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# AGENDA STREETSCENE POLICY DEVELOPMENT AND REVIEW PANEL

**Date:** Thursday, 7 September 2017

*Time:* 6.00 pm

**Venue:** Collingwood Room - Civic Offices

Members:

Councillor S D Martin (Chairman)

Councillor L Keeble (Vice-Chairman)

Councillors J E Butts

Mrs L E Clubley
J M Englefield
G Fazackarley
R H Price, JP

Deputies: K A Barton

Mrs M Brady



#### 1. Apologies for Absence

### **2. Minutes** (Pages 5 - 8)

To confirm as a correct record the minutes of the meeting of the Streetscene Policy Development and Review Panel meeting held on 13 July 2017.

#### 3. Chairman's Announcements

#### 4. Declarations of Interest and Disclosures of Advice or Directions

To receive any declarations of interest from members in accordance with Standing Orders and the Council's Code of Conduct and disclosures of advice or directions received from Group Leaders or Political Groups, in accordance with the Council's Constitution.

# 5. Deputations

To receive any deputations of which notice has been lodged.

## **6. Review of Work Programme 2017/18** (Pages 9 - 12)

To consider a report by the Director of Operations on the Panel's Work Programme for 2017/18.

# 7. Annual Report on Grounds Maintenance Service (Pages 13 - 18)

To consider a report by the Director of Operations on an Annual Review of the Grounds Maintenance Service.

#### 8. Annual Report on Recycling (Pages 19 - 24)

To consider a report by the Director of Operations on an Annual Review of Recycling.

#### 9. Exclusion of Press and Public

To consider whether it is in the public interest to exclude the public and representatives of the press from the remainder of the meeting in accordance with Section 100A(4) of the Local Government Act 1979, on the grounds that the matter to be dealt with involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Act.

#### **10.** Annual Review of Trade Waste Service (Pages 25 - 36)

To consider a report by the Director of Operations on an Annual Review of the Trade Waste Service.

Pgnwood

P GRIMWOOD Chief Executive Officer Civic Offices www.fareham.gov.uk 30 August 2017

For further information please contact: Democratic Services, Civic Offices, Fareham, PO16 7AZ Tel:01329 236100

democraticservices@fareham.gov.uk



# Minutes of the Streetscene Policy Development and Review Panel

(to be confirmed at the next meeting)

Date: Thursday, 13 July 2017

Venue: Collingwood Room - Civic Offices

**PRESENT:** 

Councillor S D Martin (Chairman)

Councillor L Keeble (Vice-Chairman)

**Councillors:** Mrs L E Clubley, J M Englefield, R H Price, JP and K A Barton

(deputising for J E Butts)

Also Present:



Streetscene Policy Development and Review Panel

#### 1. APOLOGIES FOR ABSENCE

Apologies of absence were received from Councillors J E Butts and G Fazackarley.

#### 2. MINUTES

It was AGREED that the minutes of the Streetscene Policy Development and Review Panel held on 14 June 2017, be confirmed and signed as a correct record.

#### 3. CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

# 4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS

There were no declarations of interest made at this meeting.

# 5. **DEPUTATIONS**

There were no deputations made at this meeting.

#### 6. PRESENTATION BY HEAD OF PROJECT INTEGRA

The Panel received a presentation from Chris Noble, the Head of Project Integra.

The presentation gave details of the work undertaken by Project Integra, the key areas of focus, recycling performance statistics, changes to HWRCs, the 2015-18 Action Plan, and future challenges.

It was AGREED that Chris Noble be thanked for his informative presentation.

#### 7. REVIEW OF WORK PROGRAMME 2017/18

The Panel considered a report by the Director of Operations which reviewed the Panel's work programme for 2017/18.

The Director of Operations addressed the Panel and suggested that due to the interest in the Vanguard work being undertaken in Streetscene at present that a report be added to the work programme to provide an update on the progress of this intervention. It was agreed that it would be included as an unallocated item until such time as officers feel that there is sufficient information to report to the Panel. It is anticipated that this report is likely to go to the January 2018 or March 2018 meeting.

Streetscene Policy Development and Review Panel

#### The Panel AGREED that:

- (a) an item titled 'Vanguard Update' be added as an unallocated item to the 2017/18 work programme; and
- (b) subject to the inclusion of (a) above, the work programme for 2017/18 be confirmed.

#### 8. ANNUAL REPORT ON STREET CLEANSING SERVICE

The Panel considered a report by the Director of Operations which provided an annual review of the Street Cleansing Service.

Councillor Price requested that for future reports he would like a colour map provided showing the areas covered by each of the Street Cleansing teams.

It was AGREED that content of the report be noted.

#### 9. MEMBERS OPEN FORUM

The Chairman informed the Panel that there had been no questions submitted for the Members Open Forum, and gave members an opportunity to ask any questions to officers.

One question was asked regarding the possibility of providing a Street Cleansing service to commercial sites in order to generate some additional income. The panel were informed that this would not be cost effective to the Council as the costs they could charge for the service would not cover the additional costs that would be accrued by the Council for providing this. It would also have a negative effect on the residents of the Borough as it would add additional pressure to the service, however this will be kept under review.

Members and Officers were thanked for taking part in the Open Forum.

(The meeting started at 6.00 pm and ended at 7.42 pm).



# Report to Streetscene Policy Development and Review Panel

Date 7 September 2017

**Report of:** Director of Operations

Subject: REVIEW OF WORK PROGRAMME 2017/18

#### **SUMMARY**

The work programme for 2017/18 was reviewed and agreed by the Panel at its last meeting on 13 July 2017.

#### RECOMMENDATION

Members are now invited to confirm the work programme of items for 2017/18, as set out in Appendix A to this report.

#### INTRODUCTION

1. At the meeting of the Panel on 14 June 2017 members reviewed and agreed the Panel's Work Programme for 2017/18, attached as Appendix A to this report. Members are now invited to further review the work programme.

#### **REVISIONS TO THE WORK PROGRAMME**

- 2. Members are asked to note the following revisions to the work programme;
  - (i) An item titled 'Vanguard Update Presentation' has been added to the work programme for the March 2018 meeting.

#### **RISK ASSESSMENT**

3. There are no significant risk considerations in relation to this report.

#### CONCLUSION

4. The Panel is now invited to confirm the programme of items for 2017/18, as set out in Appendix A to this report.

## **Background Papers:**

# **Reference Papers:**

Streetscene Policy Development and Review panel – 13 July 2017 – Minutes.

## **Enquiries:**

For further information on this report please contact Paul Doran. (Ext 4572)

# STREETSCENE POLICY DEVELOPMENT AND REVIEW PANEL – WORK PROGRAMME 2016/17

DATE	ITEMS		
14 June 2017	Review of Work Programme 2017/18		
	Presentation on Streetscene Services and Key Achievements		
13 July 2017	Review of Work Programme 2017/18		
	Annual Report on Street Cleansing Service		
	Presentation by Head of Project Integra		
	Members Open Forum		
7 September 2017	Review of Work Programme 2017/18		
	Annual Report on Grounds Maintenance		
	Annual Report on Recycling		
	Annual Review of Trade Waste Service		
2 November 2017	Review of Work Programme 2017/18		
	Hedge Cutting Contract		
	Members Open Forum		
25 January 2018	Preliminary Review of Work Programme 2017/18 & Draft Work Programme 2018/19		
	Annual Review of Refuse Collection Service		
	Annual Review of Bus Shelter     Maintenance Contract		
1 March 2018	Final Review of Work Programme for 2017/18 and Draft Work Programme 2018/19		

<ul><li>Report on Textile Recycling</li><li>Vanguard Update - Presentation</li></ul>
Members Open Forum



# Report to Streetscene Policy Development and Review Panel

Date 7 September 2017

**Report of:** Director of Operations

Subject: ANNUAL REPORT ON GROUNDS MAINTENANCE SERVICE

#### **SUMMARY**

The purpose of this report is to provide a summary of the performance of the Grounds Maintenance Service over the last year.

## **RECOMMENDATION**

That the Panel notes the content of this report.

#### INTRODUCTION

- The Grounds Maintenance Service plays a key role in delivering the Council's vision for Fareham of a safe and attractive place to live and work. The service forms part of the larger Operations Service within the Department of Streetscene and operates from the Council's depot at Broadcut, Wallington.
- 2. The majority of the operations undertaken by the Grounds Maintenance team are not a statutory obligation for the Council with the exception of the burial service. The key operations the team carry out within the Borough are as follows:
  - Grass cutting
  - Shrub and rose border maintenance
  - Hedge cutting
  - Floral display maintenance
  - Winter and summer sports pitch preparation and maintenance
  - Play area inspection, repair and maintenance
  - Burial service

#### FINANCIAL INFORMATION

3. The service operates on an annual revenue budget of £1,367,000 as detailed below:

• Employees £816,000

Transport £245,000

Supplies and services £173,000

Internal recharges £77,000

Depreciation £56,000

- 4. Hampshire County Council, under an agency agreement that was revised in 2016 contributes £149,357 annually towards the maintenance of the Highway grass verges, shrub borders and hedgerows.
- 5. The service is managed by the Operations Manager, assisted by the Operations Supervisor. The Grounds Maintenance team consists of 28 full time employees, 1 apprentice gardener and 5 seasonal grass cutting operatives. During periods of peak demand a small number of temporary labour operatives are employed through local recruitment agencies.
- 6. The team operate a 37 hour week Monday Thursday 8am 4pm with a 3.30 finish on Fridays. Occasional overtime is required to meet any peak service demands.

#### **GRASS CUTTING**

- 7. The service is responsible for cutting over 2.5 million square metres of grass, most of which is cut every two to three weeks during the growing season. The operation commences in late February/early March and runs through to late October/early November.
- 8. The Highway verges, small open spaces and areas of grass located around housing estates are cut approximately every two to three weeks depending on weather and ground conditions. Follow up strimming of grass banks and clusters of obstacles is undertaken monthly. The remaining isolated obstacles, including trees and wall lines, are controlled by an annual herbicide application and occasional ad-hoc strimming.
- 9. Parks and large open spaces are cut a minimum of two occasions per month, or as conditions allow. Winter sports pitches are cut as required and as conditions allow to maintain a playable surface.
- 10. The Council's 13 cemeteries and churchyards and 28 sheltered housing schemes are cut at least twice a month or as conditions allow. Due to the sensitive nature and high profile associated with these sites, obstacles are strimmed during each maintenance visit and at times of peak growth the grass is collected to ensure these areas remain safe and attractive for the residents and visitors.
- 11. The Council operates an assisted garden scheme for approximately 165 elderly or disabled Council housed tenants. This scheme, that is free to qualifying residents, provides a monthly grass cutting service from March through to October for those unable to manage their gardens.
- 12. The Council receive an average of between 3 and 4 enquiries a week from Fareham's residents about the grass cutting service.

# **SHRUB AND ROSE BORDERS**

13. The service maintains over 47,000 square metres of shrub and rose borders on Fareham Borough Council and Hampshire Highway land. The majority of sites receive two maintenance visits per annum. The main visit is undertaken during the winter months of November through to February. This visit includes weed control and formative pruning. A second visit is carried out during the summer months to control vegetation encroaching onto footpaths and roads.

#### **HEDGE MAINTENANCE**

- 14. The majority of this operation is undertaken by the Council's incumbent contractor, The Landscape Group. Over 46 kilometres (28 miles) of hedgerows are trimmed on two occasions per annum. The first cut commences in late June/early July and continues through to the end of September. The second cut is carried out between October and February.
- 15. The Wildlife and Countryside Act 1981 makes it an offence to disturb nesting birds and that is why we do not cut hedges during the peak bird nesting season of March through to June unless it is an urgent health & safety matter.
- 16. The current contract is due to expire in June 2018 and Officers are currently

investigating the options available to deliver the service going forward as part of the ongoing Vanguard review of the service.

#### FLORAL DISPLAYS

17. The service is responsible for the maintenance of over 200 lamp post baskets, 40 shop front baskets and various planters, tubs and troughs located throughout the Borough. These seasonal displays provide colourful enhancements to a number of prime locations adding to the 40 flower beds that help to enhance Fareham's prime parks, main roads and roundabouts.

#### **SPORTING FACILITIES**

- 18. The service is responsible for the maintenance of 18 adult and junior football pitches, 7 nine v nine youth football pitches, 4 mini soccer pitches, 2 rugby pitches, 4 cricket pitches and 2 grass bowling greens.
- 19. The majority of maintenance work for these facilities is undertaken by the Grounds Maintenance team with the exception of the winter spots pitch deep aeration and end of season renovation operations. This service is currently carried out by The Landscape Group as part of the Hedge and Sports Maintenance Contract awarded in 2014.

## **BURIAL SERVICE**

- 20. The Grounds Maintenance service provides a team responsible for the excavation and backfilling of graves and cremated remains across the Councils 8 working cemeteries that are located throughout the Borough.
- 21. The team prepare and dress the graveside in preparation for the interment and a member of the team attends each service to receive the burial documentation and to ensure there is a Council presence at the burial should it be required.
- 22. During 2016 the team carried out 97 full burials (131 in 2015) and 99 internments of cremated remains (95 in 2015). In 2014 there were over 100 burials and 90 cremated remains.

#### **PLAY AREAS**

- 23. The team is responsible for the inspection, maintenance and repair of the Council's 44 play areas, 6 skate facilities and 4 outdoor gyms. The facilities are located across all wards in the borough and the inspections are carried out at each site on a frequency of 1-3 times a week depending on an analysis of the sites defect records.
- 24. To facilitate the above operation a full time play inspector is certificated to the Royal Society for the Prevention of Accidents (RoSPA) operational standard. The inspector is employed to inspect report and undertake the majority of repairs to the equipment and safety surfacing. An additional 4 members of the team are RoSPA trained to undertake basic inspections to provide cover for the full time inspector during periods of leave and absence.

#### **SERVICE ACHIEVEMENTS**

25. It has been another successful year for the Borough at the South and South East in

Bloom awards held on 14 September 2016 at Ferneham Hall in Fareham. Fareham received its 13<sup>th</sup> consecutive Gold award in the Small City category and was once again category winner. The Borough also won the County award for the highest marked entry in Hampshire.

- 26. The quality of Fareham's parks and gardens also received top recognition in receiving the following awards:
  - Holly Hill Woodland Park Gold
  - Sensory Garden of Reflection Gold
  - Westbury Manor Garden Gold
  - Warsash Common Gold
  - Civic Gardens Gold
- 27. The service also helped Fareham retain Green Flag status for Holly Hill Woodland Park and the Sensory Garden of Reflection.

#### SERVICE DEVELOPMENT

- 28. The Vanguard intervention continues to review the grounds maintenance service alongside a larger review of all the Streetscene front line operations.
- 29. The team will continue to review operations and service demands to ensure it can provide a flexible operation able to achieve a high level of customer service whilst working proactively to maintain the Borough to the highest possible standards within the available resource.
- 30. Training needs continue to be identified and delivered to ensure the team are resilient and to provide opportunities for career development. During 2017, in addition to the on-going annual training for small plant and ride on mower operation given to any new recruits, several members of the team have been trained to operate safely on fast roads, Other training provided has included Driver CPC (Certificate of Professional Competence) training and Mobile Elevated Working Platforms (MEWPS) training.
- 31. The team's Horticultural apprentice is working towards his level 3 certificate in Horticulture and has been taken on as a permanent member of the grounds team.

#### **RISK ASSESSMENT**

32. There are no significant risk considerations in relation to this report.

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None

#### **Reference Papers:**

None

# **Enquiries:**

For further information on this report please contact Mick Gore. (Ext 4459).



# Report to Streetscene Policy Development and Review Panel

Date 7 September 2017

Report of: Director of Operations

Subject: ANNUAL REPORT ON RECYCLING

#### SUMMARY

The purpose of this report is to provide information on the performance of the recycling facilities offered by the Council to residents of the Borough.

## **RECOMMENDATION**

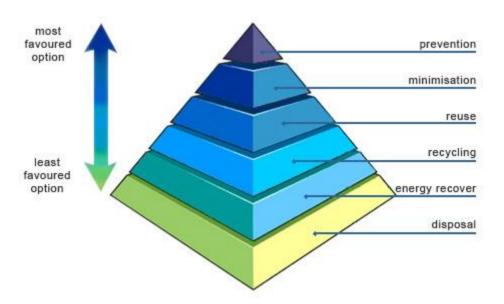
That members note the contents of this report.

#### INTRODUCTION

- 1. Fareham Borough Council collects recycling at the kerbside (in the blue top bins and garden waste sacks), and through a network of bring bank sites (mainly glass and textiles).
- 2. For the last few years the Council has maintained a position whereby 33-35% of the total domestic waste generated is sent for recycling or composting. This is one of the highest rates in Hampshire. As well as the environmental benefits, the Council receives a significant income from the sale of materials sent for recycling.
- 3. The waste disposal and recycling facilities are managed through the Project Integra partnership, comprising Hampshire County Council (HCC), all of the waste collection and unitary authorities in Hampshire, together with Veolia Environmental Services. Almost all of Hampshire's residual waste is now incinerated at an energy recovery facility (ERF) which generates electricity from the process.

#### THE WASTE HIERARCHY

- 4. The Waste Hierarchy establishes a priority approach to waste, to protect the environment and conserve resources through policy and legislation.
- 5. The best environmental option is to prevent the waste arising, for instance using leftover food rather than throwing it away. Further down the hierarchy, re-use saves the energy required to recycle something into a new product.
- 6. The Waste Hierarchy



#### **COMMUNITY ENGAGEMENT**

7. Talks and events are held as requested, to promote recycling and waste prevention and these are provided by the Council's Recycling Co-ordinator. Groups visited over the last year include FBC Tenants and Leaseholders Forum, residents groups, and schools. A day of workshops was run at Fareham Academy as part of Year 7s Citizenship Day.

#### **WASTE PREVENTION**

- 8. The Project Integra Waste Prevention Plan aims to reduce waste generation levels, to be more in line with the England average. The HCC area has one of the highest rates of residual waste generated per household of any shire county, and Southampton and Portsmouth City Councils have some of the highest of England's unitary authorities.
- 9. Waste prevention activities will reduce collection and disposal costs. These activities also have a positive knock-on effect of increasing recycling tonnages, due to the increased publicity. It is very difficult to quantify the amount of waste avoided by prevention or minimisation measures, since by definition, if waste has been prevented it is not there to weigh.
- 10. The main priorities for the Waste Prevention Plan are to:
  - reduce avoidable food waste focussing on the Love Food Hate Waste campaign
  - increase home composting
  - promote furniture reuse organisations for bulky waste
  - develop a central website to promote examples such as the Mail Preference Service, reusable nappies and smart shopping
- 11. The work to reduce food waste complements Fareham's work in this area. Following the successful bid to Sainsbury's for funding, a temporary Project Officer has been appointed to work with local residents, schools and Housing providers, focussing on Round 4 in the south Fareham area.
- 12. There is evidence that people do not realise how much food they actually waste, so the work will encourage people to keep a simple diary for a week, and note down all the food they throw away. Tips and recipe ideas will be shared on the web and social media.
- 13. A competition will be held for children to design a take-out bag, for local restaurants to offer diners to take left-overs home. Pop-up displays will be held outside blocks of flats, in school playgrounds at the end of the school day, and at Community Centres.
- 14. In May, HCC staff held a home composting exhibition at the Council Connect stand in Fareham Shopping Centre. They spoke to a lot of people, and signed up about 35 people to receive a free composter. For a number of years Hampshire residents have been able to buy reasonably price composters.
- 15. To reduce bulky waste, some councils in Hampshire, including Fareham, are helping residents divert furniture to re-use organisations. When a resident calls to book a bulky waste collection, they are offered a phone number of a local charity who will collect the item for re-use, if the item is in good condition.

16. The Smart Living website has been developed to promote the Mailing Preference Service and re-usable nappies, as well as ways to avoid food waste and repair clothes. <a href="https://www.hants.gov.uk/wasteandrecycling/smartliving">https://www.hants.gov.uk/wasteandrecycling/smartliving</a>

#### KERBSIDE RECYCLING

17. The Council continues to collect paper, card, tins, cans, aerosols and plastic bottles from all households in the Borough. The amount of contamination in recycling bins is one of the lowest in Hampshire. This relates to the wrong materials put in the recycling bin; either as the result of misunderstandings about what can be recycled, or a handful of residents misusing the bin for domestic waste.

#### **GARDEN WASTE**

18. The Council collects one sack of garden waste fortnightly from all households, at no extra charge. Residents wishing to dispose of additional garden waste can purchase disposable bags at a cost of £25.00 for 25 bags, or £6 for 5 bags. This covers the cost of collecting and disposing of the extra material.

### **RECYCLING BANKS**

- 19. There is a network of 34 bank sites across the Borough, for recycling glass bottles and jars. In addition, 20 blocks of flats have small glass recycling banks.
- 20. There are 37 textile recycling banks across the Borough. There are a mix of banks on public land run under contract to the Council, and those on private land provided by charities.
- 21. There are a few recycling banks for books, CDs and DVDs, which are operated by charities to collect these materials for sale in their shops.

#### **RECYCLING STATISTICS**

22. The tables below show a comparison of recycling figures from the year 2014-15 and 2015-16.

Statistic (total tonnage)	Apr-Mar 14/15	Apr-Mar 15/16	Apr-Mar 16/17
Overall Recycling %	35%	33%	33.6%
Total Recycling Tonnage	12290	11990	12222
Total Residual Tonnage	22899	24410	24129

Breakdown of Recycling Tonnage	Apr-Mar 14/15	Apr-Mar 15/16	Apr-Mar 16/17
Recycling (blue top bin) total tonnage	6970	6876	6742
Bring Bank Glass total tonnage	2029	2089	2102
Textile bank total tonnage	248	244	267
Garden waste total tonnage	3924	3782	3969
Paper bank total tonnage	74	35	0
Book bank total tonnage	75	63	58

- 23. The overall Recycling Rate has increased slightly, mainly because of an increase in tonnages of garden waste and glass collected. The paper banks have been removed, due to the downturn in the recycled paper market, which is partly as a result of the reduction in sales of print newspapers.
- 24. Oxfam removed their book bank in February 2016, because their book-shop was unable to handle the capacity. Material reused through charity shops is not measured.

#### INCOME

- 25. The income derived from the sale of recycling materials is passed back to each authority according to the tonnages collected, and the market price of each material. In the financial year 2016-17, Fareham Borough Council received over £280,000 from the sale of recycled materials sent to the MRF. This sum is derived from a profit share arrangement with Veolia Environmental Services whereby 50% of the sale proceeds from dry mixed recyclables is allocated back to participating councils in proportion to the tonnages collected.
- 26.Over £44,000 has been generated from the sale of textiles collected from blue banks across the Borough. The amount received from the sale of glass and textiles has increased slightly from the previous year, due to stability in the markets and slightly increased prices for recyclables. Full details of all income received from recycling for the last five financial years can be found at Appendix A.
- 27. In addition to income from sale of materials, Recycling Credits are paid to waste collection authorities (WCA) by their waste disposal authority (WDA). The WCA receives Credits in direct proportion to the saving of cost that would otherwise have been incurred to dispose of the material as waste. The Council receives Recycling Credits from Hampshire County Council for glass and textiles collected from bring bank sites. The current rate is £44.60 per tonne, a rise of 3% on last year.

#### RISK ASSESSMENT

28. There are no significant risk considerations in relation to this report.

#### CONCLUSION

- 29. The Council currently provides a variety of recycling services that have both environmental and financial benefits. Through Project Integra, the Council regularly reviews the type of recycling services it can provide, giving due consideration to issues of sustainability and affordability.
- 30. Waste prevention is an important way of stopping material which still has value from entering the waste stream. This is an increasing focus of work for both Fareham Borough Council and Project Integra.

## **Background Papers:**

None

**Reference Papers:** 

None

**Enquiries:** 

For further information on this report please contact Sue Hand. (Ext 4554).

# Appendix A

# Summary of Income and Credits Received for Recycling for the Last Five Financial Years

	2012-13	2013-14	2014-15	2015-16	2016-17
Sale of material from the MRF	£300,300	£297,880	£230,347	£234,467	£284,267
Sale of glass	£26,369	£56,081	£40,049	£15,056	£18,286
Glass recycling credits	£76,286	£72,220	£69,463	£72,715	£75,839
Sale of Textiles	-	£78,506	£81,918	£44,173	£44,405
Textile recycling credits		£4,877	£6,880	£7,381	£5,795
Total	£402,955	£509,564	£428,657	£373,792	£428,592

# Agenda Item 10

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted