

**AGENDA**  
**STREETSCENE POLICY DEVELOPMENT AND**  
**REVIEW PANEL**

**Date:** Thursday, 6 March 2014

**Time:** 6:00 pm

**Venue:** Collingwood Room - Civic Offices

**Members:**

Councillor Miss T G Harper (Chairman)

Councillor Mrs S Pankhurst (Vice-Chairman)

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

**Deputies:** J S Forrest

A Mandry



**1. Apologies for Absence**

**2. Minutes (Pages 1 - 4)**

To confirm as a correct record the minutes of the meeting of the Streetscene Policy Development and Review Panel held on 9 January 2014.

**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. Final Review of the Work Programme for 2013/14 and Draft 2014/15 (Pages 5 - 24)**

To consider a report by the Director of Streetscene on the Final Review of the Panel's Work Programme for 2013/14 and the Draft Work Programme for 2014/15.

**7. Vehicle Fleet Management (Pages 25 - 30)**

To consider a report by the Director of Streetscene on Vehicle Fleet Management.

**8. Grounds Maintenance Work Scheduling System (Pages 31 - 36)**

To consider a report by the Director of Streetscene on the Grounds Maintenance Work Scheduling System.

**9. Exclusion of the Public and Press**

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 1972, on the grounds that the matter 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. Progress Report on Hedge Cutting Contract (Pages 37 - 40)**

To consider a report by the Director of Streetscene on the Progress of the Hedge Cutting Contract.

**11. Progress Report on Clothing and Textile Recycling Contract (Pages 41 - 46)**

To consider a report by the Director of Streetscene on the Progress of the Clothing and Textile Recycling Contract.

P GRIMWOOD  
Chief Executive Officer

Civic Offices  
[www.fareham.gov.uk](http://www.fareham.gov.uk)  
26 February 2014

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



# FAREHAM

BOROUGH COUNCIL

## Minutes of the Streetscene Policy Development and Review Panel

(to be confirmed at the next meeting)

**Date:** Thursday, 9 January 2014

**Venue:** Collingwood Room - Civic Offices

**PRESENT:**

Councillor Miss T G Harper (Chairman)

Councillor Mrs S Pankhurst (Vice-Chairman)

**Councillors:** G Fazackarley, M J Ford, JP, D J Norris, D C S Swanbrow and  
A Mandry (deputising for J V Bryant)

**Also Present:** Councillor L Keeble, Executive Member for Streetscene (items  
7&9) and Councillor P J Davies, Chairman of Housing Tenancy  
Board (item 8)



**1. APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor J V Bryant.

**2. MINUTES**

It was AGREED that the minutes of the Streetscene Policy Development and Review panel held on 24 October 2013 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 or disclosures of advice or directions made at this meeting.

**5. DEPUTATIONS**

There were no deputations made at this meeting.

**6. STREETSCENE POLICY AND DEVELOPMENT AND REVIEW PANEL WORK PROGRAMME 2013/14 AND PRELIMINARY WORK PROGRAMME 2014/15**

The Panel considered a report by the Director of Streetscene which invited members to review the outcome of the work programme for 2013/14 and draft the work programme for 2014/15.

The Director of Streetscene addressed the Panel to explain that a further two reports, Roundabout Sponsorship and Performance of Corporate Cleaning Contract, will be added to the 2014/15 work programme. Members were invited to make suggestions towards the 2014/15 work programme.

The Director of Streetscene also explained to the Panel that there has been a change to the municipal year as a result of the local elections being later in May to run in conjunction with the European elections, and suggested the meeting scheduled for May be cancelled as the Panel members for 2014/15 will not be confirmed until after that date.

It was AGREED that:-

- (a) the meeting scheduled for 15 May 2014 be cancelled; and
- (b) the content of the report be noted.

## **7. SIX MONTHLY REPORT ON RECYCLING PERFORMANCE**

The Panel considered a report by the Director of Streetscene on a six monthly review of recycling performance.

The report gave an overview of the recycling services that are available to residents, including kerbside recycling and garden waste collection, glass recycling banks and clothing and textile recycling banks.

Several members enquired as to whether the quantity of textiles being placed into the refuse bins has decreased since the introduction of the new textile recycling banks. The Panel was informed that there are no results at present that can be provided but information relating to this is being collected and the results will be reported to the Panel at a later date.

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

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

## **8. BUS SHELTER MAINTENANCE CONTRACT**

The Panel considered a report by the Director of Streetscene on the Bus Shelter Maintenance Contract.

At the invitation of the Chairman, Councillor P J Davies, Chairman of Housing Tenancy Board joined the meeting and addressed the Panel on this item.

Members discussed this item at length and agreed that the current contract is not working effectively and that there is a need for the Council to look at a strategy to be put in place which clearly sets out the Council's responsibilities and management of Bus Shelters.

Councillor Davies put forward a suggestion that the Council paint the older galvanised shelters to help make the local area look more attractive. In order to assist with the costing, he suggested the painting could be undertaken by voluntary groups. The Director of Streetscene informed that Panel that the feasibility of this would be looked into.

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

## **9. THE IMPACT OF WEEKLY REFUSE COLLECTION**

The Panel considered a report by the Director of Streetscene on the impact of weekly refuse collection. The report gave details of the impact to the waste collection service if the Council reverted back to weekly collections, this included; an increase on the financial expenditure of the service, an increase on the Council's carbon footprint, a decrease in recycling rate which would result in a loss of income and severe disruption to householder's collection days. In addition to this there has been little customer demand for the service to change.

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

It was AGREED that the Panel noted the content of the report.

(The meeting started at 6.01 pm  
and ended at 7.12 pm).



# FAREHAM

## BOROUGH COUNCIL

### **Report to Streetscene Policy Development and Review Panel**

**Date**                    **06 March 2014**

**Report of:**            **Director of Street Scene**

**Subject:**              **FINAL WORK PROGRAMME FOR 2013/14 AND DRAFT FOR  
2014/15**

#### **SUMMARY**

At the last meeting of the Panel on 9 January 2014, members reviewed the existing work programme for 2013/14 and also considered the draft work programme for 2014/15. The Panel is now invited to assess the overall progress for the current year and finalise a draft work programme for 2014/15.

#### **RECOMMENDATION**

The Panel is now requested to:-

- (a) review the outcomes of the Panel's work programme for 2013/14;
- (b) agree a proposed work programme for 2014/15; and
- (c) submit the proposed work programme for 2014/15 to the Council for endorsement.

## **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 2014/15.

## **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 2013/14**

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 – 2014/15**

4. Appendix B sets out details of the proposed items for consideration during 2014/15. 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 2014/15 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 2013/14
  - (b) agree a draft work programme for 2014/15, having considered the proposed draft set out in Appendix B and, at the same time, add to the Panel's draft programme for 2014/15 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 2014/15 to the Council.

**Appendix A – Progress on Action Since Last Meeting**

**Appendix B – Streetscene Policy Development and Review Panel Work Programme 2013/14**

**Appendix C – Policy Framework**

**Appendix D – Streetscene Policy Development and Review Panel Proposed Work Programme 2014/15**

**Background Papers:**

None

**Reference Papers:**

Report to Council – 12 December 2013 – “Schedule of Meetings 2014/15”

**Enquiries:**

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

**Streetscene Policy Development and Review Panel – 6 March 2014  
Progress on Actions since last meeting of 2013/14**

<b>Date of Meeting</b>	<b>7 March 2013</b>
Subject	<b>Streetscene Policy Development and Review Panel Work Programme 2012/13</b>
Type of Item	Programming
Action by Panel	<p>The Panel considered a report by the Director of Streetscene which reviewed the outcomes of the Panel's work programme for 2012/13 and suggested a draft work programme for 2013/14.</p> <p>The Director of Streetscene acknowledged that several members had commented over the proposed work programme for 2013/14 as many of the items on the work programme are for information only. He explained that the Streetscene department had gone through several major changes over the past few years and that all services had been streamlined and now operate far more efficiently, which has resulted in there being fewer items needing reviewing on the work programme. He also explained to the Panel that he had introduced a new item, open forum, onto the work programme. This is to allow members more opportunity to raise issues or to discuss items as they come up through the year.</p> <p>It was AGREED that:-</p> <ul style="list-style-type: none"> <li>(a) the review of the work programme for 2012/13, as shown in Appendix A to the report, be noted;</li> <li>(b) the proposed work programme for 2013/14, as set out in Appendix A to these minutes, be approved; an</li> <li>(c) the proposed work programme for 2013/14 be submitted to Council for approval.</li> </ul>
Outcome	The Council confirmed the proposed work programme for 2013/14 at its meeting on 25 April 2013
Link Officer	Paul Doran
Subject	<b>Additional Item – Textiles Update</b>
Type of Item	Information

Action by Panel	<p>At the approval of the Chairman for an additional item, the Director of Streetscene gave an update on the textiles recycling.</p> <p>He explained to the Panel that the new textile arrangements will come into effect in April 2013. The contract for the textile arrangements had been put out to tender and the tender has been awarded to European Recycling Company, and this will be a 4 year contract. The current charity banks on the Fareham Borough Council sites will be removed on 1 April 2013 and the new banks installed 4 April 2013. It was also explained to the Panel that there is currently a consultation taking place with the public where a number of options had been identified as to how the proceeds could be distributed.</p> <p>At the invitation of the Chairman Councillor Keeble addressed the Panel on this item, and informed them that he will be bringing this item to the Executive in April.</p> <p>Members discussed this topic at length and agreed that it is an extremely positive change to the current textile arrangement, which will have a positive benefit for the residents on Fareham. Members also expressed a keen interest in ensuring that this new arrangement is well advertised so that the public are made fully aware of it and the benefits of it.</p>
Outcome	<p>Report to the Executive meeting 15 April 2013. The following decisions were made:-</p> <p>RESOLVED that the Executive approves:</p> <ul style="list-style-type: none"> <li>(a) that 90% of the net proceeds from the clothing and textile recycling contract be given to good causes with the remaining 10% being retained by the Council and used to help keep Council Tax bills down by supporting services for residents;</li> <li>(b) that from 90% of net proceeds, the 3 current textile bank operators – Air Ambulance Service, Salvation Army and TR Aid (Textile Recycling for Aid and International Development) will receive a guaranteed income of a share of £35,000 based on the current proportion of tonnages collected by each operator and subject to the tonnages of textiles being collected remaining at a sufficiently high level to permit this; and</li> <li>(c) that the remainder of the 90% of net proceeds from the clothing and textile contract be allocated to the Council's Community Fund from which residents and local groups can bid.</li> </ul>
Link Officer	Paul Doran
<b>Date of</b>	<b>16 May 2013</b>

<b>Meeting</b>	
Subject	<b>Streetscene Policy Development and Review Panel Work Programme 2013/14</b>
Type of Item	Programming
Action by Panel	<p>The Panel considered a report by the Director of Streetscene on the Panel's work programme for 2013/14. The Director of Streetscene advised the Panel of two proposed amendments to the Work Programme. Following a motion by Councillor Norris to the Council on 25 April 2013 regarding a proposal for consideration on the feasibility of a kerbside food and waste collection service it has been agreed that a report on this will be brought to the Panel in July. At the request of Councillor Davies for the report on Bus Shelter Maintenance Contract to be brought forward from march 2014, this is to be swapped with the Textile Recycling report in January 2014.</p> <p>It was AGREED that:-</p> <ul style="list-style-type: none"> <li>(a) a report on 'Feasibility of Kerbside Food and Vegetable Waste Collection' be added to the work programme for 11 July 2013;</li> <li>(b) the report on 'Clothing and Textile Recycling Contract' be moved from 11 July 2013 to 5 September 2013;</li> <li>(c) the report on 'Bus Shelter Maintenance Contract' be moved from 6 March 2014 to 9 January 2014;</li> <li>(d) the report on 'Progress Report on Clothing and Textile Recycling Contract' be moved from 9 January 2014 to 6 March 2014; and</li> <li>(e) subject to (a), (b), (c) and (d), the proposed work programme for 2013/14, as shown in Appendix A to the report, be endorsed</li> </ul>
Outcome	Work Programme for 2013/14 Confirmed
Link Officer	Paul Doran
Subject	<b>Presentation on Streetscene Services and Key Achievements</b>
Type of Item	Information
Action by Panel	<p>The Panel received a presentation from the Director of Streetscene and Managers within the Streetscene Department which gave an overview of the services provided by the department. The presentation was broken down in to a number of sections:</p> <ul style="list-style-type: none"> <li>Introduction</li> <li>Transport Management</li> <li>Refuse and Recycling</li> <li>Operations</li> </ul>

	<p>Parks and Open Spaces</p> <p>Each section was presented by the appropriate Manager who took questions from members on that section.</p> <p>It was AGREED that the Director of Streetscene and Managers be thanked for their presentation.</p>
Outcome	Presentation Noted.
Link Officer	Paul Doran
Subject	<b>Open Forum</b>
Type of Item	Discussion
Action by Panel	<p>The Panel was invited to participate in a recycling exercise by the Recycling Co-Ordinator with the purpose of giving the Panel a better understanding of the recycling facilities offered by the Council.</p> <p>At the invitation of the Chairman, Councillor Keeble addressed the Panel on this item.</p> <p>Members agreed that the exercise was extremely helpful and that it would be a useful exercise for all members to participate in.</p>
Outcome	
Link Officer	Sue Hand
<b>Date of Meeting</b>	<b>11 July 2013</b>
Subject	<b>Streetscene Policy and Development and Review Panel Work Programme</b>
Type of Item	Programming
Action by Panel	<p>The Panel considered a report by the Director of Streetscene which reviewed the Work Programme for 2013/14. Members attention was drawn to item two of the report, revisions to the work programme, which highlighted the changes agreed at the previous meeting and proposed a change of date for the October meeting from 31 October 2013 to 24 October 2013.</p> <p>At the invitation of the Chairman, Councillor Keeble addressed the Panel on this item.</p> <p>It was AGREED that:-</p>

	(a) the proposed change of date be submitted to Council for approval; and (b) the proposed work programme for 2013/14, as set out in Appendix A of the report , be endorsed.
Outcome	Content of the report noted.
Link Officer	Paul Doran
Subject	<b>Review of Corporate Cleaning Contract</b>
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Streetscene which gave an update on the performance of the Corporate Cleaning Contract that was awarded to Fountains Environmental Limited (now OCS) on 10 January 2011.</p> <p>Members noted that the complaints regarding the Corporate Cleaning have decreased since last year, and were reassures that the Council is working closely with the contractors to ensure that the terms and conditions of the contract are met.</p> <p>It was AGREED that the content of the report be noted.</p>
Outcome	Content of Report Noted
Link Officer	Sue Woodbridge
Subject	<b>Feasibility of Kerbside Food and Vegetable Waste Collection Service</b>
Type of Item	Review
Action by Panel	<p>Following a motion presented to Council on 24 April 2013, the Panel considered a report by the Director of Streetscene which investigated the feasibility of introducing a kerbside domestic food and vegetable waste collection service in the Borough.</p> <p>The report was presented by the Director of Streetscene who took questions from members after each option in the report.</p> <p>At the invitation of the Chairman, Councillor Keeble addressed the Panel on this item.</p> <p>At the invitation of the Chairman, Councillor Norris addressed the Panel on this item, and thanked the Streetscene team for their efforts in looking into the feasibility of this service.</p> <p>The Panel AGREED that a kerbside food and vegetable waste collection service should not be introduced at this time due to</p>



	the significant capital and revenue costs that would be incurred; the detrimental effect on the environment; little evidence of resident demand and the low take-up rates in other authorities.
Outcome	Content of report noted.
Link Officer	Paul Doran
<b>Date of Meeting</b>	<b>5 September 2013</b>
Subject	<b>Streetscene Policy Development and Review Panel</b>
Type of Item	Programming
Action by Panel	<p>The Panel considered a report by the Director of Streetscene on the Work Programme for 2013/14.</p> <p>Members were asked to note the revisions to the work programme as set out in item 2 of the report.</p> <p>It was AGREED that the Work Programme for 2013/14, as set out in Appendix A of the report, be approved.</p>
Outcome	Content of the report noted
Link Officer	Paul Doran
Subject	<b>Clothing and Textile Recycling Contract</b>
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Streetscene which provided an update on the Clothing and Textile Contract that was awarded to European Recycling Company (ERC) on 1 April 2013.</p> <p>The Panel noted the positive progress made so far with the new textile recycling contract and were keen to ensure the scheme remains a success in the future. The Panel requested that Officers investigate the possibilities for promoting tgge scheme to highlight the positive benefits of textile recycling.</p> <p>At the invitation of the Chairman, Councillor Keeble addressed the Panel on this item.</p> <p>It was AGREED that the content of the report be noted.</p>
Outcome	Content of the report noted.
Link Officer	Paul Doran
Subject	<b>Play Area Maintenance</b>

Type of Item	Information
Action by Panel	The Panel considered a report by the Director of Streetscene which gave an overview of the maintenance and inspection service provided for the Council's play areas. The Panel complimented the inspection team on the high standards in which the play areas are kept and for maintaining an extremely busy inspection schedule.  It was AGREED that the content of the report be noted.
Outcome	Content of report noted.
Link Officer	Mick Gore
Subject	<b>Street Lighting</b>
Type of Item	Information
Action by Panel	The Panel considered a report by the Director of Streetscene which gave an update on the current arrangements for the maintenance of street lights owned by Fareham Borough Council.  It was AGREED that the Panel recommends to the Executive that the remaining 62 street lights should be transferred to Hampshire County Council Street Lighting Public Finance Initiative.
Outcome	Report to the Executive meeting 4 November 2013. The Following decisions were made:-  RESOLVED that the Executive approves:  (a) the transfer of 62 light columns to the Hampshire PFI maintenance agreement; and  (b) the capital expenditure of £85,000 to complete the transfer
Link Officer	Sue Woodbridge
Subject	Annual Report on Trade Waste
Type of Item	Information
Action by Panel	The Panel considered a report by the Director of Streetscene on the Annual Report for Trade Waste.  It was AGREED that the content of the report be noted.
Outcome	Content of the report noted

Link Officer	Paul Doran
<b>Date of Meeting</b>	<b>24 October 2013</b>
Subject	<b>Streetscene Policy Development and Review Panel Work Programme 2012/13</b>
Type of Item	Programming
Action by Panel	<p>The Panel considered a report by the Director of Streetscene which reviewed the Panel's Work Programme.</p> <p>The Director of Streetscene informed the Panel that on the agenda for the next meeting in January 2014, is a report on the preliminary work programme for 2014/15, and asked members to bring ideas for the work programme to that meeting. Members were asked to note the revisions to the work programme as set out in item 2 of the report.</p> <p>It was AGREED that the content of the report be noted.</p>
Outcome	Report Noted
Link Officer	Paul Doran
Subject	<b>Grounds Maintenance Working Arrangements</b>
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Streetscene on the changes to working arrangements with the grounds maintenance service, in order to provide a more consistent standard of work across the service.</p> <p>It was explained to members that the new working arrangements are having a positive effect on all grounds maintenance services and that the new team structure is allowing for a more proactive approach to the work being undertaken by each team and allows employees to take ownership over the work they do.</p> <p>Compliments were given to the grounds maintenance team for the high standards maintained across the Borough.</p> <p>It was AGREED that the content of the report be noted.</p>
Outcome	Report Noted and Team Thanked.
Link Officer	Mick Gore
Subject	<b>Global Positioning System for Vehicle Fleet</b>
Type of Item	Information

Action by Panel	<p>The Panel considered a report by the Director of Streetscene which provided an update on the progress of the procurement of a GPS system for the Council's vehicle fleet.</p> <p>At the invitation of the Chairman Councillor Keeble addressed the Panel on this item.</p> <p>It was AGREED that the content of the report be noted.</p>
Outcome	Report Noted.
Link Officer	Trevor Beard
Subject	<b>Open Forum</b>
Type of Item	Discussion
Action by Panel	<p>At the invitation of the Chairman, Councillor Ford addressed the Panel to give an update on his recent visit to the Materials Recovery Facility.</p> <p>The Director of Streetscene addressed the Panel regarding the recent media coverage surrounding legislation that comes into effect on the 1 January 2015, which concerns the segregation of all recycling. The Director of Streetscene explained that the biggest problem identified was concerning glass that is collected with other recycling, co-mingled recyclate. Fareham already collects glass separately to other recycling and therefore the quality of material for reprocessing is much higher.</p> <p>It was explained to the Panel that is likely that Fareham will meet two excluding criteria which will prevent the need to introduce separate recycling collections:</p> <p>1)The high quality of the end product that the Project Integra Material Recovery Facilities are currently producing; and</p> <p>2)It would not be environmentally and economically practical, due to the severe increase in capital costs, additional running costs and employee costs.</p> <p>At the invitation of the Chairman Councillor Keeble addressed the Panel on this item.</p> <p>The Director of Streetscene also addressed the Panel regarding the recent change of management of the Building Services department which now falls under the responsibility of the Director of Streetscene. As Building Services is support service mainly involved with Council Housing it will not become part of the Streetscene Policy Development and Review Panel.</p>
Outcome	Report Noted.
Link Officer	Paul Doran
<b>Date of</b>	<b>9 January 2014</b>

<b>Meeting</b>	
Subject	<b>Streetscene Policy Development and Review Panel Work Programme 2013/14 and Preliminary Work Programme 2014/15</b>
Type of Item	Programming
Action by Panel	<p>The Panel considered a report by the Director of Streetscene which invited members to review the outcome of the work programme for 2013/14 and draft the work programme for 2014/15.</p> <p>The Director of Streetscene addressed the Panel to explain that a further two reports, Roundabout Sponsorship and Performance of Corporate Cleaning Contract, will be added to the 2014/15 work programme. Members were invited to make suggestions towards the 2014/15 work programme.</p> <p>The Director of Streetscene also explained to the Panel that there has been a change to the municipal year as a result of the local elections being later in May in order to run in conjunction with the European elections, and suggested the meeting scheduled for May be cancelled as the Panel members for 2014/15 will not be confirmed until after that date.</p> <p>It was AGREED that;-</p> <p style="padding-left: 40px;">(a) the meeting scheduled for 15 May 2014 be cancelled; and</p> <p style="padding-left: 40px;">(b) the content of the report be noted.</p>
Outcome	
Link Officer	Paul Doran
Subject	<b>Six Monthly Report on Recycling Performance</b>
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Streetscene on a six monthly review of recycling performance.</p> <p>The report gave an overview of the recycling services that are available to residents, including kerbside recycling and garden waste collection, glass recycling banks and clothing and textile recycling banks.</p> <p>Several members enquired as to whether the quantity of textiles being placed into the refuse bins has decreased since the introduction of the new textile recycling banks. The Panel were informed that there are no results at present that can be provided but information relating to this is being collected and the results will be reported to the Panel at a later date.</p>

	<p>At the invitation of the Chairman, Councillor Keeble Executive Member for Streetscene addressed the Panel on this item.</p> <p>It was AGREED that the content of the report be noted.</p>
Outcome	
Link Officer	Sue Hand
Subject	<b>Bus Shelter Maintenance Contract</b>
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Streetscene on the Bus Shelter Maintenance Contract.</p> <p>At the invitation of the Chairman, Councillor P J Davies Chairman of Housing Tenancy Board, joined the meeting and addressed the Panel on this item.</p> <p>Members discussed this item at length and agreed that the current contract is not working effectively and that there is a need for the Council to look at a strategy to be put in place which clearly sets out the Council's responsibilities and management of Bus Shelters.</p> <p>Councillor Davies put forward a suggestion that the Council paint the older galvanised shelters to help make the local area look more attractive. In order to assist the costing he suggested the painting could be undertaken by voluntary groups. The Director of Streetscene informed the Panel that the feasibility of this would be looked into.</p> <p>It was AGREED that the content of the report be noted.</p>
Outcome	Content of report noted.
Link Officer	Sue Woodbridge
Subject	<b>The Impact of Weekly Refuse Collection</b>
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Streetscene on the impact of weekly refuse collection. The report gave details of the impact to the waste collection service if the Council reverted back to weekly collections, this included; an increase on the financial expenditure of the service, an increase on the Council's carbon footprint, a decrease in recycling rate which would result in a loss of income and severe disruption to householder's collection days. In addition to this there has been little customer demand for the service to change.</p>

	At the invitation of the Chairman, Councillor Keeble Executive Member for Streetscene, addressed the Panel on this item.  It was AGREED that the Panel noted the content of the report.
Outcome	
Link Officer	Kitty Rose
<b>Date of Meeting</b>	<b>7 March 2014</b>
Subject	<b>Final Review of the Work Programme for 2013/14 and Draft for 2014/15</b>
Type of Item	Programming
Action by Panel	
Outcome	
Link Officer	Paul Doran
Subject	<b>Progress Report on Clothing and Textile Recycling Contract</b>
Type of Item	Information
Action by Panel	
Outcome	
Link Officer	
Subject	<b>Progress Report on Hedge Cutting Contract</b>
Type of Item	Information
Action by Panel	
Outcome	
Link Officer	Mick Gore
Subject	<b>Vehicle Fleet Management</b>

Type of Item	Information
Action by Panel	
Outcome	
Link Officer	Trevor Beard
Subject	<b>Grounds Maintenance Work Scheduling System</b>
Type of Item	Information
Action by Panel	
Outcome	
Link Officer	Mick Gore



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

<b>Date</b>	<b>Subject</b>	<b>Type of Item</b>
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
	• Bus Shelter Maintenance Contract	Information
	• Six Monthly report on Recycling Performance	Information

March 2014	<ul style="list-style-type: none"> <li>• Final review of the Work Programme for 2013/14 and draft 2014/15</li> </ul>	Programming
	<ul style="list-style-type: none"> <li>• Progress report on Clothing and Textile Recycling Contract.</li> </ul>	Information
	<ul style="list-style-type: none"> <li>• Progress report on Hedge Cutting Contract</li> </ul>	Information
	<ul style="list-style-type: none"> <li>• Vehicle Fleet Management</li> </ul>	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.

**STREETSCENE POLICY DEVELOPMENT AND REVIEW PANEL  
PROPOSED WORK PROGRAMME FOR 2014/15**

<u>MEETING DATES FOR 2014/15</u>	<u>ITEMS</u>
15 May 2014 - <b>CANCELLED</b>	
10 July 2014	<ul style="list-style-type: none"> <li>• Review of Work Programme 2014/15</li> <li>• Presentation on Streetscene Services and Key Achievements</li> <li>• Annual report on Trade Waste</li> <li>• Review of Corporate Cleaning Contract</li> </ul>
4 September 2014	<ul style="list-style-type: none"> <li>• Review of Work Programme 2014/15</li> <li>• Healthcare Waste Collection Service</li> <li>• Hedge Cutting and Sports Pitch Renovation Contract</li> <li>• Annual Review of Street Cleansing Service</li> <li>• Sponsorship of Roundabouts</li> </ul>
23 October 2014	<ul style="list-style-type: none"> <li>• Review of Work Programme 2014/15</li> <li>• Annual Report on Recycling Performance</li> <li>• Global Positioning System for Vehicle Fleet</li> <li>• Open Forum</li> </ul>
8 January 2015	<ul style="list-style-type: none"> <li>• Preliminary Review of Work Programme 2014/15 and Draft Work Programme 2015/16</li> <li>• Annual Review of Grounds Maintenance Service</li> <li>• Vehicle Fleet Management</li> </ul>
5 March 2015	<ul style="list-style-type: none"> <li>• Final Review of Work Programme 2014/15 and Draft Work Programme 2015/16</li> <li>• Annual Review of Clothing and Textile Recycling</li> <li>• Play Area Safety Surface Replacement Programme</li> <li>• Bus Shelter Maintenance Contract Renewal</li> </ul>

# FAREHAM

BOROUGH COUNCIL

## Report to Streetscene Policy Development and Review Panel

**Date**                    **06 March 2014**

**Report of:**            **Director of Street Scene**

**Subject:**                **VEHICLE FLEET MANAGEMENT**

### **SUMMARY**

The purpose of this report is to inform members of the arrangements currently in place to manage the council's operational vehicle fleet.

### **RECOMMENDATION**

That members note the contents of the report

## INTRODUCTION

1. The Council's fleet of 91 vehicles is managed by Streetscene Services, with the Transport Manager directly responsible for the day to day operation, including vehicle servicing, maintenance, Ministry of Transport (M.O.T.) testing and vehicle safety checks.
2. The department is also responsible for delivering the 7 year vehicle replacement programme put in place by the Council's business transformation team and approved by the Chief Executives Management Team (CXMT) in 2008. A detailed list of vehicles by type can be found at appendix (A)
3. The service procures and maintains vehicles for use in the following services:
  - i. Refuse and Recycling
  - ii. Grounds Maintenance
  - iii. Street Cleansing
  - iv. Building Services
  - v. Car Parking Enforcement
  - vi. Corporate Services (Mayoral car)
  - vii. Leisure & Community

## ANNUAL RUNNING COSTS

4. The 2012-13 revenue cost of maintaining the fleet of 91 vehicles and 50 items of plant was £926,422 against a budget of £947,200. The main items of expenditure were:
  - i. Fuel £356,739
  - ii. TRU recharge £322,677
  - iii. Routine repairs £162,956
5. Fuel is the biggest single item of expenditure. A breakdown of usage for the last two financial years is as follows:

April 1<sup>st</sup> 2012 until March 31<sup>st</sup> 2013 (consumption in litres)

Diesel	283,135
Petrol	4,515
Gas Oil	46,172
Total	333,822

April 1<sup>st</sup> 2011 until March 31<sup>st</sup> 2012

Diesel	265,450
Petrol	5,662
Gas Oil	35,314
Total	306,426

6. It is not possible to do a direct annual comparison of fuel usage and vehicle efficiency because service delivery is subject to a wide range of variables such as changes in establishment, changes in rounds (rescheduling to accommodate new development), the impact of the weather on the growing season and frequency of grass cutting and changes in the number and type of vehicles and plant.

### **VEHICLE REPLACEMENT PROGRAMME**

7. The department is five years into a seven year vehicle replacement programme, with capital expenditure averaging £345,000 for each of the seven years. Actual spending can vary from year to year, with budget adjustments made to accommodate particular items such as refuse collection vehicles, which account for the majority of the overall expenditure.
8. In June 2012, the Council's Executive approved an award of tender to Dennis Eagle for the purchase of a further six refuse collection vehicles over the next two financial years, at a total cost of £896,738.
9. Below is a summary of the vehicles purchased during 2012-13. Eleven vehicles in total were purchased during the year, at a total cost of £381,731.  
These included:
  - i. Two refuse collection vehicles
  - ii. Two verge mowers
  - iii. Six Tipper vehicles
  - iv. Mayors Car
10. So far in 2013-14, eight vehicles have been purchased, at a total cost of £684,605.  
These include:
  - i. Four refuse collection vehicles
  - ii. Two verge mowers
  - iii. One precinct sweeper
  - iv. One tipper vehicle
11. The replacement programme is on target at present to deliver vehicles of the required specification and performance within the agreed budget. There will be budget pressures going forward, mainly due to Euro VI emissions regulations that will affect future purchases of RCV's. These are anticipated to add approximately £20,000 to the cost of each vehicle.

### **VEHICLE OPERATORS LICENCE**

12. In order to run the Council's fleet of vehicles, an operating licence is required. The licence is granted by the Vehicle Operating Standards Agency (VOSA). The Council's current licence expires in August 2018. Loss of this licence would mean that the

provision of vehicles to support some of the Council's key services would have to be contracted out, with significant financial and reputational consequences for the Council.

13. There are control measures in place to reduce the risk of this happening:
  - i. A vehicle inspection and maintenance schedules that meets the requirements of VOSA
  - ii. Regular pre – use vehicle safety checks that are recorded, logged and subject to a 10% sample check by management
14. VOSA assesses the records of all fleet operators and places them in an Operators Compliance Risk Score (OCRS) category. The Council is currently in the lowest risk category (green). In 2012-13 the Council's fleet had a first time MOT pass rate of 96%. This significantly exceeds the national average of 70%. The MOT pass rate is a key risk indicator within the OCRS.

### **FUEL SAVING INITIATIVES**

15. There are currently six RCV's that have an electronic hoist fitted. Improvements in fuel consumption vary, depending on where the vehicles are used (urban/rural) however, the fuel saving is approximately 25%.
16. There are two RCV's that have hydraulic hoists fitted with Eco Drive Assistance (EDA) fuel saving devices that have reduced consumption by approximately 9%.
17. There are also six RCV's delivered between 2012-14 that have been fitted with fuel saving devices. These devices have been tested and have delivered fuel savings of between 10 and 20%. Based on a reduction of 10% it will take around three years to recover the cost at current fuel prices.
18. All of the Council's Heavy Goods Vehicle (HGV) drivers are undergoing training to achieve a Certificate of Professional Competence (CPC). There is a legislative requirement for all HGV drivers to have this qualification by September 2014. One of the key areas of the modular training covers driving techniques aimed at reducing fuel consumption. 75% of the drivers will have completed their training by March 2014 the other 25% will be compliant by August 2014.
19. The Council is currently undertaking a tender exercise to procure a Global Positioning tracking (GPS) for installation in the fleet. This project will be complete by April 1<sup>st</sup> 2014. There are a number of benefits to be had from using such systems, including a potential reduction in overall fuel consumption.

### **CARBON DIOXIDE (CO2) EMISSIONS**

20. Based on Department of Transport figures, it is estimate that the Council's vehicle fleet produced the following approximate Co2 quantities:
  - i. 2010-11            812,300 kg (812 metric tonnes)
  - ii. 2011-12           794,600 kg (795 metric tonnes)



21. It is anticipated that the effect of the fuel saving devices that have been installed in the six new RCV's will reduce this figure by a further 28,000 kg (28 metric tonnes) per annum.

### **RISK ASSESSMENT**

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

### **CONCLUSION**

23. Streetscene is currently providing a resilient and reliable operational vehicle fleet to a number of key Council departments. Examples of failure to deliver front line services to customers due to vehicle failure are extremely rare. Revenue and capital costs are being managed within agreed budgets. Appropriate measures are being taken to protect the Council's operating licence and the health and safety of employees.
24. A number of initiatives are being taken to reduce fuel consumption and carbon dioxide emissions. Further steps, such as the introduction of a GPS system, will enable additional progress to be made.
25. There are a number of financial pressures ahead that are linked to changes in legislation, which can be managed.

**Background Papers:** None

**Reference Papers:** None

**Appendix A – Vehicles Provided by Service**

### **Enquiries:**

For further information on this report please contact Trevor Beard. (Ext 4836)

## **Appendix (A) - Vehicles provided by service.**

### 1. Refuse and recycling

- 21 RCV's
- 1 lorry
- 3 small vans

### 2. Building Services

- 10 vans

### 3. Grounds Maintenance

- 15 vans
- 3 tractors
- 1 lorry
- 11 ride on mowers

### 4. Street Cleansing

- 2 lorries
- 2 large road sweepers
- 5 precinct sweepers
- 9 transit tipper trucks

### 5. Car Parks / Enforcement

- 4 vans

### 6. Corporate Services

- 1 car

### 7. Leisure

- 2 vans
- 1 small tractor

# FAREHAM

BOROUGH COUNCIL

## Report to Streetscene Policy Development and Review Panel

**Date**            **06 March 2014**

**Report of:**     **Director of Street Scene**

**Subject:**       **GROUNDS MAINTENANCE WORK SCHEDULING SYSTEM**

### **SUMMARY**

The purpose of this report is to provide an update on the progress of the Grounds Maintenance Work Scheduling System.

### **RECOMMENDATION**

That members note the contents of this report.

## **INTRODUCTION**

1. The Grounds Maintenance service is supported by a variety of electronic data including site listings, mapping, land adoption and route information. The data is used to plan the work scheduling for the Grounds Maintenance team, respond to customer enquiries, measure performance, and provide information for reports and asset management.
2. Grounds maintenance asset and logistical data is currently stored within a variety of electronic files that are held across several locations within the Council's Information & Communication Technology (ICT) systems.
3. The problem with storing data in this way is that it is not always obvious where the information is stored, if access is readily available or what version contains the most accurate and up to date information.
4. Officers have been working with the Council's ICT team to bring together all the various pieces of information into one system with the aim of improving the access to the information and the on-going management of the data supporting the service.

## **SCOPING REQUIREMENTS**

5. Officers assessed the key outcomes that the new data base should deliver based on knowledge of the operational requirements and the most common customer enquiries that related to scheduling. For example, some of the more frequent service requests from customers include when the grass or a hedge last cut and when is it next due.
6. The main outcomes required from the new system are listed below:
  - List of sites and features to maintain
  - The quantities associated with a site or element of work
  - Ownership – Fareham Borough Council, Hampshire County Council or private.
  - Requirement for sites to be set out in route order.
  - Record of when the work was completed.
  - Predicted date of the next due maintenance visit.
  - Record of the operative or team that carried out the work.

## **WORK TO DATE**

7. Officers from the ICT and Streetscene teams met regularly through 2013 to discuss progress and ensure the data base was capable of delivering the above outcomes before any trial could take place.
8. Following the recent re-organisation of the Grounds Maintenance working arrangements that was reported to the October Streetscene Panel, it was necessary to provide the new teams with up to date and appropriate route listing and work scheduling information. This re-organisation provided the opportunity to review the existing data for accuracy and create new routes that would inform the new data base.

9. A trial of both the assisted gardens and cemeteries grass cutting routes ( Appendix A) took place during the summer of 2013 and successfully delivered the required outcomes of listing work sites in a set route, recording the date the work was undertaken and predicting the date the operation was next due to be undertaken.
10. Populating the new data base is an on-going and time consuming process. For example, the eight grass cutting routes for the ride-on mower drivers contain over 1060 locations. Each of these locations will need to be stored onto the system in a set order to produce the route and the ride-on work operation is just one of the many operations undertaken by the service.
11. Running in parallel to the establishment of the new data base is the population of a new mapping layer on the Council's electronic mapping system. The mapping will provide users with a visual guide to the assets held within the data base (Appendix B).
12. The mapping layer will allow production of hard copy coloured plans of the Borough's grounds maintenance features and an electronic visual guide that will assist with the identification of land ownership and maintenance responsibilities. The visual aid will assist with the service response to customer enquiries and also allow the grounds maintenance operatives or contractors to confirm areas of responsibility or to clarify points of doubt at a glance.

### **RISK ASSESSMENT**

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

### **CONCLUSION**

14. The new system will be rolled out over the coming year and will provide one location for all the data required to support the operational aspect of the Grounds Maintenance service. This system should deliver improved efficiency in the management of the service and lead to a more timely and effective response to customer enquiries.

### **Appendices:**

Appendix A – Route listing sheet

Appendix B – Example map of features

### **Enquiries:**

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

# Appendix A – Route listing sheet

Work Due By Monday 3 March 2014 - Scheduled by Route

Route Grass - Cemeteries  
 Task Sub Category Grass Cutting - Cemeteries

03 February 2014

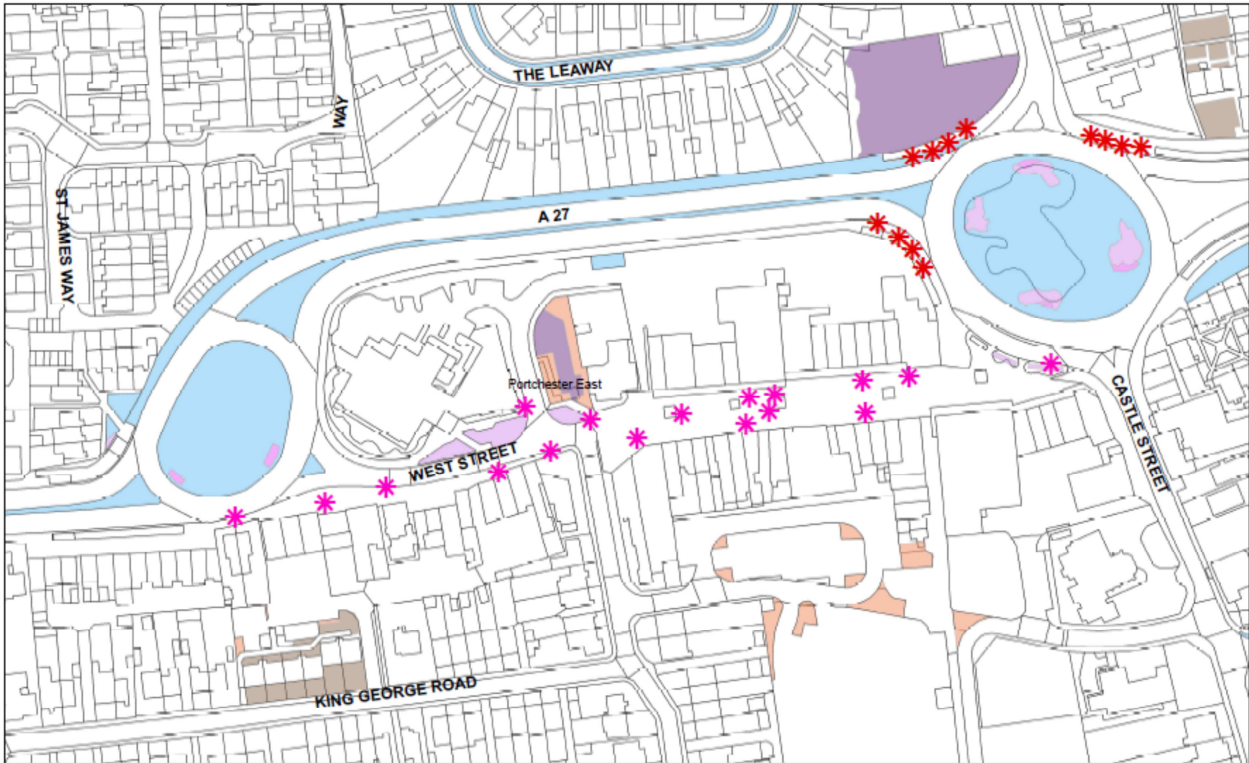
Page 1 of 2

13 Locations

Location	Quantity	Unit	Notes	Due Date	Actioned Date	Actioned By	Comments
Fareham Cemetery	40000.00	m <sup>2</sup>		03/03/2014			
Trinity Church Open Space	1932.00	m <sup>2</sup>		03/03/2014			
St Peters & St Pauls Cemetery	7673.00	m <sup>2</sup>		03/03/2014			
St Mary's Church	7045.00	m <sup>2</sup>		03/03/2014			
Roman Grove Cemetery	8809.00	m <sup>2</sup>		03/03/2014			
Crofton Cemetery and Churchyard	20437.00	m <sup>2</sup>		03/03/2014			
Lychgate Green	1781.00	m <sup>2</sup>		03/03/2014			
Titchfield Churchyard	9507.00	m <sup>2</sup>		03/03/2014			
Titchfield Parish Hall	216.00	m <sup>2</sup>		03/03/2014			
Posbrook Cemetery	7413.00	m <sup>2</sup>		03/03/2014			
St Johns Cemetery	3029.00	m <sup>2</sup>		03/03/2014			
Holly Hill Cemetery	4745.00	m <sup>2</sup>		03/03/2014			
St Pauls Churchyard Sarisbury	5970.00	m <sup>2</sup>		03/03/2014			

Appendix B – Example map of features

Portchester West Street Grounds Maintenance and Floral Displays



Scale 1:1600

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# Agenda Item 10

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

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# Agenda Item 11

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