

FAREHAM

BOROUGH COUNCIL

Report to Streetscene Policy Development and Review Panel

Date **06 March 2014**

Report of: **Director of Street Scene**

Subject: **FINAL WORK PROGRAMME FOR 2013/14 AND DRAFT FOR
2014/15**

SUMMARY

At the last meeting of the Panel on 9 January 2014, members reviewed the existing work programme for 2013/14 and also considered the draft work programme for 2014/15. The Panel is now invited to assess the overall progress for the current year and finalise a draft work programme for 2014/15.

RECOMMENDATION

The Panel is now requested to:-

- (a) review the outcomes of the Panel's work programme for 2013/14;
- (b) agree a proposed work programme for 2014/15; and
- (c) submit the proposed work programme for 2014/15 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 the draft programme for 2014/15.

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 2013/14

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 – 2014/15

4. Appendix B sets out details of the proposed items for consideration during 2014/15. 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 review of items under the Council's policy framework will be included in the 2014/15 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 outcome of its work programme for the current year 2013/14
 - (b) agree a draft work programme for 2014/15, having considered the proposed draft set out in Appendix B and, at the same time, add to the Panel's draft programme for 2014/15 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 2014/15 to the Council.

Appendix A – Progress on Action Since Last Meeting

Appendix B – Streetscene Policy Development and Review Panel Work Programme 2013/14

Appendix C – Policy Framework

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

Background Papers:

None

Reference Papers:

Report to Council – 12 December 2013 – “Schedule of Meetings 2014/15”

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	7 March 2013
Subject	Streetscene Policy Development and Review Panel Work Programme 2012/13
Type of Item	Programming
Action by Panel	<p>The Panel considered a report by the Director of Streetscene which reviewed the outcomes of the Panel's work programme for 2012/13 and suggested a draft work programme for 2013/14.</p> <p>The Director of Streetscene acknowledged that several members had commented over the proposed work programme for 2013/14 as many of the items on the work programme are for information only. He explained that the Streetscene department had gone through several major changes over the past few years and that all services had been streamlined and now operate far more efficiently, which has resulted in there being fewer items needing reviewing on the work programme. He also explained to the Panel that he had introduced a new item, open forum, onto the work programme. This is to allow members more opportunity to raise issues or to discuss items as they come up through the year.</p> <p>It was AGREED that:-</p> <ul style="list-style-type: none"> (a) the review of the work programme for 2012/13, as shown in Appendix A to the report, be noted; (b) the proposed work programme for 2013/14, as set out in Appendix A to these minutes, be approved; an (c) the proposed work programme for 2013/14 be submitted to Council for approval.
Outcome	The Council confirmed the proposed work programme for 2013/14 at its meeting on 25 April 2013
Link Officer	Paul Doran
Subject	Additional Item – Textiles Update
Type of Item	Information

Action by Panel	<p>At the approval of the Chairman for an additional item, the Director of Streetscene gave an update on the textiles recycling.</p> <p>He explained to the Panel that the new textile arrangements will come into effect in April 2013. The contract for the textile arrangements had been put out to tender and the tender has been awarded to European Recycling Company, and this will be a 4 year contract. The current charity banks on the Fareham Borough Council sites will be removed on 1 April 2013 and the new banks installed 4 April 2013. It was also explained to the Panel that there is currently a consultation taking place with the public where a number of options had been identified as to how the proceeds could be distributed.</p> <p>At the invitation of the Chairman Councillor Keeble addressed the Panel on this item, and informed them that he will be bringing this item to the Executive in April.</p> <p>Members discussed this topic at length and agreed that it is an extremely positive change to the current textile arrangement, which will have a positive benefit for the residents on Fareham. Members also expressed a keen interest in ensuring that this new arrangement is well advertised so that the public are made fully aware of it and the benefits of it.</p>
Outcome	<p>Report to the Executive meeting 15 April 2013. The following decisions were made:-</p> <p>RESOLVED that the Executive approves:</p> <ul style="list-style-type: none"> (a) that 90% of the net proceeds from the clothing and textile recycling contract be given to good causes with the remaining 10% being retained by the Council and used to help keep Council Tax bills down by supporting services for residents; (b) that from 90% of net proceeds, the 3 current textile bank operators – Air Ambulance Service, Salvation Army and TR Aid (Textile Recycling for Aid and International Development) will receive a guaranteed income of a share of £35,000 based on the current proportion of tonnages collected by each operator and subject to the tonnages of textiles being collected remaining at a sufficiently high level to permit this; and (c) that the remainder of the 90% of net proceeds from the clothing and textile contract be allocated to the Council's Community Fund from which residents and local groups can bid.
Link Officer	Paul Doran
Date of	16 May 2013

Meeting	
Subject	Streetscene Policy Development and Review Panel Work Programme 2013/14
Type of Item	Programming
Action by Panel	<p>The Panel considered a report by the Director of Streetscene on the Panel's work programme for 2013/14. The Director of Streetscene advised the Panel of two proposed amendments to the Work Programme. Following a motion by Councillor Norris to the Council on 25 April 2013 regarding a proposal for consideration on the feasibility of a kerbside food and waste collection service it has been agreed that a report on this will be brought to the Panel in July. At the request of Councillor Davies for the report on Bus Shelter Maintenance Contract to be brought forward from march 2014, this is to be swapped with the Textile Recycling report in January 2014.</p> <p>It was AGREED that:-</p> <ul style="list-style-type: none"> (a) a report on 'Feasibility of Kerbside Food and Vegetable Waste Collection' be added to the work programme for 11 July 2013; (b) the report on 'Clothing and Textile Recycling Contract' be moved from 11 July 2013 to 5 September 2013; (c) the report on 'Bus Shelter Maintenance Contract' be moved from 6 March 2014 to 9 January 2014; (d) the report on 'Progress Report on Clothing and Textile Recycling Contract' be moved from 9 January 2014 to 6 March 2014; and (e) subject to (a), (b), (c) and (d), the proposed work programme for 2013/14, as shown in Appendix A to the report, be endorsed
Outcome	Work Programme for 2013/14 Confirmed
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 Streetscene and Managers within the Streetscene Department which gave an overview of the services provided by the department. The presentation was broken down in to a number of sections:</p> <ul style="list-style-type: none"> Introduction Transport Management Refuse and Recycling Operations

	<p>Parks and Open Spaces</p> <p>Each section was presented by the appropriate Manager who took questions from members on that section.</p> <p>It was AGREED that the Director of Streetscene and Managers be thanked for their presentation.</p>
Outcome	Presentation Noted.
Link Officer	Paul Doran
Subject	Open Forum
Type of Item	Discussion
Action by Panel	<p>The Panel was invited to participate in a recycling exercise by the Recycling Co-Ordinator with the purpose of giving the Panel a better understanding of the recycling facilities offered by the Council.</p> <p>At the invitation of the Chairman, Councillor Keeble addressed the Panel on this item.</p> <p>Members agreed that the exercise was extremely helpful and that it would be a useful exercise for all members to participate in.</p>
Outcome	
Link Officer	Sue Hand
Date of Meeting	11 July 2013
Subject	Streetscene Policy and Development and Review Panel Work Programme
Type of Item	Programming
Action by Panel	<p>The Panel considered a report by the Director of Streetscene which reviewed the Work Programme for 2013/14. Members attention was drawn to item two of the report, revisions to the work programme, which highlighted the changes agreed at the previous meeting and proposed a change of date for the October meeting from 31 October 2013 to 24 October 2013.</p> <p>At the invitation of the Chairman, Councillor Keeble addressed the Panel on this item.</p> <p>It was AGREED that:-</p>

	(a) the proposed change of date be submitted to Council for approval; and (b) the proposed work programme for 2013/14, as set out in Appendix A of the report , be endorsed.
Outcome	Content of the report noted.
Link Officer	Paul Doran
Subject	Review of Corporate Cleaning Contract
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Streetscene which gave an update on the performance of the Corporate Cleaning Contract that was awarded to Fountains Environmental Limited (now OCS) on 10 January 2011.</p> <p>Members noted that the complaints regarding the Corporate Cleaning have decreased since last year, and were reassures that the Council is working closely with the contractors to ensure that the terms and conditions of the contract are met.</p> <p>It was AGREED that the content of the report be noted.</p>
Outcome	Content of Report Noted
Link Officer	Sue Woodbridge
Subject	Feasibility of Kerbside Food and Vegetable Waste Collection Service
Type of Item	Review
Action by Panel	<p>Following a motion presented to Council on 24 April 2013, the Panel considered a report by the Director of Streetscene which investigated the feasibility of introducing a kerbside domestic food and vegetable waste collection service in the Borough.</p> <p>The report was presented by the Director of Streetscene who took questions from members after each option in the report.</p> <p>At the invitation of the Chairman, Councillor Keeble addressed the Panel on this item.</p> <p>At the invitation of the Chairman, Councillor Norris addressed the Panel on this item, and thanked the Streetscene team for their efforts in looking into the feasibility of this service.</p> <p>The Panel AGREED that a kerbside food and vegetable waste collection service should not be introduced at this time due to</p>

	the significant capital and revenue costs that would be incurred; the detrimental effect on the environment; little evidence of resident demand and the low take-up rates in other authorities.
Outcome	Content of report noted.
Link Officer	Paul Doran
Date of Meeting	5 September 2013
Subject	Streetscene Policy Development and Review Panel
Type of Item	Programming
Action by Panel	<p>The Panel considered a report by the Director of Streetscene on the Work Programme for 2013/14.</p> <p>Members were asked to note the revisions to the work programme as set out in item 2 of the report.</p> <p>It was AGREED that the Work Programme for 2013/14, as set out in Appendix A of the report, be approved.</p>
Outcome	Content of the report noted
Link Officer	Paul Doran
Subject	Clothing and Textile Recycling Contract
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Streetscene which provided an update on the Clothing and Textile Contract that was awarded to European Recycling Company (ERC) on 1 April 2013.</p> <p>The Panel noted the positive progress made so far with the new textile recycling contract and were keen to ensure the scheme remains a success in the future. The Panel requested that Officers investigate the possibilities for promoting tgge scheme to highlight the positive benefits of textile recycling.</p> <p>At the invitation of the Chairman, Councillor Keeble addressed the Panel on this item.</p> <p>It was AGREED that the content of the report be noted.</p>
Outcome	Content of the report noted.
Link Officer	Paul Doran
Subject	Play Area Maintenance

Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Streetscene which gave an overview of the maintenance and inspection service provided for the Council's play areas.</p> <p>The Panel complimented the inspection team on the high standards in which the play areas are kept and for maintaining an extremely busy inspection schedule.</p> <p>It was AGREED that the content of the report be noted.</p>
Outcome	Content of report noted.
Link Officer	Mick Gore
Subject	Street Lighting
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Streetscene which gave an update on the current arrangements for the maintenance of street lights owned by Fareham Borough Council.</p> <p>It was AGREED that the Panel recommends to the Executive that the remaining 62 street lights should be transferred to Hampshire County Council Street Lighting Public Finance Initiative.</p>
Outcome	<p>Report to the Executive meeting 4 November 2013. The Following decisions were made:-</p> <p>RESOLVED that the Executive approves:</p> <p>(a) the transfer of 62 light columns to the Hampshire PFI maintenance agreement; and</p> <p>(b) the capital expenditure of £85,000 to complete the transfer</p>
Link Officer	Sue Woodbridge
Subject	Annual Report on Trade Waste
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Streetscene on the Annual Report for Trade Waste.</p> <p>It was AGREED that the content of the report be noted.</p>
Outcome	Content of the report noted

Link Officer	Paul Doran
Date of Meeting	24 October 2013
Subject	Streetscene Policy Development and Review Panel Work Programme 2012/13
Type of Item	Programming
Action by Panel	<p>The Panel considered a report by the Director of Streetscene which reviewed the Panel's Work Programme.</p> <p>The Director of Streetscene informed the Panel that on the agenda for the next meeting in January 2014, is a report on the preliminary work programme for 2014/15, and asked members to bring ideas for the work programme to that meeting. Members were asked to note the revisions to the work programme as set out in item 2 of the report.</p> <p>It was AGREED that the content of the report be noted.</p>
Outcome	Report Noted
Link Officer	Paul Doran
Subject	Grounds Maintenance Working Arrangements
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Streetscene on the changes to working arrangements with the grounds maintenance service, in order to provide a more consistent standard of work across the service.</p> <p>It was explained to members that the new working arrangements are having a positive effect on all grounds maintenance services and that the new team structure is allowing for a more proactive approach to the work being undertaken by each team and allows employees to take ownership over the work they do.</p> <p>Compliments were given to the grounds maintenance team for the high standards maintained across the Borough.</p> <p>It was AGREED that the content of the report be noted.</p>
Outcome	Report Noted and Team Thanked.
Link Officer	Mick Gore
Subject	Global Positioning System for Vehicle Fleet
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 procurement of a GPS system for the Council's vehicle fleet.</p> <p>At the invitation of the Chairman Councillor Keeble addressed the Panel on this item.</p> <p>It was AGREED that the content of the report be noted.</p>
Outcome	Report Noted.
Link Officer	Trevor Beard
Subject	Open Forum
Type of Item	Discussion
Action by Panel	<p>At the invitation of the Chairman, Councillor Ford addressed the Panel to give an update on his recent visit to the Materials Recovery Facility.</p> <p>The Director of Streetscene addressed the Panel regarding the recent media coverage surrounding legislation that comes into effect on the 1 January 2015, which concerns the segregation of all recycling. The Director of Streetscene explained that the biggest problem identified was concerning glass that is collected with other recycling, co-mingled recyclate. Fareham already collects glass separately to other recycling and therefore the quality of material for reprocessing is much higher.</p> <p>It was explained to the Panel that is likely that Fareham will meet two excluding criteria which will prevent the need to introduce separate recycling collections:</p> <p>1)The high quality of the end product that the Project Integra Material Recovery Facilities are currently producing; and</p> <p>2)It would not be environmentally and economically practical, due to the severe increase in capital costs, additional running costs and employee costs.</p> <p>At the invitation of the Chairman Councillor Keeble addressed the Panel on this item.</p> <p>The Director of Streetscene also addressed the Panel regarding the recent change of management of the Building Services department which now falls under the responsibility of the Director of Streetscene. As Building Services is support service mainly involved with Council Housing it will not become part of the Streetscene Policy Development and Review Panel.</p>
Outcome	Report Noted.
Link Officer	Paul Doran
Date of	9 January 2014

Meeting	
Subject	Streetscene Policy Development and Review Panel Work Programme 2013/14 and Preliminary Work Programme 2014/15
Type of Item	Programming
Action by Panel	<p>The Panel considered a report by the Director of Streetscene which invited members to review the outcome of the work programme for 2013/14 and draft the work programme for 2014/15.</p> <p>The Director of Streetscene addressed the Panel to explain that a further two reports, Roundabout Sponsorship and Performance of Corporate Cleaning Contract, will be added to the 2014/15 work programme. Members were invited to make suggestions towards the 2014/15 work programme.</p> <p>The Director of Streetscene also explained to the Panel that there has been a change to the municipal year as a result of the local elections being later in May in order to run in conjunction with the European elections, and suggested the meeting scheduled for May be cancelled as the Panel members for 2014/15 will not be confirmed until after that date.</p> <p>It was AGREED that;-</p> <p>(a) the meeting scheduled for 15 May 2014 be cancelled; and</p> <p>(b) the content of the report be noted.</p>
Outcome	
Link Officer	Paul Doran
Subject	Six Monthly Report on Recycling Performance
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Streetscene on a six monthly review of recycling performance.</p> <p>The report gave an overview of the recycling services that are available to residents, including kerbside recycling and garden waste collection, glass recycling banks and clothing and textile recycling banks.</p> <p>Several members enquired as to whether the quantity of textiles being placed into the refuse bins has decreased since the introduction of the new textile recycling banks. The Panel were informed that there are no results at present that can be provided but information relating to this is being collected and the results will be reported to the Panel at a later date.</p>

	<p>At the invitation of the Chairman, Councillor Keeble Executive Member for Streetscene addressed the Panel on this item.</p> <p>It was AGREED that the content of the report be noted.</p>
Outcome	
Link Officer	Sue Hand
Subject	Bus Shelter Maintenance Contract
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Streetscene on the Bus Shelter Maintenance Contract.</p> <p>At the invitation of the Chairman, Councillor P J Davies Chairman of Housing Tenancy Board, joined the meeting and addressed the Panel on this item.</p> <p>Members discussed this item at length and agreed that the current contract is not working effectively and that there is a need for the Council to look at a strategy to be put in place which clearly sets out the Council's responsibilities and management of Bus Shelters.</p> <p>Councillor Davies put forward a suggestion that the Council paint the older galvanised shelters to help make the local area look more attractive. In order to assist the costing he suggested the painting could be undertaken by voluntary groups. The Director of Streetscene informed the Panel that the feasibility of this would be looked into.</p> <p>It was AGREED that the content of the report be noted.</p>
Outcome	Content of report noted.
Link Officer	Sue Woodbridge
Subject	The Impact of Weekly Refuse Collection
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Streetscene on the impact of weekly refuse collection. The report gave details of the impact to the waste collection service if the Council reverted back to weekly collections, this included; an increase on the financial expenditure of the service, an increase on the Council's carbon footprint, a decrease in recycling rate which would result in a loss of income and severe disruption to householder's collection days. In addition to this there has been little customer demand for the service to change.</p>

	At the invitation of the Chairman, Councillor Keeble Executive Member for Streetscene, addressed the Panel on this item. It was AGREED that the Panel noted the content of the report.
Outcome	
Link Officer	Kitty Rose
Date of Meeting	7 March 2014
Subject	Final Review of the Work Programme for 2013/14 and Draft for 2014/15
Type of Item	Programming
Action by Panel	
Outcome	
Link Officer	Paul Doran
Subject	Progress Report on Clothing and Textile Recycling Contract
Type of Item	Information
Action by Panel	
Outcome	
Link Officer	
Subject	Progress Report on Hedge Cutting Contract
Type of Item	Information
Action by Panel	
Outcome	
Link Officer	Mick Gore
Subject	Vehicle Fleet Management

Type of Item	Information
Action by Panel	
Outcome	
Link Officer	Trevor Beard
Subject	Grounds Maintenance Work Scheduling System
Type of Item	Information
Action by Panel	
Outcome	
Link Officer	Mick Gore

APPENDIX B

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

Date	Subject	Type of Item
May 2013	• Work Programme 2013/14	Programming
	• Presentation on Streetscene services and key achievements	Information
	• Open Forum	Discussion
July 2013	• Work Programme 2013/14	Programming
	• Review of corporate cleaning contract	Information
	• Street cleansing service	Information
	• Clothing and textile recycling contract	Information
September 2013	• Work Programme 2013/14	Programming
	• Annual report on trade waste	Information
	• Street lighting	Information
	• Play area maintenance	Information
November 2013	• Work Programme 2013/14	Programming
	• Grounds maintenance work scheduling system	Information
	• Grounds maintenance working arrangements	Information
	• Global positioning system for vehicle fleet	Information
	• Open Forum	Discussion
January 2014	• Preliminary Work Programme 2013/14 & 2014/15	Programming
	• Bus Shelter Maintenance Contract	Information
	• Six Monthly report on Recycling Performance	Information

March 2014	<ul style="list-style-type: none"> • Final review of the Work Programme for 2013/14 and draft 2014/15 	Programming
	<ul style="list-style-type: none"> • Progress report on Clothing and Textile Recycling Contract. 	Information
	<ul style="list-style-type: none"> • Progress report on Hedge Cutting Contract 	Information
	<ul style="list-style-type: none"> • Vehicle Fleet Management 	Information

UNALLOCATED ITEMS TO BE ASSIGNED:-

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 2014/15**

<u>MEETING DATES FOR 2014/15</u>	<u>ITEMS</u>
15 May 2014 - CANCELLED	
10 July 2014	<ul style="list-style-type: none"> • Review of Work Programme 2014/15 • Presentation on Streetscene Services and Key Achievements • Annual report on Trade Waste • Review of Corporate Cleaning Contract
4 September 2014	<ul style="list-style-type: none"> • Review of Work Programme 2014/15 • Healthcare Waste Collection Service • Hedge Cutting and Sports Pitch Renovation Contract • Annual Review of Street Cleansing Service • Sponsorship of Roundabouts
23 October 2014	<ul style="list-style-type: none"> • Review of Work Programme 2014/15 • Annual Report on Recycling Performance • Global Positioning System for Vehicle Fleet • Open Forum
8 January 2015	<ul style="list-style-type: none"> • Preliminary Review of Work Programme 2014/15 and Draft Work Programme 2015/16 • Annual Review of Grounds Maintenance Service • Vehicle Fleet Management
5 March 2015	<ul style="list-style-type: none"> • Final Review of Work Programme 2014/15 and Draft Work Programme 2015/16 • Annual Review of Clothing and Textile Recycling • Play Area Safety Surface Replacement Programme • Bus Shelter Maintenance Contract Renewal