

**WASTE MANAGEMENT PARTNERSHIP BOARD
MINUTES**

Date of Meeting: 20 July 2009.
Location: Cabinet Room, Civic Offices
Time: 2.00pm
Attending: Cllr Mrs D Collins - Leader of the Council (DC)
 Cllr Mrs M Sartin - Portfolio Holder & Board Chairman (MS)
 John Gilbert - Director, Environment & Street Scene (JG)
 Kim Durrani - Asst. Director, Environment & Street Scene (KD)
 David Marsh - Waste & Recycling Manager, EFDC (DM)
 Steve Holgate - Sita UK (SH)
 Michael Miles - Sita UK (MM)
 Paul Madden - Sita UK (PM)

	Action
1. Apologies for Absence - Chris Thorn	
2. Declarations of Interest - None	
3. Draft minutes of meeting 20 April 2009 - Agreed	
4. Matters Arising (not on agenda).	
5. Confirmation of Board membership for 2009/10 JG distributed details of the appointments to WMPB for 2009/10 following the Council's AGM on 21 May. EFDC's membership remains as before, with Sita allowed to hold an equivalent numerical membership. It was agreed that the practice of substitute members and attendance of support officers should continue.	
6. Review of current contract performance DM reported that statics are back in Theydon Bois and North Weald. Sita are expanding the work that statics can do in the district. This is important for public perception. <u>Operational</u> Weed spraying is currently being carried out but it would make better operational and financial sense to spray at the beginning of the season. County have no budget increase this year and only have funds to carry out 2 sprays per year, not 3. Delaying the spray results in damage to the fabric of the footway & having to use stronger weedkiller. County to be asked to agree the funding earlier in the year, and this to be taken to the first meeting of the Highways Panel on 21 July. MM has been with Sita for 2 months, and is aware of the street cleansing issue. He has given some advice on litter bins etc. However, operations generally are an improving picture. <u>Financial</u> JG distributed the financial performance report, a copy of which had been sent to John Bell who, apart from 4 comments, felt the figures were reasonable. SH to ask Chris Thorn to look at the Lucy & Martin figures and to report back on the overhead allocation of £8,404. John Bell also queried the invoice from Sita stating gate fees were £19.50 per tonne + 4.27% RPI increase. SH confirmed this is a normal contract increase. The price of the MRF does not change. To be discussed further.	<p style="text-align: center; font-size: 2em; opacity: 0.5;">DRAFT</p> <p style="text-align: right; font-weight: bold; font-size: 1.5em;">JG</p> <p style="text-align: right; font-weight: bold; font-size: 1.5em;">SH</p>

	<p>SH felt that overall Sita are now in a better financial position , and hopefully this will further improve with the new service. Vehicle damage is now showing a significant reduction, and the increases in vehicle and labour costs in the summer months will be offset during the rest of the year. The money for depot refurbishment has been spent but not yet been released. Extra resources are planned to be available for the leafing season and new service.</p> <p>Progress of new service implementation</p> <p>7. QD reported that planning permission had been granted for containers to be stored at the airfield from 1 July. The kerbside caddies had already been received, and 180L bins will start arriving on 27 July.</p> <p>The first letter and bin hanger have now gone out to all residents, which has generated some calls. W/Bs and caddies will be delivered between 3-31 August. The caddy will hold a pack of information including the Otto sticker, a calendar and hopefully one roll of the liners that will be available to buy from local stores. Those properties currently exempt from having a residual W/B will automatically just be given the caddy. The second bin hanger will be placed on the residual bin starting 2 Sept; this will inform residents when they can begin using the new service.</p> <p>A list is currently being compiled of those residents only wanting the caddy, and DM to discuss the logistics of this with the distributors. Special requests for those who do not want a second bin, or who would like a bigger one (if this is agreed), will be dealt with after the 180L bin has been delivered. Although the public perception may be that this is a waste of time and money, they may be persuaded to use the bin once it has been delivered.</p> <p>On 28 July a public display will be set up in the Civic Offices car park between 10am and 7.30pm. All the partners, including Parish and Town Councils, will be invited, and as it is the day of Council Members will be able to view it as they arrive. The telephone line is now working (no. 4323), and the roadshow calendar has been publicised. Roadshows have been well attended so far; opinion is split roughly 50/50, which is encouraging. Most complaints are from people who currently have 20-30 bags of garden waste collected. Home composters are being promoted.</p> <p>The current advice to residents is that a larger bin will not be available but there is an option to charge for supplying one. However it would increase the amount of green waste when the emphasis is still on reducing it, and would present problems identifying who had paid for the bin, who would be exempt etc. A big take-up is expected and would mean buying in large numbers of 240L bins (a procurement exercise is currently being carried out), making many 180s redundant. It was agreed that MS would take to Members for discussion, and that residents can meanwhile be told that a chargeable policy is under consideration. This to be left in abeyance until the 180L bins have been in circulation for a time to see how they are received.</p> <p>Policies - these are on the website and in the Members' bulletin, marked 'Draft'. Contamination policy - SH reported that domestic animal bedding can now be accepted but it was agreed to leave the policy as it is for the time being. Garden and food waste is to be taken to Sandy in Beds., and will be monitored for contamination on a load by load basis initially. Side waste policy - this will not change except that side waste will now be collected following other religious festival days, eg Ramadan. It must be emphasised that food waste lids must be fully closed for health & safety reasons. Exemptions policy - this is very precise. Anyone not requiring a second bin will</p>	<p>SH/JG</p> <p>JG/SH</p> <p>DM</p> <p>MS</p>
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	<p>not have their green waste collected. Larger residual bins will not be as easy to obtain now, and waste officers will reserve the right to re-visit premises with larger bins to see if their family circumstances have changed.</p> <p>Exception policy - the first two policies under 'food & garden waste recycling service' regarding charges will need to be changed.</p> <p>Flats and communal buildings policy - this has not yet been finalised.</p> <p>The policies will be discussed at SCG Panel on 23 July.</p> <p>QD distributed a list of FAQs and asked to be advised if any changes need to be made. Nos. 5 & 6 regarding larger bins must be altered. A procurement exercise is currently being carried out for composters, and these may be given free to exempt properties. If needed urgently they can be obtained from ECC.</p> <p>Where residents sweep leaves from the pavement (Q49) they can be assessed by a waste officer. From a health & safety point of view no-one should be sweeping the public highway. Leaves when dry will take up little room in the bin and residents will be advised to use the weekly service. DM offered to visit the gentleman who had complained to MS about this.</p> <p>DM circulated 8 samples of the artwork to be applied to waste vehicles. It was agreed that all the recycling messages were too specific and a more generic one was preferred so that all vehicles, including residual waste lorries, could be stickered, also that it would only be necessary for one design to be used. Reusable interchangeable boards could be used but these are expensive and would take too long to arrange, and it was agreed to use stickers in the short term which could be applied as soon as the design has been agreed by MS/DC.</p> <p>8. Kerbside collection of textiles This has still not been finalised and no time frame for agreement identified.</p> <p>9. Annual targets within the performance framework JG distributed the annual performance targets within the Performance Framework document and briefly went through the items. Street cleansing - suggested that a new target be set at 10% (litter) and 13% (detritus), to be increased from 2010/11 onwards as the F&PM Committee and Scrutiny Panel will expect year on year improvements. Sita would not wish to be penalised for the County not spending money on weed spraying. It was felt that the inspection regime will change in the future as County will aim for consistency, and they may ask Encams to provide an independent review. This would be welcomed but performance targets must be accurate. Curtilage collections - there is some doubt about the residual figure, and JG to check this and agree with Sita, taking the new service into consideration. He will circulate once agreed. It is suggested that the 2 new indicators, NI191 (residual waste per household) and NI192 (percentage of household waste) be adopted and JG put forward some suggested target figures. Weed spraying - JG did not know the date details when compiling the report. DM to supply data for 08/09 on those roads where Sita were asked to return. Once received a more demanding target for 09/10 will be agreed with Sita. Environmental performance indicator - this is difficult to set bearing in mind targets must be "smart". The Council now has a strategy in place to reduce the carbon footprint. This to be brought to the next Board meeting once thought has been given to the kind of indicator that can genuinely monitored and help the Council & Sita to reduce the overall impact of the service, eg type of vehicle, size of fleet, miles driven etc, even cleaning materials. Recommendations - to be considered and a new package brought to the next Board meeting.</p>	<p>DM/MS</p> <p>MS/DC</p> <p>JG</p> <p>DM</p> <p>ALL</p>
10.	Safer, Cleaner, Greener issues	

All of the posts within the Environmental & Neighbourhoods Enforcement team have been filled, and the Council has received police accreditation. Members of the team are being trained and are to receive smart uniforms. The rapid response vehicle has been very successful, and the ECC Highways Ranger service will be operating soon. They are all to be given Sita's contact details.

11. Any other business

JG - the Council has contingency plans in place for the flu pandemic, including hand wash facilities, detailed information for staff, self-certification increased to 14 days. There are currently 2 potential swine flu cases within the Authority. Assurances were sought from Sita that specific business continuity arrangements are in place in the event of significant numbers of their workforce being absent. SH confirmed that contingency plans, based on potentially 30% of the workforce being off sick, are in place. 5/6 cases have so far been identified in the south-east, but none in the Epping area. It is to be hoped that this figure is not reached but if it is the service could not be run at a normal level and would have to be prioritised. SH to send the contingency plans to JG.

The first meeting of the new NWA Strategy Cabinet Committee is to be held on 27 July. Although the property market is depressed at the moment the depot relocating from Langston Road to NWA will be an ongoing subject for discussion and Sita will need to be involved in any decisions made.

QD - thanked MM for his input so far and for attending the meeting, and MS welcomed him to the Board. JG also wished to pass the Board's thanks on to Darren for all his efforts during his time with Sita. It was generally felt that he had made a big contribution to improvements in the service.

Although an official analysis has not yet been received, it is thought between 160-170 calls were received over 2 days last week on the new service, many of which were to request information after the first letter was received. It is encouraging that many callers gave positive views.

MS asked if the cancelled visit to the MRF could be rearranged, and it was agreed that SH will try to organise one to the Sandy IVC. The local press will also be invited.

Date of next meeting

JG's suggestions are:

Mid-September (after the new service launch - check MS availability)

Early November (first week)

Early February 2010 (first week)

Early June (first week).

SH

SH

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