

**FOREST HEATH DISTRICT COUNCIL**  
**ST EDMUNDSBURY BOROUGH COUNCIL**

**WEST SUFFOLK WASTE AND STREET SCENE SERVICES JOINT**  
**COMMITTEE**

**Minutes of a meeting held on Friday 14 June 2013 at 10.00 am**  
**in the Conference Chamber West, F1R09, West Suffolk House,**  
**Western Way, Bury St Edmunds**

PRESENT:            Forest Heath District Council  
                         Councillor Edwards  
                         Councillor Roman (Vice-Chairman)

St Edmundsbury Borough Council  
                         Councillor Everitt (substituting for Councillor Mrs  
                         Mildmay-White)  
                         Councillor Stevens (Chairman)

IN ATTENDANCE: M Walsh, Head of Service  
                         M Christie, Environment and Waste Service Manager  
                         P Clifford, Fleet and Technical Manager  
                         D Lingard, Operations Manager  
                         K McFarland, Waste Projects Officer  
                         P Weller, Legal Executive  
                         D Long, Committee Administrator

**1. Substitutions**

At this point in the meeting no substitutions were declared.

**2. Election of Chairman 2013/2014**

It was proposed, seconded and

RESOLVED:

That Councillor P A Stevens be elected Chairman of the Committee.

**3. Appointment of Vice-Chairman 2013/2014**

It was proposed, seconded and

RESOLVED:

That Councillor N A Roman be appointed Vice-Chairman of the Committee.

**4. Apologies for Absence**

An apology for absence was received from Councillor Mrs Mildmay-White.

## **5. Minutes**

The minutes of the meeting held 22 March 2013 were confirmed as a correct record and signed by the Chairman.

## **6. Declaration of Interests**

Members' declarations of interests are recorded under the item to which the declaration relates.

## **7. Service Level Agreements 2013/2014**

The Joint Committee considered Report E23 (previously circulated) which contained a review of the Service Level Agreements and the proposed fees for 2013/2014 in respect of:

- (a) Vehicle Maintenance;
- (b) A14/A11 Litter Clearance; and
- (c) Rural Channel Sweeping.

The report recommended extending these Service Level Agreements for a further year.

At the meeting of the Joint Committee on 6 June 2008 Members considered reports JWC08/004 and JWC08/005 relating to proposed Service Level Agreements in respect of Vehicle Maintenance and A14/A11 Litter Clearance. At the meeting of the Committee on 31 March 2011 Members considered report JWC11/043 relating to a proposed Service Level Agreement in respect of Rural Channel Sweeping. At both of these meetings Members resolved to accept the recommendations and approved the agreements. The Service Level Agreements which commenced on 9 June 2008 and 1 April 2011 were for periods of one year, the Contract Period, and could be extended for further periods of one year each, subject to written agreement of both Councils. On 31 March 2011 the Committee considered report JWC11/042 and resolved to extend the Service Level Agreements in respect of Vehicle Maintenance and A14/A11 Litter Clearance for a further year.

Prior to agreeing to extend the Contract Period the provision of the vehicle maintenance, A14/A11 Litter Clearance and Rural Channel Sweeping services a review had to be carried out by the Joint Committee. The fees set out in each agreement had also be reviewed.

The Service Level Agreement relating to Vehicle Maintenance had now been in operation for almost 5 years following an initial 12 month contract that preceded the partnering agreement. During that period there had been an overall improvement in vehicle compliance and annual testing pass rates. An approved interim management structure had also supported a more integrated fleet management strategy.

The Service Level Agreement relating to A14/A11 Litter Clearance had generally continued to work well but has had to operate in circumstances that were not completely within the control of the Councils, such as weather conditions and increased public expectation against a restricted budget.

The more recent Service Level Agreement relating to Rural Channel Sweeping had been operating well and had come about as a result of the Joint Cleansing Review. A new vehicle for this work was currently on order and was due to be delivered later in the year.

In respect of the fees for 2013/2014 it was proposed that the fixed annual charges be as follows:

- (i) Vehicle Maintenance to be increased by 0.7% from £40,902 to £41,186 with the hourly rate increasing by 0.25% from £48.46 to £48.58 (overtime rate increasing from £51.93 to £52.03). These hourly rates were fully burdened and inclusive of full workshop overheads;
- (ii) A14/A11 Litter Clearance – the charge to Forest Heath to be increased from the existing level of £2,130.13 per month to £2,300 per month; and
- (iii) Rural Channel Sweeping – the charge to Forest Heath to be increased from the existing level of £1,606.18 per month to £1,750 per month.

These fees to be met from existing operational budgets.

In discussing the report Members acknowledged that, ultimately, once a joint service was fully in being, the Service Level Agreements would no longer be required.

RESOLVED:

That the extension of the Service Level Agreements relating to Vehicle Maintenance, A14/A11 Litter Clearance and Rural Channel Sweeping for a further period of one year each, be approved, subject to the fees identified at paragraphs (i) to (iii) above.

*(At this point in the meeting the Chairman varied the order of the agenda so that item 12 could be considered in advance of the order set out in the agenda to enable a member to leave the meeting early because of another commitment. During the consideration of the following item Councillor Everitt arrived at the meeting and it was declared that he would be acting as a substitute for Councillor Mrs Mildmay-White)*

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### **EXEMPT INFORMATION – EXCLUSION OF PUBLIC TERMS OF FORMAL RESOLUTION**

That under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12(A) of the Act.

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### **8. Update on the Procurement of Waste Transfer and Recycling Facilities**

The Joint Committee considered Exempt Report E27 (previously circulated) which provided an update on progress with the procurement of Waste Transfer and Recycling Facilities and sought a decision on the authorisation of preliminary work to proceed on the provision of a transfer station at Rougham Hill, Bury St Edmunds.

Previous reports C185, C312, JWC12/047X and JWC12/049X considered by the Joint Committee on 28 October 2011, 27 January 2012, 15 June 2012 and 19 October 2012 respectively, had outlined the proposals and developing plans for a joint procurement of waste transfer infrastructure and recycling infrastructure services in Suffolk as recommended by the Suffolk Waste Partnership (SWP).

The last report JWC12/049X had outlined developments in terms of restructuring the procurement for the Materials Recovery Facility (MRF) to a 'restricted' process. This report had also updated Members on the plan for three core transfer station sites in Suffolk and the potential for additional sites in West Suffolk.

With the passage of time Exempt Report E27 sought to remind Members of the landscape and context of waste services in Suffolk overall and West Suffolk particularly. The report:

- (a) updated Members on the Energy from Waste (EfW) project, its potential impact on future Waste Collection Authority (WCA) trade waste operations and how this was currently impacting on finalising an Inter-Authority Agreement (IAA) between the Waste Disposal Authority (WDA) and WCAs in Suffolk;
- (b) outlined the progress on procuring a new MRF contract to be operational from November 2014;
- (c) provided an update on how discussions around the provision of transfer stations were developing and the potential impact for West Suffolk; and
- (d) outlined the current status of discussions to agree new mechanisms for sharing costs and benefits once new contract arrangements were in place.

Officers gave further details in relation to the above-mentioned matters and responded to members' questions:

RESOLVED:- That:

- (1) the contents of Exempt Report E27 be noted;
- (2) subject to final negotiations, the lease for the Rougham Hill site be signed to enable planning and work on the site to proceed;
- (3) the respective Portfolio Holders at Forest Heath District Council and St Edmundsbury Borough Council be authorised to engage with Suffolk Waste Partnership colleagues throughout the decision making process; and
- (4) a further report be submitted to the Joint Committee to update Members on the progress further to Exempt Report E27.

*(At this point the meeting was reopened to the public and the order of business as stated on the agenda was reverted to.)*

## **9. Review of Waste Management Performance 2013**

The Joint Committee received and noted Report E24 (previously circulated) which provided an update on progress made in Waste Management and Street Cleansing as follows:

### **(a) Suffolk Waste Partnership**

Officers were currently involved with the delivery of the Joint Municipal Waste Management Strategy for Suffolk and an associated Action Plan which identified specific projects up to the end of the contract in 2014.

### **(b) Re-use of Bulky Collection Waste**

West Suffolk would be participating in a trial with Suffolk County Council to support the re-use opportunities for a range of furniture items collected as part of the bulky waste collection scheme.

### **(c) Waste Team Restructuring and Business Process Re-engineering**

Officers were progressing two separate but connected projects to redesign work as part of the shared services programme to restructure the joint West Suffolk team. In addition to a staff structure review process, a number of FHDC and SEBC policies required alignment.

### **(d) Spring Clean 2013**

This year's Spring Clean fortnight had taken place across West Suffolk during March and April. The campaign had encouraged people to participate in local clean up events across the county to reduce litter and improve the local environment. It formed part of Suffolk County Council's Creating the Greenest County initiative which aimed to respond to climate change and enhance the natural and historic environment. In West Suffolk 425 volunteers had collected over 400 black bags of rubbish.

In response to a member's question officers advised that there was no funding available to tackle the problem of dog fouling as part of the national 'Big Scoop' campaign, although disposal bags and promotional material were available with some promotional schemes. The network of dog waste bins in West Suffolk was being assessed to ensure that these were located in the correct areas.

*(Councillor Edwards left the meeting at this point)*

## **10. Fleet Replacement Programme 2013/2014**

The Joint Committee received and noted Report E25 (previously circulated) which provided an update on progress made with the Combined Vehicle Fleet Replacement Programme for 2013/2014.

The Joint Committee was requested to note in particular:

- (a) progress made on the replacement programme as reported in paper JWC13/052 on 22 March 2013; and
- (b) the proposed purchase of vehicles was in accordance with replacement schedules.

Officers reported on Appendix 1 of the Report that the Total Budget Estimate should read £1,194,688 and not £160,844.

In relation to the first item referred to in Appendix 1, ie. Plastic Bodies, officers advised that the tender had been awarded and it was anticipated these items would be fitted to vehicles and be in operation in August.

## **11. Future Legislative and Policy Drivers Affecting Waste Management**

The Joint Committee received and noted Report E26 (previously circulated) which provided an update on future national policy and legislative drivers that would influence and shape waste and street scene activities both locally and nationally.

Contextually, the impact of the future national policy and legislative changes might be experienced in terms of:

- (a) direct impact on the services provided by Forest Heath (FHDC) and St Edmundsbury (SEBC);
- (b) impact on Suffolk's Joint Municipal Waste Management Strategy and the Suffolk Waste Partnership; and
- (c) indirect impact by ensuring that all sectors of the waste management industry play their part in delivering the national waste hierarchy and the costs associated with it.

Keeping abreast of new policy and legislative drivers would ensure that:

- (i) the service remained agile and responsive to potential impacts;
- (ii) the service would be provided with the opportunity to influence national policy and legislative changes through consultation responses;
- (iii) the full range of tools, powers and funding opportunities available would be used to improve the delivery and effectiveness of the Council's services locally; and
- (iv) consistent and appropriate policies were be adopted and implemented locally.

The key policy and legislative drivers listed in the report were:

- (1) Local Government Association Waste Review;
- (2) Department for Environment, Food and Rural Affairs and Department of Energy and Climate Change: Review of the Impact of European Union (EU) Legislation;
- (3) the Government's Waste Prevention Programme for England;
- (4) Local Audit and Accountability Bill;
- (5) Review of the Management of Waste Electrical and Electronic Equipment;
- (6) Review of EU Targets;
- (7) Judicial Review of Commingled Waste Collections;
- (8) the ban on cash payments for scrap at recycling yards;

- (9) Courtauld Commitment – Phase 3: Reduction of Food and Packaging Waste in the Grocery Sector;
- (10) Clean Neighbourhoods and Environment (Amendment) Bill;
- (11) Littering from Vehicles Bill; and
- (12) White Paper on Anti-Social Behaviour Community Protection Orders.

## **12. Dates of Future Meetings**

The Joint Committee had approved the following dates for future meetings:-

18 October 2013;  
17 January 2014; and  
21 March 2014.

All meetings on Fridays to commence at 10.00 am with the venue of West Suffolk House, Bury St Edmunds.

The meeting concluded at 11.30 am.

**P STEVENS  
CHAIRMAN**