

Minutes of a meeting of the Waste & Environment  
Sub-Committee held in the Council Chamber,  
The Grange, Nutholt Lane, Ely on Thursday,  
21<sup>st</sup> February 2013 at 9.30am.

**P R E S E N T**

Councillor Kevin Ellis  
Councillor Colin Fordham  
Councillor Richard Hobbs  
Councillor Tom Kerby  
Councillor Hazel Williams, MBE

**OFFICERS**

Liz Knox – Head of Environmental Services  
Janis Murfet – Democratic Services Officer  
Dave White - Waste Strategy Team Leader

1. **ELECTION OF CHAIRMAN AND APPOINTMENT OF VICE CHAIRMAN**

It was resolved:

That Councillor Kevin Ellis be elected as Chairman of the Waste & Environment Sub-Committee for the remainder of the Municipal Year.

It was further resolved:

That Councillor Richard Hobbs be appointed as Vice Chairman of the Waste & Environment Sub-Committee for the remainder of the Municipal Year.

2. **PUBLIC QUESTION TIME**

There were no questions submitted.

3. **APOLOGIES FOR ABSENCE**

There were no apologies for absence received.

4. **DECLARATIONS OF INTEREST**

There were no declarations of interest from Members on any item on the Agenda.

## 5. **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman announced that he was to give a presentation about RECAP at a meeting of the Cambridgeshire Group Leaders and Chief Executive. If anybody had any issues to be raised, they should let him know.

The Head of Environmental Services suggested and the Sub-Committee agreed that a future item regarding a "whole systems approach" be brought to the Sub-Committee.

Councillor Hobbs stressed the importance of keeping the parent Committee (Community & Environment) updated on the Sub-Committee's activities, and the Chairman concurred, adding that this could be a standing item on the agenda.

## 6. **TERMS OF REFERENCE**

It was resolved:

That the Terms of Reference for the Waste & Environment Sub-Committee be received and noted.

## 7. **WASTE SERVICE CHANGE UPDATE**

The Sub-Committee considered a report regarding progress towards implementing recycling and organic waste service changes.

The Waste Strategy Team Leader introduced his report by reminding Members that they were being asked to look at the following pieces of work:

- Appendix 1 – Proposed policy for criteria under which wheeled bins will not be issued to households
- Appendix 2 – Draft Communications Plan
- Appendix 3 – Timelines for pre-service introduction activities
- Appendix 4 – Roll out of service changes
- Appendix 5 – Waste Service Changes progress update

He said that with regard to Appendix 1, he had looked at the policies adopted by other local authorities and noted that some took a more aggressive stance than others. There was a health and safety issue regarding properties with steps and it would be important to have a mutually agreed means of presenting bins.

Councillor Williams wondered whether Highways would object to bins being positioned on their land as long as they did not cause any obstructions; the Waste Strategy Team Leader replied that it would be preferable to have people storing their bins on private land.

During the course of discussion Members looked at a number of photographs which illustrated the types of property that would be suitable for wheeled bins (and one that would not), noting that some properties would probably have to site the bins in their front garden. The Head of Environmental Services reiterated that it was not for the Council to say where people should store their bins. A wheeled bin system was being introduced and the existing service could not be retained. Discussions would be held with householders where it was impracticable to have a wheeled bin, to seek an acceptable solution.

The Sub-Committee went through each paragraph and bullet point of Appendix 1 and agreed a number of amendments, the final version to read:

***“Locations unsuitable for wheeled bin use”***

*A wheeled bin collection service will be provided for recycling and organic waste collections except where:*

- There is insufficient space to store bins within the property boundary without blocking pedestrian or vehicular access, and there is no reasonable rear or side access to allow off street storage of bins.*
- Bins would need to be wheeled through the house from storage to collection point.*
- There is no suitable location to present wheeled bins for collection.*
- All adults living at the property have a physical disability or infirmity which prevents them from being able to place waste in a wheeled bin.*
- It would be unsafe to move the bins from the storage location to the collection point. Lack of maintenance by the householder to hedges, walls, paths or fences will not be seen as an adequate reason not to accommodate wheeled bins.*
- Any other exceptional circumstances in the judgement of the Council, including where alternative arrangements would improve the safety or operational efficiency of collections.*

*Where properties are in multiple occupation, such as flats, alternative arrangements may be provided at the discretion of the Council such as larger shared use bins.*

*If it has been judged by the Council that a property is not suitable for the provision of wheeled bin services, but the resident wishes to receive this service, bins will be provided where mutually acceptable arrangements can be agreed.*

*If in the judgement of the Council a property is able to accommodate a wheeled bin service, no alternative service can be offered.*

*Where in the judgement of the Council a property is unable to accommodate a wheeled bin service, existing recycling box and brown sack services will be retained.”*

The Waste Strategy Team Leader stated that black bags would remain for another 5 years, and Implementation Officers will be available to talk to people about the new services

Moving next to the Communications Plan, the Waste Strategy Team Leader said that at his last authority, he had introduced a local brand, the “Waste Wizard”. Everything was branded and this had achieved a 99% recognition rate. He believed it would be important for ECDC to do something similar and he had therefore asked Andy Dicks, Facilities Support & Reprographics Team Leader, to produce a symbol based on a recycling mobius. Members noted that the symbol had received varied reactions, including the suggestion that it should be made to look more human. The Chairman agreed, adding that it should also be given a name, to make it more recognisable. He thought a bit more work was required on the image itself, as it had been proven that there was a better take-up with branding.

Members were advised that the scheme literature should be given some thought sooner rather than later, so that the general public could be informed as soon as possible. A general leaflet would be produced giving information about how the new scheme would operate and be introduced. There would also be a specific leaflet for each area, detailing collection days and dates, and this would be distributed with the wheeled bins. Once the wider bin policy had been agreed, a FAQ handout would be produced for customer services and promotions staff.

The Head of Environmental Services stated that when the new officers were in post, they could take over some of this work to ensure that everything was covered. Every household would be leafleted before implementation and receive an information pack with their bins.

Councillor Hobbs remarked that he had always been quite impressed at the way in which the Council advertised, and it would be essential for the scheme to have good publicity. The Waste Strategy Team replied that the Implementation Officers would deal with this, and there would also be roadshows, press/radio advertising and presentations at the June/July round of Neighbourhood Panel meetings. A sign written Transit sized vehicle would be purchased for use at roadshows, as well as the ongoing movement of wheeled bins as necessary. A new service home page was to be developed on the ECDC website, with links to related issues, and to address criticism by the Parish Councils regarding a lack of information, fortnightly emails would be sent out.

The Sub-Committee next reviewed the pre-launch timeline (Appendix 3) and noted that there would be joint procurement with Huntingdon, South Cambridgeshire District Council and Cambridge City Council for the purchase of the vehicles. With regard to the purchase of the bins, the Waste Strategy

Team Leader said that they would be a preferred supplier, chosen on a quality basis, but this too would go through an acceptable procurement process. He also informed Members that the contract for the procurement of services at the material recycling facility was being drawn up with AmeyCespa.

Turning next to the schedules for the rounds, it was noted that Veolia had completed them, and there would be no collection day changes. There was an imbalance in some areas, but this could be reviewed. The Waste Strategy Team Leader also advised that in terms of joint working, everyone else was using a different software package to ECDC, but Veolia's data could be transferred over.

Members next looked at Appendix 4 of the report, which set out the timetable for the service charge rollout. There will be a phased delivery of collection vehicles. A reserve stock of bins will be delivered prior to commencement, with additional top up supplies as they are delivered to households. Discussions would be held with AmeyCespa regarding storage of bins prior to delivery. General promotion of the new regime would commence as soon as possible and a more targeted approach just before the introduction of the service.

The discussion concluded with Members being informed that the Council would retain ownership of the wheeled bins, and "ECDC" would be stamped on each one.

The Waste Strategy Team Leader said he would redesign the recycling logo and then email it to Members for their approval.

The Sub-Committee agreed that the next meeting should be arranged for the end of May or the beginning of June. Whereupon,

It was resolved:

- (1) That the proposed policy on circumstances where existing services will be retained due to the impracticality of introducing wheeled bin services, be approved;
- (2) That the content of the draft communication plan be noted and endorsed, subject to the agreed amendments;
- (3) That the Timelines for preparation and introduction of service changes be noted and agreed;
- (4) That the project progress update be noted.

The meeting closed at 11.16am.