

FAREHAM

BOROUGH COUNCIL

AGENDA

STREETSCENE POLICY DEVELOPMENT AND REVIEW PANEL

Date: Thursday, 5 March 2015

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
Mrs K K Trott



1. Apologies for Absence

2. Minutes (Pages 1 - 6)

To confirm as a correct record the minutes of the meeting of the Streetscene Policy Development and Review Panel held on 8 January 2015.

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 Work Programme for 2014/15 and Draft Work Programme 2015/16 (Pages 7 - 28)

To consider a report by the Director of Environmental Services which gives a final review to the Panel's work programme for 2014/15 and draft work programme for 2015/16.

7. Play Area Safety Surface Replacement Programme (Pages 29 - 36)

To consider a report by the Director of Environmental Services on the Play Area Safety Surface Replacement Programme.

8. Bus Shelter Maintenance Contract Renewal (Pages 37 - 42)

To consider a report by the Director of Environmental Services on the Bus Shelter Maintenance Contract Renewal.

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. Annual Review of Clothing and Textile Recycling (Pages 43 - 48)

To consider a report by the Director of Environmental Services on an Annual Review of Clothing and Textile Recycling.

P GRIMWOOD
Chief Executive Officer

Civic Offices
www.fareham.gov.uk
25 February 2015

**For further information please contact:
Democratic Services, Civic Offices, Fareham, PO16 7AZ
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FAREHAM

BOROUGH COUNCIL

Minutes of the Streetscene Policy Development and Review Panel

(to be confirmed at the next meeting)

Date: Thursday, 8 January 2015

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor Mrs S M Bayford (Chairman)

Councillor Miss T G Harper (Vice-Chairman)

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

Also Present: Councillor L Keeble, Executive Member for Streetscene (items 6 & 8)



1. APOLOGIES FOR ABSENCE

An apology of absence was received Councillor J M Englefield.

2. MINUTES

It was AGREED that the minutes of the meeting of the Streetscene Policy Development and Review Panel held on 23 October 2014 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman made the following announcements:

She passed her congratulations on to the Refuse and Recycling teams for their Christmas collection programme which resulted in only 23 phone calls.

She also expressed her thanks to Officers for arranging a visit to the ERF (Energy Recovery Facility) and MRF (Material Recovery Facility) which was extremely informative and she encouraged all members who had not yet visited these sites to do so.

The Panel were informed that as noted in the minutes of the last Streetscene Policy Development and Review Panel Meeting on 23 October 2014, it was agreed that a report on the Impact of Weekly Refuse Collections in the Summer Months be included in January's panel meeting.

Initial investigations and research by officers has found that during the past 3 years the Department of Streetscene has received less than 10 requests from residents of the borough to return to weekly collections. Due to the lack of demand for this service, it was not felt necessary to bring a full report to the Panel.

A report on the impact of the refuse weekly collections was brought to the Panel in January 2014 for information. A copy of this report can be provided if required.

As part of the 2015-16 draft work programme it is proposed to set up several Member and Officer Working Groups to discuss the topics in detail before reports are brought to the Panel.

If you would like to volunteer to be part of one of these working groups let Officers know.

Lastly the Panel's attention was drawn to the briefing note on Community Funerals which had been sent to members by email a few weeks ago. Councillor Bryant enquired as to who is responsible for bodies on the shoreline. The Director of Environmental Services addressed the Panel to state that he would get the Parks and Open Spaces Manager to provide this information to members.

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. PRELIMINARY REVIEW OF THE WORK PROGRAMME 2014/15 AND DRAFT WORK PROGRAMME 2015/16

The Panel considered a report by the Director of Environmental Services which reviewed the Panel's work programme for 2014/15 and the draft work programme for 2015/16.

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

The Director of Environmental Services circulated a list of proposed agenda items for the 2015/16 work programme.

Members were asked to note the two proposed reports which would also require the addition of a Member and Officer Working Group, and were asked for volunteers for each of the working group.

Councillors Swanbrow and Norris put themselves forward for the working group on Allotment Agreements Renewal, and Councillors Whittingham and Mrs Bayford put themselves forward for the Public Toilet Refurbishment 5 Year programme working group.

Members were invited to make suggestions for the 2015/16 work programme but no suggestions were made at that time. Members were informed they had until the next meeting in March to put forward suggestions for the 2015/16 work programme.

The Director of Environment Services addressed the Panel and explained that several members of the Panel had requested to go out on a visit with one of the refuse crews but he did not feel this was acceptable due to the potential dangers that could occur with this, however members were informed that should they wish to go out with the Supervisors who are responsible for the refuse crews, or the litter collection crews he would be happy to arrange this.

It was AGREED that the work programme for the remainder of the year be approved.

7. ANNUAL REVIEW OF GROUNDS MAINTENANCE SERVICE

The Panel considered a report by the Director of Environmental Services on an annual review of the Grounds Maintenance Service.

The report was presented by the Operations Manager who then took questions from the Panel.

Councillor Swanbrow commented on how successful the wild flower meadows were and asked if they would be continued. The Operations Manager confirmed that they would be continued again this year and there will be additional sites included also.

Councillor Bryant enquired as to whether the Council advertises the hire of the Chapel at Wickham Road Cemetery. The Operations Manager confirmed that the Council's website advertises this and is discussed with customers when funerals at the cemetery are being arranged. A question was also asked as to when the scaffolding will be removed from building. The Director of Environmental Services explained that the scaffolding was put in place when the tower was damaged in the storms from the previous year and due to the building being a listed building the replacement tower has taken some time to construct, however it should be completed in the next few months.

The Chairman passed her thanks and praise onto the grounds maintenance teams who were involved with Fareham in Bloom and felt that more recognition should be given to the Grounds Maintenance teams for their hard work and efforts which without the awards achieved would not be possible.

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

8. VEHICLE FLEET MANAGEMENT

The Panel considered a report by the Director of Environmental Services on the Vehicle Fleet Management.

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

The Transport Manager explained that whilst the CO² emissions have been reduced from the previous year they will increase slightly over the next year as the building services department are bringing their maintenance work back in house from 1 April 2015, and will therefore be procuring additional vehicles for this.

He also reported that fuel prices have been reducing recently and with the money saved from this will be put towards making the refuse vehicles safer for cyclists in the borough by having signage installed on the back of the trucks which will inform cyclists of when and where the vehicles are turning. Another safety measure for cyclists that is being looked into is under run bars for refuse vehicles. These are bars that are fitted to the underneath of refuse vehicles and prevents cyclists from falling underneath a vehicle if they were knocked off of their bike. It is likely that these will become legislation within the next few years and therefore the Transport Manager has decided to take a more proactive approach to this rather than a reactive approach.

Councillor Bryant enquired as to what will be happening with the Vehicle Replacement Programme in the future. The Transport Manager advised the Panel that the money will be concentrated in purchasing refuse, road sweeper and hedge cutting vehicles and that each one will be purchased with the best framework to ensure that they are the best value for money.

Councillor Bryant also enquired as to whether there is a specific time limit set on the life of the vehicles and as such they will be replaced after so many years. The Director of Environmental Services explained that this is not possible to do as each vehicle will have a different lifespan depending on its usage. Therefore vehicles are regularly checked and will be replaced when they are no longer economically safe and viable.

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

(The meeting started at 6.00 pm
and ended at 7.27 pm).

FAREHAM

BOROUGH COUNCIL

Report to Streetscene Policy Development and Review Panel

Date **05 March 2015**

Report of: **Director of Environmental Services**

Subject: **FINAL REVIEW OF THE WORK PROGRAMME FOR 2014/15 AND
DRAFT WORK PROGRAMME 2015/16**

SUMMARY

At the last meeting of the Panel on 8 January 2015, members reviewed the existing work programme for 2014/15 and also considered the draft work programme for 2015/16. The Panel is now invited to assess the overall progress for the current year and finalise a draft work programme 2015/16.

RECOMMENDATION

The Panel is now requested to:-

- (a) review the outcomes of the Panel's work programme for 2014/15;
- (b) agree a proposed work programme for 2015/16; and
- (c) submit the proposed work programme for 2015/16 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 that draft programme for 2015/16.

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 2014/15

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 – 2015-16

4. Appendix B sets out details of the proposed items for consideration during 2015/16. 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 reviews of items under the Council's policy framework will be included in the 2015/16 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 outcomes of its work programme for the current year 2014/15;
 - (b) agree a draft work programme for 2015/16, having considered the proposed draft set out in Appendix B and, at the same time, add to the Panel's draft programme for 2015/16 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 2015/16 to the Council.

Appendices:

Appendix A – Progress on Actions Since Last Meeting

Appendix B – Streetscene Policy Development and Review Panel Work Programme 2014/15

Appendix C – Policy Framework

Appendix D – Streetscene Policy Development and Review Panel Proposed Work Programme 2015/16.

Background Papers:

None

Reference Papers:

Report to Council – 9 October 2014 – ‘Schedule of Meetings 2015/16’

Streetscene Policy Development and Review Panel – 8 January 25015

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**

Date of Meeting	6 March 2014
Subject	Final Review of the Work Programme for 2013/14 and Draft for 2014/15
Type of Item	Programming
Action by Panel	<p>The Panel considered a report by the Director of Streetscene on a final review of the work programme for 2013/14 and the draft work programme for 2014/15.</p> <p>The Director of Streetscene asked Members to note two additional reports that have been added into the 2014/15 Work Programme at Appendix D of the report.</p> <p>It was AGREED that:-</p> <p style="padding-left: 40px;">(a) the review of the 2013/14 work programme, as shown in Appendix A to the report, be noted; (b) the proposed work programme for 2014/15, as set in Appendix A to these minutes, be approved; and (c) the proposed work programme for 2014/15 be submitted to the Council for approval.</p>
Outcome	The Council confirmed the proposed work programme for 2014/15 at its meeting on 24 April 2014
Link Officer	Paul Doran
Subject	Vehicle Fleet Management
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Streetscene on Vehicle Fleet Management.</p> <p>At the invitation of the Chairman Councillor Keeble addressed the Panel on this item.</p> <p>Councillor Ford suggested that an annual visit to the depot for all Panel members be added to the work programme.</p> <p>The Director of Streetscene addressed the Panel to update members on the progress of the GPS tracking system. He informed members that the system will be in place and up and running by 1 April following completion of the tender process. Members will be able to see the system in the action on their visit to the depot.</p>

	<p>It was AGREED that:-</p> <p>(a) an annual visit for the Panel members to the depot to be added to the 2014/15 work programme and all future work programmes; and</p> <p>(b) the content of the report be noted.</p>
Outcome	Content of report noted and demonstration of system given to members at meeting on 23 October 2014
Link Officer	Trevor Beard
Subject	Grounds Maintenance Work Scheduling System
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 Grounds Maintenance Work Scheduling System.</p> <p>At the invitation of the Chairman Councillor Keeble, Executive Member for Streetscene addressed the Panel on this item.</p> <p>The report gave an update on a new system for the Grounds Maintenance which will bring together all of the current grounds maintenance databases into one central database.</p> <p>Questions were asked to the Operations Manager regarding the availability of the system to members and the public. Members were informed that once the system was fully operational it would be available for use on the Council's website.</p> <p>A question was also asked in relation to the scheduling of the grounds maintenance services, and how easy they are to manage in changeable weather climates. The Operations Manager explained that all grounds maintenance services need to be flexible to be able to adapt to changing conditions and requirements, and that the new system will allow for these changes.</p> <p>It was AGREED that the content of the report be noted.</p>
Outcome	Content of report noted.
Link Officer	Mick Gore
Subject	Progress Report on Hedge Cutting Contract
Type of Item	Information

Action by Panel	The Panel considered a report by the Director of Streetscene on a progress update on the Hedge Cutting Contract. It was AGREED that the content of the report be noted.
Outcome	Contents of report were noted.
Link Officer	Mick Gore
Subject	Progress Report on Clothing and Textile Recycling Contract
Type of Item	Information
Action by Panel	The Panel considered a report by the Director of Streetscene which gave an update on the progress on the Clothing and Textile Recycling Contract. 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.
Outcome	Contents of report were noted.
Link Officer	Kitty Rose
Date of Meeting	15 May 2014 - CANCELLED
Subject	
Type of Item	
Action by Panel	
Outcome	
Link Officer	
Date of Meeting	10 July 2014
Subject	Review of Work Programme 2014/15
Type of Item	Programming
Action by Panel	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

	<p>need to be added to the work programme for the October meeting. This is as a result of the European Revised Waste Regulation Framework Directive which requires authorities to have segregated kerbside recycling collection by 1 January 2015.</p> <p>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 to demonstrate that it meets the following two exclusion criteria:</p> <ol style="list-style-type: none"> 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. <p>It was AGREED that the content of the report be noted.</p>
Outcome	Content of report noted, a further report was also given to Panel at its meeting on 23 October 2014.
Link Officer	Paul Doran
Subject	Presentation on Streetscene Services and Key Achievements
Type of Item	Information
Action by Panel	<p>The Panel received a presentation from the Director of Environmental Services and Managers within the Streetscene Department which gave an overview of services provided by the department. The presentation was broken down into a number of sections:</p> <p>Refuse and Recycling Operations Parks and Open Spaces Transport Management</p> <p>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 questions from members on each section.</p> <p>Councillor Swanbrow passed on his congratulations to the Horticultural Development Officer for Wild Meadow in Allotment Road as part of the Going Wild Project.</p> <p>It was AGREED that the Director of Environmental Services and Managers be thanked for their presentation.</p>
Outcome	Presentation Noted

Link Officer	Paul Doran, Mick Gore, Sue Woodbridge, Kitty Rose and Trevor Beard.
Subject	Review of Corporate Cleaning Contract
Type of Item	Review
Action by Panel	<p>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.</p> <p>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 bins stores and improvements to communal areas in housing blocks.</p> <p>It was AGREED that the Panel notes the content of the report.</p>
Outcome	Content of the report noted.
Link Officer	Sue Woodbridge
Subject	Annual Report on Trade Waste
Type of Item	Review
Action by Panel	<p>The Panel received a report by the Director of Environmental Services on the Annual Report on Trade Waste.</p> <p>At the invitation of the Chairman, Councillor Keeble, the Executive Member for Streetscene, addressed the Panel on this item.</p>
Outcome	Content of report noted.
Link Officer	Kitty Rose
Date of Meeting	4 September 2014
Subject	Streetscene Policy Development and Review Panel Work Programme 2014/15
Type of Item	Programming
Action by Panel	<p>The Panel considered a report by the Director of Environmental Services which reviewed the current work programme for 2014/15.</p> <p>The Panel's attention was drawn to the changes in the work programme as highlighted in paragraph 2 of the report.</p> <p>The Chairman requested that an additional item be added to the work programme on pauper burials. Members and Officers</p>

	discussed the item and it was agreed that a briefing note would be prepared for the Chairman to read out at the 8 January 2015 meeting;. It was AGREED that the work programme, as set out in Appendix A to the report, be approved.
Outcome	Content of the report noted
Link Officer	Paul Doran
Subject	Healthcare Waste Collection Service
Type of Item	Information
Action by Panel	The Panel considered a report by the Director of Environmental Services on the Healthcare Waste Collection Service. The Refuse and Recycling Manager was asked of better advertising could be done for the sharps collection service as many residents remain unaware that the service exists. It was explained to the Panel that there are regulations governing where sharps can be returned to which means that not all sharps can be returned via the same service, and therefore advertising for the service would be difficult as it would not be applicable to all. It was AGREED that the contents of the report be noted.
Outcome	Content of the report noted.
Link Officer	Kitty Rose
Subject	Annual Review of Street Cleansing Service
Type of Item	Information
Action by Panel	The Panel considered a report by the Director of Environmental Services on an Annual Review of Street Cleansing Services. The Operations Manager was asked why offensive graffiti was not at 100% for being cleared within the 5 day target. It was explained to the Panel that it is more difficult to achieve 100% success on this as there are incidents where the wrong location has been given or the graffiti is on private land and the owners of the property are not available to sign the disclaimer needed prior to the removal being able to be carried out. The Operations Manager was also asked if the operatives who collect fly tipping work with the enforcement team to identify the offenders. It was confirmed to the Panel that the Streetscene team do work closely with the Enforcement Officers to try and identify offenders but it is extremely difficult if the offense has not been witnessed. Members also enquired regarding the requests for litter bins, and whether customers are contacted to let them know the

	<p>outcome of their requests. The Operations Manager confirmed that all customers are contacted after a 6 week monitoring period has taken place, to inform them the outcome of their request.</p> <p>It was AGREED that the content of the report be noted.</p>
Outcome	Content of report noted.
Link Officer	Mick Gore
Subject	Sponsorship of Roundabouts
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Environmental Services on the Sponsorship of Roundabouts.</p> <p>Councillor Englefield commented that the roundabout at Bridge Road was extremely attractive and well maintained.</p> <p>Members enquired as to the progress made on the Quay Street roundabout which is not in good condition. Members were informed that at present the ownership of the roundabout is still with Tesco's and until they pass over the ownership Fareham Borough Council is unable to anything with the roundabout.</p> <p>It was AGREED that the content of the report be noted.</p>
Outcome	Content of the report noted.
Link Officer	Sue Woodbridge
Subject	Hedge Cutting and Sports Pitch Renovation Contract
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Environmental Services on the Hedge Cutting and Sports Pitch Renovation Contract.</p> <p>It was AGREED that the content of the report be noted.</p>
Outcome	Content of the report noted
Link Officer	Mick Gore
Date of Meeting	23 October 2014
Subject	Review of Work Programme 2014/15
Type of Item	Programming
Action by	The Panel considered a report by the Director of Environmental Services which reviewed the Panel's work programme for

Panel	<p>2014/15.</p> <p>The Director of Environmental Services addressed the Panel on this item and suggested that a further report be added to the work programme for January meeting. The report will be on The Impact of Weekly Refuse Collection in the Summer Months.</p> <p>It was AGREED that, subject to the inclusion of the report on The Impact of Weekly Refuse Collection in the Summer Months, the proposed Work Programme for 2014/15, as set out in Appendix A to the report, be approved.</p>
Outcome	Report Noted. Report on Weekly Refuse Collection added to the Work Programme and then removed at the 8 January 2015 meeting.
Link Officer	Paul Doran
Subject	Global Positioning System for Vehicle Fleet
Type of Item	Information
Action by Panel	<p>At the agreement of the Chairman this item was taken early.</p> <p>The Panel were given a demonstration by the Transport Manager and the Refuse/Recycling Manager on how the GPS system works. They were shown how they can locate any of their vehicles during the day, and can track the route the vehicle has taken for the day.</p> <p>It was explained to members that the system has provided 4 key benefits:</p> <p>Improved Customer Service – By being able to locate vehicles and crews the system enables officers to respond to customer requests quickly thereby improving the service provided to the customer.</p> <p>Insurance – It has already been used in several insurance claims to provide evidence that vehicles were not at a particular location when an accident occurred.</p> <p>Breakdowns – It has also been extremely useful when dealing with vehicle breakdowns as they can now locate exactly where the vehicle is and can get to it quicker.</p> <p>Health and Safety Supervision – It is used to monitor the crews for Health and can assist the Supervisors in the planning of work.</p> <p>It was AGREED that:-</p>

	(a) the Transport Manager and Refuse/Recycling Manager be thanked for their presentation; and (b) the Panel notes the content of the report.
Outcome	Content of report noted.
Link Officer	Mick Gore
Subject	Annual Report on Recycling Performance
Type of Item	Information
Action by Panel	The Panel considered a report by the Director of Environmental Services on an annual report on Recycling Performance. The report was presented by the Recycling Co-Ordinator, who took questions from members. Members enquired as to the impact that supermarket packaging is having on recycling. The Recycling Co-Ordinator confirmed that it is having an effect as packaging is becoming lighter so the tonnage collected is less, and some of the lighter packaging now being used is not recyclable so it has to be disposed of in the refuse bins. It was AGREED that the Panel notes the content of the report.
Outcome	Report Noted.
Link Officer	Sue Hand
Subject	Waste Regulations (ENGLAND AND WALES) 2011
Type of Item	Report
Action by Panel	The Panel considered a report by the Director of Environmental Services on Waste Regulations (England and Wales) 2011. At the invitation of the Chairman, Councillor Keeble Executive Member for Streetscene, addressed the Panel on this item. The Director of Environmental Services addressed the Panel to inform them that from 1 January 2015 a new regulation comes into effect whereby local authorities have to change the way they collect recyclables, to separate recycling collections, to enable a higher quality of recyclate being collected. The report outlined the Council's current recycling collection service; the quality of the recyclate collected and looked at the technical and economical requirements that would be involved in changing the recycling collection service. The new regulation states that separate recycling collection is required if it is: (a)necessary, in effect to provide high quality recyclates; and

	<p>(b) is technically, and economically practicable.</p> <p>The Panel AGREED that:-</p> <ol style="list-style-type: none"> 1. separate collections of recyclable materials should not be introduced in the Borough at this time because:- <ol style="list-style-type: none"> (a) it is not necessary to provide high quality recyclates; and (b) would not be technically, environmentally and economically practicable (TEEP). 2. recommends to the Executive that:- <ol style="list-style-type: none"> (a) no changes are required to the collection of recyclable materials currently co-mingled in blue top recycling bins; and (b) any collection policy changes proposed in future are assessed against the new regulations prior to any decisions being made.
Outcome	<p>Report to the Executive on 1 December 2014:-</p> <p>RESOLVED that the Executive endorses the recommendation made by the Streetscene Policy Development and Review Panel at its meeting on 23 October 2014, and agrees:</p> <ol style="list-style-type: none"> (a) that no changes are required to the collection of recyclable materials currently co-mingled in the blue top recycling bins; and (b) that officers will assess any proposed collection policy changes against the new regulations prior to any recommendations being put to Members for decision.
Link Officer	Paul Doran
Date of Meeting	8 January 2015
Subject	Preliminary Review of Streetscene Policy Development and Review Panel Work Programme 2014/15 and Draft Work Programme 2015/16
Type of Item	Programming
Action by Panel	<p>The Panel considered a report by the Director of Environmental Services which reviewed the Panel's work programme for 2015/16.</p> <p>At the invitation of the Chairman, Councillor Keeble, Executive Member for Streetscene, addressed the Panel on this item.</p> <p>The Director of Environmental Services circulated a list of proposed agenda items for the 2015/16 work programme.</p>

	<p>Members were asked to note the two proposed reports which would also require the addition of a Member and Officer Working Group, and were asked for volunteers for each of the working groups.</p> <p>Councillors Swanbrow and Norris put themselves forward for the working group on Allotment Agreements Renewal, and Councillors Whittingham and Mrs Bayford put themselves forward for the Public Toilet Refurbishment 5 Year Programme working group.</p> <p>Members were invited to make suggestions for the 2015/16 work programme but no suggestions were made at that time. Members were informed they had until next meeting in March to put forward suggestions for the 2015/16 work programme.</p> <p>The Director of Environmental Services addressed the Panel and explained that several members of the Panel had requested to go out on a visit with one of the refuse crews but her did not feel this was acceptable due to the potential dangers that could occur with this, however members were informed that should they wish to go out with the Supervisors who are responsible for the refuse crews, or the litter collection crews he would be happy to arrange this.</p> <p>It was AGREED that the work programme for the remainder of the year be approved.</p>
Outcome	Content of report Noted.
Link Officer	Paul Doran
Subject	Annual Review of Grounds Maintenance Service
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Environmental Services on an annual review of the Grounds Maintenance Service.</p> <p>The report was presented by the Operations Manager who then took questions from the Panel.</p> <p>Councillor Swanbrow commented on how successful the wild flower meadows were and asked if they would be continued. The Operations Manager confirmed that they would be continued again this year and there will be additional sites included also.</p> <p>Councillor Bryant enquired as to whether the Council advertises the hire of the Chapel at Wickham Road Cemetery. The Operations Manager confirmed that the Council's website advertises this and is discussed with customers when funerals at the cemetery are being arranged. A question was also asked as to when the scaffolding will be removed from the building. The Director of Environmental Services explained that the scaffolding was put in place when the tower was damaged in the</p>

	<p>storms from the previous year and due to the building being a listed building the replacement tower has taken some time to construct, however it should be completed in the next few months.</p> <p>The Chairman passed her thanks and praise onto the grounds maintenance teams who were involved with Fareham in Bloom and felt that more recognition should be given to the Grounds Maintenance teams for their hard work and efforts which without the awards achieved would not be possible.</p> <p>It was AGREED that the content of the report be noted.</p>
Outcome	Members for working groups noted.
Link Officer	Mick Gore
Subject	Vehicle Fleet Management
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Environmental Services on the Vehicle Fleet Management.</p> <p>At the invitation of the Chairman, Councillor Keeble Executive Member for Streetscene, addressed the Panel on this item.</p> <p>The Transport Manager explained that whilst the CO² emissions have been reduced from the previous year they will increase slightly over the next year as the building services department are bringing their maintenance work back in house from 1 April 2015, and will therefore be procuring additional vehicles for this.</p> <p>He also reported that fuel prices have been reducing recently and with the money saved from this will be put towards making the reuse vehicles safer for cyclists in the borough by having signage installed on the back of trucks which will inform cyclists of when and where the vehicles are turning. Another safety measure for cyclists that is being looked into is under run bars for refuse vehicles. These are bars that are fitted to the underneath of refuse vehicles and prevents cyclists from falling underneath a vehicle if they were knocked off of their bike. It is likely that these will become legislation within the next few years and therefore the Transport Manager has decided to take a more proactive approach to this rather than a reactive approach.</p> <p>Councillor Bryant enquired as to what will be happening with the Vehicle Replacement Programme in the future. The Transport Manager advised the Panel that the money will be concentrated in purchasing refuse, road sweeper and hedge cutting vehicles and that each one will be purchased with the best framework to ensure that they are the best value for money.</p>

	<p>Councillor Bryant also enquired as to whether there is a specific time limit set on the life of the vehicles and as such they will be replaced after so many years. The Director of Environmental Services explained that this is not possible to do as each vehicle will have a different lifespan depending in its usage. Therefore vehicles are regularly checked and will be replaced when they are no longer economically safe and viable.</p> <p>It was AGREED that the content of the report be noted.</p>
Outcome	Content of report noted.
Link Officer	Trevor Beard

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

Date	Subject	Type of Item
15 May 2014	<ul style="list-style-type: none"> • CANCELLED 	
10 July 2014	<ul style="list-style-type: none"> • Review of Work Programme 2014/15 	Programming
	<ul style="list-style-type: none"> • Presentation on Streetscene Services and Key Achievements 	Information
	<ul style="list-style-type: none"> • Annual Report on Trade Waste 	Information
	<ul style="list-style-type: none"> • Review of Corporate Cleaning Contract 	Information
4 September 2014	<ul style="list-style-type: none"> • Work Programme 2014/15 	Programming
	<ul style="list-style-type: none"> • Healthcare Waste Collection Service 	Information
	<ul style="list-style-type: none"> • Hedge Cutting and Sports Pitch Renovation Contract 	Information
	<ul style="list-style-type: none"> • Annual Review of Street Cleansing Service 	Information
	<ul style="list-style-type: none"> • Sponsorship of Roundabouts 	Information
23 October 2014	<ul style="list-style-type: none"> • Review of Work Programme 2014/15 	Programming
	<ul style="list-style-type: none"> • Annual Report on Recycling Performance 	Information
	<ul style="list-style-type: none"> • Global Positioning System for Vehicle Fleet 	Information
	<ul style="list-style-type: none"> • Waste Regulations 	Discussion
8 January 2015	<ul style="list-style-type: none"> • Preliminary Review of Work Programme 2014/15 & 2015/16 	Programming
	<ul style="list-style-type: none"> • Annual Review of Grounds Maintenance Service 	Information
	<ul style="list-style-type: none"> • Vehicle Fleet Management 	Information
5 March 2015	<ul style="list-style-type: none"> • Final review of the Work Programme for 2014/15 and draft Work Programme for 2015/16 	Programming

	<ul style="list-style-type: none"> • Annual Review of Clothing and Textile Recycling 	Information
	<ul style="list-style-type: none"> • Play Area Safety Surface Replacement Programme 	Information
	<ul style="list-style-type: none"> • Bus Shelter Maintenance Contract Renewal 	Information

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 2015/16**

<u>MEETING DATES FOR 2015/16</u>	<u>ITEMS</u>
4 June 2015	<ul style="list-style-type: none"> • Review of Work Programme 2015/16 • Presentation on Streetscene Services and Key Achievements
16 July 2015	<ul style="list-style-type: none"> • Review of Work Programme 2015/16 • Annual Review of Trade Waste Service • Annual Report on Street Cleansing Service • Members Open Forum
10 September 2015	<ul style="list-style-type: none"> • Review of Work Programme 2015/16 • Refuse and Recycling Route Risk Assessments • Hedge Cutting Contract Performance Report • Play Area Inspection Review • Members Open Forum
22 October 2015	<ul style="list-style-type: none"> • Review of Work Programme 2015/16 • Annual report on Recycling • Public Toilet Refurbishment 5 Year Programme • Annual Report on Grounds Maintenance Performance
28 January 2016	<ul style="list-style-type: none"> • Preliminary Review of Work Programme 2014/15 and Draft Work Programme 2016/17 • Annual fleet management report • Corporate Cleaning Contract Renewal • Bus Shelter Maintenance Contract Renewal
3 March 2016	<ul style="list-style-type: none"> • Final Review of Work Programme 2015/16 and Draft Work Programme 2016/17 • Review of bin charging policy • Allotment Agreement Renewal

	<ul style="list-style-type: none">• Members Open Forum
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FAREHAM

BOROUGH COUNCIL

Report to Streetscene Policy Development and Review Panel

Date **05 March 2015**

Report of: **Director of Environmental Services**

Subject: **PLAY AREA SAFETY SURFACE REPLACEMENT PROGRAMME**

SUMMARY

To provide an update on the progress of the safety surface replacement programme.

RECOMMENDATION

That Members note the contents of the report

INTRODUCTION

1. The opportunity to play creatively in high-quality environments is essential to the development of children. Through their play they acquire skills and abilities which can be learnt in no other way. It is therefore important for the Council to continue to provide these facilities within easy walking distance of local residents to ensure all the children in the Borough have access to this development opportunity.
2. To achieve the above provision the Council maintains 43 play areas that are located throughout the Borough, mostly on Leisure and Housing open space land.
3. In 2013, as part of a management review of these facilities, Officers from the Streetscene Department carried out a condition survey of all the Council owned play area safety surfaces (Appendix A). The survey revealed that at a number of these sites the play equipment was still providing a good play environment for children however, the safety surfacing (predominantly rubber crumb) was beginning to reach the end of its useful life and was either become worn smooth, and therefore slippery when damp, or was deteriorating and in need of repair or replacement.
4. A report was approved by Council's Executive in October 2013 that included setting aside funding of £350,000 to implement a programme of works over a ten year period to replace the rubber crumb safety surfacing at all of the Council's play areas that include this type of surface.

PROGRESS TO DATE

5. The 2013 condition survey identified the sites that were most in need of replacement and the options for the most appropriate type of replacement safety surfacing were assessed.
6. The preferred solution was sand filled artificial turf. This product has been widely used as a play surface on park and school sites nationwide. Local Authority users include Glasgow City Council, Manchester City Council, Dorset County Council and Oldham Metropolitan Council. Sand filled artificial turf was chosen for durability, the ease of on-going maintenance and cost effectiveness and was trialled successfully at Fareham's Park Lane site in June 2013.
7. During 2013 and 2014, tenders were put together that included the use of the ESPO Framework for Outdoor playground Equipment to replace the play surfaces on the areas identified as having rubber crumb most in need of attention.
8. The cost of the works accomplished to date is £60,000 and the sites that have been completed are listed below.

2013

- Eastern Parade
- Stubbington Rec Play Area
- Sarisbury Green Swing Areas

2014

- Castle Street Zip Wire
- Course Park Crescent Open Space
- Clydesdale Open Space
- Dore Avenue Open Space Swings, Junior Multi Play and Adventure Trail
- Portchester Park Swings and Multi Play
- Bath Lane Recreation Ground Basket Swing and Spinners
- Locks Heath House Park Swings & Trim Trail
- Harbour View Open Space Swing Areas

PLAY AREA REFURBISHMENT PROGRAMME

9. In addition to the on-going safety surface replacement programme work, the Leisure Development team also surveyed the play areas in 2014 to assess the overall site facilities and as a result have put in place a priority refurbishment programme, as shown in the below table, to upgrade the play areas identified as having equipment and infrastructure that is reaching the end of its useful life and therefore requiring replacement.

Year 1 (2015/16)	Year 2 (2016/17)	Year 3 (2017/18)
Park Lane Play Area	Drake Close Play Area	Newtown Play Area
King George V Play Area	Fareham Park Play Area	Sarisbury Green Play Area
Birchen Road Play Area	Priory Park Play Area	Howerts Close Play Area
Segensworth Play Area		Warsash Rec Play Area
Stubbington Rec Play Area		Funtley Rec Play Area

10. The upgrade of these play areas will include the complete replacement of the existing safety surfacing and therefore, will result in the sites identified in the above table being removed from the safety surface replacement programme.

REPLACEMENT PROGRAMME

11. During the first two years of the replacement programme the majority of sites categorised as being in poor condition have either been replaced or are planned to be

replaced as part of the above refurbishment programme (see right hand column of Appendix A).

12. The remaining play areas, or parts of, that have not yet had replacement surfacing and are not included in the refurbishment programme will once again be the subject of a condition survey during the first half of 2015.
13. The new survey will update and inform the safety surfacing priority replacement programme for the coming years and is considered necessary due to the varying nature in the use and wear of safety surfacing that may result in the original priorities altering accordingly.
14. In line with the Council's contract procedure rules the value of the works would require a competitive tender process or the use of an existing framework agreement. The tender process is likely to take place during the summer of this year.
15. Following the tender process it is anticipated that the next tranche of works will be completed in this financial year.

RISK ASSESSMENT

16. The main issue arising from a worn safety surface is the increasing risk of a child slipping on the smooth surface and colliding with the equipment causing an injury. As well as the distress caused to the child and family there could be a loss of reputation for the Council and possible financial risks due to potential insurance claims and any resulting negative publicity.
17. The Council has a duty under the Health & Safety at Work Act (1974) to ensure the health & safety of users, so far as reasonably practicable and also the Occupier's Liability Act (1957 - revised 1984) that requires that people can expect to be reasonably safe when using the Council's playgrounds.

CONCLUSION

18. Access to free play is an important contribution to a child's health and development. Fareham Borough Council supports this development by providing facilities that include open spaces and equipped play areas. It is important that children and their parents feel welcome and safe in this environment and are able to access them easily and close to where they live.
19. In order to facilitate the above aim it will be necessary to continue to invest into these sites to ensure they remain fit for purpose by reviewing and updating the rolling safety surface replacement programme during the first half of 2015. This information will be used to update the subsequent tenders over the coming years.

APPENDICES

Appendix A - 2013 Condition Survey

Background Papers:

October 2013 Executive Report

Reference Papers:

2014 Play Area Tender Documents

Enquiries:

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

Appendix A.

Location	Date of Installation	Condition	Work Completed (C) or Planned Refurbishment (PR)
King George V multi play	1992	Poor	PR
Birchen Road	1994	Poor - Fair	PR
Drake Close	1994	Poor	PR
Sarisbury Green	1994	Poor	C
Clydesdale (swings, senior multi play & trim trail)	1994	Poor- Fair	C
Portchester Park (swings, multi play & seesaw)	1994	Poor- Fair	C
Howerts Close	1994	Poor	PR
Park Lane	1995	Poor	C
Stubbington Rec.	1995	Poor	C
Dore Avenue (swings, multi play & trim trail)	1996	Poor- Fair	C
Abshot Road	1998	Poor- Fair	C
Harbour View (swings, roundabout & senior multi play)	1998	Poor- Fair	C
Fareham Park	1998	Poor- Fair	PR
Locks Heath House Park (swings & trim trail)	1999	Poor	C
Swanwick Lane	1999	Fair	C (Part)
Blackbrook Park (swings, junior multi play & trim trail)	1999	Good	
Sweethills (swings, multi play & space net)	1999	Fair	
Funtley Rec.	2000	Fair	PR
Castle Street	2000	Fair (Zip wire poor)	Zip wire C
Course Park Crescent	2000	Poor- Fair	C
Eastern Parade	2000	Poor	C
Priory Park	2001	Poor	PR
Segensworth	2001	Poor	PR
Barry's Meadow	2001	Poor	
King George V	2002	Poor- Fair	PR
Newtown	2002	Good	
Warsash Rec.	2003	Poor	PR
Seafeld Park	2003	Good	
Metcalfe Avenue	2003	Poor- Fair	
Bath Lane	2003	Poor- Fair	C (Part)
Longacres	2004	Poor	
Sweethills (roundabout & seesaw)	2004	Fair	
Badgers Copse	2005	Fair	
Portchester Park (rotator, roundabout & space net)	2005	Fair	
Salterns Park	2006	Fair	
Harbour View (multi play, play panel,	2007	Good	

roundabout, stepping stones)			
Crossfield Walk seesaw	2007	Good	
Clydesdale (junior multi play & seesaw)	2008	Fair	
Burridge	2009	Good	
Fielding Road (swings, junior multi play, roundabout & springle)	2009	Good	
Bellfield	2010	Good	
Kenwood Road	2010	Good	
Kites Croft	2010	Good	
Bath Lane roundabout	2010	Fair	
St Michael's Road	2011	Good	
Blackbrook Park (basket swing, space net, springle & stepping stones)	2011	Good	
Dore Avenue (basket swing, space net, senior multi play & stepping stones)	2011	Good	
Fielding Road (basket swing, senior multi play & springle)	2011	Good	
Locks Heath House Park (junior multi play & seesaw)	2011	Fair	
Crossfell Walk	2012	Good	
Hollybrook Gardens	2012	Good	
West Street	2012	Good	
Laurel Gardens	2013	Good	

FAREHAM

BOROUGH COUNCIL

Report to Streetscene Policy Development and Review Panel

Date **05 March 2015**

Report of: **Director of Environmental Services**

Subject: **BUS SHELTER MAINTENANCE CONTRACT RENEWAL**

SUMMARY

The purpose of this report is to advise Members on the current proposals for the renewal of bus shelters maintenance contract across the borough.

RECOMMENDATION

That Members note the contents of the report.

INTRODUCTION

1. At the current time, there are 161 bus shelters across the borough of Fareham. They are mainly located along the main arterial routes across the borough.
2. The shelters are located at various stops to provide protection from the elements for users of the bus service predominately provided by First Bus, but other bus operators do pass by.

CURRENT MAINTENANCE CONTRACT

3. On 27 March 2001, a contract was awarded to Primesight Ltd to maintain the bus shelters in Fareham. The contract is for a period of 15 years ending in 26 March 2016.
4. Primesight agreed to operate bus shelters in the borough based upon exclusive advertising rights on 47 shelters in return for undertaking maintenance of the remaining 120 bus shelters that were present at the time. The contract also allowed for an additional twenty bus shelters over the lifespan of the contract.
5. The table below highlights the breakdown of the current numbers and it can be seen that the numbers of bus shelters has increased by forty one since the start of the contract so is in excess of what was originally agreed.

	Original contract Nos.	Extra shelters allowed for	Further shelters.	Total
Primesight	47	-	2	49
FBC	73	20	19	112
Total	120	20	21	161

6. The 49 bus shelters erected and operated by Primesight, including all the advertisement panels and signs are the property of Primesight with the remaining shelters being in the Council's ownership. It is possible, that Primesight could remove all of the advertising shelters that they originally installed, at the end of the contract period.

SOFT MARKET TESTING

7. Before Officers commence with producing the final tender documents, it has been decided that the Council will do a soft market testing exercise. This will be achieved by placing a Prior Information Notice (PIN) on the South East Business Portal during March. This will allow interested companies to make contact with the Council with a view to attending some informal meetings during April.
8. These discussions will hopefully help inform officers how best to structure a tender in order to achieve an acceptable advertising and maintenance regime for all concerned.

RETENDERING TIMETABLE

9. The table below provides an outline of the procurement timetable.

Task	Date
Soft market testing exercise – advert on SE Business Portal	March 2015
Interviews with interested companies	April 2015
Review specification based on feedback from interested companies	May – June 2015
Advertise in OJEU – invite expression of interest	July 2015
Determine short list	August 2015
Invite to tender	1 Sept 2015
Return of tender	30 Sept 2015
Tender evaluation	1 Oct – 30 Nov 2015
Prepare Committee reports	Dec 2015
Committee meeting – award of tender	Jan 2016
Contract start	April 2016

CONSIDERATIONS FOR NEW CONTRACT

10. The following issues will need to be considered as part of the planning phase of the new tender:

- (a) Length of contract. Is the current 15 year too long?
- (b) Should the contract be separated between advertising shelters and FBC shelters? Is there any benefit?
- (c) The quality of maintenance required needs to be reviewed and improved.
- (d) Is there potential for income generation?
- (e) Is there potential to include for a refurbishment programme over the life of the contract?
- (f) Investigation of opportunities to work with local neighbouring authorities

11. Officers welcome any discussions Members may wish to have with regard to any individual areas of concern in relation to the maintenance of bus shelters, which could then be considered for inclusion into any new specification.

BUDGETS

12. The current maintenance contract is self-financing in as much as the maintenance is undertaken in return for advertising rights. No exchange of payment is made.

13. However, there is a very limited annual revenue budget available for bus shelters, due to the fact that the Primesight contract includes for much of the maintenance and repair obligations.

Budget	2104/15
Employees related	£1,700
Premises related	£7,000
Internal recharges	£40
Total	£9,100

14. There is currently no refurbishment programme and at the current time annual revenue budgets are being used to refurbishing existing shelters rather than purchase new shelters.

NEW BUS SHELTER OPPORTUNITIES

15. Although there are no immediate plans to install new bus shelters utilising the current revenue budget, there are opportunities for the installation of bus shelters through the implementation of other schemes such as:

- (a) The improvements to Newgate Lane have resulted in 6 new advertising bus shelters (that will be owned by FBC). The road scheme is due to be completed during May 2015 so the bus shelters will be available for bus users after this date.
- (b) The future extension of the Eclipse bus routes to Welborne will no doubt include replacement shelters already located on the existing routes through Fareham and new ones when Welborne has sufficient houses present.
- (c) It is hoped that the improvements surrounding the Railway Station roundabout and Gudgeheath Lane improvements will provide an opportunity for a new shelter near the entrance to the station.
- (d) The possibility of the Stubbington by pass may provide for a number of new shelters

16. These future shelters will have to be allowed for in any future bus shelter maintenance contract.

RISK ASSESSMENT

17. Consideration will need to be given to the following possible risks:

- (a) A new contractor not coming forward to take on the advertising and maintenance contract.
- (b) The potential for a new contract to result in a cost being incurred by the Council, whereas at the moment it doesn't.

CONCLUSION

18. At the current time, Primesight has the contract to manage and maintain the 161 bus shelters throughout the borough, which comes to an end in March 2016. Officers are currently working on the future contract requirements with a view to putting it out to tender in the autumn.

Background Papers:

Report to Streetscene Policy Development and Review Panel - 9 Jan 2014 – Bus Shelter Maintenance Contract.

Reference Papers:**Enquiries:**

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

Agenda Item 10

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

Document is Restricted

