

# FAREHAM

BOROUGH COUNCIL

## AGENDA

### STREETSCENE POLICY DEVELOPMENT AND REVIEW PANEL

**Date:** Thursday, 4 September 2014

**Time:** 6.00 pm

**Venue:** Collingwood Room - Civic Offices

**Members:**

Councillor Mrs S M Bayford (Chairman)

Councillor Miss T G Harper (Vice-Chairman)

Councillors J M Englefield  
J V Bryant  
D M Whittingham  
D J Norris  
D C S Swanbrow

**Deputies:** A Mandry  
G Fazackarley



**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 10 July 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. Streetscene Policy and Development and Review Panel Work Programme 2014/15 (Pages 5 - 8)**

To consider a report by the Director of Environmental Services on the Panel's Work Programme for 2014/15.

**7. Healthcare Waste Collection Service (Pages 9 - 20)**

To consider a report by the Director of Environmental Services on the Healthcare Waste Collection Service.

**8. Annual Review of Street Cleansing Service (Pages 21 - 26)**

To consider a report by the Director of Environmental Services on an Annual Review of the Street Cleansing Service.

**9. Sponsorship of Roundabouts (Pages 27 - 34)**

To consider a report by the Director of Environmental Services on the Sponsorship of Roundabouts.

**10. 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 to be dealt with involves the likely disclosure of exempt information as defined in Paragraph 3 of part 1 of Schedule 12A of the Act.

**11. Hedge Cutting and Sports Pitch Renovation Contract (Pages 35 - 38)**

To consider a report by the Director of Environmental Services on the Hedge Cutting and Sports Pitch Renovation Contract.

P GRIMWOOD  
Chief Executive Officer

Civic Offices  
[www.fareham.gov.uk](http://www.fareham.gov.uk)  
27 August 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, 10 July 2014

**Venue:** Collingwood Room - Civic Offices

**PRESENT:**

Councillor Mrs S M Bayford (Chairman)

Councillor Miss T G Harper (Vice-Chairman)

**Councillors:** J M Englefield, J V Bryant, D M Whittingham, D J Norris and  
D C S Swanbrow

**Also Present:** Councillor L Keeble, Executive Member for Streetscene (item  
10)



**1. APOLOGIES FOR ABSENCE**

There were no apologies of absence.

**2. MINUTES**

It was AGREED that the minutes of the meeting of the Streetscene Policy Development and Review Panel held on 6 March 2014 be confirmed and signed as a correct record.

**3. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman addressed the Panel to provide an update on the impact that the industrial action had on the Streetscene Services. She informed the Panel that services such as refuse collection and grass cutting had seen a small disruption and that plans were in place to complete the outstanding work as quickly as possible.

She passed her thanks to the Streetscene department for all of their hardwork today in ensuring that they kept services running as normal as possible.

**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. REVIEW OF WORK PROGRAMME 2014/15**

The Panel considered a report by the Director of Environmental Services which reviewed the current Work Programme 2014/15.

The Director of Environmental Services addressed the Panel to explain that a report on separate recycling collection would need to be added to the Work Programme for the October meeting. This is as a result of the European Revised Waste Framework Directive which requires authorities to have segregated kerbside recycling collection by 1 January 2015.

The Director of Environmental Services explained to the Panel that there are excluding criteria to the legislation which means that not all authorities will need to introduce separate recycling collections, and that he is confident that Fareham Borough Council will be able demonstrate that it meets the following two exclusion criteria;

1) The high quality of the end product that the Project Integra Material Recovery Facilities are currently producing; and

2) It would not be environmentally and economically practical, due to the severe increase in capital costs, additional running costs and employee costs.

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

## **7. PRESENTATION ON STREETSCENE SERVICES AND KEY ACHIEVEMENTS**

The Panel received a presentation from the Director of Environmental Services and Managers within the Streetscene Department which gave an overview of the services provided by the department. The presentation was broken down into a number of sections:

Introduction

Refuse and Recycling

Operations

Parks and Open Spaces

Transport Management

Each section was presented by an appropriate Manager who outlined all of the services provided under their section, the achievements made in 2013/14 and the key objectives for 2014/15, and then took questions from members on each section.

Councillor Swanbrow passed on his congratulations to the Horticultural Development Officer for his Wild Meadow in Allotment Road as part of the Going Wild Project.

It was AGREED that the Director of Environmental Services and Managers be thanked for their presentation.

## **8. REVIEW OF CORPORATE CLEANING CONTRACT**

The Panel received a report by the Director of Environmental Services on a review of the Corporate Cleaning Contract that was awarded to Fountains Environmental Limited (now OCS) on 10 January 2011.

Members were informed of several performance issues that have arisen with the contract, which included the cleaning of the pavement in West Street, the cleaning of public conveniences and the cleaning of communal areas in Council properties, and outlined the steps that have been taken to address them. The Panel were also updated on the improvements that are scheduled for 2014/15, which include, window cleaning, cleaning of bin stores and improvements to communal areas in housing blocks.

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

## **9. EXCLUSION OF THE PUBLIC AND PRESS**

It was AGREED that in accordance with Section 100A(4) of the Local Government Act 1972, the public and representatives of the Press be excluded from the remainder of the meeting as the Panel considered it was not in the public interest to consider the matter in public on the grounds that it

involved the disclosure of exempt information as defined in paragraph 3 of part 1 of schedule 12A of the Act.

**10. ANNUAL REPORT ON TRADE WASTE**

The Panel received a report by the Director of Environmental Services on the Annual Report on Trade Waste.

At the invitation of the Chairman, the Director of Streetscene addressed the Panel on this item.

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

(The meeting started at 6.00 pm  
and ended at 7.13 pm).



# FAREHAM

BOROUGH COUNCIL

## Report to Streetscene Policy Development and Review Panel

**Date**                    **04 September 2014**

**Report of:**            **Director of Environmental Services**

**Subject:**              **STREETSCENE POLICY DEVELOPMENT AND REVIEW PANEL  
WORK PROGRAMME 2014/15**

### **SUMMARY**

The Work Programme for 2014/15 was reviewed and agreed by the Panel at its last meeting on 10 July 2014.

### **RECOMMENDATION**

Members are now invited to further review the Work Programme for the year 2014/15.

## **INTRODUCTION**

1. At the meeting of the Panel on 10 July 2014 members reviewed and agreed the Panel's Work Programme for 2014/15, attached as Appendix A to this report. Members are now invited to further review the Work Programme.

## **REVISIONS TO THE WORK PROGRAMME**

2. Following the meeting of the Panel on 10 July 2014, members are asked to note the following amendments to the work programme:-
  - (a) the item titled 'open forum' for the meeting on 23 October 2014 has been removed from the Work Programme; and
  - (b) a report titled 'Waste Regulations (England and Wales) 2011' has been added to the work programme for the 23 October 2014 meeting.

## **RISK ASSESSMENT**

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

## **CONCLUSION**

4. The Panel is now invited to confirm the programme of items for 2014/15, as set out in the attached Appendix A.

### **Background Papers:**

Streetscene Policy Development and Review Panel – 10 July 2014 – Minute 2

### **Reference Papers:**

None

### **Enquiries:**

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

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

<b>Date</b>	<b>Subject</b>	<b>Type of Item</b>
15 May 2014	<b>CANCELLED</b>	
10 July 2014	• Review of Work Programme 2014/15	Programming
	• Presentation on Streetscene Services and Key Achievements	Information
	• Annual Report on Trade Waste	Information
	• Review of Corporate Cleaning Contract	Information
4 September 2014	• Review of Work Programme 2014/15	Programming
	• Healthcare Waste Collection Service	Information
	• Hedge Cutting and Sports Pitch Renovation Contract	Information
	• Annual Review of Street Cleansing Service	Information
	• Sponsorship of Roundabouts	Information
23 October 2014	• Review of Work Programme 2014/15	Programming
	• Annual Report on Recycling Performance	Information
	• Global positioning system for vehicle fleet	Information
	• Waste Regulations (England and Wales) 2011	Discussion
8 January 2015	• Preliminary Review of Work Programme 2014/15 & Draft Work Programme 2015/16	Programming
	• Annual Review of Grounds Maintenance Service	Information
	• Vehicle Fleet Management	Information

5 March 2015	<ul style="list-style-type: none"> <li>• Final Review of Work Programme for 2014/15 &amp; Draft Work Programme 2015/16</li> </ul>	Programming
	<ul style="list-style-type: none"> <li>• Annual Review of Clothing and Textile Recycling</li> </ul>	Information
	<ul style="list-style-type: none"> <li>• Play Area Safety Surface Replacement Programme</li> </ul>	Information
	<ul style="list-style-type: none"> <li>• Bus Shelter Maintenance Contract Renewal</li> </ul>	Information

# FAREHAM

BOROUGH COUNCIL

## Report to Streetscene Policy Development and Review Panel

**Date**            **04 September 2014**

**Report of:**     **Director of Environmental Services**

**Subject:**       **HEALTHCARE WASTE COLLECTION SERVICE**

### **SUMMARY**

The purpose of this report is to update Members on the healthcare waste service provided to residents of the borough.

### **RECOMMENDATION**

Members are requested to note the contents of the report.

## **INTRODUCTION**

1. Healthcare waste covers waste that is generated from the treatment of a medical condition in a patient's own home; this can be in the form of dressings from wounds, other medical treatment items such as stoma bags, sharps (hypodermic needles) from injections for conditions such as Diabetes, or treatment for other medical conditions.
2. As part of the Councils' Refuse and Recycling Policy, the Council provides a non-chargeable weekly healthcare waste service to domestic premises in the Borough. This service includes the delivery and collection of sharps boxes and the collection of infectious healthcare waste in orange bags from yellow top bins.
3. Only where a particular risk has been identified (based on medical diagnosis) does such waste need to be treated as hazardous clinical waste. Local authorities have a duty to collect household waste including healthcare waste from domestic properties. The duty on local authorities to collect and dispose of clinical waste generated by households also applies to sharps waste.

## **PROJECT INTEGRA HEALTHCARE PROTOCOL**

4. The Project Integra healthcare protocol was developed in conjunction with healthcare organisations covering Hampshire and adopted by all waste collection authorities (WCA) in 2009. The protocol sets out guidance for WCA's to ensure that all healthcare waste is collected in accordance with best practice guidelines. A copy of the protocol can be found at Appendix A.
5. As part of this procedure, all local authorities in Hampshire use the same referral form to classify the healthcare waste. This form has been developed in conjunction with the NHS and is available to medical practitioners electronically via their internal computer systems. A copy of this form can be found at Appendix B. The Council sends a copy of this form to any resident requesting a healthcare waste collection for the resident to get their medical professional to classify the waste before collections can commence.
6. The form can be returned via a prepaid envelope given to the resident or via a safe haven site which can send and receive confidential faxes and emails. This ensures that any personal details of the resident and their collection requirements remain confidential.
7. Once a form has been received by the Council, the resident is contacted via telephone to explain when the yellow top bin will be delivered, how the collection service works and how to request a delivery of additional orange bags. The details of the service are also sent in a letter for customers to refer to at a later date as some customers only use the service once per year.

## **HEALTHCARE WASTE COLLECTION SERVICE**

8. The service operates two days a week, Wednesdays and Thursdays, with a driver operating a 7.5 tonne vehicle which has been adapted specifically for healthcare collections. The adaptations include a reinforced floor to allow for ease of manoeuvring and carriage of the special healthcare waste bulk bins, a sink with running water, additional fire hydrants required by law for any vehicle collecting healthcare waste with straps and fastening points along the sides of the vehicle to secure the bins to.

9. ADR (derived from the French name for the treaty – **A**ccord **e**uropéen relative au transport international des marchandises **D**angerous per **R**oute) is a United Nations treaty which governs the transport of hazardous materials by road. The ADR regulations set out the requirements for classifying, packaging labelling and certifying dangerous goods.
10. With regards to healthcare waste, this requires all orange bags that are used to collect healthcare waste and sharps boxes meet a specified standard. It also ensures that any vehicles carrying dangerous goods must comply with the provisions of ADR, which include additional safety items to ensure that the hazardous material is transported in a safe manner. These items include additional fire hydrants, a hazardous spill kit, and running water for the driver to be able to wash with. The vehicle must also show a pictogram board on the front and rear of the vehicle to correctly classify the goods being transported. For healthcare waste this is an orange rectangle. Only drivers trained to ADR standards may collect healthcare waste. The driver must wear ballistic trousers and specialised gloves throughout collections to adhere to the regulations.
11. Sharps boxes are delivered and collected at the same time as healthcare waste collections. Customers can call up to 12pm on the Tuesday to guarantee a collection the same week.

### **HEALTHCARE WASTE REVIEW 2010**

12. During 2010 a full review of the service was carried out to ensure the Council adhered to the healthcare waste protocol and only collected infectious waste. This review involved writing to all customers of the service to ensure that a medical professional classified their waste as infectious or offensive. Once this information was confirmed, only customers with infectious waste would receive a specific healthcare waste bin, with all offensive waste being disposed of via the domestic green top bin.
13. Customers with offensive waste were offered the option to have a second green top refuse bin to help with capacity if they felt this was needed. Of the 330 customers using the healthcare waste service at the time, 141 customers had waste classified as offensive and were transferred from the service with additional green top bin capacity.
14. Since the initial review in 2010, the service has continued to offer infectious waste collections and currently 90 customers receive weekly infectious waste orange bag collections. The number of customers using the service varies each year and it is difficult to predict future usage. Approximately 40 customers per year request additional domestic refuse capacity due to offensive waste being produced in their home.

### **SHARPS COLLECTIONS**

15. Customers requiring a new sharps box or collection of a used sharps box request the service by calling the Council's customer service centre (CSC). Details of where the box is stored and if a replacement box is required is logged by the CSC and passed to the depot to include in that week's collection schedule.
16. The nature of why customers have a sharps box is quite varied, with some customers only needing a box exchanged once every two years, whilst others require a new box every week. The service is able to adapt to meet the needs of these customers and ensure that all sharps are disposed of correctly.

17. Approximately 50 sharps boxes are collected each week and there are over 800 customers logged on the database with a referral form as needing sharps box collections.

### **RISK ASSESSMENT**

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

### **CONCLUSION**

19. The Council continues to review the healthcare waste service annually, to ensure that all customers using the service have the correct referral form in place and that their healthcare waste requirements are being met. Working with Project Integra ensures that the Council remains up to date with any changes to the guidance and best practices in relation to the collection of healthcare waste and ensures the best service is provided to all customers.

### **Background Papers:**

Review of Clinical Waste Service (Report to the Executive March 2009)

Review of Clinical Waste Service (Report to Streetscene Policy and Development and Review Panel January 2009)

### **Reference Papers:**

None.

### **Appendices:**

Appendix A – Project Integra Protocol – Healthcare Waste

Appendix B – Healthcare Waste Referral Form

### **Enquiries:**

For further information on this report please contact Kitty Rose. (Ext 4747)



## **APPENDIX A – Project Integra Protocol – Healthcare Waste**

### **1 Purpose**

- 1.1 To ensure that healthcare waste is managed by the Project Integra partners in accordance with best practice by ensuring that:
- Risks to health and safety are assessed, minimised and communicated at each step in the management of this waste.
  - Appropriate facilities are available to meet the needs of the Waste Collection Authorities (WCAs).
  - Appropriate disposal routes are used for the waste.
  - An audit trail for Healthcare waste is maintained.

### **2 Partners in the Protocol**

- 2.1 The partners in the protocol comprise:
- The organisations involved in the collection and disposal of municipal waste in Hampshire, Portsmouth and Southampton - the Project Integra Partners:
    - 13 Local Authorities with responsibility for collection of household waste (WCAs);
    - Waste Disposal Authorities (WDAs) for whom Hampshire County Council (HCC) acts as the lead authority; and
    - The waste disposal contractor (Veolia Environmental Services Hampshire (VESH))
  - The healthcare organisations covering Hampshire, Portsmouth and Southampton (NHS Trusts):
    - Solent NHS Trust
    - Southern Health Foundation
    - NHS Property Services
    - Portsmouth Hospitals NHS Trust
    - University Hospital Southampton NHS Foundation Trust
    - Hampshire Hospitals NHS Foundation Trust

### **3 Applicability**

- 3.1 The partners agree to follow the protocol when arranging, making and transferring collections of healthcare waste.
- 3.2 Additional advice and information (e.g. risk assessments) is provided alongside the protocol to assist partners in managing collection of healthcare waste. However these do not form part of the protocol.

### **4 The Protocol**

**Each WCA undertakes to regularly review their current healthcare (clinical) waste collections to ensure that they meet the requirements of this protocol.**

#### **4.1 Types of waste to be collected**

The following types of waste will be collected:

- Infectious sharps contaminated with medicines arising from self-treatment (yellow sharps boxes).
- Cytotoxic / cytostatic waste arising from self-treatment (sharps boxes with purple lid).

- Infectious waste, that can be treated, arising from self-treatment (orange sacks).
- Offensive waste arising from self-treatment:
  - either with residual waste collected within the kerbside collection;
  - or, where transfer point for healthcare waste is Portsmouth, in black sacks denoting EWC code 20 01 99;
  - or, where transfer point is not Portsmouth, in tiger sacks.

The following types of waste will not be collected:

- Waste resulting from treatment by a healthcare worker within the home (this is not defined as household waste and will be removed by the healthcare worker).
- Waste arising from commercial premises as defined within The Controlled Waste (England and Wales) Regulations 2012.

## 4.2 Arranging collections

- Collections will be arranged in all cases using the healthcare referral form (Appendix B).
- The NHS Trusts have assisted in development of the healthcare referral form which has been issued for adopting into NHS systems.
- The healthcare referral form should be sent and received by following either Referral Process 1 (via electronic transfer) or Referral process 2 (by Patient transfer) as described below.

### Referral process 1 – via electronic transfer

- All relevant sections of the healthcare referral form should be completed by a healthcare professional.
- The form will be sent by the healthcare professional, either by secure fax or secure email, to the appropriate WCA location as detailed on the reverse of the healthcare referral form.
- The WCA will maintain a secure location to receive healthcare referral forms to comply with the requirements as described in Data Protection requirements Appendix H.
- On receipt of the healthcare referral form the WCA will make appropriate arrangements for collection of the waste and advise the patient accordingly.
- Each WCA is responsible for maintaining an up to date record of those patients for which a collection of healthcare waste (infectious or offensive) is made.
- Each WCA to maintain an appropriate audit trail of healthcare referral requests and arrangements made, ensuring that personal data is properly managed and retained for a minimum of three years.

### Referral process 2 – via Patient transfer

- All relevant sections of the healthcare referral form should be completed by a healthcare professional.
- The healthcare professional will advise the Patient to sign the declaration section of the form.
- The Patient will send the form to the appropriate WCA, either by post, fax or email, as detailed on the reverse of the healthcare referral form.
- On receipt of the healthcare referral form the WCA will make appropriate arrangements for collection of the waste and advise the patient accordingly.

- Each WCA is responsible for maintaining an up to date record of those patients for which a collection of healthcare waste (infectious or offensive) is made.
- Each WCA to maintain an appropriate audit trail of healthcare referral requests and arrangements made, ensuring that personal data is properly managed and retained for a minimum of three years.

As waste disposal contractor VESH has a statutory duty and requirement to ensure that the waste it receives is appropriately described; to enable this, the WCAs will allow HCC reasonable access to their healthcare waste management system for audit purposes.

#### 4.3 Making collections

- Collection vehicles and staff must comply with the requirements of the ADR Regulations (Appendix E).
- Best practice in the collection of healthcare waste is to contain the material within wheeled bins from the point of collection through to the point of disposal – thereby minimising the need to handle the waste. VESH will provide a fleet of 770L wheeled bins for use in collections, each with a unique reference number (URN). The bins will be colour coded according to the type of waste they are to contain.
- WCAs will exchange wheeled bins at transfer stations, the URN will be recorded on issue and on return – this provides an appropriate level of traceability for the waste and negates the need for sacks to be identifiable to the WCA.
- Separate bins will be used for each of the types of waste collected (e.g. yellow sharps boxes, orange sacks, tiger sacks and black sacks). Collected material will be placed directly into the appropriate colour coded bin. Loading of each bin should be maximised before a new bin is utilised. WCAs should note that they require an appropriate licence from the Environment Agency if waste is to be kept on the vehicle overnight.
- No material should be placed in the bin that would compromise the integrity of the bin.

#### 4.4 Transferring waste

- VESH will provide transfer facilities for healthcare waste at the following Transfer Station locations within the current disposal infrastructure: Portsmouth, Otterbourne, Marchwood and Chineham.
- Vehicles entering the site must be authorised vehicles
- WCA staff and vehicles must comply with site user rules.
- All wheeled bin lids should be locked on arrival.
- All material delivered from WCAs should be classified as from a municipal domestic waste source under which there is no requirement for WCA to consign material using waste transfer notes.
- Acceptance into any of the disposal locations will require material to be identified on entry at the weighbridge using one of the following waste codes:
  - **CLINICALI**
    - Potentially infectious and known infectious waste - in orange sacks
    - Infectious sharps contaminated with medicine - in yellow sharps boxes

- Infectious sharps contaminated with Cytotoxic / Cytostatic waste – sharps boxes with purple lids
- **CLINICALH**
  - Offensive hygiene waste separately collected by WCA for disposal at Portsmouth in black sacks denoting 20 01 99 .
- **CLINICAL**
  - Offensive hygiene waste - in tiger sacks, where transfer point is not Portsmouth
- If waste being delivered falls under more than one waste code then a double weigh procedure should be followed to enable accurate recording of waste to the facility.
- The URN should be identified and advised to the weighbridge operator on arrival to ensure that this detail is added to the weighbridge ticket.

#### 4.5 **Role of the NHS Trusts**

The NHS Trusts are partner to this protocol and have been involved in its development.

The NHS Trust agrees to:

- Ensure that its staff are aware of the requirement to remove waste resulting from treatment by a healthcare worker of patients in the home and have the necessary containers for this;
- Make its staff the first point of contact in initiation of a collection of healthcare waste;
- Make the healthcare referral form available to healthcare professionals;
- Brief appropriate staff on the protocol and its application;
- Provide a point of contact for resolution of queries that cannot be resolved between the healthcare professional and the WCA; and
- Ensure that any changes in the circumstances of a patient that change the categorisation of the waste are communicated to the WCA through completion of a new referral form.

### 5 **Associated Documents**

5.1 The following documents are to be used in association with this protocol:

- The application process for Healthcare waste collections authorised and directed by healthcare professionals, Healthcare waste collection referral form (Appendix A).
- Healthcare waste in the Home flowchart (Appendix B).
- Healthcare Waste Acceptance (audit) protocol of material within Disposal Infrastructure (Appendix C).
- Healthcare waste Data Protection requirements (Appendix H).

### 6 **Supporting Documents**

6.1 The following documents are available as supporting information for authorities in making their arrangements for healthcare waste collections:

- Department of Health Safe management for healthcare waste  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/167976/HTM\\_07-01\\_Final.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/167976/HTM_07-01_Final.pdf)
- Health & Safety Executive 2009. *Managing offensive/hygiene waste.*

<http://hse.gov.uk/pubns/waste22.pdf>

- SI 2012 No.811, *The Controlled Waste (England and Wales) Regulations 2012*  
[The Controlled Waste \(England and Wales\) Regulations 2012](#)
- SI 2013 No.645, Health and Safety  
[The Health and Safety \(Sharp Instruments in Healthcare\) Regulations 2013](#)
- Flowchart protocol for Offensive material in the home (Appendix D).
- The Transport of Dangerous Goods requirements ADR (Appendix E)
- Collection Authority Healthcare Waste risk Assessment example (Appendix F).
- Southern Health NHS Community Guidance, Healthcare waste (Appendix G).

#### Officer contact details

Name	Mark White
Position	Processing Operations and Performance Manager
E-mail	mark.white@hants.gov.uk
Telephone	01962-832256

**HEALTHCARE WASTE COLLECTION REFERRAL FORM**

**APPENDIX B**

<b>Local Authority Reference Number</b>	FBC/HCR/05/10
<b>Date</b>	

**Sections to be completed by a Healthcare Professional – Strictly Confidential**

<b>PATIENT'S DETAILS</b>	
<b>NHS Number</b>	
<b>Patient's Address (Including Postcode)</b>	
<b>Patient's Telephone Number</b>	

<b>DETAILS OF WASTE</b>	
<b>YELLOW SHARPS BOX</b>	Infectious sharps contaminated with medicines
<b>YELLOW SHARPS BOX PURPLE LID</b>	Infectious sharps contaminated with cytotoxic / cytostatic products
<b>ORANGE SACK</b>	Infectious waste that can be treated
<b>OFFENSIVE WASTE</b>	Waste that is not infectious and does not require specialist treatment or disposal
<i>For definitions refer to HTM 0701 Safe Management Healthcare Waste (Sector Guides) Community Nursing Para 17-34 inclusive</i>	
<b>Confirm that this is the patient's waste</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>

<b>ORIGINATOR'S DETAILS</b>			
<b>Healthcare Professional (Print Name)</b>			
<b>Contact Telephone Number</b>		<b>Fax Number</b>	
<b>Address</b>			

**Return completed form by fax or Email to Hampshire Local Authority collection service**

**Additional information to be completed if known**

Property type <i>(e.g. house, low rise flat, high rise flat etc.)</i>	
Pick up point <i>(e.g. side gate, front door, please knock etc.)</i>	
Likely number of sacks/boxes per collection	
Likely frequency <i>(e.g. weekly, on request)</i>	
Likely duration of requirement <i>(e.g. up to 1 month, over 6 months etc.)</i>	

## HAMPSHIRE LOCAL AUTHORITY HEALTHCARE (CLINICAL) WASTE COLLECTION SERVICE DETAILS

Area	District	Contacts			
		Contact Name	Telephone number	Fax Number	Email address
S East	Southampton	Business Support	02380-917510	02380-833079	<a href="mailto:public.health@southampton.gov.uk">public.health@southampton.gov.uk</a>
	Eastleigh	Direct Services	02380-688440	02380-688382	<a href="mailto:waste@eastleigh.gov.uk">waste@eastleigh.gov.uk</a>
	New Forest	Customer services	01590-646123	02380-285755	<a href="mailto:customer.services@nfdc.gov.uk">customer.services@nfdc.gov.uk</a>
	Test Valley	Clinical waste services	01264-368393	01264-353603	
	Winchester	Customer Care Centre	01962-848222	01962-840586	
	Portsmouth	Public Protection team	02392-834248	02392-834244	<a href="mailto:public.protection@portsmouthcc.gov.uk">public.protection@portsmouthcc.gov.uk</a>
	Havant	Customer services	02392-446043	02392-446418	<a href="mailto:customer.services@havant.gov.uk">customer.services@havant.gov.uk</a>
S West	Gosport	Administration team	08000-198598	02392-545360	<a href="mailto:ss.admin@gosport.gov.uk">ss.admin@gosport.gov.uk</a>
	Fareham	Administration team	01329-236100	01329-550468	<a href="mailto:healthcarewaste@fareham.gscx.gov.uk">healthcarewaste@fareham.gscx.gov.uk</a>
	East Hants	Customer Services	01730-234295	01730-260288	<a href="mailto:info@easthants.gov.uk">info@easthants.gov.uk</a>
	Basingstoke	Contact Centre	01256-844844	01256-845200	
North	Hart	Waste management	01252-622122	01252-844925	<a href="mailto:waste-management@hart.gov.uk">waste-management@hart.gov.uk</a>
	Rushmoor	Customer services	01252-398399	01252-398270	<a href="mailto:customerservices@rushmoor.gov.uk">customerservices@rushmoor.gov.uk</a>

**HEALTHCARE WASTE COLLECTION REFERRAL FORM**



# FAREHAM

BOROUGH COUNCIL

## Report to Streetscene Policy Development and Review Panel

**Date**            **04 September 2014**

**Report of:**     **Director of Environmental Services**

**Subject:**        **ANNUAL REVIEW OF STREET CLEANSING SERVICE**

### **SUMMARY**

The purpose of this report is to provide a summary of the Council's Street Cleansing Service.

### **RECOMMENDATION**

That the Panel notes the content of this report.

## **INTRODUCTION**

1. Local authorities have a statutory duty under the Environmental Protection Act (EPA) 1990 to ensure public spaces and highways are kept free from litter and refuse as far as reasonably practicable, as detailed in the Code of Practice on Litter & Refuse (Nov 2006).
2. To comply with the legislation the Council provides a service that is responsible for the following operations:
  - Cleaning of all streets, footways and open spaces that are in public ownership.
  - Graffiti removal
  - Removal of fly-tipping on public land
  - Emptying of litter & dog bins
  - Collection of dead animals from public land (domestic & wild)
  - A chargeable service to collect domestic bulky waste

## **FINANCIAL INFORMATION**

3. The Street Cleansing service operates on an annual revenue budget of £983,000. An income of £2,100 is generated from small works contracts to empty bins on Hampshire County Council land and the domestic bulky waste collection service provided an income of £20,000 in 2013/14 (£18,000 2012/13).

## **STREET CLEANSING**

4. Streets are cleaned following a schedule which is set to reflect the amount of use an area receives on a frequency that varies from daily 7 days per week in the town centre to 6 weekly on footpaths in suburban areas. The vast majority of the Borough's roads are swept by a mechanical sweeper on a three week schedule.

## **LITTER BINS**

5. There are 606 litter bins located throughout the Borough. The bins are emptied on a frequency that varies from three times a day, in the busy pedestrian shopping areas, through to weekly in some suburban streets and greenways.
6. The Council receive a number of requests for new installations each year (52 in 2013/14). The area operatives working within the street cleansing team monitor their use and patrol the known litter/dog fouling hotspots. It is from their experience and departmental records of complaints and enquiries that inform if the service is adequately resourced in terms of number of bins in use and number of operatives employed to empty and dispose of the contents. This helps to ensure the Council provide a service that is both affordable and can offer value for money to our customers.
7. Individual requests for a new litter bin at a specific site will be given careful consideration before proceeding with an installation. An assessment is made of how far away the nearest litter bins are to the site which has been suggested, whether it is

close to a school route, a bus stop, a popular thoroughfare or a seating bench and if there is a history of complaints for the area. It is also necessary to consider who owns the land, if an installation would interfere with underground services or restrict a footway. Finally, the site is monitored for a six week period to see if the reported problem is an on-going issue. This assessment helps the Council to maintain the optimum number of litter bins and keep the service costs to an acceptable level.

8. Of the 52 requests received in the last financial year 7 have been approved and a new bin has been installed at the agreed locations. The new installation figure is low because during the six week period of monitoring it is often discovered that litter is not a regular problem at the requested location or that the issue can be resolved by the re-location of a nearby bin to a more suitable location. This is why a number of the requests are refused and in most cases an alternative and more appropriate measure can be put in place.

### **FLY TIPPING**

9. In the last financial year the service responded to over 400 incidents (a 30% increase from the previous year) although the weight collected was down by 50% from 75 to 33 tonnes. This suggests that large volume fly tipping is reducing in the Borough. The vast majority of these incidents were identified and removed by the area teams as part of their day to day operation and therefore, before members of the public needed to contact the Council.

### **GRAFFITI**

10. During 2013/14 the service responded to 59 incidents of graffiti (57 2012/13). The service aims to remove all offensive graffiti on Council owned land within 5 working days and non-offensive graffiti within 30 working days of Streetscene receiving a report of an incident. The Council will also remove graffiti, free of charge, from private domestic property following the completion of an indemnity form from the resident. Graffiti on highways and subways is cleaned by contractors employed by Hampshire County Council.
11. In the last financial year 95% of Offensive graffiti was cleared within the 5 day target and 100% of the non-offensive was cleared within the 30 day target.

### **DEAD ANIMALS**

12. Small domestic or wild animals are collected from public land as part of the cleansing service. Domestic pets are scanned, if possible, for micro-chips to allow owners to be informed. Requests for removal of dead animals are generally dealt with within 24 hours of a report.

### **WASTE COLLECTION & DISPOSAL**

13. During the last financial year the service collected and disposed of the following tonnages:
  - Street litter & litter bin collection – 740 (655) tonnes
  - Mechanical street sweeping – 1,312 (1,256) tonnes

- Fly tipping – 33 (75) tonnes
  - Bulky Waste – 111 (52) tonnes
14. The above figures when combined give a total of 2,196 (2,038) tonnes of litter, debris and detritus. The majority of this was removed from the Borough's streets, parks and public spaces.
15. The majority of the waste is disposed of at the Warren Farm waste transfer station. Waste that is made up of entirely combustible material is sent to the Portsmouth energy recovery facility (ERF) run by Veolia Environmental Services.

### **SERVICE OPERATION**

16. For operational effectiveness the Borough is divided into the seven areas below:

Area 1 - Portchester

Area 2 - Fareham North

Area 3 - Fareham South

Area 4 - Stubbington & Hill Head

Area 5 - Locks Heath, Titchfield Common & Whiteley

Area 6 - Warsash

Area 7 - Fareham Town Centre

17. Areas 1-6 include a dedicated operative and van assigned to them. The area operative is tasked with litter collection from the open spaces and main streets, emptying litter bins, cleaning busy shop front areas and removing small fly tips and graffiti.
18. Area 7 is staffed by three members of the team with one team member covering the busy weekend period.
19. Two van drivers cover weekend operations to empty the most frequently used litter bins and to carry out cleansing duties at busy local shopping parades and main parks. A team of six operatives with vans is deployed every bank holiday to maintain service standards across the Borough.
20. The Borough's streets are swept by a mechanical sweeper approximately every three weeks. Two large Johnston street sweepers operate by dividing the Borough into two on a rotating three week cycle. In addition to the large sweepers, the service also operates three Johnston compact ride-in sweepers. The compact sweepers are each assigned to two of the areas 1-6 above and are tasked with sweeping cul-de-sacs, pedestrian areas, wide footpaths, shopping parades and other small public spaces.
21. Two operatives patrol the Borough on foot with hand barrows, each covering half of the Borough. They are tasked with sweeping areas that are difficult for mechanical sweepers to reach, removing any build-up of detritus from the footways and to litter pick the streets on an approximate six week cycle.

22. Two operatives cover the weekly domestic bulky waste collection service; install street furniture including litter bins, wooden bollards and park benches. The team also repair or replace small areas of damaged hard surfaces, manhole covers and respond to large fly-tipping and graffiti incidents.
23. A team of three operatives make up the Area 8 Team. The team respond to customer requests and assist with service resilience. Although the team report to the Cleansing Supervisor, it operates across the Operations service providing a customer response for both the street cleansing and grounds maintenance teams.
24. During the summer months, a seasonal foreshore cleaner is employed to patrol the busy seafront areas from the Lee-on-the-Solent boundary through to Hill Head. The operative undertakes litter picking along the foreshore, in seafront car parks and in the surrounding public spaces.
25. A final team member provides some cover for holiday and sickness absence in addition to providing extra cleansing duties to high usage areas and litter hotspots.

### **SERVICE DEVELOPMENT**

26. The service continues to develop and improve:
- 100% of reported or discovered fly tips cleared within 5 working days.
  - 100% of non-offensive graffiti cleared within 30 days and 95.5% of offensive graffiti cleared within 5 working days.
  - Gold standard and category winners for the Borough's 2013 entry in the South & South East in Bloom competition.

### **PROJECTS AND CHALLENGES**

- A condition survey is underway to assess the standard and capacity of the bin provision in the Borough.
- On-going replacement of old style dog bins.
- Training needs continue to be identified to provide service resilience and to provide career progression.
- Continue to focus on providing a high level of customer service standards and encourage the team to work proactively to keep the Borough as clean and tidy as possible.
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### **Background Papers:**

None.

### **Reference Papers:**

None.

**Enquiries:**

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

# FAREHAM

BOROUGH COUNCIL

## Report to Streetscene Policy Development and Review Panel

**Date**                    **04 September 2014**

**Report of:**            **Director of Environmental Services**

**Subject:**              **SPONSORSHIP OF ROUNDABOUTS**

### SUMMARY

The purpose of this report is to inform Members on the current position with regard to sponsorship of roundabouts.

### RECOMMENDATION

Members are asked to note the contents of the report..

## **INTRODUCTION**

1. At its meeting on 3 March 2014, the Executive considered a report on efficiency savings. Paragraph 12 of this report outlined the fact that due to recent increases in take up in the sponsorship of roundabouts, it was considered realistic to build an additional income stream of £20,000 per annum into the Council's budget as a result.
2. This report outlines the current position with regard to the roundabout sponsorship and provides a number of actions that could be undertaken by Officers to endeavour to double the current rate of income that the Council receives.

## **BACKGROUND**

3. All roundabouts in Fareham are the responsibility of Hampshire County Council; however, there is an agreement in place, whereby their maintenance, i.e. grass cutting/shrub beds is undertaken by the Council's Environmental Services Department (Streetscene).
4. Hampshire County Council recognises the potential benefits to the environment and cost saving of reduced maintenance and as such the following policy for the sponsorship of roundabouts has been approved.
  - (a) It shall be the responsibility of the relevant District Council to implement any sponsorship agreement. District Councils have statutory powers under S96(4) of the Highways Act 1980 to undertake planting schemes within the publicly maintainable highway, with the County Council's consent.
  - (b) Under S42 of the Public Health Acts Amendment Act 1890 District Councils have powers to authorise the erection of statues and monuments in any street or public place within their district.
  - (c) Sponsorship may take the form of Planting / Landscaping or 'Civic Art' (monument, statue or sculpture).
  - (d) Hampshire County Council supports the concept of roundabouts on the public highway being enhanced by means of a sponsorship agreement with a third party (local business, Parish Council etc) if the agreement is in accordance with the guidelines outlined in the sponsorship of roundabouts procedure.

## **CURRENT SITUATION**

5. Unlike many boroughs across Hampshire, Fareham has the foresight to realise the potential of sponsorship of roundabouts as a way of enhancing the borough's road network by the use of planting schemes, both seasonal and permanent, rather than it being used solely to bring in income by littering the highway with advertising signage. Sponsorship should be beneficial to the sponsor as well as the Council and community at large.
6. A number of the organisations who sponsor roundabouts also play an integral part in supporting the wider initiatives of Fareham in Bloom. The support of the business community and relationships that have developed have been instrumental in the success of the income stream for related initiatives.
7. Appendix 1 outlines the current situation and shows which roundabouts are available in



the borough for sponsorship and also which companies are currently sponsoring them.

8. The roundabouts tend to be located along the main arterial routes like the A27 (Portchester to Swanwick) and A32 (Gosport boundary to Knowle).
9. The table shows that currently some of the most prominent roundabouts form part of major road improvement schemes being undertaken by the County, which makes it difficult, if not impossible to promote for sponsorship at the current time.
10. Some of these improvement schemes aren't expected to be completed within the next year or so, therefore reducing potential for increasing current sponsorship income levels.

### **FINANCIAL SITUATION**

11. The table below shows the income received from local businesses each financial year from 2008 to 2015.

<b>Year</b>	<b>Total</b>
2008	£35,827
2009	£45,836
2010	£21,355
2011	£28,428
2012	£17,241
2013	£18,038
2014	£22,735
2015 (to date)	£9,938
<b>Total</b>	<b>£199,398</b>

12. Income received peaked during 2009 and fluctuated during 2010 and 2011 due to the onset of recession. 2012 saw the lowest uptake in sponsorship of only £17,242.
13. During 2013, the way in which the council negotiated sponsorship changed, by proposing a single fee of £1200 per sign. More information was also provided on the Council's website which has allowed companies to evaluate the potential for sponsorship before approaching the Council in their own time. See Appendix 2.
14. This seems to have proved beneficial as since 2013, there has been a small improvement year on year with 2015 due to exceed 2014 figures. It is hoped that with signs of the economy also improving there will be further increases year on year.
15. A more detailed breakdown of annual income per roundabout can be found in Appendix 3. This table shows which roundabout has been the most successful in terms of income.
16. Unfortunately, some of the most successful roundabout locations are currently being altered as part of numerous road improvements that are being implemented in the Borough for example Newgate Lane improvements.
17. It is therefore currently not possible to promote such locations for sponsorships due to the nature of the works which render the roundabouts as in accessible

## **INCREASING INCOME**

18. The sponsorship scheme hasn't been actively promoted as a direct source of income. Historically, working with companies who have expressed an interest through the success of Fareham in Bloom and the resultant visual improvements that this has had on the highway.
19. Although, there are indications that the economy is showing signs of recovery, many companies are naturally cautious of increasing their financial commitments. However, a number of opportunities could be explored to take advantage of the success that has in part already been established.
20. The following options will be explored with the view to improve the opportunities available to the Council in seeking new sponsorship.
  - (a) Improve the website to provide more details of sponsored availability and links to Google maps. Also make better such of social media available.
  - (b) Introduce promotional signage, placed at strategic locations to raise awareness of the scheme.
  - (c) Production of a leaflet/flier promoting the benefits to companies of sponsoring a roundabout.
  - (d) Liaise with the Trade Waste Officer to seek opportunities for joint promotion when in contact with local companies who are wishing to take up the Council's Trade Waste services.
  - (e) Consider the introduction of landscaping, where possible, to roundabouts that are currently hard surfaced to make them more attractive to potential sponsors.

## **CONCLUSION**

21. This report outlines the current situation regarding the current take up of roundabout sponsorship in Fareham. It also provides suggestions on what the Council can do to try to increase the number of businesses who may wish to take advantage of the opportunities available to promote their companies across the road network.
22. However, due to the major road works currently being undertaken along the main arterial routes in the borough, the increase in potential income to the Council will take longer to realise than originally anticipated.

### **Background Papers:**

### **Reference Papers:**

3 March 2014 – Report to the Executive – Efficiency savings.

### **Enquiries:**

For further information on this report please contact Sue Woodbridge. (Ext 4546)

### Roundabouts available for sponsorship

Name	Sponsor / No of Signs	Current or proposed road works
Quay Street (Tesco's)		Still under maintenance with Tesco/HCC
Station, Fareham (Fareham Train Station)		Improvements to Roundabout / bus lane
Longfield Avenue, Fareham		Improvements to Newgate La.
Collingwood, Fareham	Eden Vauxhall (2)	Improvements to Newgate La.
Segensworth	Commercial Lighting Systems Ltd (1) Whiteley Dental Practice (1) Fareham Shopping Centre (1)	
Segensworth West	Commercial Lighting Systems Ltd (1)	
Macro	Solent Marine Ltd (2)	
Delme	Fareham Creek Vets (2) Glanvilles (1)	
St Margaret's, Titchfield	St Margaret's Nursery (3)	
Mays Lane, Stubbington	Hambrooks (1)	
Red Lion, Stubbington	Hambrooks (1)	
Mill Lane, Fareham	Fareham Shopping Centre (2)	
West Street, Portchester	Noon (2)	
A32 - Knowle Village	Biscoes (1)	
Bridge Road/A27, Sarisbury	Freemantles (2)	
Botley Road, Sarisbury		
Cornaway Lane, Portchester		
Castle Street, Portchester		
North Hill, Fareham North		
Wickham Road, Fareham		
Broadcut, Fareham		
Titchfield Gyrotory, Titchfield		Future disruption
Peel Common, Stubbington		Future disruption

*Extract from Fareham Borough Council's website*

## Roundabout Sponsorship Frequently Asked Questions

Here is a list of Frequently Asked Questions regarding the sponsoring of roundabouts. If you have any further questions that have not been answered below please contact the Horticulture Development Officer on [parcs@fareham.gov.uk](mailto:parcs@fareham.gov.uk) or call 01329 236100.

### How much does it cost?

We are offering the opportunity to part sponsor a roundabout in return for a single sign that would be strategically placed on a roundabout (of your choice but subject to availability) for maximum effect for the sum of £1200 per annum.

### What does the sponsorship costs include?

The cost of sponsorship includes the maintenance of the roundabout and the design and installation of signage.

### Does the cost of sponsorship include VAT?

No the costs shown are exclusive of VAT.

### How big are the signs and what do they look like?

The signs are 1000mm in length and 300mm in height. They are supported by two metal posts securely installed into the ground. You can see an example below.



### What happens if my signage is sprayed with graffiti?

If this happens, we will clean it for you at no cost. Our cleansing team aims to remove any offensive, racist or other hate-related graffiti within one working day. All other graffiti will be removed within five working days.

### What happens if my signage is damaged or destroyed?

If your signage is knocked over by a car but remains intact, the sign will be reinstated to the roundabout at no extra cost to the sponsor.

If the signage is completely destroyed or is not able to be repaired then the council will replace this signage on one occasion only. If the signage is damaged beyond repair on more than one occasion, the sponsor will have to pay for the signs to be replaced.

Please be aware that damage to roundabout signage is a very rare and does not happen on a regular basis.

### **What happens if our company logo changes half way through sponsorship period.**

The design of the sign can be redone but all costs incurred will have to be passed onto the sponsoring company.

### **If I sponsor more than one sign will I receive a discount?**

Yes, if you decide to sponsor more than one sign you will receive a discount.

### **Is there a minimum length of contract when sponsoring a roundabout?**

We are flexible on the length of time a roundabout can be sponsored for but there is a minimum length of one year. After that time, you will have first refusal as to whether you wish to renew your agreement. If you would like to renew it, we will draw up another agreement with you.

### **How do I make the payments?**

We require the full amount in advance. If the sponsorship is large, we can negotiate special arrangements.

### **Who arranges for the signs to be made and installed?**

We will arrange for the sign to be made and installed. You will need to supply your logo in a high resolution format and approve the design proof before the sign is produced.

### **Can I make or install my own signs?**

No, we will arrange this work so that it meets the Highway Authority's criteria and is consistent throughout the Borough.

### **What can I have on my sign?**

You can display your logo plus a small amount of text such as a web address or business location. Highway regulations do not permit use of telephone numbers.

**A summary of income received per roundabout per year (2008 – 2015)**

<b>Roundabout Name</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>Total</b>
Bridge Rd / A27							2,000	2,000	4,000
Collingwood	3,000	3,000					2,000		8,000
Delme Arms	6,144	6,288	6,288	6,288		3,000	3,160	3,000	34,168
Hunts Pond Rd / A27	5,665	6,450	6,450	11,450	6,416	2,000	4,000	2,000	44,431
Knowle						1,200	1,000		2,200
Mill Rd		1,629	2,300	2,373	3,866	2,000	2,000	2,000	16,168
Newgate La/Longfield Ave	2,304	2,358	2,358	2,358		2,000			11,378
North Hill	2,000	2,084	2,084	2,084	2,084				10,336
Quay Street	11,114	10,819		2,000					23,933
Segensworth West						2,200	2,000		4,200
Stubbington Village						2,000	2,000		4,000
West St, Fareham	3,800	3,800							7,600
West St, Portchester	1,800	938	1875	1875	1875	938	1875	938	12,114
Segensworth		8,470			3,000	2,700	2,700		16,870
<b>Total</b>	<b>35,827</b>	<b>45,836</b>	<b>21,355</b>	<b>28,428</b>	<b>17,241</b>	<b>18,038</b>	<b>22,735</b>	<b>9,938</b>	<b>199,398</b>

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

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