

FAREHAM

BOROUGH COUNCIL

AGENDA

STREETSCENE POLICY DEVELOPMENT AND REVIEW PANEL

Date: Thursday, 7 June 2018

Time: 6.00 pm

Venue: Collingwood Room - Civic Offices

Members:

Councillor Miss T G Harper (Chairman)

Councillor G Fazackarley (Vice-Chairman)

Councillors J E Butts

Mrs L E Clubley

L Keeble

Mrs K Mandry

R H Price, JP

Deputies: Mrs T L Ellis

J S Forrest



1. Apologies for Absence

2. Minutes (Pages 5 - 8)

To confirm as a correct record the minutes of the meeting of the Streetscene Policy Development and Review Panel meeting held on 26 March 2018.

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 2018/19 (Pages 9 - 12)

To consider a report by the Head of Streetscene on the Panel's Work Programme for 2018/19.

7. Presentation on Streetscene Services and Key Achievements

To receive a presentation by the Head of Streetscene on the services within Streetscene and the key achievements over the past 12 months.

8. Notice of Motion - Single Use Plastics Scoping Report (Pages 13 - 18)

To consider a report by the Head of Streetscene on the notice of motion that went to Council regarding Single Use Plastics.



P GRIMWOOD
Chief Executive Officer
Civic Offices
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30 May 2018

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FAREHAM

BOROUGH COUNCIL

Minutes of the Streetscene Policy Development and Review Panel

(to be confirmed at the next meeting)

Date: Monday, 26 March 2018

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor S D Martin (Chairman)

Councillor L Keeble (Vice-Chairman)

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

Also Present: Councillors; J S Forrest (Item 8) and Miss T G Harper, Executive
Member for Streetscene (item 8)



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 25 January 2018, be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman informed the Panel that following the Motion to Council on 23 February regarding Single Use Plastics, an Officer Working Group has now been established put together a strategy on how the Council can tackle the issue of single use plastics. A report on their progress will be made at the next meeting of the Panel.

The Chairman passed on his thanks to Councillors Mrs Bryant and Mrs Clubley for their cleaning event held on 10 March 2018 as part of the Great British Spring Clean Event.

4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS

There were no declarations of interest made at this meeting.

5. DEPUTATIONS

There were no deputations made at this meeting.

6. FINAL REVIEW OF WORK PROGRAMME 2017/18 AND DRAFT WORK PROGRAMME 2018/19

The Panel considered a report by the Head of Streetscene which reviewed the Panel's work programme for 2017/18 and considered the draft work programme for 2018/19.

Members were invited to put forward any further suggestions for the draft work programme for 2018/19. Councillor Mrs Clubley suggested that a presentation from Matt Wakefield, the Horticultural Development Officer be added to work programme. The Head of Streetscene confirmed that this could be included.

It was AGREED that the Panel:-

- (a) noted and reviewed the outcomes of the work programme for 2017/18;
- (b) include an item onto the 2018/19 work programme titled 'Presentation by the Horticultural Development Officer';

(c) approve, subject to the inclusion of (b) above, the draft work programme for 2018/19; and

(d) submit the proposed work programme for 2018/19 to the Council for endorsement.

7. VANGUARD UPDATE - PRESENTATION

The Panel received a presentation from the Head of Streetscene and the Operations Manager on the recent Vanguard Intervention that has taken place in the Streetscene department. (attached as appendix A to these minutes)

The presentation gave an overview of process taken as part of an intervention and then looked in more detail at the services that the intervention has looked at so far, and the services that are going to be looked at in the future.

The Chairman asked if any future changes to the services resulting from the Vanguard Intervention could be incorporated into the annual reports that come to the Panel. Members would then be able to see the changes that have occurred and how these have affected the service. The Head of Streetscene confirmed that this could be done.

It was AGREED that:-

(a) the content of the report be noted; and

(b) the Head of Streetscene and the Operations Manager be thanked for their presentation.

8. MEMBERS OPEN FORUM

The Chairman invited Councillor Forrest to address the Panel as he had submitted some questions.

His questions were "What methods does Fareham Borough Council use for cleaning chewing gum residue from streets? What is the schedule for clearing chewing gum? What is the annual cost to the Council? Has Fareham Borough Council ever considered a recycling approach?"

The Chairman then provided the following response; "The removal of chewing gum is undertaken as part of the street washing process in the main West Street shopping precinct only and is carried out by Hi-Spec, the Council's Cleaning Contractor. The washing schedule is four times a year, usually in March, July, September and January. Street washing including chewing gum removal costs approximately £3,200 per annum.

The current operation is good value and the Council gets few issues with chewing gum raised by residents other than in West Street shopping precinct.

The Council have not previously undertaken any trial with chewing gum recycling bins but if there was then it is likely to be more effective in an area

with a high footfall such as West Street or one of the leisure centres but would also need to be supported with communications plan.

Members will be aware of the current campaign launched back in October to encourage people to dispose of the cigarette ends or chewing gum in a responsible way. The Enforcement Officers have been handing out pouches to collect chewing gum and cigarette butts in addition to a poster campaign.”

At the invitation of the Chairman, Councillor Miss T Harper addressed the Panel on this item.

The Chairman thanked Officers and Members for their participation in the Members Open Forum.

9. EXCLUSION OF THE PUBLIC AND PRESS

It was AGREED that in accordance with Section 100A(4) of the Local Government Act 1972, the public and representatives of the Press be excluded from the remainder of the meeting as the Panel considered it was not in the public interest to consider the matter in public on the grounds that it involved the disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.

10. REPORT ON TEXTILE RECYCLING

The Panel considered a report by the Head of Streetscene on a review of Textile Recycling.

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

(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 **7 June 2018**

Report of: **Head of Streetscene**

Subject: **REVIEW OF WORK PROGRAMME 2018/19**

SUMMARY

The work programme for the year agreed by the Panel at its meeting on 26 March 2018, and subsequently submitted to the Council on 26 April 2018, is attached as Appendix A.

Members are now invited to further review this work programme for the year 2018/19.

RECOMMENDATION

The Panel is invited to confirm the Work Programme of items for the year 2018/19, as set out in Appendix A.

INTRODUCTION

1. At the last meeting of the Panel on 26 March 2018, members agreed a Work Programme for 2018/19 which was submitted to the Council at its meeting on 26 April 2018.

REVISION TO THE WORK PROGRAMME

2. Members are asked to note the following revision to the work programme:
 - (i) A report titled 'Notice of Motion – Single use Plastics' has been added to the work programme for this meeting; and
 - (ii) An unallocated item has been added to the work programme titled 'Presentation – Fareham in Bloom'.

RISK ASSESSMENT

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

CONCLUSION

4. The Panel is now invited to confirm the Work Programme items for 2018/19, as set out in Appendix A.

Appendix A – Streetscene Policy Development and Review Panel Work Programme 2018/19.

Background Papers:

None

Reference Papers:

Streetscene Policy Development and Review Panel Minutes 26 March 2018.

Enquiries:

For further information on this report please contact Mark Bowler. (Ext 4420)

**STREETSCENE POLICY DEVELOPMENT AND REVIEW PANEL – WORK PROGRAMME
2017/18**

DATE	ITEMS
7 June 2018	<ul style="list-style-type: none"> • Review of Work Programme 2018/19
	<ul style="list-style-type: none"> • Presentation on Streetscene Services and Key Achievements
	<ul style="list-style-type: none"> • Notice of Motion - Single Use Plastics
12 July 2018	<ul style="list-style-type: none"> • Review of Work Programme 2018/19
	<ul style="list-style-type: none"> • Members Tour – to visit Streetscene Services in Borough during the day prior to the evening meeting
	<ul style="list-style-type: none"> • Discussion on Issues Emerging from Members Tour
	<ul style="list-style-type: none"> • Review of Recycling
6 September 2018	<ul style="list-style-type: none"> • Review of Work Programme 2018/19
	<ul style="list-style-type: none"> • Review of Trade Waste Service
	<ul style="list-style-type: none"> • Review of Textiles Recycling
1 November 2018	<ul style="list-style-type: none"> • Review of Work Programme 2018/19
	<ul style="list-style-type: none"> • Review of Grounds Maintenance
	<ul style="list-style-type: none"> • Review of Public Toilets
25 January 2019	<ul style="list-style-type: none"> • Preliminary Review of Work Programme 2018/19 & Draft Work Programme 2019/20
	<ul style="list-style-type: none"> • Review of Street Cleansing
	<ul style="list-style-type: none"> • Countryside Ranger Presentation
14 March 2019	<ul style="list-style-type: none"> • Final Review of Work Programme for 2018/19 and Draft Work Programme 2019/20

	<ul style="list-style-type: none">• Review of Bus Shelter Contract
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Unallocated Item:

- Vanguard Update – Refuse and Recycling
- Presentation – Fareham in Bloom

FAREHAM

BOROUGH COUNCIL

Report to Streetscene Policy Development and Review Panel

Date **7 June 2018**

Report of: **Head of Streetscene**

Subject: **NOTICE OF MOTION – SINGLE USE PLASTICS**

SUMMARY

A Notice of Motion relating to the use of Single Use Plastics (SUP) in Council buildings was presented to Council on 23 February 2018. An officers project team has been formed to research the different actions set out in the Notice of Motion. This report provides a summary of the investigations undertaken so far by the project team into the use of SUP in Council buildings and includes initial findings and proposed actions.

RECOMMENDATION

The Panel is requested to consider the scope of the investigations into the use of SUP in Council buildings and the proposed actions and comment accordingly.

INTRODUCTION

1. A motion was submitted by Councillor Martin to Council on 23 February 2018 in relation to the Council's use of single use plastics (SUP). The motion as agreed was that the Council will review its use of "single use plastics" and develop a strategy to phase out their use within the Council's offices and buildings as quickly as it is reasonably practicable to do so.
2. The Council requested that the Streetscene Policy Development and Review Panel leads a review and researches the following additional actions:
 - i. Commence a programme to end all sales of SUP bottles in Council buildings and the use of plastic drinking straws by the end of 2018;
 - ii. Plan the replacement of drinks machines that meet the Council's strategy as they come to the end of their current contracts, providing water stations for staff as required;
 - iii. Develop an education programme within the borough to encourage businesses, restaurants and bars to phase-out SUP glasses, bottles, cutlery and straws and encourage reusable or deposit scheme cups; and
 - iv. Develop an education policy to encourage, promote and assist its employees and councillors to move towards finding alternatives to "single use plastics";
 - v. Roll out this Education programme to the residents of Fareham;
 - vi. Develop an Officers working group to develop the strategy and provide regular reports on progress to the Streetscene Panel.

BACKGROUND

3. Single-use plastics, or disposable plastics, are used only once before they are thrown away or recycled. These items are things like plastic bags, straws, coffee stirrers, fizzy drinks and water bottles and most food packaging.
4. Approximately 300 million tons of plastic is produced each year and half of it is disposable. World-wide only 10% of plastic items are recycled. The nature of petroleum based disposable plastic makes it difficult to recycle and new virgin materials and chemicals must be added to it to do so. Additionally, there are a limited number of items that can be made from recycled plastic.

SUP PROJECT TEAM

5. A group of officers were invited to join the project team to research the different actions and help shape the Council's Single Use Plastics policy. This group is made of representatives from Leisure & Community, Streetscene, Estates, Communications, Civic Offices and Finance. These officers were invited to join the group as they have knowledge of where and how SUP is currently being used in Council buildings.
6. Other officers may be invited to join the group later as the project develops and different knowledge and skills are needed.

SINGLE USE PLASTIC – KEY AREAS

7. The initial work of the project team was to understand where SUP is currently being used in Council buildings. The Council has an extensive range of buildings in its ownership, but in respect of the policy the scope was confined to buildings where the majority of the Council's workforce is located and the high profile public buildings. This included the following:
 - i. Civic Offices
 - ii. Broadcut Depot
 - iii. Ferneham Hall
 - iv. Fareham & Holly Hill Leisure Centre (Managed by Everyone Active)
 - v. Westbury Manor Museum (Managed by Hampshire Cultural Trust)
8. The following provides a short summary of the findings from the investigation into current SUP use in the above Council buildings, as defined in the Notice of Motion. As well as identifying current SUP use there are also proposals for alternative arrangements to phase out or mitigate SUP use.
9. **Civic Offices** has limited SUP use with the main issue identified being the hot drink vending machines in the meeting rooms which dispense plastic cups. Wooden stirrers are available and the catering in the Mayors parlour utilises steel knives and forks and ceramic cups and plates. Chilled drinking water points for staff are available in all the kitchenettes on each floor of the building. There is some use of bottled water for large civic events but these bottles are collected and recycled as part of the recycling collection arrangements for the building. There is some use of plastic containers and packaging for the sandwich delivery service and there will be further discussions about alternative packaging going forward.

Westbury Manor Museum is managed by Hampshire Cultural Trust who have a strong ethos of using reusable and recyclable products. The Trust is committed to reducing waste and increasing recycling. Although Hampshire Cultural Trust does not have a policy on SUP, Westbury Manor Museum is keen to work with the Council on a SUP policy. The café does not supply straws with drinks made on the premises, and all adult drinks are sold in glass bottles, washable cups and glasses. The take-away coffee cups are SUP, though the sales of this product are very low. However, the children's drinks that the shop stocks (Innocence, Fruit Shoot) contain plastic straws or are sold in plastic bottles.

10. **Fareham and Holly Hill Leisure Centre** are managed under contract by Everyone Active who have environmental policies and recycling arrangements in place but not a specific SUP policy. Fareham Leisure Centre has a café that currently uses plastic straws, stirrers and cutlery. However, Everyone Active have already made the commitment to stop using SUP straws and stirrers and is limiting plastic cutlery to customers who request them when taking food off site. They are looking at ways to eliminate plastic cutlery and introducing reusable cups for takeaway teas and coffee. There are several vending machines at both centres that dispense drinks in plastic bottles but all these are recyclable. Both leisure centres have robust arrangements in place for recycling including bins for segregated recycling, so all plastic bottles

collected on site are sent for recycling.

11. **Ferneham Hall** bar & café have been using a range of SUP including straws, stirrers and disposable cups for consumption of drinks in the auditorium. However, they are going to stop using SUP straws and stirrers and are investigating alternatives to SUP glasses such as hard reusable alternatives. They have hot drink vending that dispense plastic cups and vending machines that dispense plastic bottles. There are no recycling facilities in place although these are currently being considered.
12. **Broadcut Depot** has limited SUP use except for the vending machines in the staff rest area. Chilled mains fed drinking water is available in the staff kitchen but not in the rest area.
13. **Hot Drinks Vending Machines** in the Civic Offices, Broadcut Depot and Ferneham Hall use SUP cups which are not recycled. The vending supplier is currently looking at alternative recycled material for the cups but have given no indication when this might be available. The current contract expires in 2020 and there was agreement with the different service areas that a vending operation that uses non-SUP cups will be procured when the current contract expires.
14. **Plastic Bottle Vending** is not available at the Civic Offices or Broadcut Depot. Drinks in plastic bottles are sold and dispensed via vending machines in the Leisure Centres, Westbury Manor Museum and Ferneham Hall. All the bottles in question can be recycled and there are appropriate collection arrangements in place at each of the properties. The only exception being Ferneham Hall who are currently considering introducing recycling collection.
15. **Catering Concessions** are in place at several locations across the Borough. There are four summer ice cream concessions and two winter hot food concessions which have licenses that are renewed every three years and are due to be re-tendered in 2019. The proposal is to include a clause in the licence that requires the licensee to be SUP free in line with the Council's SUP policy. There is a lease for the catering concession at Monks Hill, known as the Shack, which expires in 2021. The proposal is to include a clause in the lease that requires the licensee to be SUP free in line with the Council's SUP policy. The Daedalus café has a new licence for 12 months and the licensee has already made a commitment to be SUP free going forward. The catering concession at Holly Hill Leisure Centre is also SUP free.
16. **Other Areas** have been identified by the project team at several other Council owned buildings that are managed via long term lease arrangements. These are either leased by commercial companies or not for profit organisations, such as community associations. These have not been included in the scope of the detailed investigation as they are governed by long term lease arrangements but there is an opportunity to encourage the leaseholders to sign up to the Council's SUP policy. Longer term, when the lease is renewed, the proposal is to include a clause relating to the Council's SUP policy in the new lease agreement.

PROPOSED ACTIONS

17. The investigations into current SUP use have been undertaken in accordance with the actions defined in the Notice of Motion. These investigations have highlighted where SUP is being used in Council buildings and in some other areas where the Council has

arrangements in place with external organisations. Based on these findings the following sets out some draft actions that will begin to phase out SUP in Council buildings:

- i. Stop using plastic straws and stirrers in Council buildings by the end of 2018;
- ii. Implement non-SUP cups in the hot drink vending machines in the Civic Offices, Broadcut Depot and Ferneham Hall, when available or install machines with non-SUP cups when the contract expires in 2020;
- iii. No sale of drinks from SUP bottles in the Civic Offices and Broadcut Depot and seek suitable alternative arrangements at Fareham and Holly Hill Leisure Centre, Westbury Manor Museum and Ferneham Hall in order to phase out the sale of drinks from SUP bottles by 2020;
- iv. Implement recycling bins with appropriate arrangements for collection and recycling, at Council buildings where recyclable plastic bottles are sold or used, by the end of 2018;
- v. Ensure all staff who work in the Civic Offices, Broadcut Depot and Ferneham Hall have access to appropriate mains fed drinking water facilities by the end of 2018;
- vi. Where appropriate, leases and licences for catering concessions, commercial properties and community centres, will include a clause requiring the organisation to reduce the use of SUP in line with the Council's policy. These arrangements will be introduced when the lease/licence is renewed;
- vii. Reduce the use of goods that contain excessive plastic packaging and containers and include the reduction of SUP packaging as a criterion in the procurement of goods and services go forward.

RISK ASSESSMENT

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

CONCLUSION

19. The investigations carried out by the project team have identified where there is currently SUP use in the main Council buildings. In many cases there are alternative arrangements that can be implemented and there is already a strong commitment to reduce SUP from Council staff and the organisations that manage the public buildings. Therefore, the Council is in a good position to respond positively to the actions identified in the Notice of Motion.

20. Members of the panel are asked to consider the scope of the investigations into the use of SUP in Council buildings and the proposed actions and comment accordingly.

21. The next steps for the project team will be to look at key messages regarding the use of SUP to encourage, promote and assist the Council's employees, councillors and residents and businesses to move towards finding alternatives to "single use plastics."

Background Papers: None

Reference Papers: None

Enquiries:

For further information on this report please contact Mark Bowler. (Ext 4420)