1), including on the county council's own estate	<b>KPI 4:</b> Staff business travel mileage, costs and carbon emissions  Usage of electric vehicle charging points  Number of electric and hybrid vehicles leased by staff  Usage of car club vehicles for business travel

## Annex A: Progress record and Action plan Updated September 2017

	Theme	Resource	Progress to date (November 16 to August 17)	Further planned activities (from Sep 17)	Indicators (including KPIs) A target setting review is underway, to consider where additional targets should be put in place.
3.8	<b>Pupil engagement in sustainability</b>	<u>Strategic Transport</u> Schools Waste Development Property	Safer Travel team supported a range of sustainability initiatives for schools including Ashden Less CO <sub>2</sub> programme for energy management at 11 schools, co-ordinating an Eco Summit (for Eco Schools) attended by 38 schools and running two 'Green Flag' workshops for schools working towards this award.	Continue to help schools to access resources and support to enable pupil engagement, in particular:  Work in partnership with Surrey Wildlife Trust and WWF to relaunch Eco Summit and improve links to teaching and learning	Number of schools participating in schemes
<b>4. Suppliers environmental impacts and risks</b>					
4.1	<b>Social Value Act</b>	<u>Procurement</u> Service contract managers Surrey Procurement group	The council's Social Value Measurement Charter is published with all tenders over £100,000 (where appropriate) and includes consideration for environmental matters. It encourages suppliers to commit to measures that help reduce their environmental impact at local level as part of their contract.	Further application of environmental value matrices in contract evaluation.  Develop a monitoring system to enable centralised tracking of social value and capture what value has been added.	<b>KPI 9:</b> Social value added by suppliers using the Social Value Measurement Framework (Forecast benefits are tracked on the centralised tracking system Realised benefits are recorded by contract managers.) ☐
4.2	<b>Supply chain risk management</b>	<u>Procurement</u> Service contract managers Audit	Business Continuity plans are a requirement of all tenders over £100 000 (where appropriate) to ensure suppliers can prepare for increased frequency and severity of extreme adverse weather e.g. flooding and heatwaves	Procurement are developing a contract management framework to ensure the appropriate level of management/visibility is applied to contracts based on the value, risk and complexity of goods, works & services	Contract Manager / Service confirmation that business continuity plans are reviewed proportionate to the value, risk & complexity of the contract

## 5. Air quality and low carbon transport

## Annex A: Progress record and Action plan Updated September 2017

	Theme	Resource	Progress to date (November 16 to August 17)	Further planned activities (from Sep 17)	Indicators (including KPIs) A target setting review is underway, to consider where additional targets should be put in place.
5.1	Transport policy development	<u>Transport Policy</u> Highways Asset Management	<p>Benchmarking and initial consultation with boroughs and districts regarding public electric vehicle (EV) charge points in off-street locations</p> <p>Registering expressions of interest from residents for on street charging facilities, in inform strategy.</p> <p>Published county council's holding position which is that no further on-street points will be installed until the full strategy is approved.</p>	<p>Update air quality strategy, in conjunction with Surrey Air Alliance</p> <p>Further develop, consult on and publish an EV charging strategy defining the council's role and options for a public charge point network. This will underpin any funding bids and contractual partnership arrangements and will ensure financial sustainability in particular considering long term maintenance liabilities</p>	tbd within strategy
5.2	Air quality around schools	<u>Strategic Transport</u> Transport Policy Schools	<p>Modeshift STARS programme has been adopted for school travel planning activity. This is a national standard and schools can receive accreditation for their activities and curriculum links, which can include teaching about the benefits of active travel for air quality. The Safer travel team have also worked in partnership with local authority parking enforcement teams, encouraging alternative modes of travel and raising awareness of the benefits of improved local air quality.</p>	<p>Hold workshops to promote and train Surrey schools in the use of Modeshift STARS programme</p> <p>Work with Surrey Air Alliance to understand data from D&amp;B air quality monitoring sites, where near schools</p>	<p>Number of schools achieving Modeshift STARS accreditation</p> <p>Air quality pollution concentration levels near schools, where monitoring facilities are in place</p>



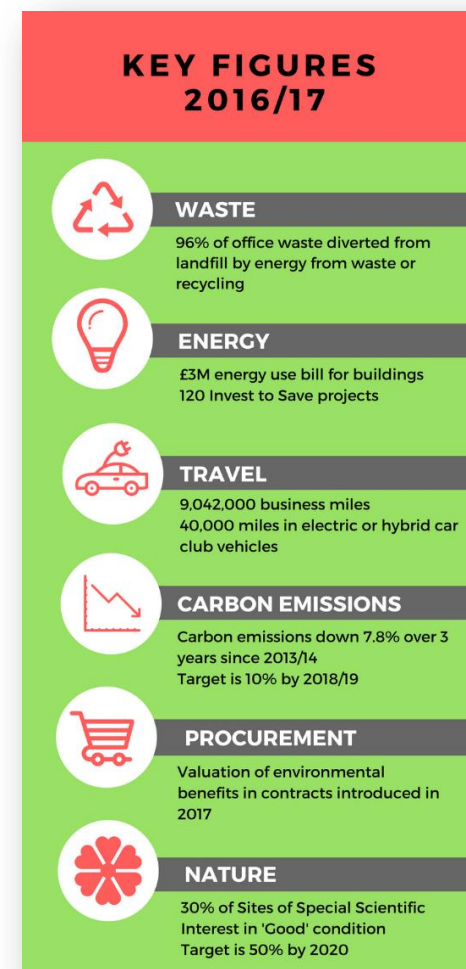
## Annex B: SCC Environmental Sustainability Key Performance Indicators 2016/17

### Own estate

Ref.	Indicator	Target
KPI 1	Overall carbon emissions from our estate and operations	10% reduction in emissions by 2018/19
KPI 2	Energy consumption and carbon emissions on our own estate, street lighting and maintained schools	Target setting review in progress
KPI 3	Energy costs our own estate, excluding schools	
KPI 4	Staff business travel mileage, cost and carbon emissions	
KPI 5	Tonnage of waste arising and percentage sent for recycling / energy from waste	
KPI 6	Water consumption on our own estate (with data quality improvements subject to introducing smart metering)	
KPI 7	Number of Sustainable Drainage Systems (SuDS) on our own estate, schools and highway schemes	
KPI 8	Proportion of Sites of Special Scientific Interest (SSSI's) owned by the county council in 'Good' condition	50% of land area, by 2020

### Suppliers

KPI 9	Social value added by suppliers using the Social Value Measurement Framework	Target setting review in
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### KPI 1: Carbon emissions

Carbon emissions from our own estate and operations i.e. corporate buildings, street lighting, maintained schools, fleet and business travel

Year	Emissions (tCO2e)	% change	Target	Comment
2016/17	49,688	7.8% reduction over 3 yrs	10% reduction over 5 yrs	This is a 'like for like' comparison, taking account of the impact of weather on variations in heating demand and also the impact of schools leaving our estate to become Academies. Improvements in low carbon electricity generation nationally have made the biggest difference in this reduction. Capital investment in energy efficiency in the council's buildings and the street lighting replacement programme have also contributed to emissions reductions.
2013/14	57,879			

### KPI 2: Buildings energy consumption

Energy consumption and carbon emissions on our own estate buildings, street lighting and maintained schools

Year	Consumption (kwh)	Emissions (tCO2e)	% change	Target	Comment
2016/17	148,787,966	45,388	1.2% reduction in consumption	Target options to be reviewed by Target Setting Review (TSR)	The carbon reduction is slightly less, than the overall carbon emissions reduction, because business mileage contributed proportionally more to the reduction.
2013/14	150,611,116	49,168	7.7% reduction in emissions		

### KPI 3: Energy costs

Energy costs of the council's estate of buildings and street lighting, excluding schools

Year	Cost (£)	% change	Target	Comment
2016/17	7,199,094	3.3% increase in costs	Target options to be reviewed by TSR	Costs are for <u>actual</u> expenditure (not weather corrected, as for consumption and carbon emissions, reported above) and do not include any schools (maintained or non-maintained).
2013/14	6,969,108			



**KPI 4: Business travel**

Business travel mileage, cost and carbon emissions

Year	Mileage (miles)	Cost (£)	Emissions (tCO2e)	% change	Target	
2016/17	9,042,806	5,343,222	2,735	10% reduction in mileage 8% reduction in costs 11% reduction in emissions	Target options to be reviewed by TSR	Mileage, costs and emissions have all decreased against an exceptionally high baseline year.
2013/14	10,057,653	5,826,993	3,057			

**KPI 5: Waste from offices**

Tonnage of waste arising from offices and percentage sent for recycling and energy from waste

Year	Total waste arising (tonnes)	Landfilled (t)	Recycled (t)	Energy from waste plant (t)	% change	Target	Comment
2016/17	644	26 (4%)	206 (32%)	412 (64%)	See individual sections	Target options to be reviewed by TSR.	Waste arising reduced this year compared to previous year and the proportion diverted from landfill reduced, which are both positive trends. However, the proportion of waste sent for recycling reduced and a higher proportion was sent to energy from waste. Also, the percentage recycled (32% in 2016/17) is considerably lower than the Surrey household waste recycling level which is 62%.
2015/16	691	35 (5%)	256 (37%)	400 (58%)			

**KPI 6: Water**

Water consumption and costs in corporate buildings

Year	Consumption (m <sup>3</sup> )	Cost (£)	% change	Target	Comment
2016/17	164,366	328,957	2% reduction over 1 yr	Target options to be reviewed by TSR	This includes water used in care homes, some of which were vacated during 2016-17. Despite a consumption reduction, costs have increased. The council has water meters installed at its largest sites and is examining further opportunities via reforms to the water market.
2015/16	168,356	316,985			

**KPI 7: Sustainable Drainage Systems i.e. flood risk reduction**

Number of Sustainable Drainage Systems (SuDS) on our own estate, schools and highway schemes

% change	Target
No data yet to report for this indicator; baseline being established	Target options to be reviewed by TSR.

**KPI 8: Nature on the countryside estate**

Number of Sites of Special Scientific Interest (SSSIs) owned by SCC which are in 'Good' condition, by land area

Year	% of SSSIs in favourable condition	% change	Target
2016/17	30.5	0.3% increase since 14/15	50% by 2020
2014/15	30.2		

**KPI 9: Sustainable procurement**

Social value added by suppliers using the Social Value Measurement Framework

% change	Target
No data yet to report for this indicator; baseline being established	Target options to be reviewed by TSR.

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**Note:** "Proportion of relevant major projects/policy changes with environmental risks, impacts and benefits identified and managed, via Cabinet report screening" was proposed as a KPI in the original policy in 2016. However, after further consideration it has been concluded that this is not a meaningful or feasible indicator to measure so it will not be reported on.

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