

## JOINT WASTE DISPOSAL BOARD

### NOTICE OF MEETING

**TUESDAY 22 SEPTEMBER 2009**

**TO: ALL MEMBERS OF THE JOINT WASTE DISPOSAL BOARD**

You are invited to attend a meeting of the Joint Waste Disposal Board on **Tuesday 22 September 2009 at 9.30 am** in the Downstairs Meeting Room - Civic Amenity Centre, Longshot Lane, Bracknell. An agenda for the meeting is set out overleaf.

Mark Moon  
Project Director

#### Members of the Joint Waste Disposal Board

Bracknell Forest Council:	Councillor Mrs D Hayes Councillor McCracken
Reading Borough Council:	Councillor D Edwards Councillor P Gittings
Wokingham Borough 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**

**JOINT WASTE DISPOSAL BOARD**  
**Tuesday 22 September 2009 (9.30 am)**  
**Downstairs Meeting Room - Civic Amenity Centre, Longshot Lane, Bracknell.**

**AGENDA**

- |   | <b>Page No</b> |
|---|----------------|
| <b>1. APOLOGIES FOR ABSENCE</b>   |                |
| <b>2. ELECTION OF CHAIRMAN</b>  |                |
| <b>3. APPOINTMENT OF VICE-CHAIRMAN</b>  |                |
| <b>4. DECLARATIONS OF INTEREST</b>  |                |
| Members are required to declare any personal or prejudicial interests and the nature of that interest, in respect of any matter to be considered at this meeting. |                |
| <b>5. MINUTES OF THE JOINT WASTE DISPOSAL BOARD - 23 JULY 2009</b>  | 1 - 4          |
| To approve as a correct record the minutes of the Joint Waste Disposal Board held on 23 July 2009.  |                |
| <b>6. URGENT ITEMS OF BUSINESS</b>  |                |
| To notify the Board of any items authorised by the Chairman on the grounds of urgency.  |                |
| <b>7. PROJECT UPDATE</b>  | 5 - 8          |
| To inform the Board of progress since its last meeting on 23 July 2009.   |                |
| <b>8. LATS POLICY</b>   |                |
| Oliver Burt will be making a brief presentation on the development of a LATS policy.  |                |
| <b>9. WASTE ACCEPTANCE POLICY</b>   | 9 - 20         |
| To seek approval from the Board for a Waste Acceptance Policy to cover both Household Waste Recycling Centres.  |                |
| <b>10. WORK PROGRAMME</b>   | 21 - 24        |
| To advise the Board of the proposed work programme for the Joint Waste Disposal Board and need to agree a schedule of meetings for the coming year.               |                |

## 11. MEETING DATES

The Board is invited to approve the dates and times of future meetings, with the following dates suggested:

Tuesday 10 December 2009  
Thursday 11 March 2010  
Tuesday 29 June 2010  
Tuesday 21 September 2010 (AGM)  
Tuesday 21 December 2010  
Tuesday 22 March 2011

## 12. EXCLUSION OF PUBLIC AND PRESS

To consider the following motion:

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 involves the likely disclosure of exempt information under the following category of Schedule 12A of the Local Government Act 1972:

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

### Reports Containing Exempt Information

- |     |   |         |
|-----|---|---------|
| 13. | <b>SMALLMEAD MRF PROPOSAL</b>   | 27 - 34 |
|     | To inform Joint Waste Disposal Board Members of the details of the proposal by WRG to receive and process third party recyclables at the Smallmead MRF. |         |
| 14. | <b>RE3 RISK REGISTER</b>  | 35 - 36 |
|     | To note the updated project risk register.  |         |

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# Agenda Item 5

**JOINT WASTE DISPOSAL BOARD**  
**23 JULY 2009**  
**(5.00 - 7.15 pm)**

Present: Bracknell Forest Council  
Councillors Stanton, Weeks, Mrs Hayes, McCracken, Edwards and Gittings  
Steve Loudoun, Chief Officer: Environment and Public Protection  
Janet Dowlman, Waste and Recycling Manager

Present: Reading Borough Council  
Councillors Mrs Edwards and Gittings  
Kevin Holyer, Head of Environment and Consumer Affairs  
Oliver Burt, re3 Project Manager  
Peter Butler, Streetcare Manager  
Dave Fisher, Finance Officer  
Graham Hunt, Streetcare Manager

Present: Wokingham Borough Council  
Councillors Stanton (Chairman) and Weeks  
Mark Moon, re3 Project Director

Also present:  
Tim Smith, Communications Consultant

**28. Declarations of Interest**

There were no declarations of interest.

**29. Minutes of the Meeting of the Joint Waste Disposal Board**

The minutes of the meeting of the Joint Waste Disposal Board held on 18 March 2009 were approved as a correct record and signed by the Chairman.

Matters Arising

Minute 22: Joint Working Agreement

The Board noted that due to some additional minor changes required to the Joint Working Agreement, the relevant Executive authority for each of the three authorities would be agreeing the changes at the meeting on 18 March 2009, and the additional changes currently being considered, following the next Board meeting in September 2009.

**30. Urgent Items of Business**

The Chairman gave notice that he had agreed to the addition of two urgent items of business to the agenda for the meeting. The items required consideration by the Board in order for business to proceed urgently following the meeting.

31. **Letter from West Berkshire - Use of the Smallmead Household Waste Recycling Centre**

Following receipt of a letter from West Berkshire Council regarding their use of the Smallmead Household Waste Recycling Centre the Board agreed that firm proposals were needed from West Berkshire before negotiations would continue. An update on this issue would be brought to Board at its meeting in September 2009.

32. **Proposal from the Waste Recycling Group**

The Board was advised that a proposal had been brought to the Board from the Waste Recycling Group regarding the demand for use of the facilities at Smallmead House Waste Recycling Centre. The Board agreed that further investigation into the technical, financial and legal implications of this proposal was required before any decision could be made.

The Board had some concerns at the way this proposal had been made and that in asking for advice on the legal and financial issues of this proposal, the Board stated that it would any such proposals in the future to made in better time frames and provide the full details to the Board at the first contact to help in the decision making.

33. **Joint Waste Disposal Board - Project Update**

The Board received a report which provided an update on project activities since the last meeting on 18 March 2009. The Project Manager highlighted the following:

- (i) Construction work at Longshot Lane was complete and the site had reopened to residents on 13 July 2009 and lots of positive feedback had already been received regarding the site.
- (ii) The potential use of Automatic Number Plate Recognition systems at Longshot Lane and Smallmead was being investigated to capture management information such as the numbers of visitors and the time spent on the sites. It was important that if these systems were to be used residents using the sites were made aware of this and the reasons for it.
- (iii) In terms of the 2009/10 Waste PFI Outturn Projection the figures presented indicated a sizeable underspend, although the figures would be recalculated to take account of any actual tonnages. The Board noted that the project had cost the councils within 0.01% of what was estimated.
- (iv) An outstanding item which would be presented to the Board at its meeting in September would be the proposal for the reporting of performance information to reflect the equitable split of all three councils' tonnage to the Lakeside Energy From Waste site.

**RESOLVED** that progress made since the last meeting on 18 March 2009 be noted.

34. **Joint Waste Disposal Board - Communications Plan and Events for 2009**

The Board considered a report outlining the proposed re3 Communications Plan for 2009 which aimed to maximise understanding and recognition of the re3 partnership, raise its profile, promote waste minimisation and the current recycling messages and provide tools to officers and Members of the Council to promote re3.

To date there had been an opening ceremony for the Smallmead facility, good media coverage of re3 events and plans for an opening ceremony at Longshot Lane later in the summer, and opportunities would be identified for entering local government and environmental awards.

The Board was keen that the Plan focussed on the benefits that residents received because of the Partnership, and noted that members in all Councils could play a part in the promotion of re3.

**35. Joint Waste Disposal Board - Joint Waste Authorities**

The Board received an update on the proposal to establish a Joint Waste Authority. The creation of a Joint Waste Authority aimed to bring facilities and freedom to help the re3 councils to work effectively and achieve service improvements and to share common burdens.

Following an initial expression of interest by the Board, further advice was received from the Department for Environment, Food and Rural Affairs (DEFRA) on the consultation process required to form a Joint Waste Authority. The suggested process was a longer consultation involving residents' views at every stage and although consistent with re3's desires, it was considered that the additional time and resource was not currently available to take the consultation forward at this time. However, the idea of a Joint Waste Authority and other options for advanced partnership working would continue to be explored and considered by the Board.

**RESOLVED** that

- (i) a letter be sent to the Department for Environment, Food and Rural Affairs confirming the decision not to progress with an application to create a Joint Waste Authority for re3 councils.
- (ii) it be noted that in the event that the situation changed, a further report would be brought back to allow this issue to be reconsidered.

**36. Exclusion of Public and Press**

**RESOLVED** 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 press and public be excluded from the meeting for the consideration of item 10 which involved the likely disclosure of exempt information under the following category of Schedule 12A of the Local Government Act 1972:

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

**37. Re3 Risk Register**

The Board noted the exempt information detailed in the risk register.

**CHAIRMAN**

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**TO: JOINT WASTE DISPOSAL BOARD  
22 SEPTEMBER 2009**

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**JOINT WASTE DISPOSAL BOARD - 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 its last meeting on 23<sup>rd</sup> July 2009.

**2. RECOMMENDATIONS**

- 2.1 To note progress made since the last meeting on 23<sup>rd</sup> July 2009.
- 2.2 That Members indicate whether they would like Officers to investigate and provide costings for the application of council logo's to the partnership's bulk haulage vehicles.

**3. SUPPORTING INFORMATION**

**Joint Working Agreement**

- 3.1 At the September 2008 Joint Waste Disposal Board meeting, Members approved some amendments to the Joint Working Agreement between the councils.
- 3.2 The amendments have been reviewed by the BFBC Legal Services Team and Officers are scheduling the amendments into the appropriate programme for approval by each of the councils.

**Finance and Performance**

- 3.3 Officers have previously reported on the difficulties being experienced by WRG in reconciling information from the weighbridge at Smallmead with their corporate system. The difficulties resulted in tonnage data for the first quarter of 2009/10 being reported late by WRG.
- 3.4 At the time of writing this report, Officers are still working on the information from WRG and it is therefore intended that the specific financial and performance information will be tabled at the Joint Waste Disposal Board Meeting on September 22<sup>nd</sup>.

**Risk Register**

- 3.5 The councils Management Team have developed a Risk Register to identify and plan the management of areas of risk associated with the PFI contract.
- 3.6 The Risk Register is detailed as item 13 on this agenda. There are no newly identified risks or changes to the risk ratings of existing entries. The mitigations have been updated.

## **Lakeside**

- 3.7 Requests from the operators of Lakeside for deliveries of waste from the re3 councils remain intermittent but commissioning of the EfW facility is continuing.
- 3.8 The re3 councils had hoped to be able to derive around 85% of the waste intended for EfW from Longshot Lane in Bracknell. Longshot Lane receives waste from Bracknell Forest and Wokingham Borough Councils only. That presents the partnership with a performance reporting problem in that Reading Borough Council will appear to be diverting very little from landfill in comparison with Bracknell Forest and Wokingham Borough Councils despite all three of them paying for their 'fair' share of the total EfW cost.
- 3.9 It was hoped that one of the aspects of creating a Joint Waste Authority (the pooling of targets) would facilitate a solution to this issue. Since we are now not pursuing, for the time being, an application to form a Joint Waste Authority, it will not help us with this issue.
- 3.10 Officers have asked WRG to assess the cost of hauling the Reading Borough Council waste from Smallmead in Reading to Lakeside EfW. This will result in more waste from Longshot Lane being transported to Sutton Courtenay Landfill but will at least result in an equitable split of the tonnage to EfW for each council. WRG feel that there may be some operational issues in terms of the separation of waste of waste for EfW and landfill within the busy transfer station at Smallmead
- 3.11 Officers have made contact with DEFRA to enquire, again, about the potential for some form of auditable solution which does not require the physical movement of waste.

## **Proposed Sutton Courtenay Energy from Waste Facility**

- 3.12 Officers were recently contacted by the Berkshire Joint Strategic Planning Unit (JSPU) in relation to the receipt, by Oxfordshire County Council, of a request to change the planning application for an Energy from Waste facility.
- 3.13 The facility is proposed by WRG and they were applying to Oxfordshire County Council to remove the possibility of waste being delivered by Berkshire councils from the planning application.
- 3.14 The re3 councils were concerned that the change of application for the EfW facility may have had implications for their use of the Sutton Courtenay landfill and composting facilities, operated by WRG.
- 3.15 Oxfordshire County Council have, via the JSPU, confirmed that the existing arrangements for the re3 councils will remain unchanged by the change in application for an EfW facility at Sutton Courtenay. The change of application will, however, mean that the re3 councils would not be able to use the proposed WRG EfW facility for any future reason or as a contingency.

## **Vehicle Livery**

- 3.16 The councils have been considering ways in which their partnership with each other and the contractual association with WRG can be communicated to residents.

- 3.17 We wish to promote the understanding amongst residents and stakeholders that re3 is a representation of the councils and that services delivered under the re3 banner are done so by the councils, or organisations contracted by the councils, for residents of Bracknell Forest, Reading and Wokingham.
- 3.18 If we can achieve that sort of recognition, it will inform residents and have a positive effect on the contractual relationship between the councils and WRG as contractor.
- 3.19 One way of articulating the message is via the vehicles which the councils operate and also those used by WRG in the delivery of the contract.
- 3.20 The vehicles can be a powerful tool in communicating direct messages (e.g. 'please recycle') and slightly more indirect messages (e.g. 'these councils are working together').
- 3.21 Reading Borough Council is in the process of updating the visuals on the side of its fleet of refuse freighters. The vehicles use a system which allows visuals to be replaced relatively easily during the life of the vehicle.
- 3.22 There are no cost implications at this time. It is hoped that the other partner councils will consider a similar system prior to the replacement of collection vehicles as appropriate
- 3.23 At the same time, WRG are procuring a vehicle to carry out the emptying of bottle banks across the re3 area. It is proposed that this vehicle include the three council logo's and that of WRG.
- 3.24 There is an opportunity for the retrospective application of the partnership logo's to the bulk haulage vehicles. These vehicles predominantly travel between Longshot Lane and Smallmead and between Smallmead and Sutton Courtenay (along the M4 and A34). If Members so desire, Officers will investigate this opportunity further – including any cost implications.

## **BACKGROUND PAPERS**

Joint Working Agreement Report and Appendix, September 2008

## **CONTACTS FOR FURTHER INFORMATION**

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**TO: JOINT WASTE DISPOSAL BOARD  
22 SEPTEMBER 2009**

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**JOINT WASTE DISPOSAL BOARD – WASTE ACCEPTANCE POLICY  
(Report by the Project Director)**

**1. INTRODUCTION**

- 1.1 The purpose of this report is to seek approval from the Joint Waste Disposal Board for a Waste Acceptance Policy to cover both Household Waste Recycling Centres (HWRC).

**2. RECOMMENDATIONS**

- 2.1 **That, subject to any amendments they may wish to make, Members approve the limits proposed (as detailed in the appended table).**
- 2.2 **That Members approve the proposed date upon which the Policy will commence.**

**3. SUPPORTING INFORMATION**

**Policy**

- 3.1 It is both good, and common, practice for Waste Disposal Authorities to have a published Policy on the types and amounts of household waste that can be accepted at the HWRCs. This helps both the contractor and the councils to manage the HWRCs, gives guidance to residents on what can be taken to the sites and defines acceptable quantities.
- 3.2 The limits, described in the appended table, have been arrived at following discussions between WRG, as operators of the sites, and the councils.
- 3.3 In most cases, they are unlikely to cause any inconvenience but represent an upper ceiling on the amount of waste that can be deposited.
- 3.4 In addition to the limits on materials, the proposed Policy also includes the closure of the height barriers at both sites in accordance with the PFI contract.
- 3.5 It is proposed that the Policy be put in place from 1<sup>st</sup> December 2009.
- 3.6 A review of the Policy will be included in the 2009/10 Work Programme for the Joint Waste Disposal Board (subject to agreement) in order that Members have an opportunity to consider the success of the policy.

**Principle**

- 3.7 Both operationally, to ensure that services remain available to residents, and in terms of overall costs, it is a useful exercise to agree and communicate the limits upon certain wastes that can be deposited by householders upon visiting the HWRC's at Smallmead and Longshot Lane.

- 3.8 Officers have sought, in liaison with the contractor, to reach a position which serves to discourage traders from abusing the sites whilst still retaining a practical and pragmatic position on the receipt of these wastes from household sources.
- 3.9 The Environmental Protection Act (1990) places upon waste disposal authorities a duty to provide facilities for the receipt of household waste from householders. The construction and operation of the two HWRC's is a significant element of the joint waste PFI and addresses the compliance, by the three councils, of the aforementioned duty,
- 3.10 The ingress of trade waste to the HWRC presents councils with a problem. Whilst wishing to support local businesses, the cost of receiving and disposing of 'trade waste' is an additional financial burden which is not supported by a duty upon the councils. When trade waste is deposited as household waste it adds to the overall cost of waste disposal and is therefore an additional element within council tax.
- 3.11 Because of the way in which the councils share performance data and costs for the HWRC's, it is important that there are equal conditions of access. If traders are directly or indirectly encouraged to visit one of the sites, there will be performance and financial implications to the councils contributing to that site.
- 3.12 Equally, an influx of traders at one of the sites will also affect the turnaround time for other, household, visitors.
- 3.13 The development of the new Smallmead facility was been carried-out with the specific intention of giving local traders a separate service from that offered to householders – similar to that which has been successful for years at Longshot Lane.
- 3.14 The limits proposed are one way of controlling the ingress of trade waste to the public (household focussed) element of the Smallmead and Longshot Lane facilities because they are set at levels which are more likely to match household, or DIY, requirements rather than the repeated requirements of a trader.
- 3.15 Both the councils and the contractor will investigate additional ways in which householders bringing household waste and traders bringing waste derived in the course of their business can be accommodated and served at the two HWRC's.

### **Publicity**

- 3.16 It will be important to ensure that all parties, both the councils and contractor, are coordinated in publicising the limits.
- 3.17 This has been successfully achieved in the past via the councils' websites but the councils will also need to utilise other sources of information for residents and patrons such as signage and leaflets.

### **BACKGROUND PAPERS**

None

## CONTACTS FOR FURTHER INFORMATION

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**WASTE ACCEPTANCE POLICY FOR RE3 PARTNERSHIP AREA HWRC'S**

	<b>Proposed Policy</b>	<b>Supporting information/ Policies of other Councils.</b>
<b>Service Hours</b>		
Days Open	7-days a week Closed Christmas Day	
Opening Hours	Summer: 1 <sup>st</sup> April – 30 <sup>th</sup> September 08.00 – 20.00 Winter 1 <sup>st</sup> October – 31 <sup>st</sup> March 08.00 – 18.00	
<b>Access Arrangements</b>		
Access to site	Overt CCTV and ANPR may be used to (i) discourage and record abuse of staff by patrons, (ii) monitor the frequency of usage of the sites to help with the investigations of suspected traders depositing commercial waste free of charge.	<p>Windsor &amp; Maidenhead – only for use by residents and may be asked for proof e.g. driving licence, utility bill etc.</p> <p>Buckinghamshire CC – will soon be installing a camera to read registration numbers.</p> <p>Nottinghamshire CC – CCTV and ANPR used to monitor the sites.</p> <p>Cumbria CC – only by permit. 3 types. 1) Annual permit for recyclables. No limit on trips. 2) General waste permit valid for 1 month and 1 visit per household. 3) Pedestrian permit allows on foot access.</p> <p>Leeds CC – only accepts waste from Leeds residents.</p> <p>Hampshire CC – Disclaimer Form used if site staff have reason to believe that waste has come from a trade source or activity. ANPR is used at the sites to determine high frequency of use. Non-Hampshire residents can only use cars or in a car towing a trailer under 1.8m long.</p> <p>Somerset CC – CCTV and ANPR used to reduce the amount of commercial waste. If in van etc. may be asked to sign a Household Waste Declaration Form.</p> <p>North Yorkshire CC – uses CCTV and ANPR to monitor vehicles.</p>

<p>Vehicle Types</p>	<p>All vehicles are accepted subject to the following conditions:</p> <ul style="list-style-type: none"> <li>(i) they are carrying Household waste</li> <li>(ii) they can access the site (both sites will have a height barrier set at 2.0m)</li> <li>(iii) they comply with the site licence in respect of the Gross Vehicle Weight (GVW) limit of 3.5 tonnes.</li> </ul> <p>Residents wishing to bring waste to either site in either a van or a commercial vehicle must pre-book. To do this they should call re3 on 0800 9883023 between 8.30am and 5.00pm Monday to Friday.</p> <p><b>Vans and commercial vehicles are only able to access site from 7.30am to 4pm from Monday to Friday or 7.30am to 12.30 pm on Saturdays. There will be no access for vans at any other time</b></p>	<p><u>Hampshire CC</u> – permit required (free) for householders who have commercial type vehicles. One permit per household valid for 3 years allowing 12 visits to a HWRC. Additional permits may be issued on application for special circumstances (e.g. large garden). Permits only issued to Hampshire residents. Vans hired for a period of less than 2 days are accepted but must show hire agreement to site staff.</p> <p><u>Blackpool</u> – permit for vans, pick-ups (crew cab) or towing a trailer. Permits renewed each year and valid for 1 visit per month.</p> <p><u>Buckinghamshire CC</u> – Accepted : private cars, 4x4, MPV. Permit required for disposal of household waste in a commercial vehicle, people on foot or those with large trailers.</p> <p><u>Nottinghamshire CC</u> – Accepted : cars only. Permit required for vans, pick-ups and trailers. Only for Nottinghamshire residents.</p> <p><u>Cumbria CC</u> – Permit required for a van, pick-up, flatbed or twin axel trailer (up to 3m long).</p> <p><u>Cheshire &amp; Chester</u> – Permit required for a van, pick-up, commercial type 4x4 or a trailer over 1.5m (internal box length). Trailers over 3.5m not accepted.</p> <p><u>Blackpool</u> – Vehicles with commercial livery (signage) not accepted except hire vehicles. Hired vehicles will be issued with a temporary permit.</p> <p><u>Leeds CC</u> – Vans can only use the sites on Wednesday and Saturday.</p> <p><u>Kent CC</u> – pick-up trucks or open backed vehicles are not accepted.</p> <p><u>Dorset CC</u> – permit required for all commercial type vehicles.</p> <p><u>Lancashire CC</u> – permit required for vans. Any vehicle with more than 4 wheels and ant tipper vehicle not allowed.</p> <p><u>North Yorkshire CC</u> – accepts all non commercial vehicles less than 4.9m in length, 2.4m in width and 2.1m in height. Other vehicles require registration with the Council.</p>
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Trailers	<p>Accepted – hobby type, single axle up to 1.8m (6ft) long (excluding tow bar).</p> <p>Restricted – all trailers with double axle or over 1.8m (6ft) long. These vehicles should report to weighbridge.</p> <p>Generally should only be 1 load per week.</p>	<p><u>Buckinghamshire CC</u> – Permit required for large trailers up to 1.8m x 1.2m or 2.4m x 1.8m (site dependent).</p> <p><u>Nottinghamshire CC</u> – Permit required for trailers.</p> <p><u>Hampshire CC</u> – trailers up to 1.8m x 1.2m (approx. 6' x 4') carrying capacity accepted. Trailers 1.8m to 3m in length accepted with a Permit (12 loads in one year). Trailers over 3m not accepted.</p> <p><u>Lancashire CC</u> – permit required for twin axle trailers up to 3.0m long. Trailers over 3m are not allowed.</p> <p><u>North Yorkshire CC</u> – trailers up to 1.9m in length, 1.3m in width and depth up to 0.7m and have only 1 axle are accepted. Larger trailers are accepted at restricted times.</p> <p>HWRC Site Licence condition.</p>
Weight Limit	3.5T GVW (Gross Vehicle Weight)	
Height Limit -5	The PFI contract specifies that height barriers will be utilised at both sites. 2.0m Height barriers have been constructed at both sites.	<p><u>Windsor &amp; Maidenhead</u> – 2.1m (6' 9")</p> <p><u>Bucks CC</u> – Height barriers have been removed but uses permits to restrict vehicles.</p> <p><u>Slough</u> – 1.75m (5' 9"). Residents with people carriers or vans are directed to the weighbridge, but no access on Sundays.</p> <p><u>Glasgow CC</u> – 1.8m (but arrangements for vehicles above this height can be made at other sites)</p> <p><u>Essex CC</u> – 1.95m (6' 5"). Height barriers are opened on Sunday afternoons. All sites have an area outside the site where over-height vehicles can unload and various trolleys are available.</p> <p><u>Kent CC</u> – 1.85m (6ft) but sites have an area outside the site where over-height vehicles can unload where various wheelbarrows and trolleys are available.</p> <p><u>Southampton CC</u> – 1.75m (5' 9"). Residents with larger vehicles have access on certain days.</p>

<p><b>Accepted Materials</b></p> <ul style="list-style-type: none"> <li>General Household Waste</li> <li>Paper &amp; cardboard</li> <li>Yellow pages</li> <li>Cans</li> <li>Glass bottles &amp; jars</li> <li>Plastic bottles</li> <li>Tetrapaks</li> <li>Green waste</li> <li>Christmas trees</li> <li>Furniture (beds, sofas)</li> <li>Garden furniture</li> <li>Curtains &amp; carpets</li> <li>TV's</li> <li>Cookers</li> <li>Microwave ovens</li> <li>Washing machines</li> <li>Electrical items</li> <li>Computers</li> <li>Small domestic batteries</li> <li>Clothing and shoes</li> <li>Books</li> <li>CDs &amp; DVDs</li> <li>Car batteries</li> </ul>	<p>Accepted</p>	<p>This is not an exhaustive list but gives a broad idea of household waste that is accepted.</p>
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<p><b>Restricted Materials</b></p> <p>Soil and Rubble (Including Demolition and Construction Waste)</p>	<p>1 car boot load or maximum of 6 sacks per trip.</p> <p>1 bathroom suite (1 bath, 1 sink, 1 toilet bowl/cistern)</p>	<p>Hampshire CC – recognises that households may produce small quantities. Only accept an equivalent of a medium-sized car boot full – approx the contents of 6 x 30 litre bags. Soil and rubble waste must be brought to the site bagged or boxed. The quantity restriction applies whatever vehicle is being used to transport the material. Deposited no more than an average of once a month over a year per household.</p> <p>Windsor &amp; Maidenhead – 1 car boot load (6 sacks) per trip. Only 1 trip per month permitted.</p> <p>Nottinghamshire CC – Small amounts from cars only. Permit required for vans, pick-ups and trailers.</p> <p>Somerset CC – limited amount only.</p> <p>Portsmouth – 1 x car boot only.</p> <p>North Yorkshire CC – no more than the equivalent of 2 full car boot loads per month.</p>
<p>→ Cement Bonded Asbestos from householders only.</p>	<p>Up to a maximum of 6 sheets of no greater size than 8' x 4' (or equivalent).</p> <p>Double wrapped in plastic.</p> <p>Only 2 times per year managed by prior arrangement with WRG i.e. pre-booking.</p>	<p>Hampshire CC – No more than 15 sheets of no greater size than 120cm x 60 cm. Approximately equal to the amount from a standard single garage roof.</p> <p>Bucks CC – permit (free of charge) required for all types of vehicle. Limit is 4 sheets of approx. 8ft by 3ft or 3 normal bin bags per calendar year. Double wrapped in plastic and taped up.</p> <p>Nottinghamshire CC – Not accepted.</p> <p>Glasgow CC – By appointment only.</p> <p>Devon CC – only accepts sheeting, pipes, guttering or flues from domestic premises. 6 small bags or 6 sheets measuring 6' x 3' per household in any 12 months. Maximum length of 6'. Must be pre-authorised before disposal by completing an Asbestos Disposal Form.</p> <p>Cambridgeshire CC – provides a special bag for asbestos free of charge to local residents (proof required). Will limit the number given out.</p> <p>Norfolk CC – the Council will reimburse a householder for disposal of 250kg (1/4 tonne) of DIY asbestos at the transfer stations. Limited to 1 visit per year.</p> <p>Cumbria CC – maximum of 4 sheets per day.</p>

Plasterboard and Gypsum-based products.	Up to 6 sheets no greater in size than 8' x 4' (or equivalent)	<u>Devon CC</u> – only 2 sheets or 2 small “rubble” sacks of plasterboard will be accepted per household per month.
Fridges & Freezers	Domestic only with a maximum size up to “American” style upright fridges. No commercial items such as supermarket size freezers or chiller cabinets.	
Paint	Up to 10 litres capacity.	<u>Hampshire CC</u> – Non-water based paints placed in designated area. Water based paints placed in the household waste bay.
Engine Oil	Maximum of 10 litres (2 gallons) per trip.	<u>Hampshire CC</u> – maximum of 10 litres per person per six months. <u>Bucks CC</u> – up to 10 litres.
Tyres 1 ∞	Maximum of 2 car tyres per trip.	<u>Hampshire CC</u> – not accepted. <u>Nottinghamshire CC</u> – not accepted. <u>Glasgow CC</u> – not accepted. <u>Somerset CC</u> – Up to 5 tyres accepted. <u>Warwickshire</u> – charges £5.00 per tyre. <u>Slough BC</u> – up to 2 car tyres accepted. <u>Bucks CC</u> – up to 5 car tyres. <u>Norfolk CC</u> – up to 5 car tyres per household.
Gas Bottles	1 gas bottle up to 15kg per trip. Air cylinders or SCUBA bottles not accepted.	<u>Hampshire CC</u> – accept bottles up to 15kg in size, either propane or butane. Balloon gas bottles accepted. Other gas bottles such as SCUBA diving bottles or air cylinders are not accepted. <u>Bucks CC</u> – up to 3 gas bottles accepted.
Fire Extinguishers	Maximum of 2 per household Domestic size only.	<u>Hampshire CC</u> – CHUBB will take back the majority of extinguishers for a £4 charge from any premise. HWRCs will only accept extinguishers if CHUBB unable to collect them.

Animal and Pet Waste	Only from domestic animals. Maximum of 2 bags per day.  No livestock will be accepted.	<u>Hampshire CC</u> – only from domestic animals with a max of 2 bin liners per customer per day. Waste must be double bagged. Waste from livestock, breeding, boarding, stabling or exhibiting of animals is not accepted. <u>Buckinghamshire CC</u> – Animal faeces, carcasses and bedding – not accepted. <u>Lancashire CC</u> – must be in a pet waste bag issued free at HWRC.
Hazardous Household Waste	Small amounts only, up to 2 litres per trip.  Managed by prior arrangement with WRG i.e. pre-booking.	<u>Hampshire CC</u> – place in designated area any liquids with hazardous content e.g. pesticides, lawn treatments, white spirit, varnishes and antifreeze. Such items must be delivered in a suitable sealed container. Maximum of 5 litres can be deposited per person per month. <u>Devon CC</u> – up to 5 litres only.
Fluorescent tubes & light bulbs	Up to 3 tubes or bulbs per trip	<u>Devon CC</u> – up to 5 tubes per household in a six month period.
<b>Not Accepted Materials</b>		
All commercial/trade waste	Not accepted	
Fireworks, Ammunitions and Flares	Not accepted	
Petrol	Not accepted	<u>Hampshire CC</u> – not accepted. <u>Bucks CC</u> – not accepted. <u>Kent CC</u> – not accepted.
Diesel	Not accepted	<u>Hampshire CC</u> – not accepted.

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**TO: JOINT WASTE DISPOSAL BOARD  
22 SEPTEMBER 2009**

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## **WORK PROGRAMME (Report by the Project Director)**

### **1. INTRODUCTION**

- 1.1 This report proposes the establishment of a work programme for the Joint Waste Disposal Board.

### **2. RECOMMENDATIONS**

- 2.1 **That Members approve the establishment of an annual Work Programme for the Joint Waste Disposal Board.**
- 2.2 **That, subject to any amendments they may wish to make, Members approve the appended list of proposed workstreams for 2009/10.**

### **3. SUPPORTING INFORMATION**

#### **Background**

- 3.1 The Joint Waste Disposal Board (JWDB) does not currently have a forward plan of issues it wishes to address over a set period in the future.
- 3.2 Officers feel that such a forward plan, or Work Programme, would have benefits for both the Board and Officers.

#### **Proposal**

- 3.3 It is proposed that the JWDB agrees, each year at its Annual General Meeting, a Work Programme for the year ahead.
- 3.4 The Work Programme will provide some structure to the year ahead, encouraging development and giving an auditable basis upon which to demonstrate how the partnership is progressing.
- 3.5 The Work Programme should include important and/or emerging issues which have implications to the success of the council partnership - both directly and indirectly related to the joint waste PFI.
- 3.6 These items should be covered in some depth at the JWDB Meeting and should involve some improvement to service, improvement in performance, financial savings or developmental progress on the part of the councils.
- 3.7 Officers will propose a draft Work Programme and Members will have an opportunity to make amendments, including proposing new items, before it is agreed.
- 3.8 The Work Programme will form a significant part of each JWDB Meeting. It is proposed, however, that time is always made available at the meetings for additional items and matters arising, which were not apparent at the AGM.

- 3.5 The proposed Work Programme is appended to this report. Subject to its amendment and approval it is proposed that it be adopted for the period between the AGM of the JWDB on September 22nd 2009 to the AGM of the JWDB in September 2010.

**BACKGROUND PAPERS**

None

**CONTACTS FOR FURTHER INFORMATION**

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## **JOINT WASTE DISPOSAL BOARD (22<sup>nd</sup> September 2009)**

### **WORK PROGRAMME - APPENDIX 1**

The proposed Work Programme includes both regular items, which should be covered at each meeting, and those which it is initially intended to investigate in depth only once during the year. Some of the latter items may of course, at the request of the Board, be revisited as appropriate. No date has been allocated to the items below, Members may wish to request an item be added to the agenda for a specific meeting.

REGULAR ITEMS – for regular review at Joint Waste Disposal Meetings.

- PFI Financial Review
- Council Performance Review
- Communications Review
- Contract Monitoring Review
- Joint Municipal Waste Management Strategy Review

### SPECIFIC ITEMS

- Food Waste
- Charity Waste (including the WRG proposal in lieu of the Retail Function at Smallmead)
- Mini-MRF at Longshot Lane
- Public and Trade access to Household Waste Recycling Centre's
- Waste Minimisation and Education
- Joint Waste Authority
- Shared Services
- Contamination of Mixed Dry Recyclables (MDR)
- Joint Working Agreement (at AGM)

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# Agenda Item 13

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