



Report to Cabinet

Date:	22 September 2022
Title:	Change to the Household Recycling Centre (HRC) service model from nine to ten sites
Cabinet Member(s):	Gareth Williams , Cabinet Member for Climate Change and Environment
Contact officer:	Gurbaksh Badhan , Head of Strategic Waste Management and Enforcement (Gurbaksh.Badhan@buckinghamshire.gov.uk)
Ward(s) affected:	Ridgeway West Councillor Shade Adoh Councillor Robert Carrington Councillor Carl Etholen The Risboroughs Councillor Gary Hall Councillor Alan Turner Councillor Matthew Walsh
Recommendations:	It is recommended that Cabinet approves the following recommendations to take effect from the date the decision is taken unless otherwise stated: 1. Agree the revised Waste Access and Acceptance Policy (WAAP) Appendix 1. 2. Agree for Bledlow HRC to open in November 2022 or earlier if operationally possible. To operate on 5 days a week, with closing days being Wednesdays and Thursdays (Option F).

- 3. To introduce charging non-Buckinghamshire users for waste acceptance and access for all waste types using Bledlow HRC.**
- 4. The Director of Property and Assets, in consultation with the Cabinet Member for Accessible Housing and Resources, is authorised to finalise, agree, exchange, and complete the lease documentation.**
- 5. To delegate authority to the Director of Neighbourhood Services in consultation with the Cabinet Member for Climate Change and Environment, to maintain service level agreement(s) and/or enter agreement(s) with any other neighbouring authority. This is to share costs for their residents using Buckinghamshire HRCs on a fair basis.**
- 6. That authority is delegated to the Head of Strategic Waste Management and Enforcement to undertake all necessary appropriate steps in relation to the Household Recycling Centre contract by executing a Deed of Variation.**
- 7. To note that the financial implications associated with the recommendations above are contained within the Council's Medium Term Financial Plan.**

Reason for decision:

1. The Council's Household Recycling Centre (HRC) service is provided under the Environmental Protection Act 1990 (EPA 1990) Section 51.
2. The recommendation proposes to introduce charges to non-Buckinghamshire residents, in accordance with powers set out in Paragraph 51(3) of the EPA 1990, rather than prohibit use of the HRC amenities. To date the neighbouring Local Authority Oxfordshire County Council has not been amenable to enter into Service Level Agreements, therefore Buckinghamshire Council is able to introduce charges for non-Buckinghamshire residents, for waste acceptance and access for all waste types, who may use Bledlow HRC site.
3. Recommendation 5 proposes some flexibility to enable Service Level Agreements to be put in place with any neighbouring authority over time including Oxfordshire County Council. Any such changes will then be reflected at a future point in time.
4. To agree the revised draft Waste Access and Acceptance Policy (WAAP) Appendix 1, which aligns to the recommendation. The revisions include changes from a nine site

HRC model to a ten site HRC model, introduce non-Buckinghamshire resident charges for waste acceptance and access for all waste types using Bledlow HRC, Bledlow HRC to offer a 5 day service (closing days Wednesday and Thursday). All other aspects of WAAP would be applicable at Bledlow HRC in line with other HRCs in Buckinghamshire.

5. The Council has an existing HRC service contract in place with FCC Waste Services (UK) Ltd. An increase in the number of HRCs can be included in the contract by undertaking a Deed of Variation and will also require a lease to be put in place for the Bledlow HRC.

1. Executive summary

- 1.1 This report outlines a proposal to change the HRC service model and HRC contract from a nine site model to a ten site model.
- 1.2 It is proposed to open Bledlow HRC 5 days a week, non-Buckinghamshire residents being charged for waste acceptance and access for all waste types and Buckinghamshire Council residents, and other aspect of the service is provided in line with WAAP Appendix 1.

2. Content of report

- 2.1 Buckinghamshire County Council introduced changes to the Household Recycling Centre service on 1st April 2019. This was a difficult decision made in the short term, due to the financial pressures the Council faced and the requirement to secure a balanced budget. The service changes included three HRCs opening 5 days (closing Wednesday and Thursday), Bledlow HRC was closed and introduced non-household waste charging at all HRCs.
- 2.2 Due to future growth demands near the Princes Risborough area there is a growing demand for HRC provision. The long-term aspiration would be to build a new HRC closer to the Princes Risborough area. However, a replacement site has considerable lead in times, typically five years or more. This is due to the complexities such as land acquisition, development control (i.e. the planning process), procurement and construction phase. Therefore, in the short to medium term the Council could consider to open Bledlow HRC.
- 2.3 The Council has awarded a HRC service contract that commenced on 1st April 2022 to FCC Waste Service (UK) Ltd. The contract term is from 1st April 2022 until 31st March 2027 with options to extend up to 31st March 2032 (5 years + 5 years). Year six of the contract is the sole right of the Council to extend, thereafter it is by mutual consent. The contract provides the flexibility to increase or decrease the number of HRCs including opening and closing times should the Council require.
- 2.4 Since Bledlow HRC closed in April 2019, the normal HRC annual customer surveys have been undertaken across the nine HRCs and postcode data is captured. The review of

this postcode data indicates that former users of the Bledlow HRC predominantly use two other HRCs with the vast majority using High Heavens HRC. It is reasonable to assume waste volumes and some users may change from using High Heavens and Aylesbury HRCs back to Bledlow HRC. However, some Buckinghamshire residents may continue to use High Heavens and Aylesbury HRCs for their own convenience and ease.

2.5 Over the past three years, waste volumes across nine HRCs has reduced by approximately 42%, please see Table 2. From the patterns and trends, it is reasonable to assume there will be a reduction of waste volume which may be seen at Bledlow HRC as has been seen across the nine HRCs, please see Appendix 4. As can be seen in Appendix 4, the most comparable HRC to use when making assumptions for predicting future usage and performance for Bledlow HRC is **Burnham HRC ('proxy site') due to:**

- Similar tonnage, performance, and composition of waste before the Bledlow HRC site closed.
- Similar numbers of users.
- Similar make up of users in terms of ratio of Buckinghamshire residents and out of county use (in Burnham from Slough and from Oxfordshire in Bledlow).

2.6 Considering point 2.5 above, it is clear that all HRCs operate as part of a wider network which are managed by a single service provider. There are financial and business continuity implications by having a standalone HRC operated by any other party/organisation other than the Councils HRC contractor. Therefore, it is in the Council's interest for FCC Waste Service (UK) Ltd to operate Bledlow HRC including value for money.

2.7 The recommendation proposes to introduce charges to non-Buckinghamshire residents, in accordance with powers set out in Paragraph 51(3) of the EPA 1990, rather than prohibit use of the HRC amenities. The neighbouring Local Authority Oxfordshire County Council has previously not been amenable to enter into Service Level Agreements with the Council. Therefore, the Council may wish to consider putting in place direct charges for non-Buckinghamshire residents, for waste acceptance and access for all waste types, to be administered at Bledlow HRC site.

2.8 The Council is able to increase the number of HRCs in its contract with FCC Waste Services (UK) Ltd. This would require a negotiated contract change formalised by way of a Deed of Variation and a lease being put in place for Bledlow HRC.

Proposed changes to Waste Acceptance Access Policy (WAAP) to include Bledlow HRC (change from nine HRC sites to ten HRC sites) please see Appendix 1

2.9 To change from nine HRCs to ten HRC sites there will be some specific policy changes needed including enabling Bledlow HRC to accept non-Buckinghamshire residents. The proposed recommendations in this report have been reflected in a draft WAAP, please refer to Appendix 1. Below is a summary of the proposed updates:

- Number of HRCs – ten site model - **updated**
- Access to the Council’s HRC – **updated**
- HRC opening hours, days, weekday planned closures for some sites – **updated**
- Non-Buckinghamshire households – **updated**
- Controls for cross border use to be managed part through direct administrative arrangements with neighbouring local authorities and part through the charging of non-household waste – **updated**
- Type of E-permit – **remains**
- Control of vehicles accessing HRCs – **remains**
- Vehicle restrictions and acceptance of some waste types at specific sites – **updated**
- Charging for some types of waste, including construction and demolition waste (also known as non-household), entering HRCs – **remains**
- Charging non-Buckinghamshire users for waste acceptance and access for all waste types – **new (charging table C4)**
- A concession for non-Buckinghamshire users (Oxfordshire residents), who require a larger vehicle to accommodate their disability - **new**
- Charities / Parish Council restrictions – **remains**
- Kerbside & Street Scene (former legacy councils) use of designated HRCs – **updated**
- Enforcement – **updated**

Compliances

2.10 The Bledlow Ridge HRC has an existing planning consent, and no changes are proposed.

2.11 The Bledlow Ridge HRC has an existing environment permit to enable the site to be operated. The environment permit is held by FCC Waste Services (UK) Ltd the Council’s HRC contractor.

2.12 The Bledlow Ridge HRC does not have the necessary permissions to accept trade (commercial) waste or the infrastructure e.g. a weighbridge to manage trade waste. In line with four other Buckinghamshire HRCs, that do not accept trade (commercial) waste, control measures will be put in place to stop trade waste entering the site.

Estimating the users that may return to Bledlow HRC

- 2.13 Historically, before the Bledlow HRC site closed in April 2019, 32-35% of total users were from the Oxfordshire area. Since April 2019, all nine HRC sites have seen a lower volume of users, please see Appendix 4.

Table 1: User numbers for Burnham and Bledlow HRC

User numbers				
HRC	2017/18	2018/19	2019/2020	2020/21
Burnham	116,000	110,652	61,824	49,149
Bledlow	97,000	103,977	Site closed – No actual data assumes Burnham HRC user numbers 61,824	Site closed – No actual data assumes Burnham HRC user numbers 49,149
Percentage difference compared to the previous year for Burnham HRC	N/A	- 4.6% reduction	- 44% reduction	- 20.5% reduction

Cross Border Usage

- 2.14 It is recognised that, in some locations, the network of Buckinghamshire HRCs is more convenient for non-Buckinghamshire residents to access compared to similar facilities within their own administrative area. The Council is not encouraging “out of area” users to use its Household Recycling Centres. Restricting non-Buckinghamshire users would introduce inconvenience to Buckinghamshire residents (for example there may be increased queuing whilst waiting for residency checks), risk of increased conflict with site staff and incurs additional staffing costs.
- 2.15 Based on a 2-year average, using December 2016 and December 2017 customer survey postcode data, on average, 22.99% of Burnham HRC users come from the Slough area.
- 2.16 Based on customer survey postcode data from December 2019, June 2020, July 2021, and December 2021, there has been a reduction of Slough residents using Burnham HRC of -7.5%. The proportion of Slough area residents that used Burnham HRC has reduced to 15.49% of total users.

2.17 Considering points 2.14 – 2.17, it is reasonable to assume that Bledlow HRC is likely to have a lower number of non-Buckinghamshire residents (circa 20%). Some Buckinghamshire residents may continue to use High Heavens HRC and Aylesbury HRC for convenience and ease. Therefore, a robust analysis is not achievable due to the combined journeys, choices which individuals make and personal preferences (customer habits/behaviour).

Historic waste volumes

2.18 Over the past three years there has been reduced total waste volumes across all HRCs by approximately 42%, please see Table 2.

2.19 Appendix 4 shows waste volumes for each of the nine HRCs from 2018/19 to 2021/22.

Table 2: Total waste volume across the HRC network

Yearly difference in total waste volume (tonnes)				
HRCs tonnage	2018/19*	2019/20**	2020/21	2021/22
Total Tonnage for the HRC network	80,928	46,992	44,521	47,333
Percentage difference compared to 2018/19		-41.9%	-45% (equates to 3.1% reduction on previous year)	-41.5% (equates to 3.5% increase on previous year)

*2018/19 is a ten site HRC model and before any service changes were introduced and it can be seen the volume of waste was high.

** 2019/20 onwards is nine site HRC model there remains a significant reduction in waste volume.

2.20 If the proposals for opening Bledlow HRC are implemented during 2022/23, this will be a partial opening year.

2.21 As shown in Tables 2 and 3, Burnham HRC is the suitable proxy site for Bledlow HRC opening assumptions. 2023/24 will be the first full year and therefore there are assumptions in the modelling. Please refer to Appendix 4 for further details.

Table 3: Waste volume assumptions for Bledlow HRC (*please note, numbers are rounded to the nearest tenth*)

Waste volumes assumed for Bledlow HRC								
HRC	2018/19 (actual)	2019/20 (actual)	2020/21 (actual)	2021/22 (actual)	2022/23 *Forecast for a partial year Option 1	2022/23 **Forecast for a partial year Option 2	2023/24 *Forecast for a full year Option 1	2023/24 **Forecast for a full year Option 2
Bledlow	5,708	139	N/A	N/A	1,437	1,795	1,942	2,426
Burnham	5,008	2,658	2,274	2,511	2, 584		2,617	

***Option 1 – Bledlow HRC opening part way through the year and assumes Buckinghamshire residents only.**

****Option 2 – Bledlow HRC opening part way through the year and assumes Buckinghamshire and non-Buckinghamshire residents using the site.**

Charges for non-Buckinghamshire users

- 2.22 To date Oxfordshire County Council has not been amenable to enter into direct administrative charges from one public body to another. Therefore, the Council needs to consider how to manage non-Buckinghamshire residents using the Bledlow HRC or the site is to be solely for the use of Buckinghamshire residents only.
- 2.23 Please see financial Table 4a and 4b. The cost for operating Bledlow HRC is the same irrespective of non-Buckinghamshire residents being able to use the site. This is because there would still need to be meet and greet operatives performing residency checks at the entrance, administering the permit scheme (Buckinghamshire residents), non-household waste charging and deter traders using the site. Therefore, non-Buckinghamshire residents using Bledlow HRC will not be permitted to obtain an e-permit, which would help to reduce the potential risk for trade abuse.
- 2.24 The recommendation proposes to introduce charges to non-Buckinghamshire residents for waste acceptance and access for all waste types using Bledlow HRC. This is in accordance with powers set out in Paragraph 51(3) of the EPA 1990, rather than prohibit use of the HRC amenities. Please see legal implication Section 4 for further details.
- 2.25 Whilst charging will be introduced directly for non-Buckinghamshire residents at Bledlow HRC for the foreseeable future, there may be changes at a later point in time. The recommendation delegates authority to the Director of Neighbourhood Services

to enter into administrative agreement(s) with neighbouring authorities if their residents use Buckinghamshire's HRCs and contribute to the costs.

- 2.26 The proposed pricing schedule for non-Buckinghamshire users considers vehicle sizes, carrying capacity, different waste streams costs, trade waste prices and operating and administrative costs of the site. For example, a large van with maximum carrying capacity would be charged for general waste £367.60, inclusive of VAT, per visit. A summary of the proposed charges is provided below, the range reflects small vehicles to large vehicles including vans. For further detail please refer to the draft WAAP Appendix 1 (Table C4).
- 2.27 A concession for non-Buckinghamshire users (Oxfordshire residents) who require a larger vehicle to accommodate their disability has been considered in relation to section 29(2) of the Equality Act. For further information please refer to 5.5 of the report, draft WAAP Appendix 1 (section A5.5), also Table C4 and Equalities Impact Assessment (EqIA) Appendix 2.
- **General waste** from £28.92 up to £367.60 per visit. All figures are inclusive of VAT.
 - **Green waste** from £22.34 up to £145.49 per visit. All figures are inclusive of VAT.
 - **Mixed recycling waste** from £25.96 up to £169.20 per visit. All figures are inclusive of VAT.
 - **Non-household waste** charges would also be applicable as set out in WAAP Table C1.

3. Other options considered

- 3.1 **Option A: Do nothing. Bledlow HRC to remain closed** – not recommended. The service model needs changing to reflect further housing growth on a short to medium term basis for the Unitary Council.

Option B: Open Bledlow HRC 5 days a week for garden waste only.

Option C: Open Bledlow HRC 7 days a week for garden waste only.

Option D: Open Bledlow HRC 7 days a week, for Buckinghamshire Council residents and other aspect of the service is provided in line with draft WAAP Appendix 1.

Option E: Open Bledlow HRC 5 days a week, for Buckinghamshire Council residents and other aspect of the service is provided in line with draft WAAP Appendix 1.

Option F: Do minimum. Open Bledlow HRC 5 days a week. The site opens for Buckinghamshire Council residents and other aspect of the service is provided in line

with draft WAAP Appendix 1. Non-Buckinghamshire residents being charged for waste acceptance and access for all waste types.

3.2 **Option F: Do minimum is the recommended option.** Meets the Council's future needs – short to medium term decision whilst an alternative site is found. There is a significant lead in time of a minimum of 5 years – compliance etc.

- 5 days a week service. Closing on Wednesdays and Thursdays.
- Non-Buckinghamshire residents being charged for waste acceptance and access for all waste types using Bledlow HRC.
- Buckinghamshire residents provided with a service in line with other HRCs in Buckinghamshire.
- Service provider, a third party, including third sector – not recommended. The Bledlow HRC is provided under the Environmental Protection Act 1990 (EPA 1990) Section 51. The Council has awarded a service contract to FCC Waste Services (UK) Ltd and any additional HRCs forms part of that contract.
- The HRC network enables Buckinghamshire residents to use any HRC. Movements of users, volumes of waste and business continuity is considered as a whole across all HRCs and the HRC contract.

4. Legal and financial implications

Legal Implications

4.1 The Council's HRC service is provided under the Environmental Protection Act 1990 (EPA 1990) Section 51. Section 51 requires the Waste Disposal Authority (WDA) to arrange for places to be provided at which residents may deposit household waste and for the disposal of any waste deposited. The arrangements should secure that each place is:

- (a) situated within the area or so as to be reasonably accessible to persons resident in its area;
- (b) available at all reasonable times (including at least one period on the Saturday or following day or each week, except the 25th December or 1st January); and
- (c) available for the deposit of household waste free of charge by residents.

However, the arrangements may restrict the availability of specified places to specified descriptions of waste.

- 4.2 The WDA may also include arrangements for the HRCs provided under s.51 to be available for the deposit of household or other controlled waste by other persons on such terms as to payment (if any) as the authority determines.
- 4.3 Household waste is defined in the Controlled Waste (England and Wales) Regulations 2012. Construction and demolition waste is defined as industrial waste, regardless of whether it is produced from domestic premises or not.
- 4.4 The Local Authorities (Prohibition of Charging Residents to Deposit Household Waste) Order 2015 prohibits WDAs from charging its own residents; to enter or exit an HRC, or deposit household waste at an HRC. There is however no such prohibition in respect of non-residents and so the Council is able to charge non-residents entry and exit fees and also for the deposit of all types of waste.

Legal implications have been considered please refer to the WAAP in Appendix 1 for further details.

Financial Implications

- 4.5 The recommended service changes are within the Council's Medium Term Financial Plan 2022/23.
- 4.6 Please see Table 4a and 4b below for the cost of change, the proposed operating cost of the Bledlow HRC site and capital costs.
- 4.7 The recommendations will provide a more acceptable balance between Value for Money and service provision levels, compared with other options considered.
- 4.8 All costs assumed include a baseline service, forecast waste volumes, and contract inflation. This will be monitored and reviewed as part of the Council's Medium-Term Financial Plan (MTFP).

Table 4a: Cost of change and proposed operating costs for Bledlow HRC site.

Revenue Costs	2022/23	2023/24	2024/25	2025/26
	£000's	£000's	£000's	£000's
Bledlow HRC opens 5 days a week (Closed Wednesdays and Thursdays)	250	270	280	290
Bledlow HRC opens 7 days a week	399	431	447	463
Re-opening and set-up costs (one off costs)	110	N/A	N/A	N/A

Table 4b: Capital cost of change and proposed operating costs for Bledlow HRC site.

Capital Costs	2022/23	2023/24	2024/25	2025/26
	£000's	£000's	£000's	£000's
Excavator costs	180	N/A	N/A	N/A
Welfare cabins*	135	N/A	N/A	N/A

**Captured within the current approved Capital MTFP programme.*

Note: all costs provided in Table 4a and 4b are estimates and subject to change depending on when the Bledlow HRC site opens. This is due to a number of reasons including lead in times for placing plant equipment orders and recruiting staff.

5. Corporate implications

5.1 Property

The Council's estate is managed through the Corporate Landlord function. By reinstating the service, the Council will mitigate costs risks which would have been met by the Corporate Landlord. By returning the site into operational use, meets the Council's objectives to minimise holding vacant property within the Council's wider portfolio.

Property implications have been considered and a lease agreement in line with the other HRC sites including repair and maintenance obligations will be in place.

5.2 HR

Not directly for Council employees, there may be indirect implications through contracted services.

5.3 Climate change

The Household Recycling Centre Service contract has an overall performance target to achieve reuse, recycling, and composting target of 68%. By increasing the HRC service model to ten sites has no impact on the contract performance target, as waste will move from other sites to Bledlow HRC. The change will continue to contribute to the Climate Change and Air Quality Strategy goals.

The HRC contract has an aspirational reuse, recycling, and composting performance target of 73% or more. If the Council considers it appropriate to deliver higher aspirational performance targets for reuse, recycling, and composting, for example but not limited to climate change, there are envisaged service cost changes which may

require the Council to invest. This will be monitored and reviewed as part of the Council's Medium-Term Financial Plan (MTFP).

In Monthly and Annual Reports, the Contractor is required to record and report the measurement of performance against agreed carbon metric baselines, to demonstrate agreed improvement against targets over the Contract period. This includes any changes to environmental legislation.

5.4 Sustainability

There is a requirement for FCC Waste Services (UK) Ltd to reduce the environmental impact of the services provided during the contract term. The solutions align with both the proximity principle and reducing vehicle emissions, therefore reducing transportation requirements i.e. carbon, including optimising vehicle routing and how the various waste materials are managed.

The HRC contract requires FCC Waste Services (UK) Ltd to manage recyclable and non-recyclable waste delivered to the HRCs through the most appropriate route, FCC Waste Services (UK) Ltd is required to deliver performance through reuse, recycling, composting and diversion from disposal (landfill and treatment).

5.5 Equality

An Equalities Impact Assessment (EqIA) has been undertaken which does not show the need for a full EqIA assessment please see Appendix 2. An issue has been identified and mitigated which removes any negative effects by introducing a concession for non-Buckinghamshire users using Bledlow HRC only, who need a larger vehicle to accommodate their disability.

WAAP Appendix 1 has been updated to incorporate this concession and how it will work. Final details will be updated in WAAP prior to the Bledlow HRC site opening and published.

5.6 Data

A Data Protection Impact Assessment (DPIA) full assessment has been undertaken please see Appendix 3. There are no envisaged implications and is in adherence with Council process and procedures.

5.7 Value for money

The recommendation provides an acceptable balance between value for money (VfM) and service provision requirements compared to other options considered.

6. Local councillors & community boards consultation & views

6.1 Local members including those representing Ridgeway West where Bledlow HRC would be located and The Risboroughs where most site users reside have been engaged. Bledlow Parish Council have also been engaged. Feedback from this engagement has been broadly supportive of the proposed changes. Councillors were keen to ensure the implications on local traffic were monitored and managed by the Council and action taken if necessary.

Clarification was also sought on how long the site may be needed, with a concern that housing growth would lead to the site reaching capacity before a new site could be opened. An officer from the project team provided an overview of the assumptions and estimated visitor numbers highlighting that the usage numbers are anticipated to be manageable and that there would be sufficient capacity in the medium term. It would be significantly lower compared to 2019 when the site closed. Officers will also update the communication plan to help residents visit the site at quieter periods, taking care when driving on local roads and respecting the rural setting of the site. Suggestions made by Councillors to ensure the site and operator is a 'good neighbour' will be reviewed if the proposals are approved.

6.2 The North West Chilterns Community Board covers both the Bledlow site and the Risborough area and will be engaged immediately post the decision.

7. Communication, engagement & further consultation

7.1 It is considered a formal consultation is not applicable in this case. There is extensive evidence of the impact on the local area of having Bledlow HRC operating. The consultation ran as part of the Service Review in 2019 also provided a substantial understanding of local resident's views on the site (mostly supportive to keep the site open). The decision to close the site was a difficult decision made by the legacy council for the short term, due to the financial pressures the Council faced and the requirement to secure a balanced budget. We are also engaging with local members prior to implementation to identify any potential concerns that may need further consideration and/or mitigation.

7.2 The decision will be communicated promptly, and a high-level communications plan implemented. This will be completed with detailed methods of engagement, please see section 8 for further details. Stakeholders include:

- Residents
- Parish, Town and elected Members
- Buckinghamshire Council Internal Teams
- FCC Waste services (UK) Ltd
- Local Media
- Neighbouring Local Authorities

7.3 As part of informing the detailed implementation plan for opening Bledlow HRC, consideration may also be given to establishing a focus group to include the neighbours within the immediate vicinity to the Bledlow HRC. This may help consider localised amenity concerns of nearby neighbours/residents, help communicate the detailed plans for opening Bledlow HRC and consider feedback if further suitable mitigation measures may be needed.

8. Next steps and review

8.1 Following the decision being made the following next steps will be actioned:

Next step	Indicative date
Cabinet meeting	13 th September 2022
Complete a Deed of Variation (DoV/Contract change) and put a lease in place.	September – October 2022
Key Implementation activities	
Prepare site for operational use: <ul style="list-style-type: none"> • installation of CCTV, web cams, digital connectivity. • general repair and maintenance e.g install welfare cabins, install site signage, line painting, drainage cleaning and cut back vegetation etc. • Place plant and equipment orders and a logistical movement of containers from the other nine HRCs into Bledlow HRC. • FCC Waste Services Ltd (UK) to recruit and train HRC staff. 	September – October 2022
External traffic management plan <ul style="list-style-type: none"> • It is reasonable to assume foreseeable customer demand during the first few weeks when Bledlow HRC opens. This may lead to external traffic queuing on the highway. An external traffic management plan will be put in place for a period of 3-4 weeks. • This will help to support and stabilise the site in the initial weeks. This will also help mitigate possible nuisance which may be caused to nearby neighbours within the immediate vicinity of the site. 	September – October 2022

<p>The Communication plan will run from the decision through to the opening of the site. The plan will target the local area and likely users of the site focussing on key messages:</p> <ul style="list-style-type: none"> • Opening date & regular opening days • What to expect on site • Informing non-Bucks users about new charges 	<p>September – October 2022</p>
<p>Proposed earliest opening, due to a number of reasons including timescales for site preparation for operational use, lead-in time for placing plant and equipment orders and recruiting staff.</p>	<p>November 2022 or earlier if operationally possible.</p>

9. Background papers

9.1 The following background papers are included with this report:

Appendix 1: DRAFT Waste Access and Acceptance Policy WAAP September 2022

Appendix 2: Change to the Household Recycling Centre Service (HRC) – Equality Impact Assessment

Appendix 3: Change to the Household Recycling Centre Service (HRC) – Data Protection Impact Assessment

Appendix 4: User numbers and waste volumes from 2018-2022 – nine HRC model

10. Your questions and views (for key decisions)

10.1 If you have any questions about the matters contained in this report, please get in touch with the author of this report. If you have any views that you would like the cabinet member to consider, please inform the democratic services team. This can be done by telephone 01296 382343 or email democracy@buckinghamshire.gov.uk