

AGENDA
STREETSCENE POLICY DEVELOPMENT AND
REVIEW PANEL

Date: Thursday, 7 March 2013

Time: 6:00 pm

Venue: Collingwood Room - Civic Offices

Members:

Councillor Miss T G Harper (Chairman)

Councillor Mrs S M Bayford (Vice-Chairman)

Councillors J V Bryant
M J Ford, JP
D J Norris
D C S Swanbrow
J M Englefield

Deputies: J S Forrest
N R Gregory
A Mandry



1. Apologies for Absence

2. Minutes (Pages 1 - 4)

To confirm as a correct record the minutes of the meeting of the Panel held on 8 November 2012.

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 for 2012/13 and Draft Work Programme for 2013/14 (Pages 5 - 18)

To consider a report by the Director of Streetscene which reviews the outcome of the Panel's work programme for 2012/13 and suggests a draft work programme for 2013/14.

P GRIMWOOD
Chief Executive Officer

Civic Offices
www.fareham.gov.uk
27 February 2013

For further information please contact:
Democratic Services, Civic Offices, Fareham, PO16 7AZ
Tel:01329 236100
democraticservices@fareham.gov.uk



FAREHAM BOROUGH
COUNCIL

www.fareham.gov.uk

Minutes of the Streetscene Policy Development and Review Panel

*Minutes of a meeting held on 8 November 2012
at the Civic Offices, Fareham*

PRESENT:

Councillor Miss T G Harper
(Chairman)

Councillor Mrs S M Bayford
(Vice-Chairman)

Councillors: J V Bryant, M J Ford, D J Norris, and D C S Swanbrow.

Also present: Councillor Keeble, Executive Member for Streetscene (items 7 & 9)

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. MINUTES

It was AGREED that the minutes of the meeting of the Streetscene Policy Development and Review Panel held on 12 July 2012 be confirmed and signed as a correct record ([ssp-120712-m](#)).

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman expressed her thanks to Martyn George for his assistance on the Panel over the past 5 years and welcomed Paul Doran to the meeting as the new Director of Streetscene.

4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS

There were no declarations of interest or disclosures of advice or directions made at this meeting.

5. DEPUTATIONS

There were no deputations made at this meeting.

6. STREETSCENE POLICY DEVELOPMENT AND REVIEW PANEL WORK PROGRAMME 2012/13

The panel considered a report by the Director of Streetscene on the Panel's work programme for 2012/13 (copy of report [ssp-121108-r01-mge](#)).

It was AGREED that the contents of the report be noted.

7. PROJECT INTEGRA - UPDATE

The Panel considered a report by the Director of Streetscene on Project Integra (copy of report [ssp-121108-r02-pdo](#)).

At the invitation of the Chairman Councillor Keeble addressed the Panel on this item.

It was AGREED that the contents of the report be noted, subject to the correction of the date for the PI Strategic Board meeting on page 3, paragraph 7, which should read 22nd November 2012.

8. GROUNDS MAINTENANCE SERVICE

The Panel considered a report by the Director of Streetscene on the Grounds Maintenance Service (copy of report [ssp-121108-r04-mgo](#)).

It was AGREED that the contents of the report be noted, and that the Panel thanked the team for the excellent work done during an extremely difficult summer of wet weather and the preparations for the Jubilee and Olympic celebrations.

9. RECYCLING PERFORMANCE (SIX MONTH REVIEW)

The Panel considered a report by the Director of Streetscene on the Council's recycling performance over the last six months (copy of report [ssp-121108-r05-pdo](#)).

At the invitation of the Chairman Councillor Keeble addressed the Panel on this item.

It was AGREED that the contents of the report be noted, and that the Director of Streetscene would investigate and report back to the Panel on the results of a previous trial done on the costs of manual labour of sorting contaminated waste to avoid rejection of recycled waste.

(The meeting started at 6:00pm
and ended at 7:10pm)

This page is intentionally left blank



Report to Streetscene PDR Panel

Date: **7 March 2013**

Report of: **Director of Street Scene**

Subject: **REVIEW OF WORK PROGRAMME FOR 2012/13 AND DRAFT
WORK PROGRAMME FOR 2013/14**

SUMMARY

Following the cancellation of the meeting scheduled for 10 January 2013, this report reviews the outcome of the Panel's work programme for 2012/13 and suggests a draft work programme for 2013/14.

RECOMMENDATION

The Panel is now requested to:-

- (a) review the outcome of the work programme for 2012/13;
- (b) agree a proposed work programme for 2013/14; and
- (c) submit the proposed work programme for 2013/14 to the Council.

INTRODUCTION

1. This is the last cycle of meetings for this year and the Panel is invited to finalise its review of this year's work and confirm the draft programme for 2013/14.

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 2012/2013

3. Appendix A to this report contains details of the current year's work programme for review by the Panel.

STREETSCENE POLICY DEVELOPMENT AND REVIEW PANEL WORK PROGRAMME – 2013/14

4. Appendix B sets out details of the proposed items for consideration during 2013/14. 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 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.
5. It is also for the Panel to consider whether any review of items under the Council's policy framework will be included in the 2013/14 programme.
6. Appendix C contains a list of the plans and strategies currently contained in the Council's policy framework.

RISK ASSESSMENT

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

CONCLUSION

8. To summarise, the Panel is now invited to:-
 - (a) review the outcome of its work programme for the current year 2012/13
 - (b) agree a draft work programme for 2013/14, having considered the proposed draft set out in Appendix B and, at the same time, add to the Panel's draft programme for 2013/14 any proposed strategy or policy reviews and also any additional items agreed generally by the Panel or put forward by individual members and accepted by the Panel; and

- (c) submit the work programme for 2013/14 to the Council.

Background Papers:

None

Reference Papers:

- (i) Report to Council – 3 December 2012 – “Schedule of Meetings 2013/14”.

Enquiries:

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

**Streetscene Policy Development and Review Panel – 7 March 2013
Progress on Actions since last meeting of 2011/12**

Page 8

Date of Meeting	9 March 2012
Subject	Review of the Work Programme for 2011/12 and Draft for 2012/13
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Community and Streetscene on the Panel's Work Programme for 2011/12 and the draft Work Programme for 2012/13 (copy of report ssp-120308-r01-mge circulated with agenda and appended to signed minutes).</p> <p>It was AGREED that:-</p> <ul style="list-style-type: none"> (a) the decision to include the items shown in paragraph 4 of the report on the work programme for 8 March 2012 be endorsed; (b) the review of the 2011/12 work programme, as shown in Appendix A to the report, be noted; (c) the proposed work programme for 2012/13, as set out in Appendix A to these minutes, be approved; and (d) the proposed work programme for 2012/13 be submitted to the Council for approval.
Outcome	The Council confirmed the proposed work programme for 2012/13 at its meeting on 26 April 2012.
Link Officer	Martyn George
Subject	Review of Corporate Cleaning Contract
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Community and Streetscene on the performance of the Corporate Cleaning Contract (copy of report ssp-120308-r03-swo circulated with agenda and appended to signed minutes).</p> <p>It was AGREED that the contents of the report be noted.</p>

Outcome	Report Noted
Link Officer	Paul Doran
Subject	Outcome of Project Integra
Type of Item	Information
Action by Panel	The Panel considered a report by the Director of Community and Streetscene on the outcome of the Project Integra review (copy of report ssp-120308-r04-pdo circulated with agenda and appended to signed minutes). It was AGREED that the content of the report be noted.
Outcome	Report Noted
Link Officer	Paul Doran
Subject	Healthcare Waste – Policy Review
Type of Item	Information
Action by Panel	The Panel considered a report by the Director of Community and Streetscene on a proposed change to the Healthcare Waste Policy (copy of report ssp-1200308-r05-non circulated with agenda and appended to signed minutes). It was AGREED that the Executive be advised that the Panel recommends the change in policy in relation to the collection of Healthcare waste, as detailed in the report.
Outcome	The Executive considered the matter on 2 April 2012: RESOLVED that "offensive" waste currently collected separately from 80 residents in the borough should in future be collected as part of mainstream domestic waste collections. The provision of additional domestic bin capacity to these residents should be considered on an individual basis.
Link Officer	Paul Doran

Subject	Outcome of Recycling Promotion Initiative
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Community and Streetscene on the outcome of the Recycling Promotion Initiative to improve the quality of kerbside recycling that was undertaken in the autumn of 2011 (copy of report ssp-120308-r06-sha circulated with agenda and appended to signed minutes)</p> <p>At the invitation of the Chairman Councillor Keeble addressed the Panel during the consideration of this item.</p> <p>It was AGREED that the contents of the report be noted.</p>
Outcome	Report Noted
Link Officer	Paul Doran
Date of Meeting	17 May 2012
Subject	Streetscene Policy Development and Review Panel Work Programme 2012/13
Type of Item	Information
Action by Panel	<p>The Panel reviewed its work programme for 2012/13 (copy or report ssp-120517-r04-mge circulated with agenda and appended to signed minutes).</p> <p>It was AGREED that the work programme for 2012/13, as set out in Appendix A to the report, be confirmed.</p>
Outcome	Work Programme for 2012/13 Confirmed
Link Officer	Paul Doran
Subject	Annual Review of Performance and Achievements
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Community and Streetscene on the performance of Streetscene Services in 2011/12 (copy of report ssp-120517-r01-pdo circulated with agenda and appended to signed minutes).</p> <p>At the invitation of the Chairman Councillor Keeble addressed the Panel during the consideration of this item.</p>

	It was AGREED that the performance of Streetscene Services for the year 2011/12 be noted.
Outcome	Report Noted.
Link Officer	Paul Doran
Subject	Annual Review of Recycling Performance
Type of Item	Information
Action by Panel	The Panel considered a report by the Director of Community and Streetscene on the performance of the recycling service in 2011/12 (copy of report ssp-120517-r03-pdo circulated with agenda and appended to signed minutes). It was AGREED that the contents of the report be noted.
Outcome	Report Noted.
Link Officer	Paul Doran
Subject	Annual Review of Trade Waste Service
Type of Item	Information
Action by Panel	The Panel considered a report by the Director of Community and Streetscene on the annual review of the Trade Waste Service (copy of report ssp-120517-rx01-pdo, which contains exempt information, circulated with agenda and appended to signed minutes). It was AGREED that the contents of the report be noted.
Outcome	Report Noted
Link Officer	Paul Doran
Date of Meeting	12 July 2012
Subject	Review of Streetscene Assets
Type of Item	Information
Action by	The Panel received a presentation from the Public and Open Spaces Manager on Streetscene Assets.

Panel	
Outcome	Presentation Received
Link Officer	Martyn George
Subject	Streetscene Policy Development and Review Panel Work Programme 2012/13
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Community and Streetscene on the Panel's work programme for 2012/13 (copy of report ssp-120712-r03-mge).</p> <p>It was AGREED that the work programme for 2012/13, as set out in Appendix A to the report, be confirmed.</p>
Outcome	Work Programme Noted
Link Officer	Martyn George
Subject	Street Cleansing Service
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Community and Streetscene on the performance of the Street Cleansing Service (copy of report ssp-120712-r01-pdo).</p> <p>The panel expressed its thanks to the staff of Street Cleansing for work carried out in preparation for the Freedom March, the visit of Her Royal Highness The Princess Royal and for the upcoming Olympic Flame Event.</p> <p>It was AGREED that the contents of the report be noted.</p>
Outcome	Report Noted
Link Officer	Paul Doran
Subject	Recycling Textiles
Type of Item	Information

Action by Panel	<p>The Panel considered a report by the Director of Community and Streetscene on the recycling of textiles (copy of report ssp-120712-r02-pdo). The Report outlined current textile recycling arrangements and identified a number of alternative options that could provide new revenue income for the Council.</p> <p>It was AGREED that the Executive be advised that the Panel recommended Option 2, as shown in paragraph 27 of the report, as the preferred option.</p>
Outcome	<p>RESOLVED that the Executive:</p> <ul style="list-style-type: none"> (a) endorse the recommendation made by the Streetscene Policy Development and Review Panel on 12 July 2012, as noted at option 2 of the report (xxs-120903-r12-sha) refers. (b) requests Officers to prepare a competitive tender for the exclusive rights to provide and service textile and clothing recycling banks on Council owned land with the borough. (c) requests Officers to bring forward a further report setting out options for distributing the income arising from the award of the tender to local charities or community groups, following consultation with members of the public via CATs meetings.
Link Officer	Paul Doran
Date of Meeting	6 September 2012
	Meeting Cancelled
Date of Meeting	8 November 2012
Subject	Streetscene Policy Development and Review Panel Work Programme 2012/13
Type of Item	Information
Action by Panel	<p>The panel considered a report by the Director of Streetscene on the Panel's work programme for 2012/13 (copy of report ssp-121108-r01-mge).</p> <p>It was AGREED that the contents of the report be noted.</p>
Outcome	Report Noted
Link Officer	Paul Doran

Subject	Project Integra - Update
Type of Item	Information
Action by Panel	The Panel considered a report by the Director of Streetscene on Project Integra (copy of report ssp-121108-r02-pdo). It was AGREED that the contents of the report be noted, subject to the correction of the date for the PI Strategic Board meeting on page 3, paragraph 7, which should read 22 nd November 2012
Outcome	Report Noted
Link Officer	Paul Doran
Subject	Grounds Maintenance Service
Type of Item	Information
Action by Panel	The Panel considered a report by the Director of Streetscene on the Grounds Maintenance Service (copy of report ssp-121108-r04-mgo). It was AGREED that the contents of the report be noted, and that the Panel thanked the team for the excellent work done during an extremely difficult summer of wet weather and the preparations for the Jubilee and Olympic celebrations.
Outcome	Report Noted and Team thanked.
Link Officer	Mick Gore
Subject	Recycling Performance (Six Month Review)
Type of Item	Information
Action by Panel	The Panel considered a report by the Director of Streetscene on the Council's recycling performance over the last six months (copy of report ssp-121108-r05-pdo). It was AGREED that the contents of the report be noted, and that the Director of Streetscene would investigate and report back to the Panel on the results of a previous trial done on the costs of manual labour of sorting contaminated waste to avoid rejection of recycled waste.
Outcome	Report Noted.
Link Officer	Paul Doran

Date of Meeting	12 January 2013
	Meeting Cancelled.
Date of Meeting	7 March 2013
Subject	Review of the Work Programme for 2012/13 and Draft for 2013/14
Type of Item	Information
Action by Panel	
Outcome	
Link Officer	Paul Doran

**STREETSCENE POLICY DEVELOPMENT AND REVIEW PANEL – WORK
PROGRAMME 2013/14**

Date	Subject	Type of Item
May 2013	• Work Programme 2013/14	Programming
	• Presentation on Streetscene services and key achievements	Information
	• Open Forum	Discussion
	•	
	•	
July 2013	• Work Programme 2013/14	Programming
	• Review of corporate cleaning contract	Information
	• Street cleansing service	Information
	• Clothing and textile recycling contract	Information
September 2013	• Work Programme 2013/14	Programming
	• Annual report on trade waste	Information
	• Street lighting	Information
	• Play area maintenance	Information
November 2013	• Work Programme 2013/14	Programming
	• Grounds maintenance work scheduling system	Information
	• Grounds maintenance working arrangements	Information
	• Global positioning system for vehicle fleet	Information
	• Open forum	Discussion
January 2014	• Preliminary Work Programme 2013/14 & 2014/15	Programming
	• Six monthly report on recycling performance	Information

	<ul style="list-style-type: none">• Progress report on clothing and textile recycling contract	Information
March 2014	<ul style="list-style-type: none">• Final review of the Work Programme for 2013/14 and draft 2014/15	Programming
	<ul style="list-style-type: none">• Bus shelter maintenance contract	Information
	<ul style="list-style-type: none">• Progress report on hedge cutting contract	Information
	<ul style="list-style-type: none">• Vehicle fleet management	Information

UNALLOCATED ITEMS TO BE ASSIGNED:-

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.