

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

**Date:** Thursday, 20 October 2016

**Time:** 6.00 pm

**Venue:** Collingwood Room - Civic Offices

**Members:**

Councillor L Keeble (Chairman)

Councillor S D Martin (Vice-Chairman)

Councillors Mrs L E Clubley

J E Butts

G Fazackarley

J M Englefield

R H Price, JP

**Deputies:** Mrs M Brady

K A Barton



**1. Apologies for Absence**

**2. Minutes (Pages 3 - 6)**

To confirm as a correct record the minutes of the meeting of the Streetscene Policy Development and Review Panel meeting held on 8 September 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 7 - 10)**

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

**7. Outcome of Recruitment Campaign**

To receive a verbal update by the Director of Operations on the outcome of the recent recruitment campaign for Heavy Goods Vehicle (HGV) Drivers.

**8. Annual Review of Grounds Maintenance Service (Pages 11 - 16)**

To consider a report by the Director of Operations which provides an annual update on the Grounds Maintenance Service.

**9. 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](http://www.fareham.gov.uk)  
12 October 2016

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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 September 2016

**Venue:** Collingwood Room - Civic Offices

**PRESENT:**

Councillor L Keeble (Chairman)

Councillor S D Martin (Vice-Chairman)

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

**Also  
Present:**



**1. APOLOGIES FOR ABSENCE**

An apology of absence was received from Councillor J E Butts.

**2. MINUTES**

It was AGREED that the minutes of the Streetscene Policy Development and Review Panel held on 14 July 2016, be confirmed and signed as a correct record.

**3. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman asked for his thanks be passed on to the team who are currently undertaking improvement works at Wickham Road Cemetery. He is very impressed with the progress that is being made and the quality of the work being undertaken.

**4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS**

In accordance with the Standing Orders and the Council's Code of Conduct, Councillor's J M Englefield and R H Price, JP declared a non-pecuniary interest in minute item 7 – Allotment Review – as they both have allotments within the Borough.

**5. DEPUTATIONS**

There were no deputations made at this meeting.

**6. REVIEW OF WORK PROGRAMME 2016/17**

The Panel considered a report by the Director of Operations which invited members to review the work programme for 2016/17.

Councillor Keeble addressed the Panel and informed them that as part of the review of the Allotment Agreement there would be a Officer/Member working group set up to help with this review. The Panel was asked for volunteers for the working party, it was agreed that Councillor's Keeble and Mrs Brady be appointed to the working group.

Councillor Price requested a report on the challenges of recruiting Heavy Goods Vehicle (HGV) drivers be brought to the Panel at the next meeting. The Director of Operations agreed that a verbal report providing an update on the Council's upcoming recruitment campaign for HGV drivers can be provided at the October meeting.

Councillor Martin requested a report providing an update on Waste Prevention to be added to the 2016/17 work programme. The Director of Operations suggested that this be included on the work programme for the March meeting.

It was AGREED that:-

- (a) a verbal update on the outcomes of the recruitment campaign for HGV drivers be added to the 20 October meeting;
- (b) a report on Waste Prevention be added to the 3 March 2017 meeting;  
and
- (c) subject to the inclusions of (a) and (b) above, the work programme for 2016/17 be approved.

## **7. ALLOTMENT REVIEW**

Councillor's J M Englefield and R H Price, JP declared a non-pecuniary interest in this item as they both have allotments within the Borough.

The Panel considered a report by the Director of Operations which provided an update to the Panel on the provision of allotments within the Borough.

The Chairman addressed the Panel on this item and read out the following comments provided by Councillor Butts who was unable to attend the meeting: *'The agenda item on Allotments provides an opportunity to publicly thank the Horticultural Development Officer, Matt Wakefield for the sterling work he did to 'encourage' Southern Water to resolve the water supply issues at Sarisbury Allotments over the summer. We were within just a couple of days of major issues – crop and plant loss due to the dry conditions and no effective water supply – requiring all of Matt Wakefield's efforts, and contingency planning, to resolve before it was too late.'*

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

## **8. ANNUAL REPORT ON RECYCLING**

The Panel considered a report by the Director of Operations which provided an annual update on the performance of the recycling facilities within the Borough.

The Panel enquired as to whether Officer's had reconsidered the possibility of collecting food waste. The Director of Operations informed members that the situation regarding food waste has not changed since this was last considered, and that the capital and revenue costs involved with implementing this service could not be justified against the small amount of difference that the collection of food waste would make to the Council's recycling figures.

The Recycling Co-Ordinator also addressed the Panel to remind them that there is a visit to the Energy Recovery Facility (ERF) and Material Recovery Facility (MRF) arranged for 19 October 2016, if any Members are interested in going please let her know.

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

(The meeting started at 6.00 pm  
and ended at 6.45 pm).

# FAREHAM

BOROUGH COUNCIL

## Report to Streetscene Policy Development and Review Panel

**Date**                    **20 October 2016**

**Report of:**            **Director of Operations**

**Subject:**                **REVIEW OF WORK PROGRAMME 2016/17**

### SUMMARY

The Work Programme for 2016/17 was reviewed and agreed by the Panel at its last meeting on 8 September 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 8 September 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. Members are asked to note the following revision to the work programme:
  - (i). a verbal update on 'Outcomes of Recruitment Campaign' in regards to the Heavy Goods Vehicle Drivers (HGV) has been added to the work programme for this meeting; and
  - (ii). a report titled 'Waste Prevention Update' has been added to the work programme for the 3 March 2017 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 2016/17, as set out in the attached Appendix A.

### **Background Papers:**

None.

### **Reference Papers:**

None.

### **Enquiries:**

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



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

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

	<ul style="list-style-type: none"><li>• Report on Textile Recycling</li></ul>
	<ul style="list-style-type: none"><li>• Hedge Cutting Contract Review</li></ul>
	<ul style="list-style-type: none"><li>• Waste Prevention Update</li></ul>
	<ul style="list-style-type: none"><li>• Members Open Forum</li></ul>

# FAREHAM

BOROUGH COUNCIL

## Report to Streetscene Policy Development and Review Panel

**Date**                    20 October 2016

**Report of:**            Director of Operations

**Subject:**                ANNUAL REVIEW OF GROUNDS MAINTENANCE SERVICE

### SUMMARY

The purpose of this report is to provide a summary of the performance of the Grounds Maintenance Service over the last year.

### RECOMMENDATION

That the Panel notes the content of this report.

## **INTRODUCTION**

1. The Grounds Maintenance Service plays a key role in delivering the Council's vision for Fareham of a safe and attractive place to live and work. The service forms part of the larger Operations Service within the Department of Streetscene and operates from the Council's depot at Broadcut, Wallington.
2. The majority of the operations undertaken by the Grounds Maintenance team are not a statutory obligation for the Council with the exception of the burial service. The key operations the team carry out within the Borough are as follows:
  - Grass cutting
  - Shrub and rose border maintenance
  - Hedge cutting
  - Floral display maintenance
  - Winter and summer sports pitch preparation and maintenance
  - Play area inspection, repair and maintenance
  - Burial service

## **FINANCIAL INFORMATION**

3. The service operates on an annual revenue budget of £1,356,000 as detailed below:

• Employees	£804,000
• Transport	£245,000
• Supplies and services	£174,000
• Internal recharges	£77,000
• Depreciation	£56,000
4. Hampshire County Council, under an agency agreement with the Council, currently contributes £164,500 annually towards the maintenance of the Highway grass verges, shrub borders and hedgerows.

## **SERVICE OPERATION**

5. The service is managed by the Operations Manager, assisted by the Operations Supervisor. The Grounds Maintenance team consists of 28 full time employees, 1 apprentice gardener and 5 seasonal grass cutting operatives. During periods of peak demand a small number of temporary labour operatives are employed through local recruitment agencies.
6. The team operate a 37 hour week Monday – Thursday 8am – 4pm with a 3.30 finish on Fridays. Occasional overtime is required to meet any peak service demands.

## **GRASS CUTTING**

7. The service is responsible for cutting over 2.5 million square metres of grass, most of which is cut every two to three weeks during the growing season. The operation commences in late February/early March and runs through to late October/early November.
8. The Highway verges, small open spaces and areas of grass located around housing estates are cut approximately every two to three weeks depending on weather and ground conditions. Follow up strimming of grass banks and clusters of obstacles is undertaken monthly. The remaining isolated obstacles, including trees and wall lines, are controlled by an annual herbicide application and occasional ad-hoc strimming.
9. Parks and large open spaces are cut a minimum of two occasions per month, or as conditions allow. Winter sports pitches are cut as required and as conditions allow to maintain a playable surface.
10. The Council's cemeteries and sheltered housing schemes are cut at least twice a month or as conditions allow. Due to the sensitive nature and high profile associated with these sites, obstacles are strimmed during each maintenance visit and at times of peak growth the grass is collected to ensure these areas remain safe and attractive for the residents and visitors.
11. The Council operates an assisted garden scheme for approximately 200 elderly or disabled Council housed tenants. This scheme, that is free to qualifying residents, provides a monthly grass cutting service from March through to October for those unable to manage their gardens.

## **SHRUB AND ROSE BORDERS**

12. The service maintains over 47,000 square metres of shrub and rose borders on Fareham Borough Council and Hampshire Highway land. The majority of sites receive two maintenance visits per annum. The main visit is undertaken during the winter months of November through to February. This visit includes weed control and formative pruning. A second visit is carried out during the summer months to control vegetation encroaching onto footpaths and roads.

## **HEDGE MAINTENANCE**

13. The majority of this operation is undertaken by the Council's incumbent contractor, The Landscape Group. Almost 46 kilometres (over 28 miles) of hedgerows are trimmed on two occasions per annum. The first cut commences in late June/early July and continues through to the end of September. The second cut is carried out between October and February.
14. The Wildlife and Countryside Act 1981 makes it an offence to disturb nesting birds and that is why we do not cut hedges during the peak bird nesting season of March through to June unless it is an urgent health & safety matter.

## **FLORAL DISPLAYS**

15. The service is responsible for the maintenance of over 200 lamp post baskets, 40 shop front baskets and various planters, tubs and troughs located throughout the

Borough. These seasonal displays provide colourful enhancements to a number of prime locations adding to the 40 flower beds that help to enhance Fareham's prime parks, main roads and roundabouts.

### **SPORTING FACILITIES**

16. The service is responsible for the maintenance of 17 adult and junior football pitches, 6 nine v nine youth football pitches, 4 mini soccer pitches, 2 rugby pitches, 4 cricket pitches and 2 grass bowling greens.
17. The majority of maintenance work for these facilities is undertaken by the Grounds Maintenance team with the exception of the winter spots pitch deep aeration and end of season renovation operations that are carried out by The Landscape Group as part of the Hedge and Sports Maintenance Contract awarded in 2014.

### **BURIAL SERVICE**

18. The Grounds Maintenance service provides a team responsible for the excavation and backfilling of graves and cremated remains across the Council's 8 working cemeteries that are located throughout the Borough.
19. The team prepare and dress the graveside in preparation for the interment and a member of the team attends each service to receive the burial documentation and to ensure there is a Council presence at the burial should it be required.
20. During 2015 the team carried out 131 full burials and 95 internments of cremated remains. This was an increase on the previous year's figures of just over 100 burials and 90 cremated remains.

### **PLAY AREAS**

21. The team is responsible for the inspection, maintenance and repair of the Council's 43 play areas, 6 skate facilities and 3 outdoor gyms. The facilities are located across all wards in the borough and the inspections are carried out at each site on a frequency of 1-3 times a week depending on an analysis of the sites defect records.
22. To facilitate the above operation a full time play inspector is certificated to the Royal Society for the Prevention of Accidents (RoSPA) operational standard. The inspector is employed to inspect report and undertake the majority of repairs to the equipment and safety surfacing. An additional 5 members of the team are RoSPA trained to undertake basic inspections to provide cover for the full time inspector during periods of leave and absence.

### **SERVICE ACHIEVEMENTS**

23. It has been another successful year for the Borough at the South and South East in Bloom awards held on 14 September at Fernham Hall in Fareham. Fareham received its 13<sup>th</sup> consecutive Gold award in the Small City category and was once again category winner. The Borough also won the County award for the highest marked entry in Hampshire.
24. The quality of Fareham's parks and gardens also received top recognition in receiving the following awards:

- Holly Hill Woodland Park - Gold
- Sensory Garden of Reflection - Gold
- Westbury Manor Garden – Gold
- Warsash Common – Gold
- Civic Gardens - Gold

25. The service also helped Fareham retain Green Flag status for Holly Hill Woodland Park and the Sensory Garden of Reflection.

### **SERVICE DEVELOPMENT**

26. In April of this year the service commenced the grounds maintenance operation at the Council's Solent Airport at Daedalus. One full time grounds operative is employed at the site and works closely with the airport operator to ensure the site is safe, attractive and fit for purpose.

27. In addition to the Airport operation, the operative also maintains the grounds surrounding the Council's Innovation Centre that is also located at the Daedalus site.

28. The Vanguard intervention continues to review the grounds maintenance service alongside a larger review of all the Streetscene front line operations.

29. The team will continue to review operations and service demands to ensure it can provide a flexible operation able to achieve a high level of customer service whilst working proactively to maintain the Borough to the highest possible standards within the available resource.

30. Training needs continue to be identified and delivered to ensure the team are resilient and to provide opportunities for career development. During 2016, in addition to the on-going annual training for small plant and ride on mower operation for any new recruits, several members of the team have been trained to operate a 180 degree excavator to ensure the diversity of the team is maintained and the burial service has adequate cover as required.

### **RISK ASSESSMENT**

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

#### **Background Papers:**

None

#### **Reference Papers:**

None

#### **Enquiries:**

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

