



## Port Health & Environmental Services Committee

**Date:** TUESDAY, 29 NOVEMBER 2022  
**Time:** 11.00 am  
**Venue:** COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

**Members:**

Deputy Keith Bottomley (Chairman)	Deputy Ann Holmes
Mary Durcan (Deputy Chairman)	Wendy Hyde
George Abrahams	Henry Jones
Shahnan Bakth	Elizabeth Anne King
Alderman Alexander Barr	Deputy Natasha Maria Cabrera Lloyd-Owen
Deputy Christopher Boden	Henrika Priest
Tijs Broeke	Andrew McMurtrie
Timothy Butcher	Deputy Henry Pollard
Deputy Simon Duckworth (Chief Commoner)	Jason Pritchard
Deputy Peter Dunphy	Oliver Sells KC
John Edwards	Deputy Dr Giles Shilson
Helen Fentimen	Alethea Silk
Deputy Marianne Fredericks	Mandeep Thandi
Steve Goodman	Luis Felipe Tilleria
Alderman Prem Goyal	Glen Witney
Caroline Haines	Irem Yerdelen
	Alderman Kawsar Zaman

Accessing the virtual public meeting

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**John Barradell**  
**Town Clerk and Chief Executive**

# **AGENDA**

## **Part 1 - Public Agenda**

1. **APOLOGIES**

2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**

3. **MINUTES**

To agree the public minutes and non-public summary of the meeting held on 10<sup>th</sup> October 2022.

**For Decision**  
(Pages 5 - 14)

4. **PUBLIC OUTSTANDING ACTIONS**

Report of the Town Clerk.

**For Information**  
(Pages 15 - 16)

5. **BREXIT UPDATE**

Executive Director Environment to be heard

**For Information**

6. **REVENUE AND CAPITAL BUDGETS 2023/24**

Joint Report of the Chamberlain and the Executive Director, Environment.

**For Decision**  
(Pages 17 - 32)

7. **RESIDENTIAL GARDEN WASTE TRIAL OUTCOME**

Report of the Executive Director, Environment.

**For Decision**  
(Pages 33 - 38)

8. **CASHLESS PUBLIC CONVENIENCE TRIAL**

Report of the Executive Director, Environment.

**For Decision**  
(Pages 39 - 44)

9. **ANIMAL HEALTH SERVICE - HARC CHARGES**  
Report of the Executive Director, Environment.
- For Decision**  
(Pages 45 - 54)
10. **50TH CITY OF LONDON THAMES FISHERY RESEARCH EXPERIMENT**  
Report of the Executive Director, Environment.
- For Decision**  
(Pages 55 - 66)
11. **NOISE CONTROL ON THE TIDAL THAMES**  
Report of the Executive Director, Environment
- For Information**  
(Pages 67 - 84)
12. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
13. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**  
Any items of business that the Chairman may decide are urgent.
14. **EXCLUSION OF THE PUBLIC**  
MOTION – That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of the Schedule 12A of the Local Government Act.

## **Part 2 - Non-public Agenda**

15. **NON-PUBLIC MINUTES**  
To agree the non-public minutes of the meeting held on 10<sup>th</sup> October 2022.
- For Decision**  
(Pages 85 - 86)
16. **Q2 DEBT REPORT**  
Joint Report of the Chamberlain and the Executive Director, Environment.
- For Information**  
(Pages 87 - 96)

17. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
18. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERED URGENT AND WHICH THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

## **PORT HEALTH & ENVIRONMENTAL SERVICES COMMITTEE**

**Monday, 10 October 2022**

**Minutes of the meeting of the Port Health & Environmental Services Committee held at the Guildhall EC2 at 11.00 am**

### **Present**

#### **Members:**

Deputy Keith Bottomley (Chairman)  
Mary Durcan (Deputy Chairman)  
George Abrahams  
Timothy Butcher  
Deputy Simon Duckworth (Chief Commoner)  
Deputy Peter Dunphy  
John Edwards  
Helen Fentimen  
Deputy Marianne Fredericks  
Steve Goodman  
Alderman Prem Goyal

Caroline Haines  
Deputy Ann Holmes  
Elizabeth Anne King  
Deputy Natasha Lloyd-Owen  
Andrew McMurtrie  
Deputy Dr Giles Shilson  
Mandeep Thandi  
Luis Felipe Tilleria  
Glen Witney  
Irem Yerdelen  
Henrika Priest

#### **Officers:**

Ruth Calderwood	- Air Quality Manager
Gavin Stedman	- Port Health & Public Protection Director
Jenny Pitcairn	- Chamberlain's Department
Rachel Pye	- Assistant Director of Public Protection
Gary Burks	- Superintendent & Registrar, City of London Cemetery & Crematorium
Ian Hughes	- City Operations Director (City Streets & Spaces)
Joe Kingston	- Assistant Director (Gardens & Cleansing)
Vincent Dignam	- Business Performance & Transport Group Manager
Adam Collins	- Environment Department
Elisabeth Hannah	- Environment Department
Robin Whitehouse	- Environment Department

### **1. APOLOGIES**

Apologies were received from Shahnaz Bakht, Christopher Boden, Caroline Haines, Wendy Hyde, Henry Jones, Henry Pollard, Oliver Sells KC, and Aletha Silk.

The Chairman thanked all those involved in delivering this year's 50<sup>th</sup> Anniversary Fishing Experiment event (8<sup>th</sup> October). He highlighted the event

brochure, which was available in the Committee room, as well as the souvenir paperweight which was available upon request.

The Chairman informed Members that Port Health and Environmental Services Committee ties are available for Members (via Gavin Stedman); he also informed Members that alternatives clothing items to the ties are being looked at and Members will be updated in due course.

2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**

There were no declarations.

3. **MINUTES**

**RESOLVED-** That the public minutes and non-public summary of the meeting held on 22 July 2022 were approved as an accurate record.

4. **PUBLIC OUTSTANDING ACTIONS**

**Measurement and mitigation options for operational rail noise from London Underground affecting the Barbican Estate**

The Chairman highlighted the upcoming meeting at 12 Brandon Mews (27<sup>th</sup> October) with Seb Dance, Deputy Mayor for Transport. Given the recent financial settlement between central Government and TfL, the Chairman was hopeful that a positive resolution can be achieved for the residents impacted. An update would be provided to Members in due course.

In response to a query about operational rail noise issues at King William Street, the Chairman would endeavour to follow up with TfL; although he was keen for them to prioritise the residents of the Barbican, given the longstanding detrimental impact the noise was having on people's physical and mental health.

**Lighting Guidance Note**

The Chairman noted that this would be raised later in the agenda.

**Note on the increase of anti-social behaviour**

The Chairman noted that this would also be raised later in the agenda.

**Chairman to write the Director of Innovation and Growth to formally request that Destination City addresses concerns relating to investment in cleaning and public services.**

The Chairman proposed closing this action as he had written to the Director and received an understanding from Destination City on the concerns highlighted.

5. **COMMITTEE EVENTS**

The Committee received a Report of the Town Clerk outlining the Committee's upcoming events.

**RESOLVED** – that the Committee noted the Report.

6. **BREXIT UPDATE**

The Committee received an oral Report of the Executive Director, Environment concerning Brexit.

**RESOLVED** – That the Committee noted the Report.

7. **CLEANSING UPDATE**

The Committee received an oral Report and Presentation of the Executive Director, Environment concerning cleansing.

Members raised a number of queries:

Officers confirmed that whilst QR codes were visible on the posters by the public toilets (which provided details of alternative toilet provision if closed) the codes were not currently included on the anti-urination posters, they would, however, look to include this going forward.

A Member highlighted that whilst the City's toilet finder app showed in real time where each toilet was located and its opening time, in the interest of ease and accessibility, these "live" details should also be added to the online map on the City's website.

Members asked officers to maintain analysis of how footfall in the City across the week matched up with public toilet provision – e.g. Sunday night and Bank Holidays for instance would have a potential coverage issue, given many premises operating community toilets would be shut during these times; map and app users should be clearly signposted during these times to the provision that was available, and more broadly, this data should be used to inform the City about the demands for extra provision to cover these quieter periods.

It was also apparent that apps and online tools could only go some way to resolving the issues. Clearly, there were hotspots, such as Bishopsgate, where, if toilet provision was not immediately available, individuals would urinate in public settings; more thought needed to be given about how to mitigate this, including, for example, the temporary installation of portable street urinals to meet demand.

Officers assured Members that, whilst successfully collecting enforcement penalties from third party landlords/holding companies wasn't always simple, the City was robust and determined in collecting what was due.

In response to a Member highlighting frustrations about additional pieces of litter being left on top of bin bags waiting for collection, officers emphasised that businesses were instructed to leave their refuse outside their premises at

allocated times (which in the City are between 8pm and 6am) which should minimise the opportunity for additional items of litter being deposited; businesses failing to meet this basic requirement will be encouraged to stick to the guidance (it was also pointed out that internal collections could be arranged if a businesses operating hours didn't allow for easy collections). Officers also clarified that whilst the City was responsible for cleansing highways, businesses should be encouraged to take pride in their immediate vicinities and clear up where possible the land adjoining their premises. This was a specific area of focus for the Clean Streets Partnership.

Responding to a supplementary query, officers confirmed that a condition for operators with a tables and chairs licence was to keep their immediate area clean and tidy, whilst this point was highlighted by the City's communications, robust systems were also in place to ensure enforcement if operators failed to comply.

In response to a query, officers informed Members that the issues with the BigBelly bin near St Paul's had been rectified.

In response to a query, officers confirmed that the City did work with other local authorities (including Westminster) on best practice and benchmarking. They took on board a suggestion to approach Westminster and Kensington and Chelsea concerning the clean-up strategy for the Notting Hill Carnival and whether any learnings from that event could also be applied to the City.

Officers confirmed that a great deal of work was going into rectifying the issues outside the Savage Garden LDN bar near the Tower.

Reflecting on the changes in the City over the past decade, a Member pointed out that the growth in the night-time economy had, after the pause due to the pandemic, maintained its upward trend. Given the wider shifts in the economy and the proposals in the Destination City strategy, this was likely to continue over the medium-long term; consequently, this required a holistic approach to the City's entire night-time provision. She welcomed the work carried out by the Department this year, as pandemic restrictions were lifted, and the night-time economy reopened but stressed that resources and funding needed to match up to the current demands and future ambition and encouraged fellow Members to make the case to the Chairmen of the Policy & Resources Committee and the Finance Committee to ensure this support was forthcoming and fulsome.

Officers welcomed these comments and, whilst encouraged by the passion shown by Members about securing additional resources and funding, stressed that a great deal of work was being done in order to more effectively deploy our current resources as well as ensuring that, when businesses were falling foul of the rules (e.g., operators with pavement licences not fulfilling their conditions) frontline staff were taking a robust and proactive approach to enforcement. The Department was now back to close to operating a full compliment of enforcement officers and, whilst it was acknowledged that resources and funding was not as generous as had been the case in the past, it was

committed to ensuring enforcement was robust, effective communication strategies were deployed, and collaboration with businesses and other stakeholder was maintained and built upon. In terms of the funding settlement, bi-laterals were currently taking place with the Chamberlain and the Chairman of Finance, in preparation for finalising the departmental allocation for 2023/24; in parallel, the Department was looking at income generating and other opportunities.

A Member offered to share details about Wandsworth Council's night-time strategy – this took a holistic approach to the night time economy across the Borough which canvassed the views of all stakeholders. It potentially offered lessons for the City as a model for a more high-level strategic approach and was something which could be helpful to the Safer City Partnership.

Members requested that officers work with the Chairman to determine the best way in which data around enforcement action was reported back to the Committee and whether, given they served as the eye and ears across the City, this information could also be cascaded on Ward-by-Ward basis. Officers would coordinate with the Chairman on the correct approach.

**RESOLVED** – that the Committee noted the Report.

8. **\*CITY OF LONDON LIGHTING SUPPLEMENTARY PLANNING DOCUMENT**

The Committee received a Report of the Executive Director, Environment concerning City of London Lighting Supplementary Planning Document.

In response to a query, officers advised Members that lighting from film productions was considered a temporary use, however, whilst this meant it was out of scope for the Charter, it was something which, if potentially creating excessive light pollution, could be picked up as an objective when Planning colleagues were assessing filming requests.

A Member, whilst commending the content for the Report, asked if an executive summary with clear signposting could be included at the beginning of the document. Separately a Member suggested that objectives around climate change and sustainability had not been given enough prominence and should be given more visibility at the beginning of the document. In addition, it was proposed that a simple guiding principle that commercial property owners should turn off their lights when the building was not in operation should be outlined first and foremost on the first page of the document in order to leave nobody in any doubt about the City's view on this issue. Officers thanked Members for these comments and would look to rejig and amend the draft to reflect them.

Officers informed Members that in addition to the advice provided by Speirs Major, they were open to further external comment from stakeholders across the lighting industry and were organising an event to get cross-industry buy-in.

Officers confirmed that, whilst the City can't apply these new policies retrospectively, the Charter is designed to put reputational pressure on existing businesses to try to meet the expectations.

In response to a query about the scope the City had around compelling businesses when designing PIR lighting systems for their buildings, officers, whilst again stressing the overall objective of keeping light use down to a minimum, urged caution about how ambitious we could be about prescribing specific and set rules in this area, as practically it was difficult to impose a granular, one-size-fits-all approach to multiple and varying different types of buildings with different layouts and operational hours.

In response to a query, officers confirmed that they would reach out to the Remembrancers team about the potential for lobbying MPs around strengthening anti light pollution policies.

**RESOLVED** – That the Committee noted the Report.

9. **\*AIR QUALITY ASR FOR 2021 COMMITTEE REPORT**

The Committee received a Report of the Executive Director, Environment concerning the Air Quality Annual Status Report.

The Committee received a Report of the Executive Director, Environment concerning the Air Quality Annual Status Report.

In response to a query, an officer pointed out that the reductions in particulate matter due to Covid were clearly apparent when the data in 2020 was analysed against 2019 (this is picked up in the 2021 Annual Status Report); however, as the economy has reopened over the course of 2022, the data so far does not indicate a reversion to pre-Covid levels and it was hoped that this trend would endure over the longer term.

In response to a query, an officer pointed out that whilst the WHO guidelines concerning levels of nitrogen dioxide were significantly below the current readings in the City, it should be kept in mind that the Government's legal limits are higher than the WHO's and, as a starting point, the City should be aiming to comply with these limits.

In terms of achieving material reductions over the medium-long term, officers stressed that this would be challenging; a fundamental shift will occur as the economy shifts towards non-combustible forms of energy; however, projecting the scale and speed of this shift is still difficult to predict at this point.

The Chairman and officers assured Members that air quality in the City was a key priority, it is an issue that is on the Corporate Risk Register and officers took a cross-departmental approach so as to align our activities in this area. It would be an issue which would continue to be closely monitored over the long-term. The Chairman added that a relationship has been fostered with the new Secretary of State at Defra and stressed that, whilst the City would continue to play a leading role in addressing air pollution, it could not work in isolation, and

pan-London as well as UK wide approaches to this issue would be required to tackle it over the long-term.

**RESOLVED** – that the Committee noted the Report.

10. **\*RISK MANAGEMENT UPDATE REPORT**

The Committee received a Report of the Executive Director, Environment concerning Risks Management in the Department.

Picking up on (ENV-CO-GC 002 - Road traffic collision caused by City of London staff or contractor who is unfit to drive while on City business), officers informed Members that a longer-term solution, in collaboration with HR, was being worked on, in the interim period, the Risk was being mitigated by management staff undertaking these checks manually.

**RESOLVED** – That the Committee noted the Report.

11. **\*BUSINESS PLANS 2022/23: PROGRESS REPORT (PERIOD 1, APRIL-JULY)**

The Committee received a Report of the Executive Director, Environment concerning the Departmental Business Plan Period 1 update.

In response to a query about the projected departmental overspend at the end of the financial year, officers confirmed that, unless there were exceptional circumstances, overspends were carried forward into the following financial year as a matter of course; the upcoming bilateral meetings between the department and the Chamberlain and the Chairman of Finance Committee would provide confirmation on this matter.

When it came to income forecasts for the remainder of 2022/23, the outlook was mixed; with much depending on levels of trade at Heathrow and the Port over the coming months, it was difficult, given global uncertainties, to predict with certainty how the Department would fully achieve its targets in short-medium term.

A Member proposed greater consideration of income generation, via sponsorship and advertising across the Square Mile and the City's operational assets elsewhere. Officers confirmed that these types of opportunities were regularly considered, albeit with other considerations kept in mind and they would come back to Members in due course with options.

Officers confirmed that the purchase of the excavator at the City of London cemetery had been delayed due to the wider pause on the majority of operational projects ordered by the Operational Property and Project Sub-Committee at its July meeting. It was anticipated that as the OPPSC Review was now resolved, the purchase would be proceed by the end of October.

In response to a query, officers confirmed that utility companies were responsible for notifying the City and residents before carrying out works in the street/public domain. The City pushes back on any company not complying. It

was also confirmed that the recent work at Golden Lane was due to an emergency; the provision around notification in emergency cases is less stringent.

Officers would come back to a Member after the meeting to provide an update concerning the issues at the Five Guys branch at Bishopsgate.

**RESOLVED** – That the Committee noted the Report.

**12. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were two questions.

In response to a query concerning the City's position around managing and enforcement of "party boats" on the Thames, the Chairman asked officers to return to the Committee with a Report with further details and options about funding enforcement.

In response to a query concerning the correspondence between the Chairman of the Committee and the Government concerning the discharging into the Thames, the Chairman asked officers to come back to the Member after the meeting with some background details.

**13. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There was no other business.

**14. EXCLUSION OF THE PUBLIC**

**RESOLVED** - That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

**15. NON-PUBLIC MINUTES**

**RESOLVED-** That the non-public minutes of the meeting held on 22 July 2022 were approved as an accurate record.

**16. LEASE RENEWAL LAUNCH SERVICE :FORMER ISOLATION BLOCK, MARK LANE, DENTON, GRAVESEND, KENT DA12 2QE**

The Committee considered a Report of the Executive Director, Environment concerning the Former Isolation Block site at Mark Lane, Denton, Gravesend.

**17. \*PORT HEALTH AND ENVIRONMENTAL SERVICES DEBTORS - PERIOD ENDING 30 JUNE 2022**

The Committee received a Report of the Executive Director, Environment concerning the level of debts in connection with Environmental Health, Trading Standards, HARC, Port Health, Cleansing, and Cemetery and Crematorium services provided by the Environment Department.

**18. NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were no questions.

**19. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERED URGENT AND WHICH THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

There was no other business.

**The meeting closed at 1pm**

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Chairman

**Contact Officer: John Cater  
John.Cater@cityoflondon.gov.uk**

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## Port Health & Environmental Services Committee – Outstanding Actions

Item	Date	Action	Officer(s) responsible	To be completed/ progressed to next stage	Progress Update
1.  Page 15	15 January 2019	<b>Measurement and mitigation options for operational rail noise from London Underground affecting the Barbican Estate</b>	Executive Director of Environment	Ongoing	<p>A number of actions have been carried out by LUL over recent years to reduce the noise and vibration experienced by residents such as rail grinding, replacement of ballast, sleepers, rails joints and insulated block joints. Points 35 A/B are the main remaining noise source for Brandon Mews and the Barbican Estate.</p> <p>Letters have been sent by the Chairman of PHES and Chair of Policy &amp; Resources have written to Andy Lord and Seb Dance. An on-site meeting with Nikki Aitken MP was held and an undertaking to assist given.</p> <p>A site meeting was carried out on 27<sup>th</sup> October 2022 with Seb Dance, Deputy Mayor for Transport, Esther Sharples, LUL Director of Asset Renewals and Capital investment, the Deputy Chairman, residents and officers.</p> <p>A number of actions were discussed and the below was agreed by LUL.</p> <ul style="list-style-type: none"> <li>• Model the impacts of speed restrictions after 10pm under Brandon Mews now that the 4LM new signalling system is in place. TfL expect to report on this by the end November.</li> </ul>

					<ul style="list-style-type: none"><li>• Provision of a clearer view of the costs and practicality for moving or removing the points and crossings 35A.</li><li>• Confirmation that a strategic approach is in place to target available resource at the worst affected residential locations.</li></ul>
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<b>Committee(s):</b> Port Health and Environmental Services	<b>Dated:</b> 29 11 2022
<b>Subject:</b> Revenue and Capital Budgets 2023/24	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	n/a
<b>Does this proposal require extra revenue and/or capital spending?</b>	N
<b>If so, how much?</b>	n/a
<b>What is the source of Funding?</b>	n/a
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	n/a
<b>Report of:</b> The Chamberlain Executive Director Environment	<b>For Decision</b>
<b>Report author:</b> Jenny Pitcairn, Chamberlain's Department	

## Summary

This report presents for approval the revenue and capital budgets for the Port Health and Environmental Services Committee for 2023/24.

Overall, the proposed revenue budget for 2023/24 totals (£14.777M), an increase in net expenditure of £0.443M compared to the 2022/23 Original Budget of (£14.334M).

The proposed budget for 2023/24 has been prepared within the provisional resource envelope allocated to the Executive Director by Resource Allocation Sub Committee in October 2022, including an inflation increase of 4% offset by an efficiency saving of 2% and the full year impact of pay increases to staff arising from the pay deal effective from July 2022. The proposed budget also includes £1.219M in unidentified savings to be achieved during 2023/24 for which savings proposals are still being developed.

The proposed budget does not include estimated energy price increases for 2023/24. The Corporation is currently reviewing these additional energy costs in light of changing market prices. A final agreement on energy cost forecasts for next year will be concluded in early 2023.

The resource envelope must be adhered to, as failure to do so will impact Finance Committee's ability to set Council Tax rates for the year ahead and the requirement in law for the City to set a balanced budget.

## Recommendations

Members are asked to:

- i) review and approve the proposed revenue budget for 2023/24 for submission to Finance Committee;
- ii) review and approve the proposed capital budgets for 2023/24 for submission to Finance Committee;
- iii) agree that amendments for 2022/23 and 2023/24 budgets arising from changes to recharges or any further implications arising from subsequently approved savings proposals, energy price increases and other reviews, changes to the Cyclical Works Programme, or changes to the resource envelope be delegated to the Chamberlain in consultation with the Executive Director Environment.

## Main Report

### Background

1. This report sets out the latest budget for 2022/23 and the proposed revenue and capital budgets for 2023/24 for your Committee and under the control of the Environment Department, analysed between:
  - **Local risk budgets** – these are budgets deemed to be largely within the Chief Officer's control.
  - **Central risk budgets** – these are budgets comprising specific items where a Chief Officer manages the underlying service, but where the eventual financial outturn can be strongly influenced by external factors outside his/her control or are budgets of a corporate nature.
  - **Support services and capital charges** – these cover budgets for services provided by one activity to another. The control of these costs is exercised at the point where the expenditure or income first arises as local or central risk.
2. In the various tables, income, increases in income, and reductions in expenditure are shown as positive balances, whereas brackets will be used to denote expenditure, increases in expenditure, or reductions in income. Only significant variances (generally those greater than £50,000) have been commented on.
3. The latest 2022/23 budget and provisional 2023/24 budgets, summarised in Table 1 below, are analysed by risk, fund and Chief Officer in Appendix 1.

<b>Table 1 Summary Revenue Budgets 2022/23 and 2023/24</b>	<b>Original Budget 2022/23 £'000</b>	<b>Latest Budget 2022/23 £'000</b>	<b>Original Budget 2023/24 £'000</b>
Expenditure	(25,948)	(27,076)	(25,808)
Income	18,056	18,421	17,677
Support Services and Capital Charges	(6,442)	(6,577)	(6,646)
<b>Total Net Expenditure</b>	<b>(14,334)</b>	<b>(15,232)</b>	<b>(14,777)</b>

## **Latest Revenue Budget for 2022/23**

4. Appendix 2 provides details on budget movements between the 2022/23 original budget and 2022/23 latest budget. Overall, the 2022/23 latest budget is net expenditure of (£15.232M), an increase in net expenditure of (£0.898M) compared to the 2022/23 original budget. The main reasons for this net increase are:
- approved carry-forwards from 2021/22, (£370,000),
  - changes to the phasing of the City Surveyor's Cyclical Works Programme, (£394,000),
  - A net increase in departmental recharges, (£135,000).

## **Proposed Revenue Budget for 2023/24**

5. The proposed 2023/24 budget is net expenditure of (£14.777M), an increase of (£0.443M) in net expenditure compared to the 2022/23 original budget.
6. For 2023/24 budgets include:
- 4% uplift for inflation offset by 2% efficiency savings (net 2% growth).
  - The full year effect of pay increases from July 2022.
  - Previously agreed fundamental review savings
- The resulting resource envelope must be adhered to, as failure to do so will impact Finance Committee's ability to set Council Tax rates for the year ahead and the requirement in law for the City to set a balanced budget.
7. The budget has been prepared within the resource envelope allocated to the Executive Director, with the following exceptions and assumptions:
- The proposed budget includes of £1.219M of unidentified savings required to remain within the Executive Director's City Fund resource envelope. The Executive Director is in the process of identifying proposals to deliver these savings. As a result, the savings required of £1.219M have been incorporated into the 2023/24 proposed budget as "Savings to be Applied" and will be revised as necessary throughout the year. These have been ring-fenced by Committee in the first instance, but this does not necessarily reflect the likely distribution of savings across the Department, which is yet to be determined.
  - Members should note this report does not include energy price increases for the 2023/24 financial year. At present the Corporation is reviewing these additional energy costs in light of changing market prices. A final agreement on energy cost forecasts for next year will be concluded in early 2023. Existing energy budgets within the proposed budget are:
    - Heathrow Animal Reception Centre (£80,000)
    - Ports and Launches (£14,000)
    - Cemetery and Crematorium (£144,000)
    - Public Conveniences (£16,000)

- Members should note that the Cyclical Works Programme (CWP) figures included in this report relate only to elements of previously agreed programmes, which will be completed in 2022/23 and 2023/24. The separate bid for CWP works in 2023/24 has not been included in this report, as it is to be considered by Operational Property & Projects Sub-Committee in November 2022 and will then require approval by Resource Allocation Sub-Committee to agree the funding. Once both Sub-Committees have agreed the 2023/24 programme Members will be advised of the outcome and Members are asked to authorise the Chamberlain to revise the budgets to allow for these approvals.
  - It should also be noted that the Building Repairs and Maintenance & Facilities Management contract is currently being retendered and the new contract will commence on 1 April 2023. The original estimates for 2023/24 are based on the latest available asset price from the current contractors (SKANSKA, Amalgamated, ISS and Beaver). Members are asked to authorise the Chamberlain to revise these budgets to allow for any further financial implications arising from the Building Repairs and Maintenance & Facilities Management contract tendering.
  - Support services and capital charges budgets reflect the attribution and cost of central departments. However, the full budgets for these departments have not yet been finalised, so further changes to these budgets may be required. Members are asked to agree that the decision as to the changes required to these budgets are delegated to the Chamberlain in consultation with the Executive Director Environment.
8. Appendix 3 provides details on budget movements between the 2022/23 original budget and the 2023/24 proposed budget. Overall, there is an increase in net expenditure of (£0.443M). Main reasons for this net increase are:
- Contract price inflation:
    - Waste Collection, Street Cleansing & Transport, (£728,000) increase
    - Waste Disposal, (£49,000) net increase
  - Increases in pay costs due to pay awards, incremental and career grade progression, (£902,000)
  - Increase in transport related costs to replace 3 vehicles at HARC, (£180,000)
  - A net increase in departmental recharges, (£204,000)
  - Implementation of TOM restructure and other planned savings resulting in reductions in costs of staffing £319,000, premises related costs £47,000 and supplies and services £10,000.
  - Changes in fees and charges income:
    - Heathrow Animal Reception Centre, £51,000 increase
    - Port and Launches, £594,000 increase
    - Cemetery and Crematorium, £152,000 increase
  - Changes in phasing of the Cyclical Works Programme, £276,000 decrease

- A net increase of £190,000 in savings to be allocated. The 2022/23 original budget included £1.029M in savings required to remain within the resource envelope. Based on current levels of anticipated expenditure and income for 2023/24, this has increased to £1.219M to be identified which the Director will progress throughout the 2023/24 budgetary cycle.

## Staffing Statement

9. Table 2 below shows the movement in manpower and related staff costs.

<b>Table 2 Staffing Summary</b>	<b>Original Budget 2022/23</b>		<b>Original Budget 2023/24</b>	
<b>Service</b>	Manpower Full-time Equivalent	Estimated Cost £'000	Manpower Full-time Equivalent	Estimated Cost £'000
Public Conveniences	1.2	(88)	1.3	(91)
Public Conveniences - agency staff	-	(313)	-	(350)
Waste Collection	8.0	(531)	8.4	(576)
Street Cleansing	6.3	(427)	7.1	(495)
Waste Disposal	4.9	(324)	4.9	(346)
Transport Organisation	2.0	(100)	2.2	(132)
Cleansing Services Management	4.9	(382)	3.9	(285)
Coroner	3.0	(238)	3.0	(260)
City Environmental Health	28.3	(2,007)	29.2	(2,160)
Animal Health Services	51.0	(2,685)	48.5	(2,660)
Trading Standards	4.4	(348)	5.8	(392)
Port and Launches	89.0	(4,990)	60.6	(3,812)
Cemetery and Crematorium	67.2	(2,627)	66.7	(2,775)
<b>Total Port Health and Environmental Services</b>	<b>270.2</b>	<b>(15,060)</b>	<b>241.6</b>	<b>(14,334)</b>

## Draft Capital and Supplementary Revenue Budgets

10. The latest estimated costs for the Committee's current capital and supplementary revenue projects are summarised in Table 3 below.

Service	Project	Ex. Pre 01/04/22 £'000	2022/23 £'000	2023/24 £'000	Later Years £'000	Total £'000
Port & Launches	<b><u>Pre-Implementation</u></b>					
	Denton Pier and Pontoon Overhaul Works	47	3	-	-	50
City Environmental Health	<b><u>Authority to Start Work</u></b>					
	Planning & Regulatory Services Casework Management System	-	283	-	-	283
Port & Launches	Lady Aileen Launch Engines Replacement	-	300	-	-	300
Cemetery & Crematorium	Mechanised Digger Replacement	-	53	-	-	53
Cemetery & Crematorium	Cremator Replacement and Mercury Abatement	827	85	-	-	912
Cemetery & Crematorium	Chapel Hot Water	98	118	-	-	216
Animal Health Services	HARC Electrical Vehicle Purchase	-	78	-	-	78
<b>TOTAL PORT HEALTH &amp; ENVIRONMENTAL SERVICES</b>		<b>972</b>	<b>920</b>	<b>-</b>	<b>-</b>	<b>1,892</b>

11. Pre-implementation costs comprise only feasibility and options appraisal expenditure which has been approved in accordance with the project procedure, prior to authority to start work.

12. Therefore, the above figures do not include the cost of implementing the Denton Pier and Pontoon Overhaul Works project which is subject to further gateway approvals.

13. The latest Capital and Supplementary Revenue Project forecast expenditure on approved schemes will be presented to the Court of Common Council for formal approval in March 2023.

## Conclusion

14. This report presents the proposed budgets for 2023/24 for the Port Health and Environmental Services Committee for Members to consider and approve.

## **Appendices**

- Appendix 1 – Committee Summary Budget – by Risk, Fund and Chief Officer
- Appendix 2 – 2022/23 Original Budget to 2022/23 Latest Budget
- Appendix 3 – 2022/23 Original Budget to 2023/24 Original Budget

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## Committee Summary Budget – by Risk, Fund and Chief Officer

Analysis by Service: City Fund	Original Budget 2022/23 £'000	Latest Budget 2022/23 £'000	Original Budget 2023/24 £'000
<b>LOCAL RISK</b>			
<b>Executive Director Environment</b>			
Public Conveniences	(484)	(484)	(492)
Waste Collection	(1,937)	(1,943)	(2,127)
Street Cleansing	(4,388)	(4,522)	(4,978)
Waste Disposal	(935)	(944)	(996)
Transport Organisation	(273)	(275)	(333)
Cleansing Services Management	568	358	920
Coroner	(308)	(303)	(330)
City Environmental Health	(2,088)	(1,994)	(2,032)
Animal Health Services	1,705	1,670	1,608
Trading Standards	(380)	(450)	(424)
Ports & Launches	(567)	(552)	(342)
Cemetery and Crematorium	1,840	1,840	1,770
	<b>(7,247)</b>	<b>(7,599)</b>	<b>(7,756)</b>
<b>City Surveyor</b>			
Building Repairs & Maintenance and Facilities Management – All Services	(347)	(347)	(353)
Cyclical Works Programme – All Services	(290)	(684)	(14)
	<b>(637)</b>	<b>(1,031)</b>	<b>(367)</b>
<b>TOTAL LOCAL RISK</b>	<b>(7,884)</b>	<b>(8,630)</b>	<b>(8,123)</b>
<b>CENTRAL RISK</b>			
<b>Executive Director Environment</b>			
Coroner	(8)	(8)	(8)
City Environmental Health	0	(2)	0
Ports & Launches	0	(15)	0
<b>TOTAL CENTRAL RISK</b>	<b>(8)</b>	<b>(25)</b>	<b>(8)</b>
<b>TOTAL SUPPORT SERVICES AND CAPITAL CHARGES</b>	<b>(6,442)</b>	<b>(6,577)</b>	<b>(6,646)</b>
<b>COMMITTEE TOTAL NET EXPENDITURE</b>	<b>(14,334)</b>	<b>(15,232)</b>	<b>(14,777)</b>

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## 2022/23 Original Budget to 2022/23 Latest Budget

Latest Revenue Budgets 2022/23	Original Budget (OR) 2022/23 £'000	Latest Budget (LB) 2022/23 £'000	Movement OR to LB Better / (Worse) £'000	Para Ref (Table 4)
<b>LOCAL RISK</b>				
<b>Expenditure</b>				
Employees	(15,042)	(15,148)	(106)	1a, 2b 5
Premises Related Expenses	(1,050)	(1,208)	(158)	
Premises Related Expenses: City Surveyor	(637)	(1,031)	(394)	
Transport Related Expenses	(523)	(523)	0	
Supplies and Services	(2,098)	(2,098)	0	2b 4e
Third Party Payments	(7,564)	(7,715)	(151)	
Savings to be Applied	1,029	727	(302)	
<b>TOTAL Expenditure</b>	<b>(25,885)</b>	<b>(26,996)</b>	<b>(1,111)</b>	
<b>Income</b>				
Government Grants	0	19	19	
Other Grants, Reimbursements and Contributions	249	420	171	
Customer, Client Receipts	17,752	17,927	175	
Transfer from Reserves	0	0	0	
<b>TOTAL Income</b>	<b>18,001</b>	<b>18,366</b>	<b>365</b>	
<b>TOTAL LOCAL RISK</b>	<b>(7,884)</b>	<b>(8,630)</b>	<b>(746)</b>	
<b>CENTRAL RISK</b>				
<b>Expenditure</b>				
Employees	(18)	(18)	0	3, 7a 1c 7c
Supplies and Services	(12)	(29)	(17)	
Third Party Payments	(33)	(33)	0	
<b>TOTAL Expenditure</b>	<b>(63)</b>	<b>(80)</b>	<b>(17)</b>	
<b>Income</b>				
Transfer from Reserves	55	55	0	7d
<b>TOTAL Income</b>	<b>55</b>	<b>55</b>	<b>0</b>	
<b>TOTAL CENTRAL RISK</b>	<b>(8)</b>	<b>(25)</b>	<b>(17)</b>	
<b>TOTAL LOCAL &amp; CENTRAL RISK</b>	<b>(7,892)</b>	<b>(8,655)</b>	<b>(763)</b>	
<b>RECHARGES</b>				
Central Recharges	(4,325)	(4,325)	0	
Recharges within Fund	(1,682)	(2,252)	(570)	
Recharges across Funds	(435)	0	435	
<b>TOTAL RECHARGES</b>	<b>(6,442)</b>	<b>(6,577)</b>	<b>(135)</b>	
<b>TOTAL NET EXPENDITURE</b>	<b>(14,334)</b>	<b>(15,232)</b>	<b>(898)</b>	

The significant movements in the local and central risk budgets are explained in Table 4 below.

<b>Table 4 Movements between 2021/22 Original Budget and 2021/22 Latest Budget</b>			
<b>Reason for Variance</b>	Movement Original to Latest Budget 2021/22		
	Expenditure £'000	Income £'000	Net Movement £'000
One-off items:			
1) Approved carry-forwards from 2021/22:			
a. Premises Related Expenses	(202)		(202)
b. Third Party Payments	(151)		(151)
c. Priorities Investment Pot	(17)		(17)
2) Allocation of planned Cleansing savings:			
a. Premises Related Expenses	44		44
b. Savings to be Applied	(44)		(44)
3) New posts fully funded by increased income from Ports and Construction/Deconstruction Levy:			
a. Employee Costs	(346)		(346)
b. Other Grants, Reimbursements and Contributions		171	171
c. Customer, Client Receipts		175	175
4) Effects of TOM restructure implementation:			
a. Employee Costs	259		259
b. Savings to be Applied	(258)		(258)
5) Changes to phasing of the City Surveyor's Cyclical Works Programme.	(394)		(394)
Minor variations	(19)	19	0
<b>Total Movement Local and Central Risk</b>	<b>(1,128)</b>	<b>365</b>	<b>(763)</b>

The increase of (£135,000) in support services and capital charge expenditure reflects changes in the budgets of departments and their apportionment between committees, most significantly due to implementation of the TOM restructure.

## 2022/23 Original Budget to Proposed 2023/24 Original Budget

<b>Provisional Revenue Budgets 2023/24</b>	<b>Original Budget (OR) 2022/23 £'000</b>	<b>Original Budget (OR) 2023/24 £'000</b>	<b>Movement OR to OR Better / (Worse) £'000</b>	<b>Para Ref (Table 5)</b>
<b>LOCAL RISK</b>				
<b>Expenditure</b>				
Employees	(15,042)	(14,316)	726	1, 2, 5, 9
Premises Related Expenses	(1,050)	(1,128)	(78)	3, 6
Premises Related Expenses: City Surveyor	(637)	(367)	270	8
Transport Related Expenses	(523)	(684)	(161)	6, 9
Supplies and Services	(2,098)	(2,019)	79	3, 9
Third Party Payments	(7,564)	(8,431)	(867)	4
Savings to be Applied	1,029	1,219	190	1, 3, 10
<b>TOTAL Expenditure</b>	<b>(25,885)</b>	<b>(25,726)</b>	<b>159</b>	
<b>Income</b>				
Government Grants	0	476	476	9
Other Grants, Reimbursements and Contributions	249	457	208	5
Customer, Client Receipts	17,752	16,670	(1,082)	3,4,5,7,9
Transfer from Reserves	0	0	0	
<b>TOTAL Income</b>	<b>18,001</b>	<b>17,603</b>	<b>(398)</b>	
<b>TOTAL LOCAL RISK</b>	<b>(7,884)</b>	<b>(8,123)</b>	<b>(239)</b>	
<b>CENTRAL RISK</b>				
<b>Expenditure</b>				
Employees	(18)	(18)	0	
Supplies and Services	(12)	(31)	(19)	
Third Party Payments	(33)	(33)	0	
<b>TOTAL Expenditure</b>	<b>(63)</b>	<b>(82)</b>	<b>(19)</b>	
<b>Income</b>				
Transfer from Reserves	55	74	19	
<b>TOTAL Income</b>	<b>55</b>	<b>74</b>	<b>19</b>	
<b>TOTAL CENTRAL RISK</b>	<b>(8)</b>	<b>(8)</b>	<b>0</b>	
<b>TOTAL LOCAL &amp; CENTRAL RISK</b>	<b>(7,892)</b>	<b>(8,131)</b>	<b>(239)</b>	
<b>RECHARGES</b>				
Central Recharges	(4,325)	(4,325)	0	
Recharges within Fund	(1,682)	(2,321)	(639)	
Recharges across Funds	(435)	0	435	
<b>TOTAL RECHARGES</b>	<b>(6,442)</b>	<b>(6,646)</b>	<b>(204)</b>	
<b>TOTAL NET EXPENDITURE</b>	<b>(14,334)</b>	<b>(14,777)</b>	<b>(443)</b>	

The significant movements in the local and central risk budgets are explained in Table 5 below.

<b>Table 5 Movements between 2022/23 Original Budget and 2023/24 Original Budget</b>			
<b>Reason for Variance</b>	<b>Movement Original Budget 2022/23 to Original Budget 2023/24</b>		
	<b>Expenditure £'000</b>	<b>Income £'000</b>	<b>Net Movement £'000</b>
1) Effects of TOM restructure implementation: a. Employee costs b. Savings to be Applied	319 (258)		319 (258)
2) An increase in employee costs due to: a. full year effect of July 2022 pay award b. provision for pay increases due to estimated July 2023 pay award, incremental and career grade progression	(502) (400)		(502) (400)
3) Allocation of planned Cleansing savings: a. Premises Related Expenses b. Supplies and Services c. Savings to be Applied d. Customer, Client Receipts	47 10 (65)	8	47 10 (65) 8
4) Inflationary price increases for Waste Collection & Street Cleansing and Waste Disposal contracts: a. Third Party Payments b. Customer, Client Receipts	(912)	135	(912) 135
5) New posts fully funded by increased income from Ports and Construction/Deconstruction Levy: a. Employee costs b. Other Grants, Reimbursements and Contributions c. Customer, Client Receipts	(346)	171 175	(346) 171 175
6) Increases in expenditure at Heathrow Animal Reception Centre: a. Premises Related Expenses – repairs and maintenance b. Transport Related Expenses – provision to replace 3 vehicles which pass the date they can be used on the airport by the end of the financial year	(65) (180)		(65) (180)
7) Increases in income from: a. Heathrow Animal Reception Centre b. Port and Launches – non-EU trade c. Cemetery and Crematorium		51 594 152	51 594 152

8) Changes to phasing of the City Surveyor's Cyclical Works Programme	276		276
9) Port Brexit impact <sup>i)</sup> :			
a. Employee Costs	1,676		1,676
b. Transport Related Expenses	45		45
c. Supplies and Services	13		13
d. Government Grants		476	476
e. Customer, Client Receipts – EU trade		(2,210)	(2,210)
10) Increase in savings still to be identified after taking into account all other changes in local risk income and expenditure	513		513
Minor variations	(31)	69	38
<b>Total Movement Local and Central Risk</b>	<b>140</b>	<b>(379)</b>	<b>(239)</b>

## Notes:

*i) Following the announcement that the introduction of checks on EU products has been deferred until at least 2024, DEFRA are no longer underwriting the financial risk of all additional staff previously recruited in preparation for Brexit. A reduced number of posts will continue to be funded by DEFRA, the funding for which is now shown as grant income. The 2022/23 original budget assumed a level of EU trade income sufficient to meet the costs of all additional staff but following the deferral of checks it is now anticipated that there will be no EU trade income in 2023/24, and the income budget is reduced accordingly.*

The increase of (£204,000) in support services and capital charge expenditure reflects changes in the budgets of departments and their apportionment between committees, most significantly due to implementation of the TOM restructure.

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<b>Committee(s):</b> Port Health and Environmental Services – For decision	<b>Dated:</b> 29 November 2022
<b>Subject:</b> Garden waste recycling collection trial	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	4, 11
<b>Does this proposal require extra revenue and/or capital spending?</b>	<b>N</b>
<b>If so, how much?</b>	<b>N/A</b>
<b>What is the source of Funding?</b>	<b>N/A</b>
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	<b>N/A</b>
<b>Report of:</b> Juliemma McLoughlin, Executive Director Environment	<b>For Decision</b>
<b>Report author:</b> Joe Kingston, Gardens and Cleansing, City Operations	

## Summary

In March 2022, a trial to collect garden waste commenced at the Barbican Estate, the Golden Lane estate and Tudor Rose Court. The trial was conducted to determine the feasibility of making the service permanent. Despite a comprehensive communication campaign, the service received high amounts of contamination and low participation and was a significant additional cost. Therefore, it is proposed that we do not continue providing the seasonal garden waste service but investigate alternative options for residents to recycle garden waste.

## Recommendation(s)

Members are asked to:

- Agree that officers pursue alternative methods for residents to recycle their garden waste instead of introducing a permanent garden waste collection service.

## Main Report

### Background

1. The City of London Corporation provides comprehensive household waste and recycling services to all residential properties within the City. This includes dry mixed recycling, food waste, textiles, low energy light bulb and battery recycling services.
2. In 2018 the Cleansing Team conducted a trial to collect garden waste from the Barbican Estate. Because the overall tonnage from this for the period of the trial (March to September) was low at 4.8 tonnes. In addition to this a new service provider (Veolia) was due to start in April 2019 it was agreed that a further trial would commence in March 2020 so that resources could be aligned with those provided by the new contractor.

3. Due to the Covid-19 lockdown which commenced on 23 March 2020, the garden waste collection trial was suspended until it was safe and operationally viable to re-introduce a garden waste trial.

### **Current Position**

4. The Cleansing Team reintroduced a garden waste collection trial which took place from 14 March 2022 until 16 November 2022, a total of 35 weeks.
5. Residents were contacted in January 2022 and requested to register their interest in participating in the trial; 145 responses were received from the Barbican estate (from 2,014 properties), 18 responses from Golden Lane estates (from 558 properties) and three responses from Tudor Rose Court (from 36 properties). This equates to approximately 6% of residents in the selected locations registering to participate in the trial.
6. Those residents who registered their interest in the trial were provided with reusable bags which could be used to transport garden waste to the collection points on the estates.
7. The Garden waste scheme required residents to transport their garden waste to dedicated collection points on the estates where it would be collected on a weekly basis by crews and transported to a facility for composting.
8. There were a total of nine collection points for residents to dispose of their garden waste; six on Barbican estate, two on Golden Lane estate and a single bin located at Tudor Rose Court. This was an increase of three bins and two additional addresses to the 2018 trial, meaning that more residents in more locations had more opportunities and more locations to recycle their garden waste.
9. Whilst residents were requested to register to participate in the trial this was only to ascertain interest and to facilitate the distribution of reusable garden waste sacks. The service was available for all residents to use, and anecdotal feedback indicates that more residents were using the garden waste bins than those who had registered to participate in the trial.
10. Garden waste messaging was distributed estate-wide, including hand delivered leaflets to capture all residents who may use the bins but had not registered.
11. Items which would cause contamination in the Garden Waste stream such as soil and plastic bags were outlined in all communications in the form of letter drops, email circulars and on the bins themselves. Despite this, feedback from the collection crews and the processing centre indicated high levels of contamination, to the extent that several loads had to be disposed of as general waste at an additional cost.

12. To overcome contamination issues, the Cleansing Team communicated with residents via social media, estate communication channels, letters and posters around the estates and in the bin areas throughout the period of the trial.
13. The garden waste trial finished on 16 November 2022. The trial resulted in the collection of 3.5 tonnes of garden waste being recycled. This has added 0.2% to the Corporation's overall recycling rate for 2022/2023 taking it from 28.4% to 28.6%.
14. The cost of operating the 2022 trial was an additional £10,500 on top of the existing contract costs.
15. Although registration rates from the three trial locations indicated that there was low interest in the trial, those residents who did register had generally positive comments and appreciated the additional opportunities to recycle this waste stream.

## Options

16. Option 1 – Discontinue the seasonal garden waste collection service, due to the low participation rates combined with high contamination levels during the trial and the relatively high cost. **This option is recommended.**
17. If the seasonal garden waste collection service is discontinued, the Cleansing Team will consider alternative options for residents to dispose of their garden waste in an environmentally friendly way.
18. Option 2 - Continue to provide a seasonal garden waste collection service at an additional cost to the service of £10,500 which is not currently budgeted for. To fund this on an ongoing basis, compensatory savings would have to be made from other areas of the service. **This option is not recommended.**

## Proposals

19. Due to the high cost of the service compared to the low levels of garden waste collected, Officers recommend not to continue with the seasonal garden waste collection service. Alternative options for disposing of garden waste which would be more environmentally friendly, align with Circular Economy principles and are cost effective will be investigated and promoted.
20. The recent Target Operating Model resulted in the formation of the new Gardens and Cleansing Team which could provide options for recycling garden waste within the department.
21. This would include working with Gardens colleagues to assess options, liaising with estate gardening clubs / allotments, use of compost heaps, research into provision and viability of large-scale composters on estates and monitoring food waste collection service for any changes to acceptance of garden waste in food waste service.

22. The Corporation also has an agreement with Tower Hamlets Reuse and Recycling Centre, whereby City residents can use the recycling facilities including for the recycling of garden waste if convenient. Is this a free service?

### **Corporate & Strategic Implications**

23. Strategic implications – in looking for alternative ways to provide garden waste recycling to City residents we are supporting outcomes four and eleven of the Corporate Plan, that communities are cohesive and have the facilities they need, and that we have clean air, land and water and a thriving and sustainable natural environment.
24. Financial implications – none, however if Members choose to continue with a garden waste collection service, funding will need to be offset against other available budgets within cleansing services.
25. Resource implications - none
26. Legal implications - none
27. Risk implications – none
28. Equalities implications – A Test of Relevance has been carried out for this project which concluded that a full Equalities Impact Assessment would be required should members decide to introduce a seasonal garden waste collection service on a permanent basis. Is there any cost implications?
29. Climate implications – Due the low level of garden waste collected and the transport and processing associated with it, the carbon savings and climate implications are relatively minimal for both options. The Climate Action team have been consulted and agree with this approach.
30. Security implications – none

### **Conclusion**

31. As a result of the low levels of participation and resultant tonnages, alongside high contamination levels and the relatively high cost, it is recommended that the seasonal garden waste collection service is not made permanent. Instead, Officers will investigate alternative possibilities for residents to dispose of the Garden Waste which support circular economy principles and mitigate the need for additional collection and processing.

### **Appendices**

- None

### **Background Papers**

- Garden waste recycling trial on the Barbican estate, 27 November 2018
- Garden waste recycling trial on the Barbican and Golden Lane estates, 3 March 2020

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<b>Committee(s)</b> Port Health and Environmental Services	<b>Dated:</b> 29 November 2022
<b>Subject:</b> Contactless payment trial at Tower Place Public Conveniences	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	4, 12
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	n/a
What is the source of Funding?	
Has this Funding Source been agreed with the Chamberlain's Department?	
<b>Report of:</b> Juliemma McLoughlin, Executive Director Environment	For information
<b>Report author:</b> Joe Kingston, Assistant Director Cleansing	

## Summary

Following discussions with your committee in 2021 officers undertook to investigate the viability of contactless payment facilities for the Corporation's staffed public conveniences. Officers were able to conduct a brief trial during November and December 2021 at Tower Place toilets to assess the cost and operational effectiveness of a contactless payment system.

After reviewing the data, Officers felt that more extensive data was required to account for seasonal fluctuations as well as the impact of Covid on usage.

Usage data from Tower Place toilets during the trial period indicated that 38% of visitors used contactless payment. This report proposes that a similar contact system is installed at Paternoster Square toilets.

## Recommendation

Members are asked to:

- Agree to continue accepting contactless and cash payments at Tower Place public conveniences and introduce contactless payment alongside cash at Paternoster Square public conveniences.

## Main Report

### Background

1. The City of London Corporation has two staffed public conveniences operating at Tower Place and Paternoster Square. There has been a 50p charge for entry

since 2010. Payment is taken by a coin turnstile barrier at the entrance, change machines are provided for notes, £2 and £1 coins. RADAR key holders can enter free of charge.

2. Society is using less cash with many retail, transport, and hospitality venues no longer accepting any cash payments. The use of contactless payment systems accelerated during the pandemic as it was seen as a more hygienic method of payment. Staff at the Corporation's toilets were receiving more requests for contactless payments post pandemic.
3. The Corporation has implemented contactless payment systems at other sites where the adoption has been successful. Several other local authorities have already implemented contactless entry for their public conveniences including Brighton and Hove, Lambeth, York, The Scottish Borders and Welsh Coasts.
4. Following discussion at this Committee, officers were asked to conduct a trial in 2021 to determine the viability of contactless as a payment method for the Corporation's public conveniences. An initial two-month trial was conducted and was extended for a further ten months to provide a more extensive set of data to account for seasonal fluctuations as well as the impact of Covid-19 on usage.

### **Current Position**

5. During the 12 months of the contactless trial, officers ran cash and contactless entry in tandem at the Tower Place conveniences to track usage and record anecdotal feedback.
6. Throughout the course of the trial the split between contactless and cash entries varied. Some months showed contactless entry above 40%, peaking at 47% however the average split for the trial period was 38% contactless entry and 62% cash entry.
7. As part of the trial of contactless entry at Tower Place the Corporation used its existing barrier maintenance provider, Hi-Tech Washrooms, to install a unit for a one-off cost of £2,500 along with an annual service and maintenance cost of £2,000. As part of the operation of the contactless payment, there is a 5% transaction fee on all revenue.
8. Separately the service currently pays £18,000 per annum for the cash collection and banking service provided to the current cash barriers by another contractor
9. The cost of contactless payment facilities at Paternoster Toilets would be very similar to the cost of those installed as part of the trial, namely £2,500 installation costs and annual service and maintenance of £2,000.
10. Whilst the 5% transaction fee will reduce slightly overall revenues, Officers anticipate that this will be offset by the additional users who currently are unable to use the facilities due to a lack of payment method.

11. The trial demonstrates there is demand for a cashless option but there remains sufficient usage of cash to suggest that at present, moving to a fully cashless solution would cause considerable inconvenience.

## **Proposals**

12. It is proposed to continue accepting contactless and cash payments at Tower Place and introduce contactless payment alongside cash at Paternoster Square public conveniences. This will require the installation of two additional contactless readers at Paternoster Square, the costs of which are outlined above and will be covered from local risk.
13. Adding contactless will enable our facilities to be more accessible, increasing usage levels over time. Officers will monitor usage levels of cash versus contactless and report back to this committee should the balance of usage get to such a point where the removal of cash entrance needs to be considered.

## **Corporate & Strategic Implications**

14. Strategic implications – This project supports the Corporate Strategic Plan outcomes four, that communities are cohesive and have the facilities they need, and twelve, that our spaces are secure, resilient and well maintained.
15. Financial implications – In addition to the costs detailed above, contactless entry would increase accessibility to public conveniences and also bring entry systems up to date and in line with modern methods of payment. The introduction of contactless payment could also mean the facilities generate more revenue allowing more people (those who do not have cash) to use the facilities.
16. Resource implications - None
17. Legal implications - None
18. Risk implications – None
19. Equalities implications – A Test of Relevance has been carried out for this project which concluded that a full Equalities Impact Assessment was not required as there is no change to the current provision and there are no adverse impacts on anyone with any of the protected characteristics. Should any further change to this provision be considered going forward (such as removing the cash option) this will be revisited.
20. Climate implications - None
21. Security implications – None

## **Conclusion**

22. The trial of contactless payments at the City's attended public conveniences in Tower Place has showed that it is a welcome form of payment used by around 40% of visitors. The implementation at Paternoster Square will make the facilities more accessible and bring them in line with modern payment methods.

### **Background Papers**

- None

### **Appendices**

- Table of contactless income against cash

### **Joe Kingston**

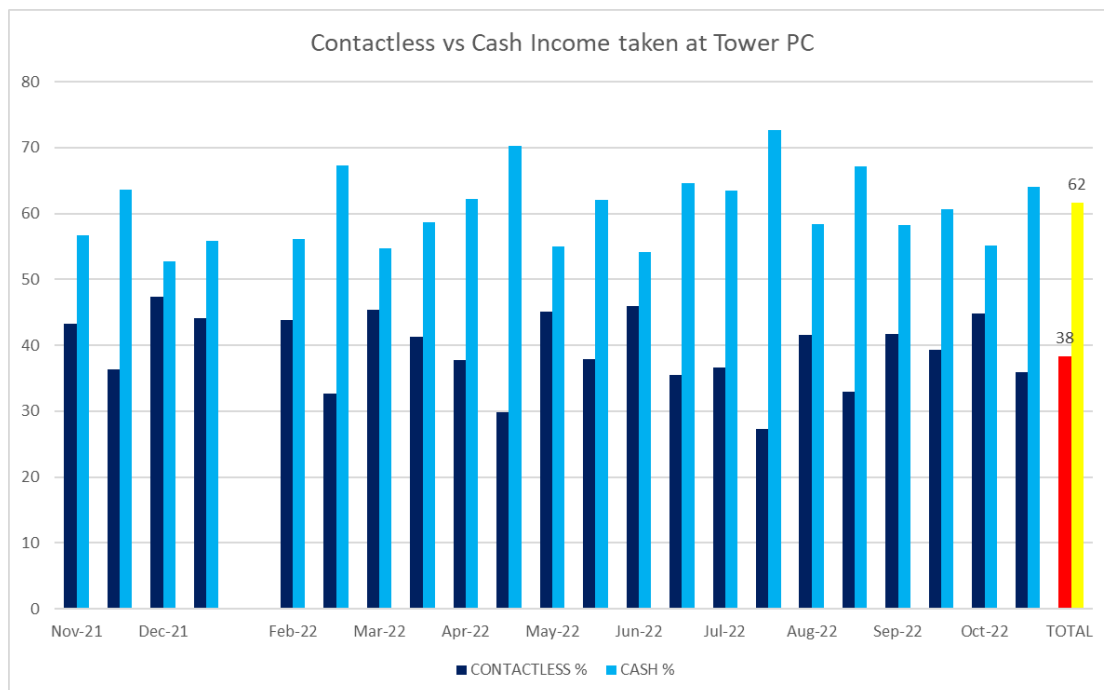
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## Appendix 1 - Table of contactless income against cash

		Contactless	%	Cash	%	Total
Tower Mens	Nov-21	1099.00	43	1441.56	57	2540.56
Tower Ladies		874.00	36	1532.42	64	2406.42
Tower Mens	Dec-21	1179.50	47	1313.43	53	2492.93
Tower Ladies		886.00	44	1123.66	56	2009.66
	Jan-21	TRIAL ON HOLD				
Tower Mens	Feb-22	1042.00	44	1334.66	56	2376.66
Tower Ladies		967.00	33	1988.94	67	2955.94
Tower Mens	Mar-22	1805.00	45	2177.94	55	3982.94
Tower Ladies		1432.00	41	2034.74	59	3466.74
Tower Mens	Apr-22	2621.50	38	4328.16	62	6949.66
Tower Ladies		2363.50	30	5571.49	70	7934.99
Tower Mens	May-22	2662.50	45	3246.62	55	5909.12
Tower Ladies		2836.50	38	4643.52	62	7480.02
Tower Mens	Jun-22	2969.00	46	3497.37	54	6466.37
Tower Ladies		3022.00	35	5504.22	65	8526.22
Tower Mens	Jul-22	2014.50	37	3493.11	63	5507.61
Tower Ladies		2218.50	27	5895.48	73	8113.98
Tower Mens	Aug-22	2523.50	42	3550.77	58	6074.27
Tower Ladies		2532.00	33	5168.23	67	7700.23
Tower Mens	Sep-22	2419.50	42	3371.65	58	5791.15
Tower Ladies		2787.00	39	4301.18	61	7088.18
Tower Mens	Oct-22	3597.50	45	4420.56	55	8018.06
Tower Ladies		3237.50	36	5762.94	64	9000.44
<b>Total to Date</b>	<b>TOTAL</b>	<b>47,089.50</b>	<b>38</b>	<b>75,702.65</b>	<b>62</b>	<b>122,792.15</b>



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<b>Committee(s):</b> Port Health & Environmental Services	<b>Dated:</b> 29 November 2022
<b>Subject:</b> Annual Review of Charges – Animal Health	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	
<b>Does this proposal require extra revenue and/or capital spending?</b>	<b>No</b>
<b>If so, how much?</b>	n/a
<b>What is the source of Funding?</b>	n/a
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	n/a
<b>Report of:</b> Juliemma McLoughlin, Executive Director – Environment	<b>For decision</b>
<b>Report author:</b> Susie Pritchard – Assistant Director – Animal Health & Welfare Gavin Stedman – Director Port Health & Public Protection	

## Summary

The Animal Health Team enforce animal health and welfare across Greater London and carry out inspections of activities involving animals under contract for 30 Local Authorities. This report proposes to introduce a tiered charge for the contracted services of the Animal Health Team, based on the number of operators requiring inspection. A change to how costs are recovered for enforcement work is also proposed in order to reduce financial risk. A 5% increase on inspection fees is proposed for 2023/24.

Approval is also sought for a 3% increase to be applied to the Schedule of Charges in respect of services provided at the Heathrow Animal Reception Centre (HARC), for the forthcoming financial year 2023/24.

## Recommendation(s)

Members are asked to:

1. Approve the proposed new Animal Health Service contract fee structure.
2. Approve a 5% increase for 2023/24 inspection fees, included in Appendix 1 of this report, with effect from 1 April 2023.
3. Approve a 3% increase for HARC fees through the proposed Byelaws contained in Appendix 2 of this report, and, recommend to the Court of Common Council that the Byelaws be made, and that the Comptroller and City Solicitor be instructed to seal the Byelaws accordingly.

## **Main Report**

### **Background**

#### **Animal Health Team**

1. The City's Animal Health Team consists of highly experienced Veterinary Officers and Animal Health Inspectors, with responsibility for the enforcement of certain animal health and welfare legislation across Greater London. The majority of their work is focussed on the licensing of activities involving animals (pet shops, dog and cat boarding, dog breeding, hiring of horses and animal exhibits). The City offers an Animal Health agency contract service to other Local Authorities who do not have their own function-specific teams, or sufficient skills and knowledge. The team is currently contracted by 30 Local Authorities across Greater London and the Home Counties.
2. Local Authorities pay a contract fee of £1,300 pa, which covers the teams' handling of any enquiries received by the authority, and support with legal cases brought by the authority, from the point of investigation to attendance at court. Each inspection of an operator conducting an activity involving animals incurs an individual fee for that activity. There are no other additional charges.
3. The overall Animal Health and Welfare Service is 'full cost recovery plus' due to the income generated by the non-statutory functions of the Heathrow Animal Reception Centre. The statutory functions, including contracted services of the Animal Health Team, are not operated on a full cost recovery model in isolation from HARC.
4. In 2022/23, a 2% increase on inspection charges was approved, reflecting inflation and increasing costs of travel.

#### **HARC**

5. The charges for holding animals and provision of other services at the Heathrow Animal Reception Centre (HARC) require review towards the end of each year to enable an appropriate variation to be applied with effect from the following April. This advance consideration is necessary because the major proportion of the charges is in respect of quarantine animals and allied services and has to be introduced as an "additional byelaw" to the principal byelaws for the Centre. This takes somewhat longer than a more simplistic, discretionary fee increase. The second, smaller element of the charges is not byelaw controlled and relates to non-quarantine (export and boarding) charges but for practical and operational reasons the two are dealt with together.
6. The main source of income at HARC, the Pet Travel Scheme, is a non-statutory function and is thus open to competition from commercial enterprises. New operators of Live Animal Border Control Posts are able to seek designation at Heathrow airport. The phased development plan presented to

the Committee in January and May 2022 details our intentions to mitigate a risk of loss of throughput as a result of new competition.

7. There was zero increase to fees in 2022/23 due to high levels of income in 2021/22 and the continuing high demand for Pet Travel Scheme services.
8. Whilst the Animal Health and Welfare Service continues to generate a surplus, both costs and risk have increased. Last year, no increase on fees was made. However, energy costs continue to rise and are substantial for HARC due to its 24-hour opening and the need to temperature-control animal accommodation.

## **Current Position**

### **Animal Health and Welfare Service**

9. Budgeted income for the Animal Health and Welfare Service in 2022/23 was £5.054M. The overall projected net outturn for 2022/23 is a surplus of £0.714M.
10. Current budgeted income for the Animal Health and Welfare Service in 2023/24, taking into account the proposed increases in charges in this report, is £5.105M. The overall projected net outturn for 2023/24 is a surplus of £0.870M before energy cost increases.

## **Proposals**

### **Animal Health Team**

11. The Local Authorities which contract the City to carry out their licensing work vary from those with just 3 or 4 operators, to those with more than 70. The wide difference can be down to several factors such as the location of the local authority or their response to addressing unlicensed operators.
12. To more accurately reflect the workload that results from each Local Authority, and increase transparency, it is proposed that a tiered contract charge is put in place for 2023/24. Local Authorities with few operators would see a small decrease in their annual contract fee, and authorities with very high operator numbers would see a small increase. Fees will be based on the number of operators at the start of each quarter and charged quarterly. This structure would be more aligned with plans to grow the number of contracts and move towards improved cost recovery for this part of the Animal Health and Welfare Service.
13. The average number of operators is 20 per Local Authority. The current range is 4 to 76. The proposed contract fee will have 4 tiers:

No. operators	Contract Fee (£)	No. contracts at this fee	Total income (£)
0-5	1,250	5	6,250
6-15	1,350	11	14,850
16-29	1,450	7	10,150
30+	1,500	7	10,500
2022/23 income: £39,000		2023/24 income: £41,750	

14. The contract fee is currently inclusive of basic support for enforcement action taken by contracted authorities. Fees for work in excess of this basic level of support, such as evidence collection, statement writing, and court appearances are claimed by the City as expenses through the court and this presents some financial risk to the City. It is proposed that Local Authorities are instead charged the hourly rate for Inspectors/Veterinary services for this work, which in turn they can recover through the courts.

15. A 5% increase to inspection fees is proposed for 2023/24 and these are included in Appendix 1. This increase is proposed to offset the additional cost of travel by Inspectors and of the pay review.

## **HARC**

16. A 3% increase in HARC fees is proposed for 2023/24. The current financial position of the service, taking into account the proposed increase in fees, is outlined in paragraph 10. A 3% increase in HARC fees is intended to offset additional energy costs and other risks, whilst ensuring that fees remain competitive for our commercial customers. Fees for HARC services are charged in the main to airlines and pet shipping agents, who in turn may pass these costs onto their customers, trade consignees or pet owners.

17. The charge for reptiles (Section 1 part 4 of the Byelaws) has been edited to include reptiles and amphibians. Single species amphibian shipments are frequent and the current byelaws do not have a clear charge for these.

## **Corporate & Strategic Implications**

1. Strategic implications – These proposals aim to achieve the following Corporate Plan aims of 1. People are safe and feel safe; 5. Businesses are trusted and socially and environmentally responsible, and; 7. We are a global hub for innovation in finance and professional services, commerce and culture.
2. Resource implications – The proposal has been designed to maintain current income and allow for more efficient cost recovery for court fees.
3. Legal implications - The Comptroller and City Solicitor comments:

The statutory provision under which these charges are now made is Section 30 of the City of London (Various Powers) Act 1987 (which was an enactment removing the need for Ministerial approval of the HARC Byelaws), which provides

... “the charges imposed by such Byelaws shall be such as to secure so far as is possible, that taking one year with another, the aggregate amount raised by such charges is equivalent to the reasonable costs incurred by the Corporation in operating the Animal Reception Centre”. The need for increases to be reasonable is especially important here, since, unusually, the Byelaws machinery which implements the new charges is not subject to any public notification procedure or to confirmation by the appropriate Minister.

4. Risk implications – The risk of unrecovered legal fees is eliminated for Animal Health Team contracted services. The proposed increase in the HARC schedule of fees aims at balancing the increased risks from energy costs and new BCP operators, against ensuring fees are competitive.
5. Equalities implications – None
6. Climate implications – None
7. Security implications - None

## **Conclusion**

The proposal presents no risk to the current income of the team and provides a better customer service by reflecting the bespoke resource requirements of our contracted authorities. Risk of unrecovered legal fees is eliminated. Members are asked to approve the proposal, following which the team will undertake stakeholder engagement to introduce the fee structure for 2023/24.

The rising energy costs and risk of reduced throughput are partly offset by the proposed 3% increase to the HARC schedule of fees. The proposal recognises, however, that fees must continue to be competitive for our commercial customers and 3% is considered an appropriate balance.

## **Appendices**

Appendix 1; Animal Health Inspection fees

Appendix 2: HARC fees

## **Background Papers**

N/A

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## Appendix 1

LEVEL OF CHARGES 1st April 2023 - 31st March 2024- all fees are subject to VAT at the current rate		Cost 2022-2023	Cost 2023-2024
Contract Charge	Charged quarterly on all contracts	1,300.00	1,250.00 - 1,500.00
Animal Boarding Est (Kennel / Cattery)	New Licence application or 1st inspection by C of L - combined (dogs & cats)	327.42	343.79
	Renewal Licence application - Inspection - combined (dogs & cats)	263.16	276.32
	New Licence application or 1st inspection by C of L - single species (dogs or cats)	248.88	261.32
	Renewal Licence Inspection - single species (dogs or cats)	183.60	192.78
	Unannounced mid licence visit	120.36	126.38
	reassessment of star rating visit	120.36	126.38
	Complaint Visit 1st hour including travel and report writing	120.36	126.38
	Complaint / visit additional charge per hour	53.04	55.69
Home boarder	Renewal Licence Inspection	120.36	126.38
	New Licence application or 1st inspection by C of L	151.98	159.58
	Unannounced mid licence visit	120.36	126.38
	Complaint Visit 1st hour including travel and report writing	120.36	126.38
	Complaint visit additional charge per hour	53.04	55.69
	reassessment of star rating visit	120.36	126.38
Franchisee arrangers licence	Assessment of an existing arranger / Franchisee	120.36	126.38
	Assessment of a new application or 1st inspection by C of L of an arranger /Franchisee	151.98	159.58
	Assessment of a hobby host as part of a arranger /franchisee licence	120.36	126.38
	Unannounced mid licence visit	120.36	126.38
	Complaint Visit 1st hour including travel and report writing	120.36	126.38
	Complaint visit additional charge per hour	52.00	54.60
	reassessment of star rating visit	120.36	126.38
Dog Day Care	Renewal Licence Inspection	183.60	192.78
	New Licence application or 1st inspection by C of L	229.50	240.98
	Unannounced mid licence visit	120.36	126.38
	Complaint Visit 1st hour including travel and report writing	120.36	126.38
	Complaint visit additional charge per hour	52.00	54.60
	reassessment of star rating visit	120.36	126.38
Dog Breeding Establishment	New applicant vet inspection with kennel units	336.60	353.43
	Renewal applicant inspection with kennel units	263.16	276.32
	New applicant vet inspection domestic dwelling	263.16	276.32
	Renewal applicant inspection breeding in a domestic dwelling	183.60	192.78
	Unannounced mid licence visit	120.36	126.38
	Complaint Visit 1st hour including travel and report writing	120.36	126.38
	Complaint visit additional charge per hour	52.00	54.60
	reassessment of star rating visit	120.36	126.38
*Riding Establishment	Existing licence inspection veterinary fee + fee per horse	226.44	237.76
	New premises licence inspection veterinary fee + fee per horse	340.68	357.71
	Annual vet inspection veterinary fee + fee per horse	109.14	114.60
Example of charge per horse in a yard with 60 horses	Fee per horse for the first 10 horses	15.00	15.75
	Fee per horse for next 11-50 horses	10.00	10.50
1st 10 horses @ £15 = £150	Fee per horse 51 horses & over	8.00	8.40
horses 11-50 @ £10 = £400	Complaint Visit 1st hour including travel and report writing	120.36	126.38
horses 51-60 horses @ £8 = £80	Complaint visit additional charge per hour	52.00	54.60
	Unannounced mid licence visit (on top of annual vet inspection)	120.36	126.38
	reassessment of star rating visit	120.36	126.38
Pet Vending / Sale of pets	New Licence or new premises to City of London application Inspection -	327.42	343.79
	Renewal Licence application - Inspection -	263.16	276.32
	Unannounced mid licence visit	120.36	126.38
	reassessment of star rating visit	120.36	126.38
	Complaint Visit 1st hour including travel and report writing	120.36	126.38
	Complaint visit additional charge per hour	52.00	54.60
Dangerous Wild Animals	New applicant or new premises to City of London vet inspection commercial / outside premises	336.60	353.43
	Renewal applicant vet inspection commercial / outside premises	263.60	276.78
	New applicant or new premises to City of London vet inspection domestic dwelling	257.04	269.89
	Renewal applicant vet inspection domestic dwelling	183.60	192.78
	DWA on Location - 1st hour including travel and report writing	120.36	126.38
	DWA on location visit additional charge per hour	52.00	54.60
	Complaint Visit 1st hour including travel and report writing	120.36	126.38
	Complaint visit additional charge per hour	52.00	54.60
Illegal Imports outside of CofL jurisdiction	Collection and Detention	225.42	236.69
	Mileage at 65p per mile	0.45	0.47
Zoos	Periodical / Informal / Special (Full Day)(Vet)	529.38	555.85
	Periodical / Informal / Special (Full Day)(AHI)	368.22	386.63
	Periodical / Informal / Special (Half Day)(Vet)	322.32	338.44
	Periodical / Informal / Special (Half Day)(AHI)	188.70	198.14
	Veterinary 14.1a exemption inspection	368.22	386.63
Circus / Animal for Exhibit on location	DWA on Location (Exhibit) - 1st hour including travel and report writing	120.36	126.38
	DWA on location visit additional charge per hour	52.00	54.60
Animal for Exhibition	New Licence or 1st Inspection by City of London application Inspection -	327.42	343.79
	Renewal Licence application - Inspection -	263.16	276.32
	Complaint Visit 1st hour including travel and report writing	120.36	126.38
	Complaint visit additional charge per hour	52.00	54.60
Shows-Exhibitions-AGO- Markets	Inspection (Full day per officer)	368.22	386.63
	Inspection (Half day per officer)	183.60	192.78
Animal Keepers Farm stock (Hobby Domestic Address)	Inspection Visit	120.36	126.38
Animal Keepers / non Domestic address (Half Day)	Inspection Visit	183.60	192.78
Animal Keepers / non domestic address (full day)		367.20	385.56
Daily Rate	1 x veterinary officer £72 per hour	504.00	529.20
Daily Rate	1 x Animal Health Inspector £52 per hour	364.00	382.20
* RCVS Veterinary Surgeon.			
AHI = Animal Health Inspector			
Unless stated all inspections include travelling costs and report writing		No. operators	Contract Fee
		0-5	£1,250
		6-15	£1,350
		16-29	£1,450
		30+	£1,500

**ADDITIONAL BYELAWS RELATING TO THE  
HEATHROW ANIMAL RECEPTION CENTRE**

**1 April 2023 – 31 March 2024**  
*(2022/23 rates shown in brackets)*

**Minimum charge for any one consignment (excluding those listed under point 2.0, 2.1 and 5): £192 (£186)**

**Processing and handling fee for all shipments that terminate at Heathrow: £23 (£22)**

**ANIMALS CHARGE PER CONSIGNMENT**

**1. a. Mammals** £192 (£186) for up to 24 hours, £48 (£47) per day or part thereof after 24 hours

**2.0 Dogs, Cats and Ferrets under the Pet Travel Scheme Non-commercial movement of Pet Animals Order 2011**

In order to meet the “pre-check” requirements (where applicable) all documentation must be submitted to the HARC no later than 72 hours prior to the animal’s departure.

- If a documentation ‘pre-check’ has been completed and approved by HARC, the consignment will be charged at the minimum charge of £192 (£186) for the first animal. Where the consignment consists of more than one animal, a handling fee of £48 (£47) per animal thereafter.
- PETS that have NOT received a documentation ‘pre-check’ or arrive against the advice of HARC, will be charged at £263 (£255) for the first animal. Where the consignment consists of more than one animal, a handling fee of £48 (£47) per animal thereafter.

**a. PETS checked at aircraft (Assistance Animals)**

- If a documentation ‘pre-check’ has been completed and approved by HARC, Assistance Animals will be charged at £237 (£230) plus a 1-hour collection charge of £185 (£180) = £422 (£410) for the first animal. Where the consignment consists of more than one animal, a fee of £48 (£47) per animal thereafter.
- Assistance Animals that have **NOT** received a documentation ‘pre-check’ or arrive against the advice of HARC, will be charged at £484 (£470) for the first animal. Where the consignment consists of more than one animal, a fee of £48 (£47) per animal thereafter.

**2.1 Dogs, Cats and Ferrets not under the Pet Travel Scheme**

**a. Dogs, Cats and Ferrets imported under licence to authorised quarantine kennels**  
£192 (£186) for up to 24 hours, £48 (£47) per animal per day or part thereof after 24 hours

**b. Dogs, Cats and Ferrets being moved into the U.K. under Commercial Rules**

£192 (£186) for up to 12 hours and £48 (£47) per animal ½ day or part thereof after 12 hours

**3. Birds** £68 (£66) per box per day, £192 (£186) minimum charge

Pet birds: £48 (£47) per bird for up to 24 hours.

Birds of prey £19 (£18) per bird for up to 24 hours, £192 (£186) minimum charge

**Transit commercial bird consignments should be booked through to have a maximum stay at Heathrow of 24 hours. Any transit commercial bird consignments that stay more than 24 hours will be charged at £48 (£47) per box per day, or part thereof.**

Bird Quarantine £387-£1339 (£376-£1300) plus laboratory testing fees.

Fees are dependent on size of consignment and housing requirements.

Faecal Sampling and Bird Autopsy costs as per current Animal & Plant Health Agency rates.

Larger consignments to be negotiated see Part 2, Section 6

**4. Reptiles and Amphibians** £192 (£186) for up to 24 hours, £233 (£226) per day or part thereof after 24 hours.

**Transit commercial reptile or amphibian consignments should be booked through to have a maximum stay at Heathrow of 24 hours. Any transit commercial reptile or amphibian consignments that stay more than 24 hours and require transferring from their containers will incur the additional special handling charge detailed below.**

Additional special £233 (£226) minimum per consignment £68 (£66) per day, or part thereof handling for any consignment after 24 hours.

**5. Fish/Aquatic Invertebrates/Invertebrates/Semen/Fish and Bird Eggs** £2.11 (£2.05) per box, £37 (£36) minimum charge.

**A surcharge of £694 (£674) will be added to the above for any transit consignment that has landed without an “OK to forward” from the on-going airline.**

**6. Security**

A charge of £24 (£23) will be made in respect of any consignment, which requires security screening prior to leaving the ARC.

**7. Not on Board**

Requests for collection of animals from aircraft, which are subsequently not found on board will be charged at normal collection charge (see Part 2, Section 5).

**PART 2**  
**CHARGES FOR ANCILLIARY SERVICES**

1. Destruction including disposal of livestock or goods - £43 (£42) per kilogram. Minimum charge £93 (£90).

Travelling containers are the owner's property and should be collected with the animal. If they are no longer required, they will be disposed of for a fee of £19 (£18) per box.

2. Cleansing and disinfecting aircraft, animal holding facilities, vehicles, loose boxes etc. - £376 (£365) per hour (including disposal of special waste).
3. Identification of species for DEFRA/HM Revenue and Customs/Border Agency - £180 (£175) per hour. Assisting on off airport operations - £93 (£90) per hour/£587 (£570) per day.
4. Re-crating or repair to crates - quotations on request.
5. Collection and delivery of animals and birds to and from the Animal Reception Centre by an Animal Reception Centre member of staff - £185 (£180) per hour or £93 (£90) per consignment if no extra waiting time.
6. Long term rates for government agencies and non-government agencies i.e. RSPCA, to be negotiated.
7. Modification of containers to International Air Travel Association (IATA) standards:-  
  
Space Bars/Battens - £52 (£50) per box  
Air Holes - £24 (£23) per box  
Water Pots - £24 (£23) per box  
  
(If these services are carried out on the airport an additional fee of £93 (£90) applies for 'delivery' of the service).
8. Use of Large Animal Facility (per pallet) £378 (£367)
9. Special handling e.g. re-oxygenation of fish/re-packaging reptiles/additional administrative functions £93 (£90) per hour plus cost of materials.

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<b>Committee(s)</b>	<b>Dated:</b>
Port Health and Environmental Services Committee	29 November 2022
<b>Subject:</b> 50 <sup>th</sup> City of London Thames Fishery Research Experiment	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	11
<b>Does this proposal require extra revenue and/or capital spending?</b>	Y
<b>If so, how much?</b>	£4,800
<b>What is the source of Funding?</b>	£4,800 City's Cash Grant
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	Y
<b>Report of:</b> Executive Director, Environment	<b>For Decision</b>
<b>Report author:</b> Gavin Stedman, Port Health & Public Protection Director	

## Summary

This report informs your Committee of the outcome of the 50<sup>th</sup> City of London Thames Fishery Research Experiment which took place on Saturday 8 October 2022 along the foreshore of the River Thames, at Denton, Gravesend.

The report also sets out options for the 51<sup>st</sup> Experiment in 2023 for your consideration.

## Recommendation(s)

Members are asked to:

- Approve the recommended option (a): to proceed with the 51<sup>st</sup> City of London Thames Fishery Research Experiment in 2023 in its existing format and scale, accepting the higher cost to the local risk budget.
- Review and approve the grant from City's Cash to partially fund the 2023 Experiment.

## Main Report

### Background

1. The City of London Thames Fishery Research Experiment has been held annually since 1973. The Experiment takes the form of an angling competition, in which more than 80 anglers from eight adult teams and three youth teams take part.

2. The City of London agreed to fund the Experiment in 1972 following a proposal by the Chairman of the Port and City of London Health Committee to arrange an annual event in conjunction with the Thames Angling Preservation Society, with the objective being:

*“to show that the Thames is becoming a cleaner and a more healthy river and to encourage the public, by publicity, into becoming more conscious of their responsibility in preventing the pollution of the environment in general, and of the Thames in particular.” (1972)*

3. This objective continues, with the aim of the Experiment being to establish the environmental condition of the Thames through the variety, number and size of fish species caught. The scoring system rates the catch according to scarcity and significance in the context of a cleaner river. Over the years, the Experiment has proven that the Thames remains the cleanest river in Northern Europe.
4. The Experiment encourages sustainability and conservation. The rules comply with advice and guidance issued by the Angling Trust and stewards oversee the anglers to make sure the rules are followed. Participants are advised about the proper handling of fish to minimise mortality and all young and undersize fish are returned to the river immediately once they have been recorded.
5. The results provide valuable data and information to organisations such as the Environment Agency, the Thames Angling Preservation Society and members of the river community.
6. As one of the oldest ‘citizen science’ projects, the Experiment has the unique advantage of linking the river’s recreational angling community with sustainability and conservation. It is also an opportunity for the younger participants of the school and youth teams to learn from experienced anglers and be encouraged to develop a long-term interest in fishing and marine conservation.
7. The Experiment brings together a diverse range of individuals and organisations who all have one thing in common: a passion for the conservation of the river Thames and the sustainability of the species which live in it.
8. With the support of your Committee, despite the challenges of the COVID-19 pandemic, we were able to proceed with a safe and compliant event in 2020 and 2021 by reducing the format and number of participants. This enabled the continuation of the key element: the scientific research experiment, and the accumulation of a reliable historic data set.
9. 2022 saw a very welcome return to the full-scale format of the Experiment, enabling a fitting celebration of the 50<sup>th</sup> anniversary which recognised the contribution of all who have played a part over the years.

## **Current Position**

10. On Saturday 8 October 2022, 61 adult anglers representing eight teams competed for the Lady Howard Trophy which was awarded to the team with the highest score. Additionally, twelve school-aged anglers, including a team from the City of London School for Girls, competed for the PLA-sponsored Schools' Trophy. All the competing teams are listed in the summary of results provided at Appendix A.
11. Prizes were also awarded for the largest/best fish and for the best individual catch by an adult and by a member of a school team. In addition, the angler with the overall catch judged to most demonstrate the continuing health and improvement of the river Thames was presented with the Biodiversity Award, which is sponsored by the Worshipful Company of Water Conservators.
12. Fishing took place between 09:00 and 13:00 and was followed by judging of the largest/best fish by the Thames Angling Preservation Society and The Fishmongers' Company. Competitors and guests then gathered in a marquee for lunch and the presentation of awards. Commemorative badges were presented to all newcomers by your Chairman, Deputy Keith Bottomley, who also hosted the event.
13. The dry, warm and sunny weather conditions were most welcome by all and contributed to a successful and enjoyable day.

### Principal VIPs / guests were:

- Sheriff Alderman Alistair King and Consort
- Sheriff Andrew Marsden and Consort
- Policy Chairman, Deputy Chris Hayward
- Sir David Howard
- Professor Martin Bigg, Thames Warden of the Worshipful Company of Water Conservators

### Other guests included:

- Members of the PH&ES Committee
- Representatives of:
  - The Honourable The Irish Society
  - The Environment Agency
  - The Fishmongers' Company
  - Port of London Authority
  - Thames21

## **Results**

14. 879 fish of 9 species were caught this year: 789 more than the previous year's total of 90 fish. This year's catch saw the highest number of fish since 2005 and the most species since 2008.

<b>2022 Results</b>			
<b>Species</b>	<b>Number Caught</b>	<b>Maximum Size</b>	<b>Minimum Size</b>
Bass	6	48cm	9cm
Dab	1	17cm	-
Dogfish	4	56cm	50cm
Eel	10	50cm	32cm
Flounder	10	30cm	18cm
Plaice	1	20cm	-
Pouting	5	25cm	7cm
Sole	2	29cm	23cm
Whiting	840	36cm	19cm

15. Results data for the past 10 years is provided at Appendix B to this report.

### **Feedback from stakeholders**

16. Positive feedback was received from many of the participating anglers and guests. Stakeholders continue to acknowledge the importance of the Experiment in terms of providing valuable information about the environmental condition of the river Thames and in supporting river users. The reliable historical data set that has been accumulated over the past 50 years is highly valued.

### **The recreational angling community**

17. The angling community's representative has commented as follows:
18. "In the previous two years, significant changes were made to the format of the Experiment in order to provide a low risk, Covid-compliant event. So it was with much delight that we were able to return to a full complement of teams and participants for the 50<sup>th</sup> anniversary.
19. Most satisfying was our ability to support three youth teams with coaches, teachers, bait, and equipment donated by volunteers from across the angling community. Remarkably, the young anglers returned a total of 94 fish, with one individual catching 29 whiting and scoring 145 points. This placed him in overall fifth place amongst the adult anglers.
20. This year was a near record year for fish numbers. Whiting dominated the species as expected for the time of year. However other species including dab, eel, bass, plaice and dogfish were observed.
21. With only one dogfish caught over the previous 49 years, it was a welcome surprise to record four, including a specimen of 56 centimetres. Dogfish are plentiful in the estuary but not so common in the middle reaches. This is further evidence of positive change in water quality within the river Thames.

22. The biodiversity award was won by an angler returning four species: bass, flounder, whiting and eel; a fair representation of the abundance of these species at this point in the river. Another positive sign of the recovery of eel was evidenced with ten specimens recorded.
23. Anglers again acknowledged the hard work of the organisers, volunteer coaches and stewards, but also the confidence shown by the sponsors in using angling techniques to demonstrate the improvements made in water quality over the last half century.”

## Financial summary

24. The total cost of this year’s event was £15,010.
25. Funding was provided through a grant of £4,800 from City’s Cash. We also received financial contributions of £750 from the Worshipful Company of Fishmongers; £250 from the Port of London Authority; and £1,000 from the Thames Angling Preservation Society.
26. The remaining cost to the local risk budget was, therefore, £8,210.

## Options

27. Over the past 50 years, the Thames Fishery Research Experiment has become a highly regarded event which brings together individuals and groups with an interest in marine conservation. It is one of the longest-running citizen science projects, producing a reliable historical scientific data set which is valued by stakeholders and has achieved its objective of demonstrating the improved cleanliness and health of the river Thames.
28. However, despite financial contributions from some of our partner organisations, the cost of the event to the local risk budget continues to increase. When deciding whether to approve the Experiment in 2023, your Committee is asked to consider whether the benefits of the event outweigh the rising costs, therefore a number of delivery options have been prepared:
  - a) Proceed with the 51<sup>st</sup> City of London Thames Fishery Research Experiment in its existing format and scale. That is, with a full complement of anglers and guests, a full sit-down meal and presentation ceremony in a marquee for up to 150 people. This would involve accepting the higher cost to the local risk budget. **Recommended**
  - b) Proceed with a reduced scale 51<sup>st</sup> City of London Thames Fishery Research Experiment, comprising the scientific research experiment only. This would be similar to the arrangements in 2020 whereby only anglers, stewards and a few key guests attend. Basic ‘takeaway’ catering would be provided, but no sit-down meal or presentation ceremony would take place. This option would reduce costs and have the advantage of being able to select angling

times based upon optimum tidal conditions. However, it would remove the 'community', collaborative element of the day and may reduce the likelihood of receiving financial contributions from partner organisations. **Not Recommended.**

- c) Do not continue to hold the City of London Thames Fishery Research Experiment, leaving 2022's 50<sup>th</sup> anniversary event as the final occurrence. **Not Recommended.**

## Proposals

29. Option a) is recommended as a way to proceed with the 51<sup>st</sup> Thames Fishery Research Experiment in 2023. This option does impact on the local risk budget, and the other options may need to be re-considered in future years.
30. The March 2016 Policy and Resources Committee agreed the transfer of funding commitments from Finance Grants Sub Committee to the relevant Committees for ongoing administration. You are also required to review and approve the annual grant from City's Cash to deliver the Experiment. The amount of the proposed grant for the Fishing Experiment in 2023/24 is £4,800.
31. Should you choose to proceed with the 51<sup>st</sup> Experiment, I recommend that your Committee approves the continuation of funding from City's Cash towards this event, which provides valuable scientific information and supports the angling community.

## Corporate & Strategic Implications

32. **Strategic implications** - The City of London Thames Fishery Research Experiment supports the aims and outcomes of the City's Corporate Plan 2018-23, particularly:
- 4a. *Bring individuals and communities together to share experiences and promote wellbeing, mutual respect and tolerance.*
  - 11a. *Provide a clean environment and drive down the negative effects of our own activities.*
  - 11c. *Provide environmental stewardship and advocacy, in use of resources, emissions, conservation, greening, biodiversity and access to nature.*
33. **Financial implications** – The Experiment is partly funded by a grant from City's Cash and from financial contributions made by partner organisations. The balance is paid from the local risk budget. Financial implications are balanced against the non-financial benefits when deciding whether to proceed with the 51<sup>st</sup> Experiment and the format it will take.
34. **Climate implications** - The City of London Thames Fishery Research Experiment encourages sustainability and conservation. It is one of the oldest

citizen science projects and encourages young people to become involved in conservation of the river Thames.

## **Conclusions**

35. The 2022 50<sup>th</sup> anniversary City of London Thames Fishery Research Experiment was a successful event which was well supported and enjoyed by all who took part. Following the two reduced-scale years due to the COVID-19 pandemic, it was very pleasing to see a return to the usual format and properly celebrate the 50<sup>th</sup> anniversary and recognise all who have contributed to its success over the years. The Experiment itself again provided valuable data and information to associated organisations and the recreational angling community.

## **Appendices**

- Appendix A – Summary of results
- Appendix B – Results data 2013-2022

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## 50<sup>th</sup> City of London Thames Fishery Research Experiment Summary of Results

### Lady Howard Trophy

Place	Team	Fish Caught	Points
1	Essex County	209	1070
2	Charles Stanley	157	795
3	Kent County	114	605
4	Public Services	85	435
5	PLA	77	400
6	Thamesiders	72	363
7	City of London Invitation	64	350
8	Port Health & Environmental Services Committee	7	50

### School's Trophy

Place	Team	Fish Caught	Points
1	Gravesend Grammar School	69	345
2	Youth Team (independent)	23	120
3	City of London School for Girls	2	30

### Adult Individual Competition

Place	Team	Fish Caught	Points
1	Charles Stanley Angling Team	40	200
2	Essex County	36	180
3	Essex County	32	175

### Student Individual Competition

Place	Team	Fish Caught	Points
1	Gravesend Grammar School	29	145
2	Gravesend Grammar School	18	90
=3	Gravesend Grammar School	11	55
=3	Gravesend Grammar School	11	55

### Biodiversity Award

The catch, which in the judges' opinion, best demonstrated the continuing health and improvement of the river Thames was awarded to a member of the Essex County Angling Team (1 bass; 1 eel; 5 flounder; and 25 whiting).

### The Fishmongers' Cup

The best single fish was judged to have been a 56cm dogfish caught by a member of the Essex County Angling Team.

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**50<sup>th</sup> City of London Thames Fishery Research Experiment  
Summary of Results 2013-2022**

<b>Year</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>Date</b>	19 Oct	20 Sept	10 Oct	15 Oct	21 Oct	22 Sept	12 Oct	17 Oct	18 Sept	8 Oct
<b>Total anglers</b>	76	76	76	76	74	72	71	24	39	73
<b>Winning team</b>	Essex	Kent	Kent	Essex	Essex	Essex & Kent (Tie)	Essex	Kent	Charles Stanley	Essex
<b>Bass</b>	2			6	14	20	6	4	8	6
<b>Cod or Codling</b>			8							
<b>Crab</b>							5			
<b>Dab</b>			2		1					1
<b>Dogfish</b>										4
<b>Eel</b>	3	8	2	17	1	7	8		14	10
<b>Flounder</b>	21	63	14	20	9	5	35	8	21	10
<b>Pouting</b>		23	17	5			128	14	13	5
<b>Plaice</b>		1						1		1
<b>Rockling</b>		1								
<b>Smelt</b>		3								
<b>Sole</b>	1	3	4	1	2	1	6			2
<b>Whiting</b>	72	19	537	86	68	28	187	534	34	840
<b>Total fish</b>	<b>99</b>	<b>121</b>	<b>584</b>	<b>135</b>	<b>95</b>	<b>51</b>	<b>375</b>	<b>561</b>	<b>90</b>	<b>879</b>
<b>Total species</b>	<b>5</b>	<b>8</b>	<b>7</b>	<b>6</b>	<b>6</b>	<b>5</b>	<b>7</b>	<b>5</b>	<b>5</b>	<b>9</b>

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<b>Committee(s)</b>	<b>Dated:</b>
Port Health and Environmental Services	29 November 2022
<b>Subject:</b> Noise Control on the Tidal Thames	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	1, 2, 4
<b>Does this proposal require extra revenue and/or capital spending?</b>	N
<b>If so, how much?</b>	N/A
<b>What is the source of Funding?</b>	N/A
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	N/A
<b>Report of:</b> Juliemma McLoughlin, Executive Director Environment	<b>For Information</b>
<b>Report author:</b> Rachel Pye, Assistant Director Public Protection	

## Summary

An information report has been requested in relation to the control of unwanted sound from hospitality vessels or 'party boats' operating on the tidal Thames which disturb riparian residents, this report aims to outline the scale of the disturbance, the roles of the various regulators, provide the current industry guidance, detail available regulatory controls and outline the most effective regulatory power, the Licensing Act 2003.

The report also explains how the regulatory partners use an intelligence led approach to work strategically in targeting resource to balance the needs of the riparian residents with the need for the river to be in operation as a working commercial river, vital to London's success.

## Recommendation(s)

Members are asked to note the report.

## Main Report

## Background

1. The Port of London's (PLA) Thames Vision 2050 aspires that the Thames will be a destination and place to live, play and enjoy. The aim is for more people from diverse backgrounds enjoying sport and leisure opportunities on the Thames.

2. With greater river use and enlivenment brings the potential for additional disturbance from these sources. There has been an increased interest in the control of noise from river boats, in part caused by the return of the trade following the Covid 19 restrictions, and in part due to a high-profile licensing application for a new vessel intending to supply a hospitality venue for the River Thames, the Ocean Diva (details in appendix 2).
3. There are currently approximately fifty five vessels that operate on the tidal Thames which provide event space for hospitality, from corporate dinners to promoted events, of which approximately twenty have noise complaints made in relation to their activities. The City is the Licensing Authority for just one vessel which moors within the City of London, the Dutch Master. The Golden Sunrise was historically licenced by the City but has recently moved moorings to Westminster and is subject to a licence application with Westminster City Council.
4. The City is the London Port Health Authority (LPHA) for the tidal Thames and its River Division receive approximately 450 noise complaints about party boats per year from riparian residents, in particular residents of Southwark and Tower Hamlets. City residents very rarely complain about noise from the river or party boats. Whilst each individual pass-by of a party boat may only take a few minutes, if a number of vessels are operating on the same evening, then cumulatively there is potential for more frequent disturbance over the course of an evening. Riparian residents across London routinely raise issues of inconsistency in relation to how Boroughs respond to noise complaints about river boats.

## **Current Position**

5. London Port Health Authority has regulatory powers under the Environmental Protection Act 1990 and is able to investigate noise complaints about a number of issues within their jurisdiction such as high-speed ribs, pontoons and party boats. River Division officers undertake river patrols to act as a deterrent for excessive noise on the river but also to monitor and inspect vessels, at present there are six night patrols per year between April & September either on Friday or Saturday evenings. The cost for crew is approximately £1,000 per patrol without fuel. The decision to deploy a river night patrol sits with the Director of Port Health and Public Protection and is intelligence and risk based dependent on the number and type of events on the river, the number of river patrols can be increased at the discretion of the Director if there is a demonstrable need. Officers from the Riparian Boroughs and Police are invited to join City and LPHA officers on the launch and this approach assists with building relationships and collaborative follow up work.
6. The LPHA collates intelligence received and complaint data in relation to all noise sources including party boats which is used to target river patrols and interventions with river boat operators alongside Riparian Boroughs and Licensing Authorities.

7. City Licensing and Pollution Control teams now work with the Riparian Licensing and Environmental Health Authorities to try and ensure a more consistent approach, and to help clarify actions that need to be taken as a result of any complaints received. City officers attend a regular interborough meetings with officers of all Riparian Authorities and have collated and shared copies of all party boat licences operating on the tidal Thames, detailing the conditions attached to each. Evidence of any breaches identified during river patrols has also been shared with the Licensing Authority for that vessel for follow up action to be taken. City Environmental Health provides technical noise advice to minimise noise break out and control sound levels from the vessels.
8. City officers take all opportunities to engage with affected residents on this matter and regularly attend resident's meetings to speak and listen such as the PLA's series of public meetings.
9. The Riparian Noise Steering Group brings together partners involved in noise control on the tidal Thames with the aim of providing a strategic and consistent approach to the provision of guidance, consistency of response, collating data and direction of resource. The core group is formed from the Riparian Boroughs, LPHA, PLA, TfL and Metropolitan Police. The industry is also represented. The group meeting frequency was disrupted by Covid but from 2023 aims to meet bi-annually.
10. In 2014 the Riparian Noise Steering Group worked with the Passenger Boat Association to launch the first Guidance for the Control of Charter Cruise Noise on the Tidal River Thames, see Appendix 1. The Guidance set out for the first time in one place the background to the problem, details of the regulatory noise controls, provision of technical noise control advice for vessels and importantly consistent details of how to complain about river boat noise and to which authority. The Steering Group will review the Guidance in 2023.
11. In the first instance if justified complaints are received, to date an effective approach has been to hold a meeting with the licence holder and agree amendments to their operation and management plans. The licence holders have been very receptive, and adjustments have resulted in vessels ceasing to receive complaints.
12. There are two applicable regulatory regimes available for the control of noise from party boats. The first being statutory nuisance powers under the Environmental Protection Act 1990, this regime does have investigatory challenges and limitations as the passing by of the vessel is fleeting it is difficult for the noise to be witnessed, the transient nature of the noise may not constitute a statutory nuisance. Investigation and enforcement using this power is a statutory duty of the Borough where the resident resides as this is where the nuisance occurs, any investigation could be supported by LPHA.
13. The second and more effective regime in this context is the Licensing Act 2003. Each vessel operates under a premises licence which specifies operating hours and will have conditions attached which may relate to noise

control. Breach of licence is an offence and can be followed up robustly by the Licensing Authority. A licence review can be taken at any time by anyone, as long as there is sufficient evidence to do so, this enables residents to gather their own evidence e.g., Noise logs, reports, videos etc. and all could be submitted to support a licence review. The relevant Licensing Sub-Committee would then consider the available evidence and have a number of case specific options available to them including revocation or additional noise control conditions that could be applied.

14. In 2019 a full licence review hearing was held by Lambeth's Licensing Sub Committee for the Hurlingham, it was brought by the Metropolitan Police and was supported by twenty-two other representations. The Sub-Committee was close to revoking the licence, but the decision was made instead to impose a number of conditions in relation to noise and crime and disorder. The issues that triggered the hearing have not recurred.
15. City residents very rarely complain about noise from the river or party boats, and complaints received from those outside the City are referred to the relevant Riparian Borough for actioning. As part of the referral, advice will be given as outlined above and we will liaise with other Riparian Boroughs to promote a consistent approach.

## **Implications**

16. Corporate & Strategic Implications: None

## **Conclusion**

17. There is a strategic and intelligence lead approach to the control of noise from party boats on the tidal Thames. LPHA, City Environmental Health and City Licensing teams work collaboratively with partners towards balancing the needs of residents with the needs of the working river Thames.
18. The Riparian Noise Control Steering Group brings together partner agencies from across London involved in the control of noise to share intelligence, guidance and co-ordinate the work of those regulators. To date a collaborative and advisory approach with the party boat operators has been effective however, there are regulatory powers to control excessive noise from party boats if it is causing a public or statutory nuisance, the most appropriate being those available under the licensing regime, the most severe being licence review but also enforcement in relation to existing licence conditions.
19. There is still work to be done to ensure consistency of approach to receiving and actioning noise complaints about party boats for the riparian Boroughs, this will be taken forward by the Riparian Noise Control Steering Group in 2023.
20. LPHA and the City teams will continue to work collaboratively with riparian residents, Boroughs, river boat operators and the PLA in support of the Thames Vision 2050 whilst minimising disturbance.

## **Appendices**

- Appendix 1 – Passenger Boat Association, Guidance for the Control of Charter Cruise Noise on the Tidal Thames, May 2014
- Appendix 2 – Briefing note – Ocean Diva Licensing Application and City of London Implications.

## **Background Papers**

None

## **Rachel Pye**

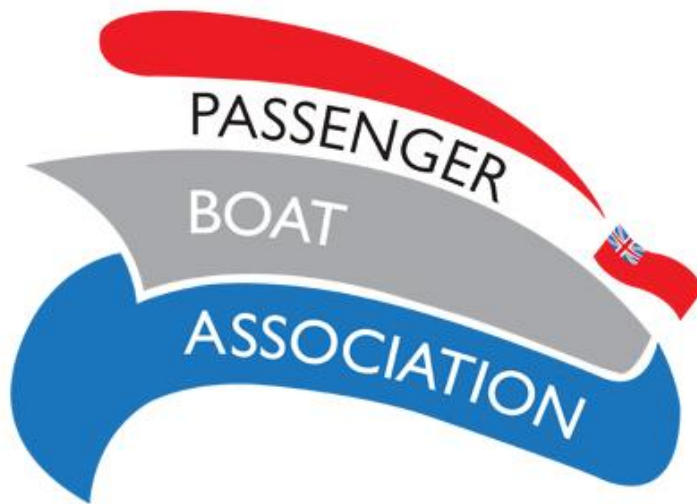
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# Passenger Boat Association



## Guidance for Control of Charter Cruise Noise on the Tidal River Thames

FINAL DRAFT

ISSUE 1 – May 2014

Prepared by the River Noise Control Stakeholders

## Version Control

Version	Date	Change Details	Author(s)
1	19 Oct 2013	Initial DRAFT Document	Roger Flitter
2	6 Dec 2013	Internal Review	Roger Flitter/Chris Livett/Scott Neicho
3	28 Feb 2104	Update from SG1 Meeting	Roger Flitter/SG
4	26 Mar 2014	Update from SG2 Meeting	Roger Flitter/SG
5	15 Apr 2014	Further Comments from SG	Roger Flitter/SG
Issue 1	19 May 2014	Final DRAFT fr Issue	Noise Control Steering Group

## Distribution

Organisation
London Port Health Authority
Port of London Authority
TfL London River Services
London Borough of Lambeth
London Borough of Westminster
London Borough of Southwark
London Borough of Greenwich
London Borough of Tower Hamlets
London Borough of Richmond
Maritime and Coastguard Agency
MP Marine Policing Unit
PBA London Operators
British Marine Federation

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## **1. Introduction and Background**

During the summer of 2013 a number of ad hoc complaints were made to the City of London Port Health Authority, Riparian Authorities and MPs regarding alleged excessive noise emitting from passenger vessels undertaking charters.

Despite meetings and enquiries it has proved difficult to attribute and quantify the problem to any particular operator and/or vessel. Complaints received could not be quantified but were indicative of a problem.

The document serves as a vehicle for providing awareness to waterfront residents of the scope of a variety of navigational activities on the River Thames emanating from many sources. Nevertheless, on the assumption that there is a problem to one degree or another, the stakeholders, including the passenger vessel industry, have agreed to produce, as a constructive alternative to formal action, guidance to operators aimed at self imposed control of noise levels on party boats.

Mindful of the commitment to produce this Guidance Document, it must also be recognised that the River Thames is a major UK tourist attraction for many millions of visitors and the businesses meeting the demands directly and indirectly employ many people and contribute to London's status in the world. It has always been a major highway for London, used for both commercial and leisure purposes.

## **2. Stakeholders**

The following organisations are identified as stakeholders in addressing the problem and seeking a solution:

London Port Health Authority  
Port of London Authority  
Metropolitan Police Marine Policing Unit  
TfL London River Services  
London Borough of Lambeth  
London Borough of Westminster  
London Borough of Southwark  
London Borough of Greenwich  
London Borough of Tower Hamlets  
London Borough of Richmond  
Maritime and Coastguard Agency  
The Passenger Boat Association

### **3. Circumstances When Noise Complaints are Prevalent**

Noise emitting from vessels on the river are most likely to occur in the following circumstances

- Warm/hot summer evenings
- Direction and strength from prevailing wind
- Prevailing tide state, high or low
- Design and layout of the vessel
- Music type and volume level, particularly bass settings
- General passenger chatter
- Design of buildings and infrastructure (i.e. bridges and/or 'canyons' between buildings)

Because many of the above factors are variable, there no fixed measurable circumstances in which noise levels may be considered either excessive or un-acceptable. Furthermore, such judgement is subjective.

### **4. Localities Where Noise Complaints are Prevalent**

The complaints received tend to occur in the area from Southwark to Greenwich. Over the years this stretch of river has seen many old established buildings converted into riverside flats with balconies. Further many more new properties with similar river outlooks are emerging, many with connecting piers, encouraging the use of water activities. This development is set to increase in the future because of further residential property developments.

In some cases where the river tends to be narrower and residential properties occur, 'canyons' can be created thereby tending to contain and amplify sounds from the river.

### **5. Process For Reporting Excessive Noise to PHA**

See ANNEX 'A'

## **6. Current Noise Control Regulations**

### **6.1 MCA Regulation For Noise Levels In Vessel Wheelhouses**

Maritime and Coastguard regulations require that noise in a vessel wheelhouse is limited to 75 decibels in order that the Master and crew of the vessel can clearly hear and communicate on the vessel VHF Radio.

### **6.2 2003 Licensing Act**

Vessels where the selling of alcohol occurs are required to comply with the 2003 Licensing Act. The Act is quite comprehensive in many respects and it does stipulate that noise control measures must be put in place through the use of noise limiting equipment.

### **6.3 Environmental Protection Act 1990**

[Environmental Protection Act 1990](#) which gives Local Authorities their Statutory Nuisance powers and is the legislation under which investigation of party boat noise would be conducted.

### **6.4 LRS NOISE LIMITING REQUIREMENTS (Extract from LRS Pier Licence Conditions)**

6.4.1 Boat operators shall take all necessary steps to ensure that the Master's attention is not distracted by excessive noise on the vessel. Any noise emitted from the vessel shall not exceed the requirements laid down by the Port Health Authority. Where necessary, operators shall fit suitable noise limitation devices and equipment required by the MCA.

6.4.2 Noise monitoring equipment, where fitted, must be tested at least annually and certificated as serviceable by a qualified acoustic engineer.

6.4.3 All boat operators wishing to hold entertainment after 0100 hours must ensure that any noise is contained within the boat and does not cause a nuisance to or annoy or disturb members of the public living nearby in houseboats or property adjacent to the river.

6.4.4 No entertainment shall take place within 100 metres of any terminal or en-route stopping Pier Facility. Quiet background music is permissible via the public address or entertainment systems within enclosed areas.

6.4.5 All boats must be equipped with a public address system which must be in working order and audible throughout. Loud hailers, loud speakers or other amplifying apparatus should not be used at or in the vicinity of Pier Facilities except for the purpose of communicating safety information.

6.4.6

## **7. Recommended Cruise Noise Control Measures**

In order to counteract the potential for noise to become intrusive to other river users and residents the following recommendations are made for which Masters of vessels together with party organisers should consider and implement prior to departure.

### **7.1 Potential Technical Solutions**

Employ simple technical noise limiting technology within the sound system in use. This may be a full cut out or a device which reduces and/or neutralises high volume and limits bass frequencies.

### **7.2 Windows, Doors and Speaker Positioning**

Speakers should be contained indoors or in such a position and location that noise is contained within the vessel, not broadcast externally.

### **7.3 Briefing DJs, Organisers and Passengers**

Consider noise level control as part of party booking contract terms and conditions. Brief party organisers and DJs that there is a potential noise problem on the river and seek assistance and cooperation in vulnerable locations of the passage. Consider 23.00 as a suitable time to reduce noise to a minimum.

### **7.4 Transiting Residential Areas**

Plan to transit residential areas at a reasonable pace without loitering.

### **7.5 Embarking and Disembarking of Passengers**

Music should be turned off during these activities.

## **8. Other Sources of Noise on the River Thames**

There are other potential sources of noise on the river. These include:

Cruise Ships

Private vessel parties

River works activities (e.g. Thames Tideway Tunnel Project)

Commercial vessels

Moorings

Fretting of moored facilities on chains and piles e.g. piers, buoys etc

## **9. Periodic Review of Complaints**

The London Port Health Authority will be responsible for conducting a review of noise complaints twice per year. An appropriate attendance of stakeholders should be invited to attend this event.

This would not preclude the convening of a specific noise meeting should exceptional circumstances dictate the need.

## ANNEX 'A' Public Information For Lodging Noise Complaints

### Extract from London Boroughs Web Sites Message

#### Noise on the Tidal Thames

Issues regarding noise on London's navigable waterways include the powering of vessels; tourist and party boats, piers and moorings; wharves and boatyards. The scale and nature of issues and solutions can vary widely. Competing uses, such as leisure (tourism and party boats) and recreation, heritage, freight transport, infrastructure projects and regeneration, all need to be considered and balanced.

The tidal Thames must be regarded as a working, commercial river first and foremost. Over 8.5 million people travel on the Thames each year and the Mayor's River Action Plan seeks to ensure that we all make better use of the River Thames and other navigable waterways for freight as well as passengers. The River Thames is also a vital transport artery carrying freight to and from the city. The amount of freight moved on the Thames through the capital has trebled in the last four years. In 2013 over 11 million tonnes of cargo was moved by barge and boat - taking about 900,000 lorry movements off London's roads each year.

The Mayor also has a duty under the Greater London Authority Act of *"promoting and encouraging the use of the River Thames safely, in particular for the provision of passenger transport services and for the transportation of freight"* (section 41(5)(d)).

#### Regulating Noise on the Thames

The Maritime and Coastguard Agency requires the fitting of noise limiters for navigational safety purposes, notably to prevent interference with on-board communication. The London Port Health Authority undertakes launch-based patrols and works jointly with riparian local boroughs, the Passenger Boat Association, London River Services, the Port of London Authority and the Metropolitan Police to deal with noise on the tidal Thames. The London Port Health Authority has general powers to investigate complaints about excessive noise on the river. However, it is often difficult to establish a specific case of noise nuisance related to a boat moving on the river.

Due to the nature of marine operations, and the hours of work often relating to the tidal cycle, noise cannot be eliminated entirely from operations on the water, but there are a number of codes of practice available to operators and these should be followed to minimise noise as far as practicable. However should there be a persistent repeat noise nuisance, it is advisable to contact the local Council Environmental Health Department and copy the London Port Health Authority into that email. Below is a list of all the boroughs contact details, along with those of the London Port Health Authority.

When lodging a complaint it is important the following details are included:

- Name of vessel
- Date
- Exact Time
- Your exact location (include postcode to assist) and approximate location of vessel at time of noise complaint
- Description of vessel (e.g. colour, number of decks, position of wheelhouse, and if possible; description of staff/passengers)
- Description and approximate duration of the noise

Port Health Authority – [stuart.smith@cityoflondon.gov.uk](mailto:stuart.smith@cityoflondon.gov.uk)

London Borough of Havering	<a href="mailto:environmental.health@havering.gov.uk">environmental.health@havering.gov.uk</a>
London Borough of Bexley	
London Borough of Barking & Dagenham	<a href="mailto:3000direct@lbdd.gov.uk">3000direct@lbdd.gov.uk</a>
London Borough of Greenwich	<a href="mailto:noise.team@royalgreenwich.gov.uk">noise.team@royalgreenwich.gov.uk</a>
London Borough of Newham	<a href="mailto:Corporate.Complaints@newham.gov.uk">Corporate.Complaints@newham.gov.uk</a>
London Borough of Lewisham	<a href="mailto:noiseandnuisance@lewisham.gov.uk">noiseandnuisance@lewisham.gov.uk</a>
London Borough of Tower Hamlets	<a href="mailto:environmentalhealth@towerhamlets.gov.uk">environmentalhealth@towerhamlets.gov.uk</a>
London Borough of Southwark	<a href="mailto:noiseandnuisance@southwark.gov.uk">noiseandnuisance@southwark.gov.uk</a>
City of London	<a href="mailto:publicprotection@cityoflondon.gov.uk">publicprotection@cityoflondon.gov.uk</a>
London Borough of Westminster	
London Borough of Lambeth	<a href="mailto:noise@lambeth.gov.uk">noise@lambeth.gov.uk</a>
London Borough of Kensington & Chelsea	<a href="mailto:environmentalhealth@rbkc.gov.uk">environmentalhealth@rbkc.gov.uk</a>
London Borough of Wandsworth	<a href="mailto:esd@wandsworth.gov.uk">esd@wandsworth.gov.uk</a>
London Borough of Hammersmith & Fulham	
London Borough of Richmond upon Thames	
London Borough of Hounslow	<a href="mailto:pollution@hounslow.gov.uk">pollution@hounslow.gov.uk</a>

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**Briefing note: Ocean Diva licensing application and City implications.  
November 2022.**

The Ocean Diva is a leisure vessel which is proposed for operation on the River Thames as an entertainment space and conference venue. The capacity for the venue is 550 seated and 1500 for standing events. The proposed navigation routes are yet to be published but it is likely that the vessel due to its size will only travel up river as far as London Bridge. Proposed pier locations include Tower Millennium, Canary Wharf, West India, North Greenwich, Butlers Wharf, Royal Docks, and Excel.

Leisure vessels operating on the Thames do attract a large number (450+) noise complaints from across London to the London Port Health Authority (LPHA) each year and there is a resource implication for the investigation and prevention of complaints for LPHA and City based teams.

**Licensing:**

A licensing application (and amendment on 8<sup>th</sup> September) has been made by Ocean Diva Shipping Limited to the London Borough of Newham for the Ocean Diva which will be where the more permanent mooring for the vessel is proposed.

The application seeks the provision of alcohol, live music, recorded music, performance of dance, plays, films, sporting events, late night refreshment 1100 to 0200, 7 days per week and on 6 calendar days each year from 1100 until 0300 the following morning.

The consultation period ended on the 7<sup>th</sup> of October and a detailed objection to the application has been submitted on behalf of the City of London (attached) based on the objective of prevention of public nuisance, to protect City residents and workers from disturbance. City of London Police have submitted a separate representation on crime and disorder matters. City officers have requested to speak at the hearing to re-enforce the objection and to deal with any new information that arises and will be supported by the City Solicitor.

There has been very little quality detailed information in support of the application, what has been submitted (Pier Management Plan and Event Management Plan) is inadequate to date. We do know that they propose to embark and disembark from Tower Millennium Pier so there is potentially a significant and specific City impact in relation to noise, disturbance and crime and disorder from embarkation and disembarkation, unless significant mitigation is put in place.

The consultation methodology for the licensing application has been insufficient as there were no navigation plans submitted, so it wasn't initially possible to determine who would be affected by the application, the City has made that point in the objection letter.

**Planning:**

A planning application was refused permission in November 2020 for the provision of a new pier at Swan Lane together with associated riverside works and it was the intention that the Ocean Diva would moor at the proposed pier to allow passengers to embark and disembark. Planning permission was refused for two reasons, firstly because the pier was not designed to be multi-use to allow for freight delivery and secondly the noise and disturbance and congestion arising from the intended number of passengers embarking and disembarking the vessel.

Here is a link to the application and the associated documents:

[19/00116/FULL | Erection of a new pier within the River Thames at Swan Lane, to comprise a refurbished landside access platform; new canting brow and pontoon; dredging and filling of river bed; repair and reinstatement of campshed and riverbank; replacement of mooring pile and installation of additional mooring pile. | Swan Lane Pier 1 Swan Lane London EC4R 3TN \(cityoflondon.gov.uk\)](#)

There has been no subsequent planning application submitted for the development of a new pier at Swan Lane and as such there is no current Planning remit in the City in respect of the operation of the Ocean Diva.

**Future dates:**

In December 2022 it is proposed that the vessel will be in London, the Police and other regulators have been invited to attend to aid their understanding of the proposed operations.

The hearing dates are currently set at 22<sup>nd</sup> and 23<sup>rd</sup> February 2023.

**Useful links:**

<https://www.newham.gov.uk/business-licensing-regulation/premises-alcohol-entertainment-license>

**Attachment**

City of London objection letter and suggested conditions.

For further detail or any queries please contact [rachel.pye@cityoflondon.gov.uk](mailto:rachel.pye@cityoflondon.gov.uk)

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