





## **Declarations of Interest**

Any Member attending the meeting is reminded of the requirement to declare if he/she has a personal interest in any item of business, as defined in the Code of Conduct. If that interest is a prejudicial interest as defined in the Code the Member should also withdraw from the meeting.

## **A G E N D A**

- |                                                                                                                                               | (Pages)          |
|-----------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| 1. <b>Apologies for absence</b>                                                                                                               |                  |
| 2. <b>Presentation by the Natural Environment Partnership</b>                                                                                 |                  |
| 3. <b>Minutes</b>                                                                                                                             |                  |
| To receive the minutes of the meeting of the PAG held on 15 June 2015                                                                         | <b>(1 - 4)</b>   |
| 4. <b>Reports from Members</b>                                                                                                                |                  |
| To receive any reports from the Chairman or PAG Members.                                                                                      |                  |
| 5. <b>Current Issues</b>                                                                                                                      |                  |
| The Portfolio Holder and Head of Service to update members on Part 1 current issues relating to the PAG and to receive feedback from members. |                  |
| 6. <b>Reports Likely to Lead to the Portfolio Holder Making a Decision in Accordance with the Scheme of Delegations to Cabinet Members</b>    |                  |
| None                                                                                                                                          |                  |
| 7. <b>Reports Likely to Lead to the Portfolio Holder Making a Recommendation to Cabinet</b>                                                   |                  |
| (a) <b><u>Garden waste Collection Service Charges 2016/17</u></b>                                                                             |                  |
| To consider report of the Director of Services.                                                                                               | <b>(5 - 8)</b>   |
| (b) <b><u>Bring Site Review</u></b>                                                                                                           |                  |
| To consider report of the Director of Services.                                                                                               | <b>(9 - 14)</b>  |
| <i>Appendix A</i>                                                                                                                             | <b>(15 - 16)</b> |
| <i>Appendix B</i>                                                                                                                             | <b>(17 - 24)</b> |
| 8. <b>Reports for Noting</b>                                                                                                                  |                  |
| (a) <b><u>Fixed Penalty Notices</u></b>                                                                                                       |                  |
| To consider report of the Director of Services.                                                                                               | <b>(25 - 28)</b> |
| 9. <b>Any other business</b>                                                                                                                  |                  |
| Any other business which the Portfolio Holder considers is urgent.                                                                            |                  |
| 10. <b>Exempt Information</b>                                                                                                                 |                  |

“That under Section 100(A)(4) of the Local Government Act 1972 following item of business is not for publication to the press or public on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A to the Act.”

(para 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)

11. **Current issues**

The Portfolio Holder and Head of Service to update members on Part 11 current issues relating to the PAG and to receive feedback from members.

The next meeting is due to take place on Tuesday, 8 December 2015

**ENVIRONMENT POLICY ADVISORY GROUP**

**Meeting - 15 June 2015**

Present: Mrs Sullivan (Chairman)  
Mr Bradford, Mr Harding, Miss Hazell, Mr Read and Mr D Smith

Also Present: Mr Hogan, Mr Sangster and Mr Vincent

**1. BRIEFING ON THE ROLE OF THE ENVIRONMENT PAG**

Members received a PowerPoint presentation on the role of the PAG and the services covered by the Environment Portfolio Holder. Members noted that a copy of the presentation would be made available in the Councillors Area on the extranet.

The presentation covered the following areas:

- Refuse, Recycling, Street Cleaning and Ancillary Services
- Environmental Work, Street Naming and Community Right to Bid
- Pay & Display Car Parks

Members were given the opportunity to ask questions and make comments after each section.

**RESOLVED** that the presentation be noted.

**2. MINUTES**

The minutes of the meeting of the PAG held on 18 February 2015 were received.

**3. REPORTS FROM MEMBERS**

None received.

**4. CURRENT ISSUES**

The Portfolio Holder advised that there was a vacancy on the following bodies:

- The Joint Waste Committee for Buckinghamshire
- The Performance and Improvement Board with BIFFA

Members of the PAG were invited to contact the Portfolio Holder if they were interested in any of the above vacancies.

**5. REPORTS LIKELY TO LEAD TO PORTFOLIO HOLDER MAKING A DECISION IN ACCORDANCE WITH THE SCHEME OF DELEGATIONS TO CABINET MEMBERS**

None.

**6. REPORTS LIKELY TO LEAD THE PORTFOLIO HOLDER MAKING A RECOMMENDATION TO CABINET**

**(a) Littleworth Common Ownership Update**

The PAG considered a report which updated Members on negotiations about the ownership of Littleworth Common and the proposed transfer of the site to South Bucks District Council.

The PAG were asked to advise the Portfolio Holder on whether to recommend to Cabinet that provided the owner can transfer sufficient title to enable the Council to access available grant funding, that the Cabinet agrees the transfer of Littleworth Common to the Council and delegates final agreement of the transfer terms to the Head of Environment in consultation with the Head of Legal and Democratic Services.

In the discussion which followed, the PAG were advised that the Council was legally responsible for managing the land due to a management agreement which the Council was legally bound to.

Due to the fact that the land was not registered with HM Land Registry and that the owners had not to date been able to provide officers with documentary evidence of their title, the PAG were of the opinion that any recommendation to Cabinet should be deferred until further work can be carried out to establish the formal proof of ownership and adequacy of title that can be transferred. The PAG also asked for more information on how much it would cost per year to maintain the car park.

Having considered the advice of the PAG, the Portfolio Holder agreed to defer a recommendation to Cabinet.

(b) Recycling Update

The PAG considered a report which updated Members on a number of key aspects of the Waste and Recycling Collection Service. The PAG were asked to advise the Portfolio Holder on whether to recommend that Cabinet supports the trialling changes to Bulky Waste Collections.

The PAG noted that the trial would seek to increase the amount of bulky waste that is re-used or recycled and thus reducing the amount of waste sent to landfill. The benefits were set out in the report as follows;

- Contribute to increasing the Councils Recycling Rate.
- Increase the availability of affordable second hand furniture for residents.
- Reduced wear and tear on collection vehicles from reduced trips to the landfill site.
- Reduction in travel distance and times once Energy from Waste plant comes on line as all waste for disposal will need to go to a specified transfer station.
- Minimal impact on residents, there should be no changes to how residents book and pay for bulky waste collections.

In the discussion which followed, the PAG indicated it support for the trial.

Having considered the advice of the PAG, the Portfolio Holder **AGREED** to **RECOMMEND** that Cabinet agrees to support the trialling changes to Bulky Waste Collections.

(c) Summers Road Car Park

*Cllr Hazell declared an interest as a Burnham Parish Councillor.*

The PAG received a report which sought Members views on a request received from Burnham Parish Council for the provision of one hour free parking at the Summers Road car park.

The PAG were advised that there was currently no free parking periods in the Council car parks, but that previous discussions had indicated that the Council may consider this if the loss of income was reimbursed. Appendix A of the report set out the proposal from the Parish Council which had yet to be discussed/agreed by officers.

**Environment Policy Advisory Group - 15 June 2015**

The PAG noted the key points, set out in paragraph 2.5 of the report, which any agreement from South Bucks District Council's point would need to have regard to.

In the discussion which followed, the PAG advised that any loss of income would also need to cover the loss of income from any other types of tickets sales and that the Parish Council should be made aware that if ticket sales from other types of tickets goes down, the Parish Council would be liable for covering the loss of income.

The PAG raised a concern regarding the difficulties in enforcement which the introduction of the one hour free parking could bring about and advised that this issue should also be brought to the Parish Council's attention.

The PAG, whilst supportive of the proposal to continue negotiations with the Parish Council, were of the opinion that due to the unknown impact on tickets sales and the issue of enforcement, the scheme should be trialled for a year and then reviewed.

The PAG noted that this issue had also been considered by the Resources PAG who were supportive of the proposal to continue negotiations with the Parish Council.

The PAG were advised that a report would be submitted to Cabinet for the final decision following negotiations.

## 7. **REPORTS FOR NOTING**

### (a) Flytipping and Enforcement Update

The PAG received a report which provided members with an update on the 2014/15 flytipping enforcement programme. The report covered the flytipping and enforcement highlights of the financial year 2014–2015 including the recorded number of flytips and the number of convictions made by South Bucks District Council.

In the discussion which followed, it was noted that whilst there had not been a big increase in hazardous materials being dumped in 2014/15, there had been a sharp increase in the number of tyres dumped in the District recently. In response to a request, the Head of Environment agreed to email PAG members the number of vehicles seized following a conviction over the last few years. The Head of Environment also agreed to look at the layby in Taplow, before the bridge, on the A4 following a comment by a member of the PAG that rubbish had been dumped there.

**RESOLVED** that the report be noted.

## 8. **ANY OTHER BUSINESS**

None.

## 9. **EXEMPT INFORMATION**

## 10. **CURRENT ISSUES (PART II)**

There were no current issues raised under part II.

The meeting terminated at 7.00 pm

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<b>SUBJECT:</b>	Garden Waste Collection Service Charges 2016/17
<b>REPORT OF:</b>	Portfolio Holder for the Environment Cllr Luisa Sullivan
<b>RESPONSIBLE OFFICER</b>	Chris Marchant, Head of Environment
<b>REPORT AUTHOR</b>	Elizabeth Cullen, Contracts Manager, 01895 837330 elizabeth.cullen@southbucks.gov.uk
<b>WARD/S AFFECTED</b>	All wards

## 1. Purpose of Report

- 1.1 To seek Member approval for the 2016/17 Garden Waste Service Charge

### RECOMMENDATION

Members are asked to advise the Portfolio Holder as to whether:

1. the early bird discount of £35 should be continued for a third year during the month of February with the price rising to £45 in March,
2. an early bird discount of £36 should be introduced with the full price being £46 to help ease the budget deficit
3. or whether the early bird discount should cease and a charge of £40 for online customers and £45 for telephone subscriptions be charged.

## 2. Executive Summary

- 2.1 The Council operates a garden waste collection service to paying subscribers for 25 weeks of the year.
- 2.2 The subscription cost of this service has remained the same for the first two years of £35 per bin for “early-bird” subscribers and £45 per bin after the offer ended. From 1<sup>st</sup> September £30 is charged for the rest of the financial year.
- 2.3 The service has attracted the customer numbers expected, but the anticipated level of income has not been achieved to date and Members are asked to recommend next year’s subscription charge so that the budget can be set.

## 3. Reasons for Recommendations

- 3.1 To plan next year’s service charge in line with budget forecasts and customer expectations.

**4. Content of Report**

- 4.1 The chargeable garden waste collection service was introduced District-wide on 31<sup>st</sup> March 2014 and by the end of that financial year we had 6,476 customers, with some paying to have more than one bin emptied.
- 4.2 Despite efforts to get as many residents to sign up for the whole year in advance, many signed up during the year, and our resources were nearing full capacity by the end of the year. By the end of the year we were £15,500 under our budget, which had been based on charging for 7,000 bins even though it was acknowledged that this was unlikely in the first year.
- 4.3 At the planning stage, an early bird discount of £10 off the full price of £45 was proposed and agreed for the first year only. However Members chose to offer a discount for the current service year also. This discount was available for just over 5 weeks. Every customer was contacted when the early bird discount began and it was featured on our website and in press releases and on social media.
- 4.4 This year, we have exceeded the estimated 7,000 customers and at the time of writing have just over 7,500 customers with some subscribers ordering more than one bin. The budget was reduced by £30,000 due to the lower subscriber numbers and anticipated potential early bird discount. We are therefore only £6,500 under budget at this time. It was known that extra operational costs would be incurred if customer numbers were higher than the 7,000 forecast. If all early bird customers had paid the full price this year, we would have generated an extra £57k and exceeded our original forecast.

We have recently brought one of our old refuse collection vehicles back into service to cope with the higher number of customers. We have very recently had to pay to refurbish the vehicle and pay ongoing running costs which are still being finalised but likely to be in the region of £40k per year.

- 4.5 The early bird discount is popular with customers, with around 75% signing up during the discounted period. However for most customers it is not felt that paying the full price is a disincentive to sign up, as the service is still good value.
- 4.6 An incentive for customers to pay early for a short period of time helps us operationally because we can employ extra staff for this period and process the majority of payments. It is proposed that if a discount is offered, it is done so for the whole of the month of February only.
- 4.7 Processing payments online requires a lower level of resources than for payments made over the telephone and offering a discount for paying online would reduce pressure on resources in the long term. The loss of the early bird option may stop a small number of customers subscribing. This year, 67% of our customers signed up online.

4.8 There are therefore resource advantages of both an early bird option and a discount for online payments, but the latter is better aligned with budgetary expectations.

4.9 Members are asked to note that as last year, from 1<sup>st</sup> September the subscription cost will be reduced to £30 for the rest of the service year.

## **5. Consultation**

Not Applicable

## **6. Options**

6.1 With the above in mind, Members are asked to recommend which of the following three subscription options should be adopted next year:

1. A discounted rate in February of £35, rising to £45 on 1<sup>st</sup> March
2. A discounted rate in February of £36, rising to £46 on 1<sup>st</sup> March
3. A charge of £40 for online customers and £45 for telephone subscriptions regardless of when the subscription is made.

## **7. Corporate Implications**

7.1 The 2016/17 financial implications of each option are:

1. The income forecast will need to be reduced by circa £6k based on the 2015/16 budget
2. We will achieve our 2015/16 income forecast based on current customer numbers
3. We will exceed our 2015/16 income forecast by £18.5k (based on 80% of 7,400 customers signing up online).

7.2 There are no legal issues identified at this time

## **8. Links to Council Policy Objectives**

This matter is related to the following local and national policy objectives:

- The current Joint Waste Management Strategy for Bucks policies, including “securing a long-term strategy for the management of wastes for which the member authorities are collectively responsible”.
- The Council’s recycling/composting target of 60% by 2025 as part of the Joint Waste Management Strategy for Bucks. The national target of 45% by 2015 and 50% by 2020. There are no longer District specific targets.

## **9. Next Step**

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The decision will be included in service publicity in due course.

<b>Background Papers:</b>	None
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<b>SUBJECT:</b>	Bring Site Review
<b>REPORT OF:</b>	Portfolio Holder for the Environment Cllr Luisa Sullivan
<b>RESPONSIBLE OFFICER</b>	Chris Marchant, Head of Environment
<b>REPORT AUTHOR</b>	Simone Singleton, Waste Projects Officer, 01895 837213, <a href="mailto:simone.singleton@southbucks.gov.uk">simone.singleton@southbucks.gov.uk</a>
<b>WARD/S AFFECTED</b>	All

## 1. Purpose of Report

Officers have carried out a review of recycling bring site facilities in the district and this report makes a number of recommendations to improve services and collection efficiency.

### RECOMMENDATION

As a result of this review the recommendations below are made;

1. Closure of the following bring sites (6 total);
  - Beaconsfield Motorway Services
  - Neville Court Car Park, Burnham
  - South Buckinghamshire Golf Course, Stoke Poges
  - Taplow Train Station
  - Dumb Bell Pub, Taplow
  - Post Office Lane, Wexham
2. Retention of the following bring sites (9 total);
  - The Becons Centre, Holtspur
  - Waitrose, Beaconsfield
  - Penncroft Car Park, Beaconsfield
  - Jennery Lane Car Park, Burnham
  - Summers Road Car Park, Burnham
  - Denham Railway Station
  - The Broadway Car Park, Farnham Common
  - Packhorse Road Car Park, Gerrards Cross
  - The Evreham Centre, Iver
3. Introduce new bring site facilities at the new Bishops Centre Tesco Development.
4. All Small electrical banks are removed and recycling promoted through household collections.
5. Removal of textiles banks from the South Buckinghamshire Golf Course
6. Bring site capacity is reviewed on an annual basis to ensure adequate containers are provided.

## **2. Executive Summary**

- 2.1 A review of collection data and bring site capacity monitoring has highlighted the top and bottom performing bring sites. As a result Officers recommend that 6 sites in total are closed due to poor performance. Appendix A provides background and a map showing the distribution of sites throughout the district which will not be significantly affected by these closures and that alternative sites are available.
- 2.2 All small household electrical banks will be removed due to circumstances explained in para 3.4 below.

## **3. Reasons for Recommendations**

- 3.1 Closure of the above sites is recommended due to low resident usage, significant abuse by trade, increasing incidents of fly-tipping and/or the poor quantity and quality of materials collected. There are alternative sites nearby to absorb the removal of each of these sites.
- 3.2 Retention of the above sites is recommended as a result of the high usage and tonnage collected. In most of the sites a specific area has been fenced off to accommodate recycling containers.
- 3.3 It was a planning condition that the new Bishop Centre development provided public recycling facilities. The site has been completed but is waiting for sufficient signage before delivering containers and promoting the new site. This new site is more convenient and easier to access, for both residents and collection crews, than the existing sites in Taplow.
- 3.4 It is no longer possible to continue providing small household electrical banks as a cost neutral service, as detailed in para 4.10 below. Market research has not identified any alternative suppliers that are willing or able to supply a similar service. It is therefore recommended that all bring banks for small electricals are removed and recycling of waste electrical and electronic equipment (WEEE) is promoted through the household collection service and HWRC's.
- 3.5 Annual capacity monitoring will allow a more formal approach to assessing if bring sites have the right number of containers and allow capacity to be increased/decreased as appropriate.

## **4. Content of Report**

### Bring Site Review

- 4.1 Officers have analysed collection data and capacity monitoring carried out from April to June 2015. The following were identified as the top 5 performing sites;
1. Waitrose, Beaconsfield
  2. Broadway Car Park, Farnham Common
  3. Denham Railway Station, Denham
  4. Packhorse Road, Gerrards Cross
  5. Penncroft Road Car Park, Beaconsfield

4.2 Table 1 below details the recommendations on whether to retain or close each of the bring sites.

**Table 1. Bring Site Retention or Closure Recommendations**

<i>Site</i>	<i>Retain/Close</i>	<i>Recommendation</i>	<i>Notes</i>
The Beacons Centre, Holtspur	RETAIN	Keep site. Capacity is sufficient but bins to be relocated.	Bins are quite spread out at the moment taking up 3/4 car parking spaces. Site can be re-organised to release 2 parking spaces potentially. 4 x reported fly tips in last 12months
Waitrose, Beaconsfield	RETAIN	Keep site. Capacity is sufficient & no need to relocate.	Specific area fenced off for recycling. Most well used/productive site in the district.
Penncroft Car Park, Beaconsfield	RETAIN	Keep site. Capacity is sufficient & no need to relocate.	Specific area fenced off for recycling, doesn't take up any car parking spaces. 3 x reported fly tips in last 12months
Beaconsfield Motorway Services	CLOSE	Remove all banks.	Heavily contaminated with litter. Essentially providing a free trade waste/litter collection and other services are nearby.
Neville Court, Burnham	CLOSE	Remove banks as flats opposite now have on site recycling bins. Will release parking spaces for income and other facilities are nearby at Summers Road	Over capacity provided at present. 6 bins only 2 regularly filled. Usually contaminated. Take up 4 x car parking spaces at present.
Jennery Lane Car Park	RETAIN	Keep textiles banks	No facilities for mixed or paper recycling. Textiles and small electricals only. Not taking up any car parking spaces
Summers Road Car Park, Burnham	RETAIN	Keep site. Capacity is sufficient & no need to relocate. Room is available if additional bins are required due to closure of Neville Court.	Specific area fenced off for recycling, doesn't take up any car parking spaces. 2 x reported fly tips in last 12months
Denham Railway Station	RETAIN	Keep site. Capacity is sufficient & no need to relocate.	
The Broadway Car	RETAIN	Keep site. Capacity is	Specific area fenced off for

Park, Farnham Common		<i>sufficient &amp; no need to relocate.</i>	<i>recycling, doesn't take up any car parking spaces.</i>
Packhorse Road Car Park, Gerrards Cross	<i>RETAIN</i>	<i>Keep site. Capacity is sufficient. Relocation to be discussed with Car Parks and Biffa.</i>	<i>Bins lined up along back fence. Textiles banks take up a car parking space. Have been complaints regarding rats in the last 6 months. 1 x reported fly tips in last 12months.</i>
The Evreham Centre	<i>RETAIN</i>	<i>Keep site. Capacity is sufficient &amp; no need to relocate. Only site servicing Iver</i>	<i>Specific area fenced off for recycling taking up several car parking spaces.</i>
South Buckinghamshire Golf Course	<i>CLOSE</i>	<i>Remove all banks due to small amounts collected, high contamination and increasing fly tipping</i>	<i>5 x reported fly tips in last 12months and getting more frequent. Fenced off area in corner of car park.</i>
Taplow Train Station	<i>CLOSE</i>	<i>Remove all banks</i>	<i>Small amounts collected.</i>
Dumb Bell Pub	<i>CLOSE</i>	<i>Remove all banks due to small amounts collected, high contamination and trade use</i>	<i>Virtually no materials collected from the mixed recycling banks. The FEL (paper) container is full of cardboard from the pub and heavily contaminated with plastic packaging. All site is doing is avoiding trade waste costs for the pub.</i>
Bishops Centre Tesco	<i>INSTALL</i>	<i>Install new bring site that can provide replacement facilities for the Taplow area</i>	
Post Office Lane	<i>CLOSE</i>	<i>Remove all banks</i>	<i>Small amounts collected. 8 bins provided between 0.5/1 regularly filled.</i>

4.9 It is recommended that 6 sites in total are closed. Appendix A provides a map showing the distribution of sites throughout the district will not be significantly affected by these closures and that alternative sites are available.

Small Household Electrical Banks

4.10 Banks for small household electricals were introduced into seven selected sites in October 2012 as part of a cost neutral service. In 2014 the improved waste collection service introduced household collections of small electricals. In 2014/15 around 14 tonnes were collected from households while 10 tonnes was collected from the bring banks.

4.11 In August 2015 SBDC were given notice that the supplier would be removing the banks from bring sites or alternatively the service would cost £5,912.40 per year.



- 4.12 This cost is deemed excessive and market research has not identified any alternative suppliers that are willing or able to supply a similar service. It is therefore recommended that all bring banks for small electricals are removed and recycling of waste electrical and electronic equipment is promoted through the household collection service and HWRC's.

## **5. Consultation**

- 5.1 Closure of the 6 sites and removal of the small household electrical banks will need to be communicated to residents through the following means;

- Signage/Notice at Bring Sites
- Council Website
- Press Releases
- Information pack to Parish Councils
- Reception display
- Resident email alert
- Notice to private land owners

## **6. Options**

- 6.1 The options are to close or retain existing bring sites. Table 1 above details the reasons where closure is recommended.

## **7. Corporate Implications**

### Financial

- 7.1 Closing the specified sites will have a neutral effect on annual revenue as any lost recycling credit income from reduced tonnage will be outweighed by lower sorting costs. In reality the materials will go to neighbouring sites or kerbside collection and the councils recycling rate will not be affected by the site closures. Closing additional sites will not, at this time, make any savings but by structuring in an annual review this can be looked at again.
- 7.2 Replacing FELs with 1100L bins will make a £30,000 annual saving by using existing resources rather than a specialist collection vehicle. This saving will be used to offset predicted increases in sorting costs at the Materials Recycling Facility. Ideally clearly labelled 'paper only' banks will maximise the opportunity for an income from the material.
- 7.3 Although collection, maintenance and cleansing of bring sites is contained in the cost model, removal of the underperforming sites will make collections more efficient and reduce the burden on existing resources enabling them to be used in other areas.

### Legal

- 7.4 There are no legal issues identified at this time

## **8. Links to Council Policy Objectives**

This matter is related to the following local and national policy objectives:

- The current Joint Waste Management Strategy for Bucks policies, including "securing a long-term strategy for the management of wastes for which the member authorities are collectively responsible".

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- The Council's recycling/composting target of 60% by 2025 as part of the Joint Waste Management Strategy for Bucks. The national target of 45% by 2015 and 50% by 2020. There are no longer District specific targets.

**9. Next Step**

9.1 Closure of the sites will be communicated in the ways detailed in para 5.1 above and all containers will be removed. A period of monitoring the sites for fly-tipping following the removal of the banks will be put in place.

<b>Background Papers:</b>	It is a legal requirement that we make available any background papers relied on to prepare the report and should be listed at the end of the report (copies of Part 1 background papers for executive decisions must be provided to Democratic Services )
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## **Appendix A: Background and Bring Site Location Map**

### Background

SBDC provides local recycling facilities in the form of recycling 'bring sites' that are located in convenient location such as supermarkets and car parks. Traditionally these sites have provided facilities so that residents can recycle more materials than those collected at kerbside i.e. plastic bottles and small household electricals.

In February 2014 SBDC rolled out an improved waste and recycling collection system which is now reflected by the facilities at bring sites. Bring sites no longer offer additional services to residents although some residents choose to use them over kerbside collections. Bring sites are for residents use only and trade waste is not permitted, however, often the banks are used by local businesses and much of the cardboard collected probably comes from trade.

There are 15 SBDC sites in total, as well as three BCC run HWRC's (Current bring site locations & facilities are detailed in appendix B). It costs the Council to maintain, cleanse and collect from these sites. Contamination and side waste is frequently a problem at most sites and we have been unable to collect uncontaminated paper and white card due to the amount of brown cardboard present, therefore all fibres go into the mixed recycling loads and income from the paper content is lost.

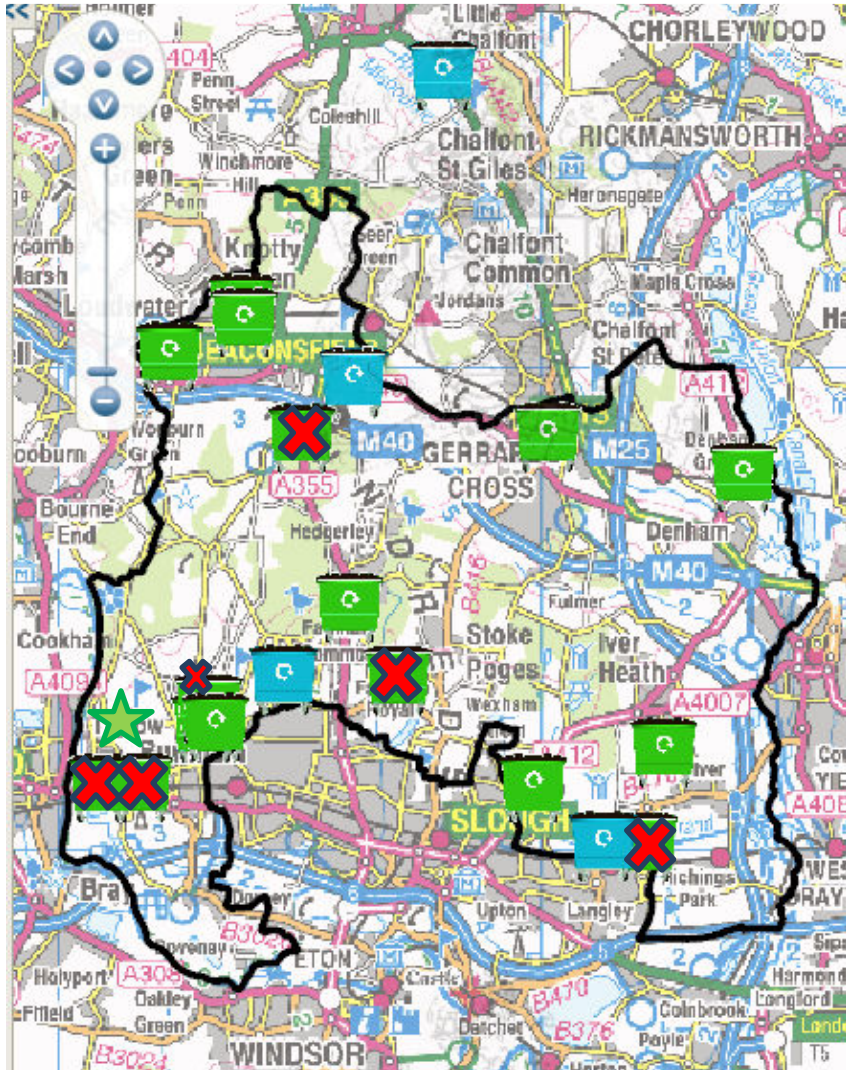
Bring sites still form an important aspect of the waste and recycling collection service, for example if a resident has excess waste or has missed their collection, and can be an opportunity to provide residents with new additional services for example light bulb recycling banks if and where they are deemed appropriate. The aim of the review is to analyse the use and current capacity of sites so as to wherever possible;

1. Reduce capacity i.e. fewer bins
2. Relocate containers to make best use of space and free up car parking spaces
3. Remove sites where they are deemed inefficient and a drain on resources

1100L containers are provided for mixed recycling and paper & grey/white card. FEL banks are used in selected bring sites, they were previously used to collect mixed paper and card and although most have been relabelled as paper only, in line with the new collection service, the majority of material is still brown card probably from trade. This means all the material is being tipped as mixed recycling and the value of any paper and thin/white card is being lost.

Due to the change in collections FELs are no longer fit for purpose i.e. to collect paper only and the majority of the FELs are now in need of urgent repair or replacement. They are currently being replaced as appropriate with 1100L bins.


Location of Bring Sites in South Bucks District




Key

Blue bins = BCC run HWRC's

Green Bins = current SBDC bring sites

 = Sites where closure is proposed

 = New site to be installed at Bishop Centre Tesco

## **Appendix B: Bring Site Facilities Summary & Photos**

### **Current bring site locations & facilities**

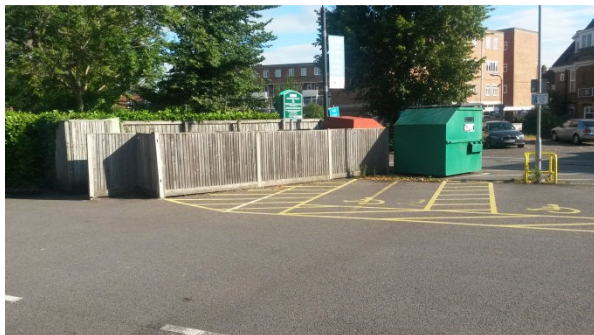
<b>Area</b>	<b>Site</b>	<b>SBDC Owned</b>	<b>Mixed Recycling / Paper Banks</b>	<b>Small household electrical</b>	<b>Textiles</b>	<b>Other</b>
Beaconsfield	The Beacons Centre, Holtspur	Y	Y	Y	Y	
	Waitrose	N	Y	N	Y	Oxfam Books
	Penncroft Car Park	Y	Y	N	Y	
	Beaconsfield Motorway Services	N	Y	Y		
Burnham	Neville Court	Y	Y	Y		
	Jennery Lane Car Park	Y	N	Y	Y	
	Summers Road Car Park	Y	Y	N	Y	
Denham	Denham Railway Station	N	Y	N		
Farnham Common	The Broadway Car Park	Y	Y	Y	Y	
Gerrards Cross	Packhorse Road Car Park	Y	Y	Y	Y	
Iver	The Evreham Centre	Y	Y	Y	Y	
Stoke Poges	Farnham Park Golf Course	Y	Y	N	Y	
Taplow	Train Station	N	Y	N	N	
	Dumb Bell Pub	N	Y	N		
	Bishops Centre Tesco	NEWLEY DEVELOPED – NO BINS IN SITU YET BUT ARE IN PROGRESS				
Wexham	Post Office Lane	N	Y	N	N	

## Site Photographs

### Beacon Centre, Holtspur



### Penncroft Car Park, Beaconsfield



### Waitrose, Beaconsfield



Classification: OFFICIAL  
Bring Site Review Report  
Environment PAG September 2015

**M40 Services**



**Neville Court, Burnham**



**Summers Road Car Park, Burnham**



**Jennery Lane Car Park, Burnham**



**Denham Railway Station, Denham**





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**Broadway Car Park, Farnham Common**



**Packhorse Road Car Park, Gerrards Cross**



**Evreham Centre, Iver**

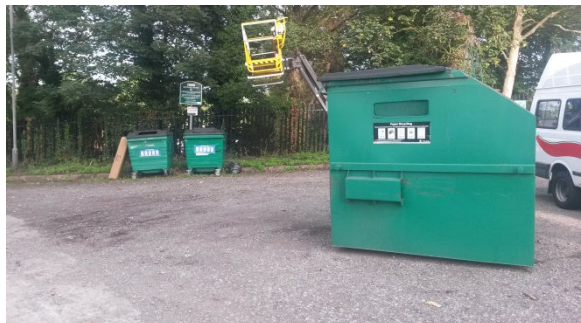


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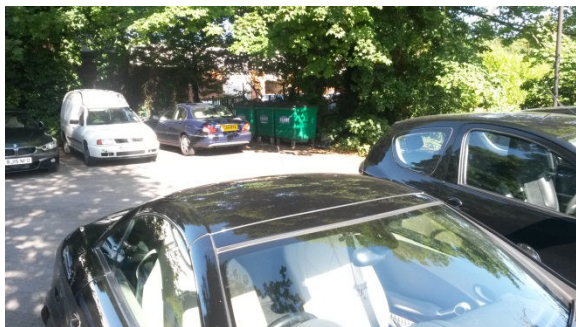
**Farnham Park Golf Course**



**Taplow Railway Station, Taplow**



**The Dumb Bell, Taplow**



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**Post Office Lane, Wexham**



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<b>REPORT OF:</b>	Portfolio Holder for the Environment Cllr Luisa Sullivan
<b>RESPONSIBLE OFFICER</b>	Chris Marchant, Head of Environment
<b>REPORT AUTHOR</b>	Elizabeth Cullen, Contracts Manager, 01895 837330 elizabeth.cullen@southbucks.gov.uk
<b>WARD/S AFFECTED</b>	All wards

## 1. Purpose of Report

- 1.1 To update Members of the implementation of the Fixed Penalty Notice Policy

## RECOMMENDATION

Members are asked to note the content of this report.

## 2. Executive Summary

- 2.1 A policy regarding the issuing of Fixed Penalty Notices (FPN) was agreed by Cabinet in April 2013 but has not been a priority for the Authority since.
- 2.2 Now that we are in a position to introduce an education and awareness raising campaign with the Bucks Waste Partnership, the necessary steps required to implement it will be undertaken.

## 3. Reasons for Recommendations

- 3.1 To implement the policy in line with Government guidance.

## 4. Content of Report

- 4.1 A report and policy concerning the issuing of FPNs for litter and other offences was considered by this PAG in December 2012. This was following the approval to proceed in February of that year.
- 4.2 Environmental crimes such as dropping litter, dog fouling and graffiti are difficult to prevent and enforce against because of their transient nature. The Environment Unit usually deals with such incidents by cleaning them up and generally only uses enforcement action such as prosecution for the more serious offence of flytipping. However we have a range of powers available to us to try and prevent such incidents.
- 4.3 Powers to issue Fixed Penalty Notices (FPNs) for certain matters as an alternative to prosecution have been in place since 1990, but were expanded to cover other anti-social 'enviro crimes' such as nuisance parking by The Clean Neighbourhoods and Environment Act in 2005. FPNs for certain issues

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can also be issued by PCSOs and employees of Parish Councils if those that issue them on behalf of the latter attend an approved training course. FPNs can also be issued under the Anti-social Behaviour, Crime and Policing Act 2014 for a breach of a Community Protection Notice.

- 4.4 In addition to the policy, Members are asked to note that the intention is to issue FPNs infrequently as a deterrent or where other measures have failed, and:
- ❖ Enforcement is seen as a last resort after Education and Engagement.
  - ❖ No targets for income or FPNs issued will be set and monies received will be used for training or publicity and education relating to the offences covered.
  - ❖ There are no plans at SBDC to employ persons specifically to issue FPNs.
  - ❖ Only trained and authorised persons can issue an FPN.
  - ❖ The option to give a reduction if an FPN is paid within 14 days has not been offered for FPNs generally issued to businesses, such as failure to comply with the widely known legal requirement to have a waste transfer note if you carry waste for example.
  - ❖ Some or all of the FPNs issued will be followed up with publicity to serve as a deterrent to others.
- 4.5 The effect of staff turnover and the focus on the roll out of new waste and recycling services 2013 and 2014 meant that this project was not prioritised. The timing is also better now because a county-wide anti-litter campaign is being planned.
- 4.6 We are now in a position to move forward with this and training for the two Contract Monitoring Officers has been arranged for early October. As the policy has not been used since it was agreed, it will be checked to ensure it is up to date and any new powers, such as the ability to issue FPNs to HMO landlords without suitable smoke detectors, will be added
- 4.7 The Portfolio Holder will be advised each time an FPN is issued and a report detailing the success or otherwise of the policy will be presented to Members a year after the training is given. The Members are also reminded that:
1. any departure from the policy is to be delegated to the Director of Services in consultation with the Portfolio Holder
  2. any revision of the Policy necessary to take account of staff and legal changes from time to time to be delegated to the Director of Services in consultation with the Portfolio Holder.
  3. delegated authority to the Director of Services to authorise officers within or outside the Council to issue fixed penalty notices on our behalf has previously been agreed by this PAG.

## 5. Consultation

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Not Applicable

**6. Options**

No options are recommended in this report.

**7. Corporate Implications**

7.1 There are no financial issues identified at this time

7.2 There are no legal issues identified at this time, although there is a possibility that legal guidance will be required in the future.

**8. Links to Council Policy Objectives**

This matter is related to the following local and national policy objectives:

- The current Joint Waste Management Strategy for Bucks policies, including “securing a long-term strategy for the management of wastes for which the member authorities are collectively responsible”.
- Council priority to continue to improve the street scene and cleanliness of the district as a key public services coordinator
- The Council’s recycling/composting target of 60% by 2025 as part of the Joint Waste Management Strategy for Bucks. The national target of 45% by 2015 and 50% by 2020. There are no longer District specific targets.

**9. Next Step**

Progress will be reported to the Portfolio Holder and this PAG in due course.

<b>Background Papers:</b>	Fixed Penalty Notice Policy Previous PAG Reports on this matter from February and December 2012
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