

JOINT WASTE DISPOSAL BOARD

NOTICE OF MEETING

28 MARCH 2007

TO: ALL MEMBERS OF THE JOINT WASTE DISPOSAL BOARD

You are invited to attend a meeting of the Joint Waste Disposal Board on **28 March 2007 at 6.00 pm** in Committee Room 1, Civic Centre, Reading. An agenda for the meeting is set out overleaf.

Jon Freer
Project Director

Members of the Joint Waste Disposal Board

| | |
|-----------------------------------|---|
| Bracknell Forest Borough Council: | Councillor Mrs M Ballin Councillor P North |
| Reading Borough Council: | Councillor R McKenzie Councillor S Waite |
| Wokingham District Council: | Councillor R Stanton Councillor S Weeks |

EMERGENCY EVACUATION INSTRUCTIONS

If you hear the alarm:

- 1 Leave the building immediately**
- 2 Follow the green signs**
- 3 Use the stairs not the lifts**
- 4 Do not re-enter the building until told to do so**

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WOKINGHAM
DISTRICT COUNCIL

JOINT WASTE DISPOSAL BOARD
28 March 2007 (6.00 pm)
Committee Room 1, Civic Centre, Reading.

AGENDA

| | Page No |
|---|----------------|
| 1. APOLOGIES FOR ABSENCE | |
| 2. DECLARATIONS OF INTEREST Members are invited to declare any personal or prejudicial interests and to state the nature of any such interest on any items on the agenda. | |
| 3. URGENT ITEMS OF BUSINESS To notify the Board of any items of business authorised by the Chairman on the grounds of urgency. | |
| 4. MINUTES OF THE JOINT WASTE DISPOSAL BOARD - 10 JANUARY 2007 To receive the minutes of the meeting of the Joint Waste Disposal Board held on 10 January 2007. | 1 - 4 |
| 5. PROJECT UPDATE (Project Director) | 5 - 30 |
| 6. WORKS DELIVERY PROGRESS REPORT (Project Director) | 31 - 50 |
| 7. DATE OF ANNUAL MEETING (Project Director) To confirm the date of the annual meeting. | |

Agenda Item 4

**JOINT WASTE DISPOSAL BOARD
10 JANUARY 2007
(6.00 - 7.45 pm)**

Present: Bracknell Forest Borough Council
Councillors Mrs Ballin and North

Present: Reading Borough Council
Councillor Waite

Present: Wokingham District Council
Councillors Stanton and Weeks

Apologies for absence were received from:
Councillors McKenzie

17. Election of Chairman

RESOLVED that Councillor Stanton be elected Chairman of the Board for the remainder of the year.

18. Appointment of Vice-Chairman

RESOLVED that Councillor Mrs Ballin be appointed Vice-Chairman of the Board.

19. Declarations of Interest

There were no declarations of interest.

20. Minutes of the former Joint Waste Disposal Board - 20 September 2006.

The Board received and noted the minutes of the meeting of the former Joint Waste Disposal Board held on 20 September 2006.

21. Joint Waste Disposal Board - Constitution

The Board received and noted a report advising it of its constitution and terms of reference as agreed by the three councils in the Constitution Agreement signed on 31 October 2006.

The Board noted that it now had the status of a joint committee of the three councils and, with this status, formal decision making powers.

It was noted that the constitution referred to the Board both as a "board" and a "committee". For the sake of clarity, it was agreed that all references should be amended to "Board".

22. **Joint Waste Disposal Board - Schedule of Meetings**

The Board considered a report inviting it to agree a schedule of meetings for the coming year.

RESOLVED that meetings of the Joint Waste Disposal Board be held at 6pm on the following dates:

Wednesday 28 March 2007 (in Reading)
Wednesday 20 June 2007
Wednesday 12 September 2007 (Annual Meeting)
Wednesday 12 December 2007
Wednesday 12 March 2008

23. **Project Update**

The Board considered a report detailing the actions taken by the Project Director since the contract was signed on 31 October 2006 and providing an update on project activities since then.

The Project Director briefed the Board on a number of issues. In particular, he referred to ongoing opposition to the green waste recycling facility at Planners Farm. Whilst the Environment Agency continued to regard the facility as well-managed and a model for others, there remained complaints from some local residents about smell. The Project Director confirmed that there was to be no increase in material processed at Planners Farm and that all green waste was composted except where the material was already decomposing. The latter was taken elsewhere to avoid issues of smell at Planners Farm.

RESOLVED

- 1 That the actions taken by the Project Director under delegated powers be affirmed; and,
- 2 That the progress of the contract to date be noted.

24. **Joint Waste Disposal Board - Decisions to be made in respect of the Project Agreement**

The Board considered a report advising it of changes to Appendix 1 of Schedule 4 to the Joint Working Agreement and seeking approval to the proposed delegations.

RESOLVED

1. That the delegations detailed in Appendix A to Schedule 4 of the Joint Working Agreement be varied so that they be replaced by those delegations detailed in Annexe 1 of the Borough Solicitor's report.
2. That the delegations in Annexe 1 to the report be approved.

25. **Joint Waste Disposal Board - Project Management Arrangements**

The Board considered a report advising it of current and proposed future arrangements for project managing the Waste Private Finance Initiative.

The Board noted the report also related to the matter to be discussed in Part II of the meeting.

RESOLVED that the progress of the project management arrangements to date be noted.

26. **Exclusion of Public and Press**

That pursuant to Regulation 21 of the Local Authorities (Executive Arrangements) (Access to Information) Regulations 2000 and having regard to the public interest, members of the public and press be excluded from the meeting for the consideration of item 13 which involved the likely disclosure of exempt information under the following category of Schedule 12A of the Local Government Act 1972:

- (1) Information relating to the financial or business affairs of any particular person.

27. **Appointment of Project Director**

The Board considered a report inviting it to consider the appointment of a Project Director in accordance with the Principal Contract Management Arrangements as set out in the Joint Working Agreement.

The Board noted that pending the appointment of a Project Director, the role would continue to be undertaken by Jon Freer, however, this had implications for his other work for Bracknell Forest Borough Council. Similarly, Oliver Burt was undertaking the Project Manager's role alongside his duties for Reading Borough Council. The Project Manager's job had already been advertised as it was deemed to be the most pressing of the two posts to fill, being responsible for the day-to-day management of the contract.

The Board discussed the project director's role and agreed that the current report did not provide sufficient detail on which to base a decision. Nor was any information on the resource implications supplied. It was therefore agreed that there was a need for the role of the project director to be properly evaluated and an assessment to be made about how the work might be assimilated into the work of the three councils

RESOLVED

- 1 That the three chief executives be asked to consult one another on the nature and scope of the post of project director having regard to capacity within their existing teams with a view to reporting back to a special meeting of the Board in the week commencing 19 February 2007 with recommendations supported by details of the role and costings for the post of project director.

2 That the recruitment to the post of project manager proceed as planned.

CHAIRMAN

**TO: JOINT WASTE DISPOSAL BOARD
28 MARCH 2007**

**PROJECT UPDATE
(Report by the Project Director)**

1. INTRODUCTION

- 1.1 The purpose of this report is to inform the Joint Waste Disposal Board of progress since the last meeting of the Board on 10 January 2007.

2. RECOMMENDATIONS

- 2.1 **To note progress made since the last meeting on 10 January 2007.**

3 REASONS FOR RECOMMENDATIONS

- 3.1 To ensure the Board is kept aware of the project's progress.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None – no formal decisions are sought.

5. SUPPORTING INFORMATION

Background

- 5.1 The Joint Waste PFI Contract was signed with WRG on 31 October 2006. After a short mobilisation period, the service commenced on 4 December 2006, when WRG took on the management of the two Key Project Facilities in Bracknell and Reading and the Bring Banks within each of the three councils.

Operations

- 5.2 The two existing Project Facilities, have been operating in much the same way as they did prior to WRG assuming management of them. Significant changes in service delivery will be apparent once the new facilities are constructed.
- 5.3 Across the three Boroughs, WRG have been making some changes to the way in which the complement of bring banks are managed.
- 5.4 WRG have completed their survey of bring bank provision across the contract area. This has been passed to each of the councils' operational teams and has been approved. The new schedules will be broadly unchanged in Reading and Wokingham but do represent a significant change in Bracknell.
- 5.5 The previous bottle bank emptying regime in Bracknell was less regimented than in the other two Boroughs. Whilst a schedule existed, it was common for the council team to request ad hoc emptyings at short notice. In addition, a handful of sites were scheduled for "as and when required" emptyings.

- 5.6 That sort of flexibility would be impossible to maintain across the three Boroughs. As a result, the new WRG schedule will mean that bring banks in Bracknell are now emptied on a known schedule, based on the most recent information available and the levels of site utilisation.
- 5.7 Appended to this report is the Monthly Performance Report for January, related to the operation of the contract.
- 5.8 The Monthly Performance Report is required by the Project Agreement and is where WRG report their performance against all the agreed Key Performance Indicators (KPI's).
- 5.9 Not only does it detail the statistics relating to performance failures in the operational elements of the contract but it provides a useful narrative to the month in question.
- 5.10 The only area in which there were reported performance failures during January, is the vehicle turnaround times KPI (SO2:2 in section 3 Waste Reception and Transfer). This KPI requires that each Council authorised vehicle is on site for no longer than 20 minutes from the time it weighs in to the time it weighs out. The main issues giving rise to these failures have now been identified and steps taken to deal with them.

Financial

- 5.11 In accordance with the Project Agreement, monthly invoices based on the waste forecast have been submitted on time by WRG and payment made. A quarterly reconciliation is also required. The first of which was at the end of December. This has proved to be problematic due to subcontractors not providing data in a timely fashion.
- 5.12 We will soon begin work on the second revision of the waste forecast. This process is intended to ensure that the forecast is as close to (what transpire as) the actual tonnage of waste received and managed within the contract over subsequent quarters. Whilst any differences can be reconciled on a quarterly or annual basis, the purpose of this process, in a financial sense, is to ensure that there is an efficient cashflow.
- 5.13 The Landfill Allowance Trading Scheme (LATS) is now in its second year. There appear to have been small amounts of trading between authorities with a surplus and those with a deficit. The project is currently producing a surplus of LATS credits and a decision will need to be made on whether to bank or trade them.
- 5.14 An Officer at Northamptonshire County Council (NCC) recently contacted the Project Team in relation to LATS trading. As a result, the Project Director and Project Manager are meeting with representatives of NCC at the end of March and we anticipate that they may make an offer to purchase some surplus landfill allowances from the three councils.

Management Arrangements

- 5.15 Following the last meeting of the Joint Waste Disposal Board a report was prepared for and agreed by the Chief Executives concerning the appointment of the Project Director. This report has now been shared with the Chairman together with the Executive Members on the Board representing Bracknell Forest and Reading as the suggested way forward.

5.16 As agreed at the last Board meeting, the recruitment process for the Project Manager Post was undertaken. Following an application and interview process, Oliver Burt, was appointed on 25 January 2007

Background Papers

Reports to Joint Waste Disposal Board, 10 January 2007

Contacts For Further Information

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Oliver Burt, Project Manager, 0118 9399990

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Doc Ref

Project Update

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Central Berkshire PFI Contract

Re3

Monthly Performance Report

For January 2007

Monthly Performance Report

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SECTION 1: Executive Summary

Summary of Performance in Month

- 1) **Turnaround failures – A total of 22 vehicles (4 breakdowns) failed to turnaround within the 20 minute tolerance. This represents a steady improvement compared to December. There are still issues to be resolved with site layout as it is impossible to turnaround green waste vehicles within the permitted time while a bulker is in the bay. There were also several instances of Council vehicles all arriving at the same time.**
- 2) **Island Road CA site closure – This site had to undergo temporary closure on 9th, 11th and 18th January as a result of excessive winds making the site unsafe. The council was properly notified in accordance with appendix 2 of schedule 25.**
- 3) **Following Council request, waste was hauled to Colnbrook landfill site with deliveries starting on 24th January.**

Table A1

| Ref | Performance Topic | No. of Qualifying Events rectified within Rectification Period | |
|--------------|--|---|--------------------------------|
| | | Current Month | Cumulative Year to Date |
| SO 1 | WASTE MANAGEMENT AND DISPOSAL | 0 | 0 |
| SO 2 | WASTE RECEPTION AND TRANSFER | 0 | 0 |
| SO 3 | CIVIC AMENITY AND BRING BANK SITES | 0 | 0 |
| SO 4 | MARKETS FOR RECOVERED PRODUCTS | 0 | 0 |
| SO 5 | INTERFACE WITH THE PUBLIC | 0 | 0 |
| SO 6 | CONTINGENCY PLANS | 0 | 0 |
| SO 7 | CONTRACT COMMENCEMENT AND EXPIRY PLANS | 0 | 0 |
| SO 8 | SERVICE MANAGEMENT | 0 | 0 |
| SO 9 | HEALTH & SAFETY | 0 | 0 |
| Total | | 0 | 0 |

Table A2

| Ref. | Performance Topic | Current Month | | | | Cumulative Year to Date | | | |
|-------|--|--------------------|-------------------|----------------|------------------------|-------------------------|-------------------|----------------|------------------------|
| | | Number of Defaults | | Default Points | Performance Deductions | Number of Defaults | | Default Points | Performance Deductions |
| | | Within tolerance | Outside tolerance | | | Within tolerance | Outside tolerance | | |
| SO 1 | WASTE MANAGEMENT AND DISPOSAL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| SO 2 | WASTE RECEPTION AND TRANSFER | 5 | 13 | 65 | £390 | 10 | 39 | 195 | £1,170 |
| SO 3 | CIVIC AMENITY AND BRING BANK SITES | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| SO 4 | MARKETS FOR RECOVERED PRODUCTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| SO 5 | INTERFACE WITH THE PUBLIC | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| SO 6 | CONTINGENCY PLANS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| SO 7 | CONTRACT COMMENCEMENT AND EXPIRY PLANS | | 0 | 0 | | | 0 | 0 | |
| SO 8 | SERVICE MANAGEMENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| SO 9 | HEALTH & SAFETY | 0 | 0 | 0 | 0 | 0 | | 0 | 0 |
| Total | | 5 | 13 | 65 | £390 | 10 | 39 | 195 | £1,170 |

SECTION 2: Waste Management and Disposal

Performance in Month

There were no reported events causing any interruption to provision of service at any Facilities during January. No requests to provide Necessary Consents were received by the Contractor, nor were any Statutory Nuisance Notices received.

There were no instances of Emergency Opening during January.

Table B1

| Ref | Performance Topic | No. of Qualifying Events rectified within Rectification Period | |
|-------------------------------------|--|--|-------------------------|
| | | Current Month | Cumulative Year to Date |
| SO 1: WASTE MANAGEMENT AND DISPOSAL | | | |
| SO1:1 | Availability of Sites | 0 | 0 |
| SO1:2 | Necessary Consents | | |
| SO1:3 | Nuisance control | 0 | 0 |
| SO1:4 | Emergency opening | | |
| SO1:5 | Maintenance of waste management facilities | | |
| Total | | 0 | 0 |

Table B2

| Ref. | Performance Topic | Current Month | | | | Cumulative Year to Date | | | |
|-------------------------------------|--|--------------------|-------------------|----------------|------------------------|-------------------------|-------------------|----------------|------------------------|
| | | Number of Defaults | | Default Points | Performance Deductions | Number of Defaults | | Default Points | Performance Deductions |
| | | Within tolerance | Outside tolerance | | | Within tolerance | Outside tolerance | | |
| SO 1: WASTE MANAGEMENT AND DISPOSAL | | | | | | | | | |
| SO1:1 | Availability of Sites | | 0 | 0 | 0 | | 0 | 0 | 0 |
| SO1:2 | Necessary Consents | 0 | 0 | 0 | | 0 | 0 | 0 | |
| SO1:3 | Nuisance control | | 0 | 0 | 0 | | 0 | 0 | 0 |
| SO1:4 | Emergency opening | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| SO1:5 | Maintenance of waste management facilities | | 0 | 0 | | | 0 | 0 | |
| Total SO 1 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

SECTION 3: Waste Reception and Transfer

Performance in Month

Turnaround times were monitored daily and there were 18 instances of authorised vehicles spending more than 20 minutes at the weighbridge. This excludes 4 instances of vehicle breakdowns. Overall 1.0% of vehicles failed to turnaround in less than 20 minutes during January. This compares with 1.9% in December. Turnaround exceptions were generally caused by site layout and delays when bulkers were occupying green bays during arrival of authorised vehicles. There were also problems caused by groups of council vehicles all arriving at the same time.

There were no incidences of transportation spillages or reported deviations from Haulage Route without express permission of the Council Authority. The Council authorities requested that some residual waste was hauled to Colnbrook landfill and deliveries started on 24 January. All loads complied with Waste Acceptance protocols. The weighbridge was fully operational throughout January except for a 20 minute period on 16 January due to BT work, and there were no instances of any authorised vehicle failing to receive a weighbridge ticket.

Table C1

| Ref | Performance Topic | No. of Qualifying Events rectified within Rectification Period | |
|------------------------------------|--|--|-------------------------|
| | | Current Month | Cumulative Year to Date |
| SO 2: WASTE RECEPTION AND TRANSFER | | | |
| SO2:1 | Interface with the waste collection services | | |
| SO2:2 | Turnaround times | | |
| SO2:3 | Transport routes | | |
| SO2:4 | Transport of waste | | |
| SO2:5 | Waste Movement Plan | 0 | 0 |
| SO2:6 | Recyclate quality check | | |
| SO2:7 | Corporate livery | 0 | 0 |
| SO2:8 | Weighbridge ticket | | |
| SO2:9 | Notice of weighbridge being unavailable | | |
| Total | | 0 | 0 |

Table C2

| Ref. | Performance Topic | Current Month | | | | Cumulative Year to Date | | | |
|---|--|--------------------|-------------------|----------------|------------------------|-------------------------|-------------------|----------------|------------------------|
| | | Number of Defaults | | Default Points | Performance Deductions | Number of Defaults | | Default Points | Performance Deductions |
| | | Within tolerance | Outside tolerance | | | Within tolerance | Outside tolerance | | |
| SO 2: WASTE RECEPTION AND TRANSFER | | | | | | | | | |
| SO2:1 | Interface with the waste collection services | 0 | 0 | 0 | | 0 | 0 | 0 | |
| SO2:2 | Turnaround times | 5 | 13 | 65 | £390 | 10 | 39 | 195 | £1,170 |
| SO2:3 | Transport routes | 0 | 0 | 0 | | 0 | 0 | 0 | |
| SO2:4 | Transport of waste | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| SO2:5 | Waste Movement Plan | 0 | 0 | 0 | | 0 | 0 | 0 | |
| SO2:6 | Recyclate quality check | 0 | 0 | 0 | | 0 | 0 | 0 | |
| SO2:7 | Corporate livery | 0 | 0 | 0 | | 0 | 0 | 0 | |
| SO2:8 | Weighbridge ticket | | 0 | 0 | 0 | | 0 | 0 | 0 |
| SO2:9 | Notice of weighbridge being unavailable | | 0 | 0 | | | 0 | 0 | |
| Total SO 2 | | 5 | 13 | 65 | £390 | 10 | 39 | 195 | £1,170 |

SECTION 4: Civic Amenity and Bring Bank Sites

Performance in Month

There were 3 closures of the Island Road CA site during January, on the 9th, 11th and 18th. These were all due to extreme adverse weather conditions and the Council was notified in accordance with appendix 2 of schedule 25.

The monitoring of Bring Banks remained under control of the council until 22nd January. From that date the Contractor assumed responsibility for inspection of all sites. On 14th December the Contractor received correspondence from BFBC regarding damaged Bring Banks. It was felt that this damage occurred prior to commencement of contract and following investigation and photos presented by Tom Coleman the damage was made good by Binmaster in January. This was confirmed at the Contract Review meeting of 18th January. It was also confirmed that the Contractor would undertake repairs from now on.

During January all Bring Banks were emptied in accordance with existing practice and the Contractor is reviewing the collection schedule over the coming months.

There were no incidences of containers exceeding their capacity at any CA sites. Full containers were all replaced within 24 hours.

There were no incidences of any Non-Contract Waste being received but not weighed at any facility.

Each CA site was checked daily for appearance, fly-tipping, security and waste-escape. Any exceptions were dealt with immediately.

There were no instances of retail or wholesale trading at any of the facilities during January.

Table D1

| Ref | Performance Topic | No. of Qualifying Events rectified within Rectification Period | |
|---|---|--|-------------------------|
| | | Current Month | Cumulative Year to Date |
| SO 3: CIVIC AMENITY AND BRING BANK SITES | | | |
| SO3:1 | Availability of HWRC Sites to the public | 0 | 0 |
| SO3:2 | Provision of Bring Bank Sites | 0 | 0 |
| SO3:3 | Provision of Bring Banks | 0 | 0 |
| SO3:4 | Operation of bring bank sites | 0 | 0 |
| SO3:5 | Servicing of bring bank sites | | |
| SO3:6 | Bring Bank Site appearance | | |
| SO3:7 | Monitoring Bring Bank Sites | | |
| SO3:8 | Operation of CA sites/HWRC sites | 0 | 0 |
| SO3:9 | User satisfaction with CA sites/HWRC sites | | |
| SO3:10 | User satisfaction with CA sites/HWRC sites (site improvement programme) | 0 | 0 |
| SO3:11 | Non-Contract Waste | 0 | 0 |
| SO3:12 | Appearance of HWRC sites | 0 | 0 |
| SO3:13 | Escape of waste from CA sites/HWRC sites | 0 | 0 |
| SO3:14 | Retail of wholesale trading | 0 | 0 |
| Total SO 3 | | 0 | 0 |

Table D2

| Ref. | Performance Topic | Current Month | | | | Cumulative Year to Date | | | |
|--|---|--------------------|-------------------|----------------|------------------------|-------------------------|-------------------|----------------|------------------------|
| | | Number of Defaults | | Default Points | Performance Deductions | Number of Defaults | | Default Points | Performance Deductions |
| | | Within tolerance | Outside tolerance | | | Within tolerance | Outside tolerance | | |
| SO 3: CIVIC AMENITY AND BRING BANK SITES | | | | | | | | | |
| SO3:1 | Availability of HWRC Sites to the public | | 0 | 0 | 0 | | 0 | 0 | 0 |
| SO3:2 | Provision of Bring Bank Sites | 0 | 0 | 0 | | 0 | 0 | 0 | |
| SO3:3 | Provision of Bring Banks | | 0 | 0 | 0 | | 0 | 0 | 0 |
| SO3:4 | Operation of bring bank sites | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| SO3:5 | Servicing of bring bank sites | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| SO3:6 | Bring Bank Site appearance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| SO3:7 | Monitoring Bring Bank Sites | 0 | 0 | 0 | | 0 | 0 | 0 | |
| SO3:8 | Operation of CA sites/HWRC sites | 0 | 0 | 0 | | 0 | 0 | 0 | |
| SO3:9 | User satisfaction with CA sites/HWRC sites | 0 | 0 | 0 | | 0 | 0 | 0 | |
| SO3:10 | User satisfaction with CA sites/HWRC sites (site improvement programme) | 0 | 0 | 0 | | 0 | 0 | 0 | |
| SO3:11 | Non-Contract Waste | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| SO3:12 | Appearance of HWRC sites | 0 | 0 | 0 | | 0 | 0 | 0 | |
| SO3:13 | Escape of waste from CA sites/HWRC sites | 0 | 0 | 0 | | 0 | 0 | 0 | |
| SO3:14 | Retail of wholesale trading | 0 | 0 | 0 | | 0 | 0 | 0 | |
| Total SO 3 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

SECTION 5: Markets for Recovered Products

Performance in Month

The Contractor has adhered to the Marketing Plan in January and has no intention to implement any change of approved market or reprocessor.

Table E1

| Ref | Performance Topic | No. of Qualifying Events rectified within Rectification Period | |
|--------------------------------------|----------------------------|--|-------------------------|
| | | Current Month | Cumulative Year to Date |
| SO 4: MARKETS FOR RECOVERED PRODUCTS | | | |
| SO4:1 | Details of product markets | 0 | 0 |
| SO4:2 | Changes to product market | 0 | 0 |
| Total SO 4 | | 0 | 0 |

Table E2

| Ref. | Performance Topic | Current Month | | | | Cumulative Year to Date | | | |
|--------------------------------------|----------------------------|--------------------|-------------------|----------------|------------------------|-------------------------|-------------------|----------------|------------------------|
| | | Number of Defaults | | Default Points | Performance Deductions | Number of Defaults | | Default Points | Performance Deductions |
| | | Within tolerance | Outside tolerance | | | Within tolerance | Outside tolerance | | |
| SO 4: MARKETS FOR RECOVERED PRODUCTS | | | | | | | | | |
| SO4:1 | Details of product markets | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| SO4:2 | Changes to product market | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total SO 4 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

SECTION 6: Interface with the Public

Performance in Month

The Contractor has fulfilled all its obligations in respect of SO 5 as detailed in this section. There were no complaints about staff dress during January. There was, however, a complaint about a member of sub-contracted staff requiring disciplinary action.

There were 4 instances of written complaint from members of the public being received in January (including the one above requiring disciplinary action). All the complaints were responded to in full and resolved within the prescribed timetable. All correspondence is recorded on the Business Collaborator system to allow full access for Councils to monitor our responses. This information is recorded as soon as is reasonably possible (usually within 1 working day).

Table F1

| Ref | Performance Topic | No. of Qualifying Events rectified within Rectification Period | |
|---------------------------------|-------------------------------|--|-------------------------|
| | | Current Month | Cumulative Year to Date |
| SO 5: INTERFACE WITH THE PUBLIC | | | |
| SO5:1 | Stakeholder Liaison Committee | 0 | 0 |
| SO5:2 | Availability of publications | 0 | 0 |
| SO5:3 | Staff Code of Conduct | | |
| SO5:4 | Correspondence procedure | | |
| SO5:5 | Correspondence monitoring | | |
| SO5:6 | Stakeholder Plan - update | 0 | 0 |
| SO5:7 | Community access | 0 | 0 |
| SO5:8 | Visitor centre operation | | |
| SO5:9 | Public correspondence records | | |
| SO5:10 | Public dispute notification | | |
| Total SO 5 | | 0 | 0 |

Table F2

| Ref. | Performance Topic | Current Month | | | | Cumulative Year to Date | | | |
|--|-------------------------------|--------------------|-------------------|----------------|------------------------|-------------------------|-------------------|----------------|------------------------|
| | | Number of Defaults | | Default Points | Performance Deductions | Number of Defaults | | Default Points | Performance Deductions |
| | | Within tolerance | Outside tolerance | | | Within tolerance | Outside tolerance | | |
| SO 5: INTERFACE WITH THE PUBLIC | | | | | | | | | |
| SO5:1 | Stakeholder Liaison Committee | 0 | 0 | 0 | | 0 | 0 | 0 | |
| SO5:2 | Availability of publications | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| SO5:3 | Staff Code of Conduct | 0 | 0 | 0 | | 0 | 0 | 0 | |
| SO5:4 | Correspondence procedure | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| SO5:5 | Correspondence monitoring | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| SO5:6 | Stakeholder Plan – update | 0 | 0 | 0 | | 0 | 0 | 0 | |
| SO5:7 | Community access | 0 | 0 | 0 | | 0 | 0 | 0 | |
| SO5:8 | Visitor centre operation | 0 | 0 | 0 | | 0 | 0 | 0 | |
| SO5:9 | Public correspondence records | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| SO5:10 | Public dispute notification | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total SO 5 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

SECTION 7: Contingency Plans

Performance in Month

There have been three contingency events in January being the closure of Island Road CA site on the 9th, 11th and 18th January due to extreme adverse weather conditions. The Councils were informed of these closures in accordance with paragraph 1.1 of Appendix 2 of Schedule 25 (Performance Mechanism).

Table G1

| Ref | Performance Topic | No. of Qualifying Events rectified within Rectification Period | |
|-------------------------|--------------------------|--|-------------------------|
| | | Current Month | Cumulative Year to Date |
| SO 6: CONTINGENCY PLANS | | | |
| SO6:1 | Contingency arrangements | 0 | 0 |
| SO6:2 | Notice of Unavailability | | |
| Total SO 6 | | 0 | 0 |

Table G2

| Ref. | Performance Topic | Current Month | | | | Cumulative Year to Date | | | |
|-------------------------|--------------------------|--------------------|-------------------|----------------|------------------------|-------------------------|-------------------|----------------|------------------------|
| | | Number of Defaults | | Default Points | Performance Deductions | Number of Defaults | | Default Points | Performance Deductions |
| | | Within tolerance | Outside tolerance | | | Within tolerance | Outside tolerance | | |
| SO 6: CONTINGENCY PLANS | | | | | | | | | |
| SO6:1 | Contingency arrangements | 0 | 0 | 0 | | 0 | 0 | 0 | |
| SO6:2 | Notice of Unavailability | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total SO 6 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

SECTION 8: Contract Commencement and Expiry Plans

Table H1

| Ref | Performance Topic | No. of Qualifying Events rectified within Rectification Period | |
|--|------------------------|--|-------------------------|
| | | Current Month | Cumulative Year to Date |
| SO 7: CONTRACT COMMENCEMENT AND EXPIRY PLANS | | | |
| SO7:1 | Contract Expiry Plan. | 0 | 0 |
| SO7:3 | Expiry Plan compliance | 0 | 0 |
| Total SO 7 | | 0 | 0 |

Table H2

| Ref. | Performance Topic | Current Month | | | | Cumulative Year to Date | | | |
|--|------------------------|--------------------|-------------------|----------------|------------------------|-------------------------|-------------------|----------------|------------------------|
| | | Number of Defaults | | Default Points | Performance Deductions | Number of Defaults | | Default Points | Performance Deductions |
| | | Within tolerance | Outside tolerance | | | Within tolerance | Outside tolerance | | |
| SO 7: CONTRACT COMMENCEMENT AND EXPIRY PLANS | | | | | | | | | |
| SO7:1 | Contract Expiry Plan. | | 0 | 0 | | 0 | 0 | | |
| SO7:3 | Expiry Plan compliance | | 0 | 0 | | 0 | 0 | | |
| Total SO 7 | | | 0 | 0 | | 0 | 0 | | |

SECTION 9: Service Management

Performance in Month

There were no changes to management arrangements or staffing levels at any of the Contractor's facilities. The Council were informed of the appointment of Neil Tyler as Construction Manager during January.

There was a Contract Review Meeting attended by a Contractor representative on 18th January.

All the facilities are monitored daily in accordance with established procedure and actions taken as detailed elsewhere in this report.

A copy of all written records is kept on Business Collaborator and a copy is kept at the relevant facility where appropriate for Council inspection if requested. Each facility has a site diary which can be made available to the Environment Agency for inspection if required.

Signage is maintained in accordance with the output specification as set out in SDP4.

Table I1

| Ref | Performance Topic | No. of Qualifying Events rectified within Rectification Period | |
|--------------------------|--|--|-------------------------|
| | | Current Month | Cumulative Year to Date |
| SO 8: SERVICE MANAGEMENT | | | |
| SO8:1 | Management arrangements | | |
| SO8:2 | Management arrangements (Update SDP) | | |
| SO8:3 | Staffing of facilities | 0 | 0 |
| SO8:4 | Attendance at meetings | 0 | 0 |
| SO8:5 | Service Improvement Plan | 0 | 0 |
| SO8:6 | Service Delivery Plan | 0 | 0 |
| SO8:7 | Monitoring - Sites | 0 | 0 |
| SO8:8 | Performance Standard Monitoring | 0 | 0 |
| SO8:9 | Reporting - Provision | 0 | 0 |
| SO8:10 | Reporting - Correction | 0 | 0 |
| SO8:11 | Access to facilities | 0 | 0 |
| SO8:12 | Access to records | 0 | 0 |
| SO8:13 | Site Diary | 0 | 0 |
| SO8:14 | Signage | 0 | 0 |
| SO8:15 | Annual Service Report | 0 | 0 |
| SO8:16 | EM Accreditation – Existing Facilities | 0 | 0 |
| SO8:17 | Maintenance of EM | 0 | 0 |
| SO8:18 | Withdrawal of EM | 0 | 0 |
| SO8:19 | Inspection of EM Certificates | | |
| Total SO 8 | | 0 | 0 |

Table I2

| Ref. | Performance Topic | Current Month | | | | Cumulative Year to Date | | | |
|---------------------------------|--|--------------------|-------------------|----------------|------------------------|-------------------------|-------------------|----------------|------------------------|
| | | Number of Defaults | | Default Points | Performance Deductions | Number of Defaults | | Default Points | Performance Deductions |
| | | Within tolerance | Outside tolerance | | | Within tolerance | Outside tolerance | | |
| SO 8: SERVICE MANAGEMENT | | | | | | | | | |
| SO8:1 | Management arrangements | 0 | 0 | 0 | | 0 | 0 | 0 | |
| SO8:2 | Management arrangements (Update SDP) | 0 | 0 | 0 | | 0 | 0 | 0 | |
| SO8:3 | Staffing of facilities | | 0 | 0 | | | 0 | 0 | |
| SO8:4 | Attendance at meetings | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| SO8:5 | Service Improvement Plan | | 0 | 0 | | | 0 | 0 | |
| SO8:6 | Service Delivery Plan | 0 | 0 | 0 | | 0 | 0 | 0 | |
| SO8:7 | Monitoring - Sites | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| SO8:8 | Performance Standard Monitoring | 0 | 0 | 0 | | 0 | 0 | 0 | |
| SO8:9 | Reporting - Provision | 0 | 0 | 0 | | 0 | 0 | 0 | |
| SO8:10 | Reporting - Correction | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| SO8:11 | Access to facilities | | 0 | 0 | 0 | | 0 | 0 | 0 |
| SO8:12 | Access to records | | 0 | 0 | | | 0 | 0 | |
| SO8:13 | Site Diary | 0 | 0 | 0 | | 0 | 0 | 0 | |
| SO8:14 | Signage | 0 | 0 | 0 | | 0 | 0 | 0 | |
| SO8:15 | Annual Service Report | 0 | 0 | 0 | | 0 | 0 | 0 | |
| SO8:16 | EM Accreditation – Existing Facilities | 0 | 0 | 0 | | 0 | 0 | 0 | |
| SO8:17 | Maintenance of EM | 0 | 0 | 0 | | 0 | 0 | 0 | |
| SO8:18 | Withdrawal of EM | 0 | 0 | 0 | | 0 | 0 | 0 | |
| SO8:19 | Inspection of EM Certificates | 0 | 0 | 0 | | 0 | 0 | 0 | |
| Total SO 8 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

SECTION 10: Health and Safety

Performance in Month

The Contractor maintains records and best practice in accordance with the Group's Health and Safety policy. This is in addition to the requirements of SO 9.

During January there were no occurrences of any reportable Health and Safety or RIDDOR incidents at any of the facilities.

Table J1

| Ref | Performance Topic | No. of Qualifying Events rectified within Rectification Period | |
|-----------------------|---------------------------------------|--|-------------------------|
| | | Current Month | Cumulative Year to Date |
| SO 9: HEALTH & SAFETY | | | |
| SO9:1 | Health and Safety systems | 0 | 0 |
| SO9:2 | Health & Safety Notification - RIDDOR | 0 | 0 |
| SO9:3 | Health & Safety reporting -RIDDOR | 0 | 0 |
| SO9:4 | Health & Safety reporting - Public | 0 | 0 |
| SO9:5 | RIDDOR compliance | 0 | 0 |
| SO9:6 | Site welfare facilities | 0 | 0 |
| SO9:7 | Site rules | 0 | 0 |
| Total SO 9 | | 0 | 0 |

Table J2

| Ref. | Performance Topic | Current Month | | | | Cumulative Year to Date | | | |
|-----------------------|---------------------------------------|--------------------|-------------------|----------------|------------------------|-------------------------|-------------------|----------------|------------------------|
| | | Number of Defaults | | Default Points | Performance Deductions | Number of Defaults | | Default Points | Performance Deductions |
| | | Within tolerance | Outside tolerance | | | Within tolerance | Outside tolerance | | |
| SO 9: HEALTH & SAFETY | | | | | | | | | |
| SO9:1 | Health and Safety systems | | 0 | 0 | | | 0 | 0 | |
| SO9:2 | Health & Safety Notification - RIDDOR | | 0 | 0 | | | 0 | 0 | |
| SO9:3 | Health & Safety reporting -RIDDOR | 0 | 0 | 0 | | 0 | 0 | 0 | |
| SO9:4 | Health & Safety reporting - Public | 0 | 0 | 0 | | 0 | 0 | 0 | |
| SO9:5 | RIDDOR compliance | 0 | 0 | 0 | | 0 | 0 | 0 | |
| SO9:6 | Site welfare facilities | 0 | 0 | 0 | | 0 | 0 | 0 | |
| SO9:7 | Site rules | 0 | 0 | 0 | | 0 | 0 | 0 | |
| Total SO 9 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

SECTION 11: Details of Performance Failures

| SO2:2 - Turnaround Times - Daily | | | | | | |
|----------------------------------|---------------|----------|---------------|----------------------|------------------|----------------------|
| When incident occurred | | | Location | Vehicle Registration | Relevant Council | Reason for exclusion |
| Date | Time in | Duration | | | | |
| 01/01/07 | Bank Holiday | | | | | |
| 02/01/07 | 11:22 | 00:22:50 | Longshot Lane | YJ05TCO | Bracknell | |
| 03/01/07 | 12:11 | 00:21:35 | Longshot Lane | YJ05TCU | Bracknell | |
| 04/01/07 | 11:55 | 00:41:46 | Longshot Lane | L933SDU | Bracknell | |
| 04/01/07 | 13:13 | 00:31:47 | Longshot Lane | LK54BBU | Bracknell | |
| 05/01/07 | 15:07 | 01:37:23 | Longshot Lane | Y913XAG | Bracknell | Vehicle Breakdown |
| 05/01/07 | 12:27 | 00:21:21 | Longshot Lane | YJ53UEF | Wokingham | |
| 06/01/07 | Half Day | | | | | |
| 08/01/07 | None recorded | | | | | |
| 09/01/07 | None recorded | | | | | |
| 10/01/07 | 13:04 | 00:22:41 | Longshot Lane | WX56VBG | Bracknell | |
| 10/01/07 | 14:15 | 00:23:12 | Longshot Lane | LK54BVC | Bracknell | |
| 11/01/07 | None recorded | | | | | |
| 12/01/07 | None recorded | | | | | |
| 13/01/07 | Half Day | | | | | |
| 15/01/07 | 10:48 | 00:24:24 | Longshot Lane | YJ05TCO | Bracknell | |
| 16/01/07 | 13:25 | 00:27:16 | Longshot Lane | YJ53UEC | Wokingham | |
| 16/01/07 | 10:27 | 00:49:39 | Longshot Lane | YJ53UFK | Wokingham | Vehicle Breakdown |
| 17/01/07 | None recorded | | | | | |
| 18/01/07 | 12:34 | 00:21:01 | Longshot Lane | WX56VBG | Bracknell | |
| 19/01/07 | None recorded | | | | | |
| 20/01/07 | Half Day | | | | | |
| 22/01/07 | 11:24 | 01:33:44 | Longshot Lane | YJ53UEL | Wokingham | Vehicle Breakdown |
| 23/01/07 | None recorded | | | | | |
| 24/01/07 | 12:26 | 00:23:09 | Longshot Lane | VX56VBG | Bracknell | |
| 24/01/07 | 14:28 | 00:23:19 | Longshot Lane | LK54BCU | Bracknell | |
| 25/01/07 | None recorded | | | | | |
| 26/01/07 | 14:25 | 00:21:11 | Longshot Lane | X399DJB | Bracknell | |
| 26/01/07 | 14:54 | 00:23:55 | Longshot Lane | YR03MRV | Wokingham | |
| 27/01/07 | Half Day | | | | | |
| 29/01/07 | 13:56 | 00:25:20 | Longshot Lane | YJ05TCO | Bracknell | |
| 29/01/07 | 09:11 | 00:27:02 | Longshot Lane | LK54BBU | Bracknell | |
| 29/01/07 | 12:40 | 01:38:28 | Longshot Lane | YJ53UEL | Wokingham | Vehicle Breakdown |
| 29/01/07 | 13:48 | 00:27:06 | Longshot Lane | YJ53UEF | Wokingham | |
| 30/01/07 | 14:06 | 00:26:40 | Longshot Lane | LK54BBU | Bracknell | |
| 31/01/07 | None recorded | | | | | |

**TO: JOINT WASTE DISPOSAL BOARD
28 MARCH 2007**

WORKS DELIVERY PROGRESS REPORT (Report by the Project Director)

1. INTRODUCTION

- 1.1 The purpose of this report is to inform the Joint Waste Disposal Board of progress since the last meeting of the Board on 10 January 2007.

2. RECOMMENDATIONS

- 2.1 **That Members note progress made in the areas of the EPC Contract and Planning since the last meeting on 10 January 2007.**

3 REASONS FOR RECOMMENDATIONS

- 3.1 To ensure the Board is aware of the Project's progress.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None – no formal decisions are sought.

5. SUPPORTING INFORMATION

Background

- 5.1 The Joint Waste PFI Contract was signed with WRG on 31 October 2006. After a short mobilisation period, the service commenced on 4 December 2006, when WRG took on the management of the two Key Project Facilities in Bracknell and Reading and the Bring Banks within each of the three councils.
- 5.2 The Monthly EPC Progress Reports for January and February are appended to this report for information.

EPC and Planning

- 5.3 The EPC Contract, for the design and construction of the Key Project Facilities, is being undertaken via a joint venture (JV) between Earthtech and Clugston. There are monthly project meetings between the EPCJV and WRG to which the Project Team are invited and contribute. This has established a good working relationship between the 3 teams.
- 5.4 Since the last Board meeting, the JV have made significant progress in the construction of the Smallmead Facility in Reading. Many of the significant stages of construction are now taking detailed shape. Precast piling layouts are agreed and piling will commence in the next week or so. Detailed designs are in the process of being finalised for foul/surface water and road drainage, reinforced concrete works and the methane protection system.

5.5 The following subcontractors have been appointed to work on the Smallmead development:

Earthmoving: Killoughery
Sheet Piling: Stent
Pre-cast Concrete Piling: Stent
Structural Steel: SCWS
Civil and Concreting: Scanmoor

5.6 In each case the JV have carried out a process of checking a number of subcontractors and then sought the approval of the Client to appoint. In following months, the subcontractors for Pile Cropping and Cladding will be approved and appointed.

5.7 The power requirements, for each phase of the development is being reviewed but, following a request from the councils, the Material Reclamation Facility (MRF) will be metered separately in order that process efficiency can be monitored. We feel this will help to ensure the processes are efficient and add some depth to monitoring the carbon footprint of our waste processes. It is proposed to procure the works power supply (electricity) from Scottish and Southern although this has yet to be approved.

5.8 The programme for completion of the first phase of the Smallmead facility, which includes the Waste Transfer Station, is currently the end of 2007, ahead of the milestone of 31 March 2008, when the adjacent landfill facility is due to close. All members of the project team are working hard to ensure that the transfer station is in place ahead of the milestone and thus avoid the need to invoice the contingency arrangements.

5.9 The JV are planning to drill some investigative boreholes at Longshot Lane. To this end they have carried out a site visit and have ascertained that the drilling rig can operate at each planned borehole point without access problems.

Planning

5.10 A Planning application for the redevelopment of Longshot Lane was submitted to Bracknell Forest Borough Council and was due to go to Committee on 22 March.

5.11 However, there were a number of areas (traffic management, site drainage and the impact of the redevelopment on existing trees) in which WRG had failed to take full account of comments from the Project Team and BFBC Officers.

5.12 As a result the Project Team requested that further design work be carried out. This has resulted in the application being held in abeyance until it is either worked-up or replaced with a completely satisfactory application.

5.13 It is intended that the amended or replacement application will go before BFBC Planning Committee on 21 June (Date to be confirmed).

Background Papers

EPC Progress Reports (appended)

Contacts For Further Information

Jon Freer, Project Director and Lead Executive: 01344 351907

jon.freer@bracknell-forest.gov.uk

Oliver Burt, Project Manager: 0118 9399990

oliver.burt@reading.gov.uk

Doc Ref
EPC and Planning Progress Report

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Central Berkshire Waste PFI Project EPC Contract



MONTHLY PROGRESS REPORT

Report No. 2 – Progress to 31 January 2007

Client:



C O N T E N T S

| | | |
|----------|--|----------|
| | SUMMARY | 3 |
| 1 | HEALTH SAFETY AND ENVIRONMENTAL | 3 |
| 2 | DESIGN | 3 |
| | 2.1 <i>Smallmead</i> | |
| | 2.2 <i>Longshot</i> | |
| 3 | CONSTRUCTION, PROCUREMENT - COMMISSIONING AND OPERATION | 4 |
| | 3.1 <i>Construction</i> | |
| | 3.2 <i>Matters Materially Affecting the Works</i> | |
| | 3.2 <i>Procurement</i> | |
| | 3.4 <i>Commissioning and Operation</i> | |
| 4 | COMMERCIAL | 6 |
| 5 | QUALITY ASSURANCE | 6 |
| 6 | OUTSTANDING ISSUES/ACTIONS | 6 |
| 7 | KEY ACTIVITIES IN FORTHCOMING PERIOD | 6 |
| 8 | THIRD PARTY / PUBLIC INTERFACES / COMMUNITY LIAISON | 6 |

Attachments

- Milestone application forecast

- Project programme

SUMMARY

Following Contract award, Earth Tech Clugston have mobilised the design team, and established the site accommodation at Smallmead.

Works have commenced with general topsoil and site clearance prior to the enabling works in preparation for the concrete piling.

The works are on programme to commence concrete piling by 6 March 2007.

1 HEALTH SAFETY & ENVIRONMENTAL

There have been no reportable accidents in the period.

| ACCIDENT and INCIDENT RECORD | In Period | To date |
|------------------------------|-----------|---------|
| Reportable | 0 | 0 |
| Non reportable | 0 | 0 |
| Near Misses | 0 | 0 |

The first Health Safety & Environmental assessment was carried out on 25 January 2007, and a compliance of 94% was achieved.

The application for the temporary discharge consent, (for surface water and drainage of the pond) at Smallmead has been approved by the Environment Agency, and drainage / discharge of the site pond has commenced.

2 DESIGN

2.1 Smallmead

This period has seen the continued development of the detailed piling design and site drainage works. In the period we commenced the reinforced concrete detailing and the building structural steelwork design. Overall progress is summarised below:

- The precast concrete piling layouts have been finalised with drawings and schedules issued to RE3 for approval.
- The detailed design of the foul/surface water and road drainage layouts have been finalised with drawings and schedules issued to RE3 for approval.
- Design of the reinforced concrete works has continued with detailing of the walls to gridlines 4 & 8 and the pile caps almost complete.
- General arrangement drawings have been developed for the foundation slabs and pushwalls. These will be issued to RE3 for information shortly.

- The structural steelwork specification has been developed along with a set of outline drawings for the superstructure of the HWRC, TLS, MRF and office buildings.
- Two further proposals have been received for the gas protection system, these have been reviewed by an external consultant with a recommendation due imminently.
- A programme of design data for approval/information has been submitted to RE3.
- Work has commenced on reviewing the electrical power requirements for both phase 1 and phase 2 of the works, and the availability of power for each phase of the works is being progressed with the REC supplier (Scottish and Southern). Upon completion the initial review the power requirements can be finalised and an order for the permanent electricity supply to the Site can be raised.

MRF – Preliminary design

OKLM have commenced work on the basic design for the plant to enable confirmation of the plant floor loadings, plant power requirements, plant access pits etc.

2.2 Longshot

Detailed design work has commenced with a brief being prepared for the additional site investigation work that will be required. A site visit has also been arranged to make an assessment of appropriate investigation methods and identify any potential problems related to rig access.

3 CONSTRUCTION, PROCUREMENT - COMMISSIONING AND OPERATION

3.1 Construction

Compound

The compound has been fully cleared and set up in line with the phase 1 layout plan. Parking is readily available for both staff and visiting personnel. The site office set up is now complete running off temporary generated power and a mobile preminet phone and internet system.

Segregated walkways and signage have been placed along island road between the site compound and the entry onto the main site area in line with the site safety plan (planning condition 10 met).

Phase 1 – Main Site

The main site area has been fully fenced demarcating the work area and segregating the site from the existing C.A. facility and public footway running adjacent the Foudry brook.

The works being progressed on site are Site Vegetation Strip, Construction of Temp Haul road, Bulk Earthworks, Water Discharge, Sheet Piling and the temporary cut of Drain to the site perimeter.

The following below activities being progressed to date approximate percentage complete and days remaining:

| | Percent complete | Days remaining |
|----------------------------------|------------------|----------------|
| Site Clearance/ Vegetation Strip | 100% | 0 |
| Drain pond | 90% | 1 |
| Remove pond silt/Compact fill | 35% | 5 |
| Bulk Earthworks | 55% | 10 |
| Form Piling Carpet | 0% | 15 |
| Sheet Piling Works | 62% | 3 |

3.2 Matters materially affecting the Works

Baseline testing of the groundwater has commenced as is on programme to enable concrete piling works to commence.

3.3 Procurement

Details for subcontract approval for the Bulk Earthworks subcontractor (Killoughrey), and the concrete piling subcontractor (Stent) have been forwarded to Re3, and are currently under review.

The following subcontractors have been appointed (works value below £250,000)

Sheet Piling - Stent
Concrete Test Piles - Stent
Fencing works

The following enquiries have been sent out:

Structural Steelwork
Gas membrane
Civil Concrete works

Subcontract approvals for the structural steelwork and civil concrete works will be required, and details will be submitted in the next reporting period.

Final proposals are being obtained from the REC supplier (Scottish and Southern) such that an order for the works power supply can be progressed.

3.4 Commissioning and Operation

Nothing to report in the period

4 **COMMERCIAL**

Payment application nr 2 has been made, and is in the process of approval by Re3.

5 **QUALITY ASSURANCE**

Nothing to report in the period

6 **OUTSTANDING ISSUES AND ACTIONS**

A copy of the Project Insurance manual is to be issued by Re3.

7 **KEY ACTIVITIES IN FORTHCOMING PERIOD**

Sheet piling to the HWRC access ramp (February 2007)

Concrete piling to commence (March 2007)

Concrete to HWRC base slab to commence (March 2007)

8 **THIRD PARTY / PUBLIC INTERFACES / COMMUNITY LIAISON**

The Smallmead sample panel (as required by the planning conditions) has been submitted for approved by the Local Planning Authority.

The Environment Agency has granted temporary discharge consent to the EPC Contractor for the Smallmead site.

Forecast Milestone Application dates

Smallmead

| Milestone | Date |
|--|--------|
| Site Clearance Topsoil and vegetation strip, completion of clearance of bulking bays up to GL 14 | Feb 07 |
| Bulk Earthworks Completion to reduced level dig up to GL14 | Mar 07 |
| Piling Completion of Piling up to GL 16 (excluding Pile caps) | May 07 |

Key Milestones

Longshot

| Milestone | Date |
|---|---------|
| Date of Commencement Commencement of design | Jan 07* |

*(notification to be made by 9 February 2007)

Summary Programme – as attached

Central Berkshire Waste PFI Project EPC Contract



MONTHLY PROGRESS REPORT

Report No. 3 – Progress to 28 February 2007

Client:



C O N T E N T S

| | | |
|----------|--|----------|
| | SUMMARY | 3 |
| 1 | HEALTH SAFETY AND ENVIRONMENTAL | 3 |
| 2 | DESIGN | 3 |
| | 2.1 <i>Smallmead</i> | |
| | 2.2 <i>Longshot</i> | |
| 3 | CONSTRUCTION, PROCUREMENT - COMMISSIONING AND OPERATION | 4 |
| | 3.1 <i>Construction</i> | |
| | 3.2 <i>Matters Materially Affecting the Works</i> | |
| | 3.2 <i>Procurement</i> | |
| | 3.4 <i>Commissioning and Operation</i> | |
| 4 | COMMERCIAL | 6 |
| 5 | QUALITY ASSURANCE | 6 |
| 6 | OUTSTANDING ISSUES/ACTIONS | 6 |
| 7 | KEY ACTIVITIES IN FORTHCOMING PERIOD | 6 |
| 8 | THIRD PARTY / PUBLIC INTERFACES / COMMUNITY LIAISON | 6 |

Attachments

- Milestone application forecast

- Project programme

SUMMARY

Overall progress has been maintained and we are ready to commence piling on 8 March 2007 (subject to confirmation that planning condition 23 has been discharged by the planning authority).

1 HEALTH SAFETY & ENVIRONMENTAL

There have been no reportable accidents in the period.

| ACCIDENT and INCIDENT RECORD | In Period | To date |
|------------------------------|-----------|---------|
| Reportable | 0 | 0 |
| Non reportable | 0 | 0 |
| Near Misses | 0 | 0 |

Total Site Man Hours to date without a Lost Time Accident (LTA) = **6722**

The drainage / discharge of the site pond have been completed.

2 DESIGN

2.1 Smallmead

This period has seen the continued development of the site drainage works, methane protection system, reinforced concrete works and structural steelwork design.

In the period we commenced the design of the mechanical works. Overall progress is summarised below:

- The design of the methane protection system has been finalised with drawings showing the position of the positive pressure units submitted to RE3 for comments.
- The detailed design of the foul/surface water and road drainage layouts have been finalised with construction issue drawings produced. A manhole schedule is currently being produced along with standard manholes/gulley details.
- Design of the site access works and entrance has commenced and will continue to be developed through the coming month. With details submitted to the planning authority once complete.
- Design of the reinforced concrete works has continued with detailing of the walls to gridlines 4 & 8 and the pile caps complete and the HWRC floor slab currently in progress.

- General arrangement drawings for the foundation slabs and pushwalls have continued to be developed to suit architectural details. These will be issued to RE3 for information shortly.
- Construction issue structural steelwork drawings showing roof fan and louvre positions have been developed for the superstructure of the HWRC, TLS, MRF and office buildings. These drawings have been issued for sub-contractor design, fabrication drawings will be issued to RE3 for approval prior to commencement of fabrication.
- Building elevations are currently being updated to show louvre and fan positions, this will be issued shortly to RE3 for approval.
- Mechanical design of the ventilation system has been completed with the selection of roof fans and louvers.
- The design of the dust suppression and fire protection systems has commenced.
- The power requirements for each phase of the works has continued to be reviewed with options for MCC positions during phase one currently being developed prior to submission to RE3 for comments.

MRF – Preliminary design

OKLM have now completed their basic design for the plant and issued general arrangement drawings confirming plant floor loadings, plant power requirements, plant access pits etc.

2.2 Longshot

A site visit was carried out to make an assessment of appropriate investigation methods and identify any potential problems related to rig access.

3 CONSTRUCTION, PROCUREMENT - COMMISSIONING AND OPERATION

3.1 Construction

Compound

The site office and compound are now fully operational, staff toilets have now been installed inside the transline setup.

The reception area is complete , A receptionist has been employed (Sadie Roche) and the switchboard is operational between the hours of 8:45am – 04:30 pm.

Phase 1 – Main Site

The site vegetation strip and bulk earthworks are now complete up to grid line 13 (bulk bays to 13).

The sheet piled access ramp is fully installed.

The piling carpet has been fully constructed from the bulk bays to grid line 8 and the haul road is fully constructed to give access up to the raised floor slab area to enable pre-cast piling works to commence.

The attenuation drainage pipes have been installed early under the raised ramp area, this has been carried out to mitigate any risk from a safety aspect to reduce the depth of the trenching works.

The programme summary for the site element of the works is as follows:

| | Percent complete | Days remaining |
|----------------------------------|------------------|----------------|
| Site Clearance/ Vegetation Strip | 100% | 0 |
| Drain pond | 100 % | 0 |
| Remove pond silt/Compact fill | 100 % | 0 |
| Bulk Earthworks | 100 % | 0 |
| Form Piling Carpet | 85 % | 2 |
| Sheet Piling Works | 100% | 0 |
| Attenuation Drainage Pipes | 32% | 40 |

3.2 Matters materially affecting the Works

Pre- cast Piling works commencement has been amended to the 8th March 2007, pending Planning department and Environment Agency approval.

3.3 Procurement

The following subcontractors have been appointed (works value below £250,000)

Sheet Piling - Stent
Fencing works
Gas Membrane Works -
Pile Cropping Works.

The following subcontractors have been appointed and approved (works value over £250,000)

Bulk Earthworks - Killoughery
Pre- cast Concrete Piling – Stent
Structural Steel – SCWS

The following enquiries have been sent out and in the process of being finalised:

Civil Concrete works- Scanmoor construction - (account details sent forward to Re3 for approval)
Cladding Package

Final proposals are being obtained from the REC supplier (Scottish and Southern) such that an order for the works power supply can be progressed.

3.4 **Commissioning and Operation**

Nothing to report in the period

4 **COMMERCIAL**

Payment application nr 3 has been made,
Payment application nr 4 – has been certified by the Independent Certifier.

5 **QUALITY ASSURANCE**

The Quality project plan is now fully operational and quality files have been generated for the Sheet piling/Pre- cast piling, Drainage, Concrete insitu works and Structural Steel.

These are working documents and will be updated in line with progress and are available in the site office for inspection by all parties.

OUTSTANDING ISSUES AND ACTIONS

A copy of the Project Insurance manual is to be issued by Re3.

6 **KEY ACTIVITIES IN FORTHCOMING PERIOD**

Concrete piling to commence (March 2007)

Concrete to HWRC base slab to commence (March 2007)

7 **THIRD PARTY / PUBLIC INTERFACES / COMMUNITY LIAISON**

The Smallmead ground and surface water monitoring results (as required by the planning conditions) have been submitted by Re3 for approved by the Local Planning Authority.

Details of the final electricity power supply arrangements are being progressed with Scottish and Southern, and an order for the works permanent power supply will be placed by early April 07.

Consultation with Thames Water has commenced with regards to the connection of the foul pumping main from the works (phase 2).

Forecast Milestone Application dates

Smallmead

| Nr | Milestone | Date |
|----|--|---------|
| 5 | Bulk Earthworks Completion to reduced level dig up to GL14 | Mar 07 |
| 6 | Piling Completion of Piling up to GL 16 (excluding Pile caps) | May 07 |
| 7 | HWRC – GL8 Lower Slab Completion of toe and wall slab to grid line 8 | June 07 |

Key Milestones

Longshot

| Nr | Milestone | Date |
|----|--------------------|--------|
| 3 | Site Establishment | Apr 08 |

Summary Programme – as attached