

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

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

**Minutes of a meeting held on Friday 18 October 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 Mrs Mildmay-White (substituting for Councillor  
                         Everitt)  
                         Councillor Stevens (Chairman)

**13. Substitution**

The following substitution was declared:

Councillor Mrs Mildmay-White substituting for Councillor Everitt.

**14. Apologies for Absence**

An apology for absence was received from Councillor Everitt.

**15. Minutes**

The minutes of the meeting held 14 June 2013 were confirmed as a correct record and signed by the Chairman.

**16. Declaration of Interests**

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

**17. Review of Waste Management Processes**

The Joint Committee considered Report E142 (previously circulated) which sought approval for recommendations relating to minor amendments of key policies to ensure consistency in the approach to Waste Management service delivery across both St Edmundsbury Borough and Forest Heath District Councils.

The Joint Committee was updated on progress on the alignment of service policies in Waste Management and Street Cleansing following the recent Business Process Re-engineering (BPR) review of the service. Minor amendments of key policies were required to ensure consistency in approach between both Councils and to effect efficient transition to channel shift as part of the development of the central customer support team. A number of these were interim proposals as it was intended as part of the development of the Waste Management Information and Communications Technology (ICT) system to undertake a phased review of the policies.

Table 1 provided in Section 4.5 of the report, contained the current service policies in operation which enabled consistent and effective delivery of services. Tables 2 to 7 of the report set out the current approaches for service delivery by both Councils, together with a proposed joint approach and the likely implications of aligning the policies.

Particular reference was given to Table 6, 'Bulky Waste Collection' and Members noted that a further review of the bulky collection service policy would be undertaken to consider service charges and rates of subsidies currently given to recipients of the specified benefits. A discussion was held on the Councils' approach to commercialism regarding this particular service and how income received from this currently compared to those charged by other Suffolk councils and those in the private sector. Emphasis was placed upon how the Councils needed to achieve a balance between preventing fly tipping and charging a suitable fee for the bulky collection.

In response to a question, the Joint Committee was informed that it was the policy of both Councils for wheelie bins to be removed from the kerbside as soon as practicable after being emptied and it was not envisaged that '30 miles per hour' stickers would be promoted for display on West Suffolk bins in an attempt to slow traffic in appropriate areas. The bins were a functional tool and use of bins in this way could be construed as littering the streets.

Members attention was also drawn to the Equality Impact Assessment attached as Appendix 2 to the report.

In conclusion, the Joint Committee was informed that the proposed modifications would be effective from 1 April 2014 and it was envisaged that residents would be notified of the changes during the proposed Christmas Collection leaflet-drop campaign. Notification would also be shown on the Councils' websites and potentially via a press release.

RESOLVED: That

- (1) the contents of Report E142, in particular the current processes and policies in place and those areas to be subject to a future review, be noted;
- (2) the amendments and clarifications as set out in Tables 2 to 7 of Report E142, which will take effect from 1 April 2014, be approved; and
- (3) the Equality Impact Assessment contained in Appendix 2 be noted.

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

The Joint Committee received and noted Report E143 (previously circulated) which updated on performance in waste management and street cleansing.

Attention was drawn to Table 1 which contained the Waste and Street Scene Performance Indicators and the relevant performance for Quarters 1 and 2. Particular attention was given to the cleansing indicators covering litter, detritus, graffiti and fly tipping which were renamed and now measured satisfactory performance rather than service failure. The result therefore was inverse to the previous method of calculation, for example 10% failure was now reported as 90% satisfaction. In addition, the naming

of the indicators for each Council was simplified and aligned and the fly tipping performance was measured by two separate indicators: (1) the number of instances and (2) the number of interventions, rather than in a combined indicator of performance.

Members noted that the litter and street scene targets were performing well and indicated positive results at the end of Quarter 2. Fly tipping was keeping pace and a consistent approach had been undertaken regarding interventions. The differences between Forest Heath District Council and St Edmundsbury Borough Council in respect of fly tipping figures was due to the differing reporting systems and not necessarily because one area was worse than the other.

The Joint Committee then noted progress to date in key areas, as contained in Section 4.5 of the report.

In response to a question regarding the two Councils' separate indicators for 'Percentage of household waste recycled and composted', the Joint Committee was informed that whilst performance at the end of Quarter 2 was above the annual target for both authorities, this was likely to drop and by the end of Quarter 4 would be more in line with the annual target. A discussion was also held on the recycling of textiles, the likelihood of both authorities achieving a recycling target of 60% in 2014, and the responsibilities of fast food outlets regarding the littering of takeaway cartons.

## **19. Inter Authority Agreement (IAA)**

The Joint Committee received and noted a verbal update on the Inter Authority Agreement of the Suffolk Waste Partnership.

Members were informed that the IAA, which set out the framework in which the eight partner authorities of the Suffolk Waste Partnership would operate, would be considered directly by Forest Heath District Council and St Edmundsbury Borough Council's Cabinets for approval. Due to meeting timescales for seeking approval, it was not possible for the Agreement to firstly be presented to the Joint Committee.

## **20. Fleet Update**

The Joint Committee received and noted a verbal update on fleet management.

Members were informed that as part of the current procurement programme, a new waste vehicle had been purchased as one of four being purchased altogether. These vehicles were heavier, had more capacity and therefore mileage would be reduced. In addition, a 7½ tonne box van had been purchased which produced less CO<sub>2</sub> emissions than the existing and therefore helped to reduce the Councils' carbon footprint. A chewing gum remover and cherry picker had also been purchased together with a smaller van for Forest Heath District Council (FHDC).

As previously highlighted in Report E143 considered in Minute 18 above, the Joint Committee was informed that St Edmundsbury Borough Council (SEBC) had been awarded the Motorvate Silver Award for Carbon Reduction within its fleet operations. This was an annual independent calculation and verification of the Council's carbon footprint administered by the Energy Saving Trust and endorsed by the Department for Transport. This measured total mileage for the grey fleet and company vehicles up to 3.5

tonnes and found a 13.9% reduction in CO<sub>2</sub> emissions thus achieving Silver Award; an improvement from the previously achieved Bronze Award. Whilst the Borough Council was currently registered for the award from Motorvate, it would be asked that 'West Suffolk' be recognised for future awards thereby recognising the efforts of both SEBC and FHDC.

The Fleet Management service had also been monitoring the mileage for Heavy Goods Vehicles and had achieved a 9% reduction in mileage in comparison to last year with fuel savings being achieved for the smaller vehicles at a rate of between 5% and 31%.

The Joint Committee congratulated the team on its efficiencies and particularly commended officers for their work in reducing the Councils' carbon footprint and the achievement of the Motorvate award.

## **21. Suffolk Waste Partnership (SWP) Procurement Update**

The Joint Committee received and noted a verbal update in respect of the SWP Procurement Update.

The Joint Committee was informed that in respect of the Materials Recovery Facility (MRF) Procurement Project, the contract had been advertised through the Official Journal of the European Union (OJEU) and was now in the Pre-Qualification Questionnaire (PQQ) phase. Returns were expected during late October 2013. The evaluation process would then take place and the contract was expected to go out to tender during early November 2013. Returns were expected in mid December with a review of these being held in late December 2013/early January 2014. Approval for the preferred tender would then be sought via the Joint Committee on 17 January 2014.

As part of the project, officers were analysing the types of recyclable items included for sorting which may include glass. However, the wider implications of including glass needed to be analysed including the impact on tonnages, noise, the effect of peak periods (after Christmas etc) and the impact on collection rounds and the existing household recycling collections. In addition, in response to a forthcoming European Waste Framework Directive relating to the co-mingling of recyclables such as paper, plastic, cardboard, glass etc that in 2015 separate collections for such items may be required. The Department for Environment, Food and Rural Affairs (DEFRA) had indicated their view that glass would be an issue within co-mingled waste and officers would need to take this into account when making recommendations on the proposed MRF procurement project.

The Joint Committee was then updated on the Energy from Waste Project and which was progressing well. On 20 September 2013, Members visited the site which was envisaged to reach full capacity from 1 November 2014.

A discussion was then held on the proposed Waste Transfer Station at Rougham Hill, Bury St Edmunds which had been granted planning approval by Suffolk County Council's Development Control Committee. SEBC's Development Control Committee had submitted significant objections to the scheme. Now that Suffolk County Council was keen to press ahead, it was imperative that both SEBC and FHDC held discussions with SCC regarding the drawing up of a programme of work to address potential changes to the current operation. A discussion was also held on the impact the new Transfer Station would have on the operation of the existing Household Waste and Recycling Centre (HWRC) at Rougham Hill. Concern was expressed that if the

HWRC was closed while the building works for the Transfer Station were taking place sufficient publicity would need to be given to alert residents to the temporary closure to avoid potential problems with fly tipping in the locality. In response, Members were informed that a communications package would be put together to inform of alternative arrangements for the HWRC whilst the building works were being undertaken.

## **22. Dates of Future Meetings**

The Joint Committee noted the following dates of future meetings:

17 January 2014; and  
21 March 2014.

Both meetings were on Fridays commencing at 10.00 am with the venue of West Suffolk House, Bury St Edmunds.

At this point it was proposed, seconded and

RESOLVED:

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.

## **23. Exempt Minutes**

The Exempt Minutes of the meeting held on 14 June 2013 (previously circulated) were confirmed as a correct record and signed by the Chairman.

The meeting concluded at 11.16 am.

**P STEVENS  
CHAIRMAN**