

FAREHAM

BOROUGH COUNCIL

Report to Streetscene Policy Development and Review Panel

Date **1 March 2018**

Report of: **Head of Streetscene**

Subject: **FINAL REVIEW OF WORK PROGRAMME 2017/18 AND DRAFT
WORK PROGRAMME 2018/19**

SUMMARY

At its last meeting of the Panel on 25 January 2018, members reviewed the existing work programme for 2017/18 and also considered the draft work programme for 2018/19. The Panel is now invited to assess the overall progress for the current year and finalise a draft work programme for 2018/19.

RECOMMENDATION

The Panel is now invited to:-

- (a) review the outcomes of the Panel's work programme for 2017/18;
- (b) agree a proposed work programme for 2018/19; and
- (c) submit the proposed work programme for 2018/19 to the Council for endorsement.

INTRODUCTION

1. This is the last cycle of meetings for the year and the Panel is invited to finalise its review of this year's work programme and confirm the draft programme for 2018/19.

THE PANEL'S TERMS OF REFERENCE

2. Under its terms of reference, the Streetscene Policy Development and Review Panel is responsible for:-
 - reporting and advising upon policies and proposals relating to the Streetscene portfolio;
 - assisting Full Council and the Executive in the development and formulation of policy; and
 - reviewing the performance of services provided directly or indirectly by the Council.

WORK PROGRAMME – CURRENT YEAR 2017/18

3. Appendix A to this report contains details of the current year's work programme for the review by the Panel.
4. Members are asked to note that there are no further revisions to this year's work programme.

STREETSCENE POLICY DEVELOPMENT AND REVIEW PANEL WORK PROGRAMME 2018/19

5. Appendix B sets out details of the proposed items for consideration during 2018/19. As the Panel now focuses on 'policy development', it is suggested that smaller working groups are allocated to work with officers on specific subjects. The Panel is also likely to consider reports on specific subjects. The Panel is also likely to consider reports on a specific subject on more than one occasion during the course of the year, as the policy is developed and before final recommendations are made to the Executive.
6. It is also for the Panel to consider whether any reviews of items under the Council's policy framework will be included in the 2018/19 programme.
7. Appendix C contains a list of the plans and strategies currently contained in the Council's policy framework.

RISK ASSESSMENT

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

CONCLUSION

9. To summarise, the Panel is now invited to:-
 - (a) review the outcomes of the Panel's work programme for 2017/18;
 - (b) agree a proposed work programme for 2018/19; and
 - (c) submit the proposed work programme for 2018/19 to the Council for endorsement.

Appendices:

Appendix A - Progress on Actions 2017/18

Appendix B – Streetscene Policy Development and Review Panel Work Programme 2018/19

Appendix C – Policy Framework

Appendix D – Streetscene Policy Development and Review Panel Work Programme 2018/19

Background Papers:**Reference Papers:****Enquiries:**

For further information on this report please contact Mark Bowler. (Ext 4420)

APPENDIX A

Streetscene Policy Development and Review Panel – 1 March 2018 Progress on Actions since last meeting of 2017/18

Date of Meeting	2 March 2017
Subject	Final Review of Work Programme for 2016/17 and Draft Work Programme 2017/18
Type of Item	Review
Action by Panel	<p>The Panel considered a report by the Director of Operations which gave a final review of the Panel's work programme for 2016/17 and the proposed work programme for 2017/18.</p> <p>The Director of Operations addressed the Panel, and informed them that there has been one additional item added to the 2017/18 work programme on a Presentation by the Head of Project Integra for the 13 July meeting. In light of this additional item to the 13 July 2017 meeting, it was suggested to the Panel that the item on Trade Waste which is currently scheduled for the same meeting be moved to the 7 September 2017 meeting.</p> <p>It was AGREED that Members:-</p> <ul style="list-style-type: none"> (a) reviewed the outcomes of the Panel's work programme for 2016/17; (b) that the item on Trade Waste be moved to the 7 September 2017 meeting; (c) that subject to (b) above, approve the draft work programme for 2017/18; and (d) submit the proposed work programme for 2017/18 to the Council for endorsement.
Outcome	Proposed work programme submitted to Council at its meeting 27 April 2017.
Link Officer	Paul Doran
Subject	Hedge Cutting Contract Review
Type of Item	Report
Action by Panel	<p>The Panel considered a report by the Director of Operations which reviewed the current Hedge Cutting Contract.</p> <p>Members were keen to have an involvement in the future of the contract, and it was agreed that a Member/Officer working group would be set up at an appropriate time to assist in the process.</p> <p>It was AGREED that the content of the report be noted.</p>
Outcome	Completed.

Link Officer	Mick Gore
Subject	Report on Textile Recycling
Type of Item	Report
Action by Panel	<p>The Panel considered a report by the Director of Operations on Textile Recycling.</p> <p>The Panel was pleased to note that the Council had continued its financial support of the three named charities, plus the on-going support of other local community groups.</p> <p>It was AGREED that the content of the report be noted.</p>
Outcome	Completed.
Link Officer	Kitty Rose
Subject	Members Open Forum
Type of Item	Question and Answer
Action by Panel	<p>The Chairman announced that there had been no questions submitted for this item. The Panel were given the opportunity to ask any questions to the officer's present on any Streetscene related topic. There were no questions put forward by the Panel.</p> <p>The Chairman thanked the Panel and Officers for their hard work and input into the items dealt with by the Committee over the current municipal year.</p>
Outcome	Completed.
Link Officer	Paul Doran.
Date of Meeting	14 June 2017
Subject	Review of Work Programme 2017/18
Type of Item	Review
Action by Panel	<p>The Panel considered a report by the Director of Operations which reviewed the Panel's work programme for 2017/18.</p> <p>It was AGREED that the Panel confirm the work programme for 2017/18, as set out in Appendix A to the report.</p>
Outcome	Work programme agreed.
Link Officer	Paul Doran
Subject	Presentation on Streetscene Services and Key Achievements
Type of Item	Presentation

Action by Panel	<p>The Panel received a presentation from the Director of Operations, the Refuse and Recycling Manager, the Transport Manager, the Operations Manager and the Public and Open Spaces Manager on the Services within the Streetscene department, the key achievements made in each area over the past 12 months and the key objectives for 2017/18.</p> <p>The areas which members received information on included; transport management, refuse and recycling collections, fridge collections, healthcare waste, grounds maintenance, street cleansing, fly-tipping, graffiti removal, public toilets, bus shelters, cemeteries, the corporate cleaning contract, speed limit reminder signs, Fareham in Bloom and parks and open spaces.</p> <p>It was AGREED that the Director of Operations, the Refuse and Recycling Manager, the Operations Manager and the Public and Open Spaces Manager be thanked for their informative presentation.</p>
Outcome	Presentation noted
Link Officer	Paul Doran, Gary Squire, Sue Woodbridge and Mick Gore, Damian Ayling.
Subject	Verbal Update on Single Use Plastic
Type of Item	Verbal Report
Action by Panel	<p>The Panel received a verbal update from the Director of Operations on a recent enquiry that had been passed to him via Councillor Mrs Brady from Friends of the Earth regarding Single Use Plastics.</p> <p>He informed the Panel that the Council's response to the letter from Friends of the Earth has been sent to them and a copy has also been provided to Councillor Mrs Brady.</p> <p>The Panel thanked the Director of Operations for his informative verbal update.</p>
Outcome	Information Noted
Link Officer	Paul Doran
Date of Meeting	13 July 2017
Subject	Presentation by Head of Project Integra
Type of Item	Presentation
Action by Panel	<p>The Panel received a presentation from Chris Noble, the Head of Project Integra.</p> <p>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.</p> <p>It was AGREED that Chris Noble be thanked for his informative presentation.</p>

Outcome	Presentation Noted.
Link Officer	Paul Doran
Subject	Review of Work Programme 2017/18
Type of Item	Review
Action by Panel	<p>The Panel considered a report by the Director of Operations which reviewed the Panel's work programme for 2017/18.</p> <p>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 the 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.</p> <p>The Panel AGREED that:</p> <p>(a) an item titled 'Vanguard Update' be added as an unallocated item to the 2018/18 work programme; and</p> <p>(b) subject to the inclusion of (a) above, the work programme for 2017/18 be confirmed.</p>
Outcome	Content of report noted.
Link Officer	Paul Doran
Subject	Annual Report on Street Cleansing Service
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Operations which provided an annual review of the Street Cleansing Service.</p> <p>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.</p> <p>It was AGREED that the content of the report be noted.</p>
Outcome	Content of report noted.
Link Officer	Mick Gore
Subject	Members Open Forum

Type of Item	Question and Answer
Action by Panel	<p>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.</p> <p>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 would be kept under review.</p> <p>Members and Officers were thanked for taking part in the Open Forum.</p>
Outcome	Suggestions and comments noted.
Link Officer	Paul Doran
Date of Meeting	7 September 2017
Subject	Review of Work Programme 2017/18
Type of Item	Review
Action by Panel	<p>The Panel considered a report by the Director of Operations which reviewed the Panel's work programme for 2017/18.</p> <p>It was AGREED that the work programme for 2017/18, as set out in Appendix A to the report, be confirmed.</p>
Outcome	Work Programme confirmed.
Link Officer	Paul Doran
Subject	Annual Report on Recycling
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Operations on an annual review of Recycling</p> <p>Members were informed that in addition to the work that will be undertaken by Barbara Cowie as the newly appointed Food Saver Champion, as outlined in minute item 3 above, she will also be looking to work with local restaurants to promote the use of take away bags, where customers can be given the opportunity to take home unfinished food from their meals.</p> <p>It was AGREED that the Panel note the content of the report.</p>
Outcome	Content of report noted.
Link Officer	Sue Hand

Subject	Annual Report on Trade Waste Service
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Operations on an annual review of the Trade Waste Service.</p> <p>Councillor S D Martin declared a non-pecuniary interest in this item as he is a Waste Management Consultant.</p> <p>It was AGREED that the Panel note the content of the report.</p>
Outcome	Report noted
Link Officer	Gary Squire
Date of Meeting	2 November 2017
Subject	Review of Work Programme 2017/18
Type of Item	Review
Action by Panel	<p>The Panel considered a report by the Director of Operations which reviewed the Panel's work programme for 2017/18.</p> <p>It was AGREED that the Panel confirm the programme of items for 2017/18, as set out in Appendix A to the report.</p>
Outcome	Report noted
Link Officer	Mark Bowler
Subject	Members Open Forum
Type of Item	Question and Answer
Action by Panel	<p>The Chairman invited Councillor Ford to address the Panel as he had submitted a question.</p> <p>His question was "It appears that re-cycling percentages are pretty flat so what could be the next initiative. I reckon that even amongst enthusiastic re-cyclers kitchen waste that goes into the 'under the sink' bin contains both recyclable and non-recyclable material. The full bag will then go into the green top bin. Short of providing a kitchen caddy, are there any thoughts or tips we can offer households to help them separate materials within the kitchen?"</p> <p>The Chairman then provided the following response; "The levelling-off of recycling rates is a national trend, which is replicated across Hampshire as well as Fareham. The reasons for the trend will vary according to the area.</p> <p>This is undoubtedly an element of recycling fatigue, and people citing confusion about what materials are accepted as a reason not to recycle.</p>

The standard of materials accepted by re-processors has been rising, with the effect that the sorting has become more stringent in order to protect the market the materials are sent to.

The contamination rates in Fareham (i.e. non-recyclable materials put in the recycling bins) at 10% is the second lowest in Hampshire; the average across PI is just under 13%, with some authorities at 18%.

Within Fareham, we are currently putting our efforts into focusing on food waste, with our Food Saver Champion, Barbara Cowie, working on a project funded by Sainsbury's. Events have been held in Sainsbury's, local libraries, markets and Council Connect and we gave presentations in several schools. We are working very closely with the Communications team to maximise use of social media.

We are asking householders to keep a food diary for a week, to highlight just how much food is wasted; to date 1226 diaries have been issued. We are producing 'doggy bags' for restaurants to offer diners. The children's competition to design the bag has just closed, 1550 competition forms were delivered to local schools. We are also issuing 'Welcome packs' to new tenants in Council and Housing Association properties, with tools and tips to avoid food waste.

Generally, raising awareness of one aspect of waste, such as food, has a knock-on effect on improving recycling as people are reminded of the issue. It is accepted good practice that a drip-drip effect if continual reminders is required to maintain recycling rates.

We send an annual bin collection calendar which includes a reminder of what can be recycled. This year's calendars were delivered during October. During 2016 we delivered 2000 bags to residents in flats to store recyclable materials, to discourage plastic bags in the recycling bins.

Project Integra are working with a Behavioural Insights team to look at the reasons people are not recycling, and develop a targeted campaign to encourage recycling. We are proposing that Fareham would like to be a pilot for the project."

At the invitation of the Chairman, Councillor Miss Harper, Executive Member for Streetscene, addressed the Panel on this item.

Councillor Price enquired as to whether the 'welcome pack' that is being given out to new Council and Housing Association tenants could also be given to local Estate Agents so that they could be given out to new tenants in privately rented properties. The Head of Streetscene agreed that this could be looked into.

	<p>It was suggested that the ideas from the Behavioural Insights team could be presented to the Panel or to all Members as a briefing session.</p> <p>The Chairman thanked Officers and Members for their participation in the Members Open Forum.</p>
Outcome	Information Noted.
Link Officer	Mark Bowler
Subject	Review of the Hedge Cutting Contract
Type of Item	Review
Action by Panel	<p>The Panel considered a report by the Director of Operations on a review of the Hedge Cutting Contract.</p> <p>At the invitation of the Chairman, Councillors Mrs Ellis, Ford, JP and Miss Harper, Executive Member for Streetscene addressed the Panel on this item.</p> <p>It was AGREED that the Panel:-</p> <p>(a) note the content of the report; and</p> <p>(b) recommends Option 3 to the Executive as the preferred option for endorsement.</p>
Outcome	Report went before the Executive meeting on 8 January 2018, the Executive made the following decision: RESOLVED that the Executive approves the recommendations as outlined in the report.
Link Officer	Mick Gore
Date of Meeting	25 January 2018
Subject	Preliminary Review of Streetscene Policy Development and Review Panel Work Programme 2017/18 and Draft Work Programme 2018/19
Type of Item	Programming
Action by Panel	<p>The Panel considered a report by the Head of Streetscene which reviewed the Panel's work programme for the current year 2017/18, and gave initial consideration for the Panel's work programme for 2018/19.</p> <p>The Panel were asked if they had any further items that they would like to add to the proposed work programme for 2018/19. Councillor Keeble suggested that under the Review of Recycling report, an update on plastic recycling be included in with this</p>

	<p>report.</p> <p>The Chairman made reference to the visits to the Energy Recovery Facility and the Materials Recovery Facility that were arranged for Member's last year, and asked if these could be arranged again for this year. The Head of Streetscene confirmed that this could be arranged and that the Committee Officer would contact Panel Member's to arrange this.</p> <p>It was AGREED that the Panel:-</p> <p>(a) considered the outcomes of the Panel's work programme for the current year; and</p> <p>(b) gave initial consideration to an outline draft work programme for 2018/19, to which further consideration can be given to those matters at the meeting on 1 March 2018.</p>
Outcome	Report Noted.
Link Officer	Mark Bowler
Subject	Annual Review of Refuse Collection Service
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Head of Streetscene which gave an annual review of the Refuse Collection Service.</p> <p>In addition to this the Panel also received a short presentation by the Transport Supervisor on the new Refuse Vehicles that were procured in 2017, these vehicles whilst being euro 6 compliant also feature the following improvements:</p> <p>Emergency brake assist Lane change warning device Side guard for pedestrian and cycle safety 360 camera which also includes a cycle aware system Electric Lift system which is quieter and faster than the old system.</p> <p>It was AGREED that the Panel:</p> <p>(a) note the content of the report; and</p> <p>(b) thanked the Transport Supervisor for his informative presentation.</p>
Outcome	Content of report noted.
Link Officer	Gary Squire / Damian Ayling

Subject	Presentation on the Countryside Service
Type of Item	Information
Action by Panel	<p>The Panel received a presentation on the Countryside Service which has transferred from the Leisure and Community Portfolio to the Streetscene Portfolio.</p> <p>The presentation was given by the Countryside Ranger and featured some of the following areas:</p> <ul style="list-style-type: none"> • The Role of the Service • A brief history of the Service • Details of the Sites that fall under the Council's responsibility and the different types of designation of these sites • Some of the attributes of the sites, and what the various sites are assessed on • The Community Contribution • A list of the Volunteer Groups • Achievements/successes over the past few years <p>Members enquired as to whether there were any plans to adopt more land in the future for Community use. The Head of Streetscene confirmed that this may happen in the future but stressed that we would only adopt new land where there is a financial contribution that comes with it to support the work that would need to be undertaken.</p> <p>It was AGREED that the Countryside Ranger be thanked for this presentation.</p>
Outcome	Presentation Noted
Link Officer	Mark Trigwell
Subject	Presentation on Annual Review of Bus Shelter Maintenance Contract
Type of Item	Information
Action by Panel	<p>The Panel received a presentation by the Technical Officer (Streetscene) on the Bus Shelter Maintenance contract.</p> <p>The presentation gave an overview of the previous contract and the issues that had arisen from that contract, and highlighted the improved changes to the shelter's since the new contract was awarded to Queensbury Shelters Ltd in July 2016.</p> <p>One of the differences with the new contract is that all of the bus shelters are now in Fareham Borough Council's ownership, and as a result of this the advertising shelters have decreased from 43 shelters to just 8. These 8 shelters are now used to advertise Council events only.</p> <p>The presentation also focused on the future plans which include the replacement of the remaining older shelters and the</p>

	<p>installation of the new shelters along Newgate Lane south.</p> <p>Members' noted that the improved cleaning of the shelters has resulted in a significant decrease in the number of complaints.</p> <p>Lastly the presentation looked at some of the issues that arise for this service, which include the changing of the bus routes by First Bus, the suitability of locations for shelters and the difficulty in managing individual requests.</p> <p>The Panel agreed that the new contract is working well and there is a noticeable visual improvement to the shelters within the Borough.</p> <p>It was AGREED that the Technical Officer (Streetscene) be thanked for his informative presentation.</p>
Outcome	Noted.
Link Officer	Rob White

**STREETSCENE POLICY DEVELOPMENT AND REVIEW PANEL – WORK PROGRAMME
2017/18**

Date	Subject	Type of Item
14 June 2017	• Review of Work Programme 2017/18	Programming
	• Presentation on Streetscene Services and Key Achievements	Presentation
13 July 2017	• Review of Work Programme 2017/18	Programming
	• Annual Report on Street Cleansing Service	Information
	• Presentation by Head of Project Integra	Information
	• Members Open Forum	Question and Answer
7 September 2017	• Review of Work Programme 2017/18	Programming
	• Annual Report on Grounds Maintenance	Information
	• Annual Report on Recycling	Information
	• Annual Review of Trade Waste Service	Information
2 November 2017	• Review of Work Programme 2017/18	Programming
	• Review of Hedge Cutting Contract	Information
	• Members Open Forum	Question and Answer
25 January 2018	• Preliminary Review of Work Programme 2017/18 & 2018/19	Programming
	• Annual Review of Refuse Collection Service	Information
	• Presentation on the Countryside Service	Information
	• Presentation on Annual Review of Bus Shelter Maintenance Contract	Information

1 March 2018	<ul style="list-style-type: none"> • Final review of the Work Programme for 2017/18 and draft Work Programme for 2018/19 	Programming
	<ul style="list-style-type: none"> • Report on Textile Recycling 	Information
	<ul style="list-style-type: none"> • Vanguard Update - Presentation 	Information
	<ul style="list-style-type: none"> • Members Open Forum 	Question and Answer

FAREHAM BOROUGH COUNCIL

POLICY FRAMEWORK

Under the Constitution, the plans and strategies to be adopted or approved by the full Council are:-

- (a) Sustainable Community Strategy;
- (b) Housing Strategy;
- (c) Food Safety Service Plan;
- (d) Licensing Policy;
- (e) Plans and Alterations comprising the Development Plan;
- (f) Development Plan Documents;
- (g) Community Safety Strategy;
- (h) Corporate Vision, Values, Objectives and Priority Actions.

STREETSCENE POLICY DEVELOPMENT AND REVIEW PANEL
PROPOSED WORK PROGRAMME FOR 2018/19

<u>MEETING DATES FOR 2017/18</u>	<u>ITEMS</u>
7 June 2018	<ul style="list-style-type: none"> • Review of Work Programme 2018/19 • Presentation on Streetscene Services and Key Achievements
12 July 2018	<ul style="list-style-type: none"> • Review of Work Programme 2018/19 • Members Tour – to visit Streetscene Services in the Borough during the day prior to the evening meeting • Discussion on Issues Emerging from Members Tour • Review of Recycling
6 September 2018	<ul style="list-style-type: none"> • Review of Work Programme 2018/19 • Review of Trade Waste Service • Review of Textiles Recycling
1 November 2018	<ul style="list-style-type: none"> • Review of Work Programme 2018/19 • Review of Grounds Maintenance • Review of Public Toilets
25 January 2019	<ul style="list-style-type: none"> • Preliminary Review of Work Programme 2018/19 and Draft Work Programme 2019/20 • Review of Street Cleansing • Countryside Ranger Presentation
14 March 2019	<ul style="list-style-type: none"> • Final Review of Work Programme 2018/19 and Draft Work Programme 2019/20 • Review of Bus Shelter Contract

Unallocated Item:

- Vanguard Update – Refuse and Recycling