

AGENDA
STREETSCENE POLICY DEVELOPMENT AND
REVIEW PANEL

Date: Thursday, 14 July 2016

Time: 6.00 pm

Venue: Collingwood Room - Civic Offices

Members:

Councillor L Keeble (Chairman)

Councillor S D Martin (Vice-Chairman)

Councillors J E Butts

Mrs L E Clubley

J M Englefield

G Fazackarley

R H Price, JP

Deputies: K A Barton

Mrs M Brady



1. Apologies for Absence

2. Minutes (Pages 1 - 4)

To confirm as a correct record the minutes of the meeting of the Streetscene Policy Development and Review Panel meeting held on 9 June 2016.

3. Chairman's Announcements

4. Declarations of Interest and Disclosures of Advice or Directions

To receive any declarations of interest from members in accordance with Standing Orders and the Council's Code of Conduct and disclosures of advice or directions received from Group Leaders or Political Groups, in accordance with the Council's Constitution.

5. Deputations

To receive any deputations of which notice has been lodged.

6. Review of Work Programme 2016/17 (Pages 5 - 8)

To consider a report by the Director of Operations on the Panel's Work Programme for 2016/17.

7. Annual Report on Street Cleansing Service (Pages 9 - 14)

To consider a report by the Director of Operations on an annual review of Street Cleansing Service.

8. Exclusion of 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 1979, 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.

9. Annual Review of Trade Waste Service (Pages 15 - 20)

To consider a report by the Director of Operations on an annual review of the Trade Waste Service.

10. Members Open Forum

To allow Members to ask questions on any Streetscene related topic.

P GRIMWOOD
Chief Executive Officer

Civic Offices
www.fareham.gov.uk
6 July 2016

**For further information please contact:
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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, 9 June 2016

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor L Keeble (Chairman)

Councillor S D Martin (Vice-Chairman)

Councillors: J E Butts, Mrs L E Clubley, R H Price, JP and K A Barton
(deputising for G Fazackarley)

**Also
Present:**



1. APOLOGIES FOR ABSENCE

An apology of absence was received from Councillor G Fazackarley.

2. MINUTES

It was AGREED that the minutes of the Streetscene Policy Development and Review Panel held on 3 March 2016 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS

In accordance with the Standing Orders and the Council's Code of Conduct, Councillor J E Butts declared a non-pecuniary interest for minute 7 – Presentation on Streetscene Services and Key Achievements – as he holds a personal pilots licence and occasionally flies from Daedalus Airfield.

5. DEPUTATIONS

There were no deputations made at this meeting.

6. STREETSCENE POLICY AND DEVELOPMENT AND REVIEW PANEL WORK PROGRAMME

The Panel considered a report by the Director of Operations which reviewed the Panels' work programme for 2016/17.

The Director of Operations addressed the Panel and offered members the opportunity to put forwards suggestions for any items that they would like to put on the work programme for 2016/17.

Councillor Martin addressed the Board and enquired as to whether an item on the Future of Recycling for Hampshire, which is currently planned to go the Project Integra Strategic Board, could go the Panel with the outcomes of the decisions made by Project Integra. The Director of Operations confirmed that an update on this could be provided to the Panel but at present he is unable to advise when this could happen as he is unsure of when it will be dealt with by Project Integra.

It was AGREED that the work programme for 2016/17, as set out in Appendix A to the report, be approved.

7. PRESENTATION ON STREETSCENE SERVICES AND KEY ACHIEVEMENTS

The Panel received a presentation from the Director of Operations, the Refuse Recycling and Transport Manager, the Operations Manager, and the Public and Open Spaces Manager on the Services within the Streetscene department, the key achievements made in each area over the past 12 months and the key objectives for 2016/17.

Councillor J E Butts declared a non-pecuniary interest during the discussions on this item as he holds a personal pilots licence and occasionally flies from the Daedalus Airfield, which formed part of the presentation.

The services which members received information on included; transport management, refuse and recycling collections, trade waste, fridge collections, healthcare waste, clothing and textile recycling, grounds maintenance, street cleansing, public toilets, bus shelters, cemeteries, Fareham in Bloom and parks and open spaces.

It was AGREED that the Director of Operations, the Refuse Recycling and Transport Manger, the Operations Manager and the Public and Open Spaces Manager be thanked for their informative presentation.

(The meeting started at 6.00 pm
and ended at 7.36 pm).

FAREHAM

BOROUGH COUNCIL

Report to Streetscene Policy Development and Review Panel

Date 14 July 2016

Report of: Director of Operations

Subject: REVIEW OF THE WORK PROGRAMME 2016/17

SUMMARY

The Work Programme for 2016/17 was reviewed and agreed by the Panel at its last meeting on 9 June 2016.

RECOMMENDATION

Members are now invited to further review the Work Programme for the year 2016/17.

INTRODUCTION

1. At the meeting of the Panel on 9 June 2016 members reviewed and agreed the Panel's Work Programme for 2016/17, attached as Appendix A to this report. Members are now invited to further review the Work Programme.

REVISIONS TO THE WORK PROGRAMME

2. There are no revisions to the previously agreed work programme.

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 2016/17, as set out in the attached Appendix A.

Background Papers:

None

Reference Papers:

Streetscene Policy Development and Review Panel – 9 June 2016 – Minutes.

Enquiries:

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

**STREETSCENE POLICY DEVELOPMENT AND REVIEW PANEL – WORK PROGRAMME
2016/17**

DATE	ITEMS
9 June 2016	<ul style="list-style-type: none"> • Review of Work Programme 2016/17
	<ul style="list-style-type: none"> • Presentation on Streetscene Services and Key Achievements
14 July 2016	<ul style="list-style-type: none"> • Review of Work Programme 2016/17
	<ul style="list-style-type: none"> • Annual Review of Trade Waste Service
	<ul style="list-style-type: none"> • Annual Report on Street Cleansing Service
	<ul style="list-style-type: none"> • Members Open Forum
8 September 2016	<ul style="list-style-type: none"> • Review of Work Programme 2016/17
	<ul style="list-style-type: none"> • Allotment Agreement Renewal
	<ul style="list-style-type: none"> • Annual Report on Recycling
02 October 2016	<ul style="list-style-type: none"> • Review of Work Programme 2016/17
	<ul style="list-style-type: none"> • Annual Report on Grounds Maintenance Service
	<ul style="list-style-type: none"> • Members Open Forum
26 January 2017	<ul style="list-style-type: none"> • Preliminary Review of Work Programme 2016/17 & Draft Work Programme 2017/18
	<ul style="list-style-type: none"> • Report on Progress of New Corporate Cleaning Contract
	<ul style="list-style-type: none"> • Report on New Contract for Bus Shelter Maintenance and Cleaning
3 March 2017	<ul style="list-style-type: none"> • Final Review of Work Programme for 2016/17 and Draft Work Programme 2017/18
	<ul style="list-style-type: none"> • Report on Textile Recycling

	<ul style="list-style-type: none">• Hedge Cutting Contract Review
	<ul style="list-style-type: none">• Members Open Forum

FAREHAM
BOROUGH COUNCIL

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

Date 14 July 2016

Report of: Director of Operations

Subject: ANNUAL REPORT ON 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 and 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 from public land
 - Emptying of litter & dog waste bins.
 - Collection of dead animals (domestic and wild) from public land.
 - A chargeable service to collect bulky domestic waste.

FINANCIAL INFORMATION

3. The Street Cleansing service operates on an annual revenue budget of £918,200. A small income of £2,600 is generated from minor works contracts to litter pick and empty bins on Hampshire County Council land.
4. The domestic bulky waste service provided a further income for the Council of £27,000 (£21,000 in 2014/15).

STREET CLEANSING

5. All of the Borough's adopted roads and footpaths are cleaned following a schedule which is set to reflect the amount of use an area receives. The frequency varies from daily, 7 days a week in the busy Town Centre to approximately every 6-8 weeks for suburban footpaths. The vast majority of the Borough's roads are swept every 3 - 4 weeks by the Council's small fleet of mechanical sweepers. The primary routes through the Borough are mechanically swept on a weekly schedule.

LITTER BINS

6. There are 604 litter and dog waste bins located throughout the Borough. Bins are emptied on frequencies that vary from 3 times per day in the busy Town Centre through to once a week for the less well used facilities located in suburban streets and greenways.
7. The Council receive a number of requests for new litter bin installations. A total of 44 requests were received in 2015/16 compared with 48 in 2014/15 and 52 in 2013/14.
8. The 6 area operatives working within the Street Cleansing team monitor bin usage and patrol the known litter and dog fouling hotspots. It is from their knowledge and familiarity of the local area, combined with the departmental records held of complaints and enquiries that inform the service if it is adequately resourced in terms of the

number of bins in use and the number of operatives employed to empty and dispose of the contents. This balance helps to ensure the Council can continue to provide a service that is flexible, affordable and offers value for money to our customers.

9. Individual requests for a new litter bin will be given careful consideration. An assessment is made of how far away the nearest litter bins are to any proposal, whether it is close to a school route, a bus stop, a popular thoroughfare or close to a seating area 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 upset a nearby resident, 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. The above assessment criteria help the Council to maintain the optimum number of litter bins in operation and keep the service costs to an acceptable level.
10. Of the 44 requests received in the last financial year 3 (6 in 2014/15) have been approved and a new bin has been installed at an appropriate location. The figure for new installations is low due to one or more of the following reasons noted during the monitoring period
 - During the six week monitoring period minimal litter was observed at the location.
 - The problem was short lived and therefore not an on-going issue.
 - The situation was resolved by re-locating an existing nearby bin.
 - The situation could be resolved instead by occasional litter picking visits from the area operative.
 - There is not an appropriate space for the litter bin to be sited in the problem area.

FLY TIPPING

11. In 2015/16 the service responded to 356 incidents (395 2014/15 & 404 2013/14). The year on year drop in the number of incidents is encouraging to note. The vast majority of small fly tips are identified and cleared by the area operatives as part of their day to day patrolling and therefore, before members of the public need to contact the Council.

GRAFFITI

12. During the last financial year the service responded to 71 incidents of graffiti. The figure has increased over the previous year (33 incidents) as we now include graffiti found in play areas as part of the overall total.
13. The service aims to remove offensive graffiti on Council owned land within 5 working days and non-offensive graffiti within 30 working days of a report received by the Streetscene office.
14. The Council will also attempt to remove graffiti, free of charge, from private domestic property provided a signed and completed indemnity form is received from the resident. Graffiti located on Highway structures and subways is cleaned by Hampshire County Council's contractors and graffiti on motorway bridges is removed by contractors employed by the Highways Agency.

15. In the last financial year 60 of the 71 incidents or 83% were cleared within 5 days for offensive graffiti and 30 days for non-offensive graffiti. This compares with 28 out of 33 incidents cleared within the same time scale in 2014/15
16. 39 of those incidents of graffiti (55%) were cleared within 24 hours of discovery by an operative or following a report received at the Streetscene Office.
17. There are a number of reasons that delay the clearing of graffiti and the most common are land ownership enquiries and delays in the return of a signed indemnity form.

DEAD ANIMALS

18. Small to medium domestic and wild animals are collected from public land as part of the Street Cleansing service. Domestic pets are scanned, wherever possible, for microchips to allow owners to be informed. Requests for removal of dead animals on public land are generally dealt with within 24 hours.

WASTE COLLECTION AND DISPOSAL

19. The total tonnages collected for disposal of waste for the past four years are shown in the below table:

Operation	2015/16	2014/15	2013/14	2012/13
Fly-tipping, bulky waste, street litter & litter bin collections	779	786	884	782
Mechanical street sweeping	935	1,156	1,312	1,256
Totals	1,714	1,942	2,196	2,038

20. The majority of the waste is taken to the Warren Farm waste transfer station at Downend. Waste that is made up of entirely combustible material is sent to the Portsmouth energy recovery facility (ERF).

SERVICE OPERATION

21. To maximise the working efficiency of the team, the service operates by dividing the Borough into the seven areas listed 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

22. The areas 1 through to 6 include a dedicated operative (man and van) assigned to patrol an area. These operatives are tasked with collecting litter from the open spaces and main roadsides, emptying litter bins, patrolling shopping parades and removing small fly-tips and incidents of graffiti in their zone.
23. Area 7 is staffed by three members of the team. The team is equipped with both compact and pedestrian sweepers. One team member covers the busy weekend period.
24. Weekend operations across the Borough are covered by two members of the team. They empty the most frequently used litter bins and ensure the main parks and shopping parades are cleansed. A team of eight operatives are deployed every bank holiday to maintain the service standards throughout Fareham.
25. The Borough's adopted streets (397 km) are swept by a mechanical sweeper approximately every three to four weeks. Two large sweepers patrol the main roads of the Borough whilst three compact ride-in sweepers are each assigned two of the areas listed above. These compact sweepers are tasked with sweeping small cul-de-sacs, wide pedestrian areas and footpaths and shopping parades.
26. Two operatives patrol the streets of Fareham on foot using hand barrows. Each operative covers 50% of the Borough taking six to eight weeks to complete the work that includes the 528 kilometres of footpaths and pavements. The operatives are tasked with litter picking verges and footpaths in addition to clearing any build-up of detritus that is missed by the mechanical sweepers.
27. Two operatives provide the weekly domestic bulky waste collection service and install street furniture such as litter bins, park seats and bollards. The team also respond to large scale fly-tips and graffiti incidents in addition to undertaking small scale landscape works.
28. Two operatives make up the Area 8 team. This team responds to customer requests and assists with service resilience during the peak seasonal demands. This team functions across the Operations Service supporting both the Street Cleansing and Grounds Maintenance teams.
29. During the summer months a seasonal operative is employed to patrol the busy seafront areas from the Lee-on-the-Solent boundary through to Hill Head. The operative is tasked with litter picking the foreshore, seafront car parks and adjacent open spaces.
30. A final member of the team is utilised to provide necessary cover for holiday and other absences within the team in addition to providing extra cleansing duties to high usage areas and known litter hotspots.

SERVICE ACHIEVEMENTS

31. The service continues to develop and strive for continuous improvement within the key areas of customer care and service standards.

- Fareham once again achieved a Gold award and Small City Category winner for the Borough's 2015 entry in the South and South East in Bloom competition.
- Over half of all the sightings and reports of graffiti in the Borough were cleared within 1 working day.
- 97.5% of the 356 fly-tips that occurred in the Borough were cleared within the 5 day target.

PROJECTS AND CHALLENGES

32. Training needs continue to be identified and delivered to provide service resilience and opportunities for career development. In 2015/16 staff received refresher training on manual handling, first aid, 180 degree digger and large sweeper operation.
33. Continue to review the service as part of the on-going Vanguard assessment of Council services.
34. Continue to focus on providing a flexible and efficient service that is able to achieve a high level of customer service standards. To support and promote the team to work proactively to help keep the Borough as clean and tidy as possible.

Background Papers:

None

Reference Papers:

None

Enquiries:

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

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

Agenda Item 9

Document is Restricted

