

## JOINT WASTE DISPOSAL BOARD

### NOTICE OF MEETING

WEDNESDAY 12 FEBRUARY 2014

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

You are invited to attend a meeting of the Joint Waste Disposal Board on **Wednesday 12 February 2014 at 11.00 am** in the Smallmead Waste Recycling Centre, Reading. An agenda for the meeting is set out overleaf.

Mark Moon  
Project Director

#### Members of the Joint Waste Disposal Board

Councillor Mrs Dorothy Hayes MBE, Bracknell Forest Council  
Councillor Iain McCracken, Bracknell Forest Council  
Councillor Paul Gittings, Reading Borough Council  
Councillor Tony Page, Reading Borough Council  
Councillor Angus Ross, Wokingham Borough Council  
Councillor Rob Stanton, Wokingham Borough Council

#### 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**



If you require further information, please contact: Jemma Durkan  
Telephone: 01344 352209  
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**JOINT WASTE DISPOSAL BOARD  
Wednesday 12 February 2014 (11.00 am)  
Smallmead Waste Recycling Centre, Reading.**

**AGENDA**

**Page No**

**1. APOLOGIES FOR ABSENCE**

**2. DECLARATIONS OF INTEREST**

Members are requested to declare any disclosable pecuniary or affected interest in respect of any matter to be considered at this meeting.

*Any Member with a Disclosable Pecuniary Interest or an affected interest in a matter should withdraw from the meeting when the matter is under consideration and should notify the Democratic Services Officer in attendance that they are withdrawing as they have such an interest. If the Disclosable Pecuniary Interest is not entered on the register of Members interests the Monitoring Officer must be notified of the interest within 28 days.*

**3. MINUTES OF THE MEETING OF THE JOINT WASTE DISPOSAL BOARD**

1 - 4

To approve as a correct record the minutes of the Joint Waste Disposal Board held on 12 December 2013.

**4. URGENT ITEMS OF BUSINESS**

To notify the Board of any items authorised by the Chairman on the grounds of urgency.

**5. EXCLUSION OF PUBLIC AND PRESS**

To consider the following motion:

That pursuant to Regulation 4 of the Local Authorities (Executive Arrangements) (Access to Information) Regulations 2012 and having regard to the public interest, members of the public and press be excluded from the meeting for the consideration of item 6 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.

**6. JOINT WASTE DISPOSAL BOARD PROJECT MANAGEMENT UPDATE**

5 - 32

To consider a report providing an update on the project management arrangements for the Joint Waste Disposal Board.

# Agenda Item 3

**JOINT WASTE DISPOSAL BOARD  
12 DECEMBER 2013  
(10.00 am - 12.30 pm)**

Present: Bracknell Forest Borough Council  
Councillor Mrs Dorothy Hayes MBE  
Councillor Iain McCracken

Reading Borough Council  
Councillor Paul Gittings  
Councillor Tony Page

Wokingham District Council  
Councillor Angus Ross  
Councillor Rob Stanton

Officers Claire Ayling, Reading Borough Council  
Pete Baveystock, Wokingham Borough Council  
Anthony Bolton, Reading Borough Council  
Chris Brooks, Reading Borough Council  
Oliver Burt, re3 Project Manager  
Janet Dowlman, Bracknell Forest Council  
Dave Fisher, Reading Borough Council  
Kevin Holyer, Reading Borough Council  
Steve Loudoun, Bracknell Forest Council  
Mark Moon, Wokingham Borough Council  
Vincent Palizcka, Bracknell Forest Council

Also Present: Ellie Ahmed, MEL Research  
Mark Howarth, Eversheds  
Richard Mathews, Eversheds

**11. Declarations of Interest**

There were no declarations of interest.

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

**RESOLVED** that the minutes of the Joint Waste Disposal Board meeting held on 5 September 2013 be approved as a correct record and signed by the Chairman.

**13. Urgent Items of Business**

There were no urgent items of business.

**14. 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 public and press be excluded from the meeting for the consideration of items 6, 7 and 8 which involve 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.

**15. Excess Profit Adjudication Update**

Mark Howarth and Richard Mathews, Eversheds, gave a presentation in respect of the current status of the adjudication of the current areas of dispute. The presentation included an overview of the issues under dispute, the relative positions of the respective parties and an update on the current status of negotiations. Three meetings had taken place with the Contractors during November and December and it was felt that progress was being made towards reaching a resolution.

Members were advised that although Eversheds had been involved in the preparation of the original contract it was unlikely that a conflict of interest would now occur. If at a future stage this was possible then under the Law Society rules Eversheds would be compelled to withdraw their services.

**RESOLVED** that:

- i. The contents of the Project Director's report be noted
- ii. The proposal to allocate additional funds from each re3 council, as detailed in paragraphs 3.12 and 3.13 of the Project Director's report, be endorsed in order to achieve a conclusion to the prevailing disagreement
- iii. Analysis of the information provided by the Contractor should be completed by the end of January. The Board's Chairman, Vice Chairman and any other available members would meet in mid February 2014 to enable an assessment to be made of the re3 Councils' position prior to the Board's next meeting in March.

**16. Budget Report**

The Board noted a report providing a second draft of the budget for 2014/15.

**17. Waste Strategy**

The Board received a report providing an update on the creation of a Waste Strategy for the re3 partnership.

**RESOLVED** that:

- i. The progress made in relation to the drafting of a shared re3 Waste Strategy be noted
- ii. The proposed approach to a period of public consultation undertaken by officers from the re3 councils and the re3 project Team, as described in paragraphs 3.11 and 3.12 of the Project Director's report, be endorsed
- iii. An report providing an update on progress be brought to the Board's March meeting

**18. Communications Strategy**

Ellie Ahmed, MEL Research, gave a presentation in respect of the work taking place to develop a Communications Strategy for the re3 Partnership. The presentation included an overview of key target markets, the barriers to recycling that each market experienced and the messages and routes that might be used to help encourage greater levels of recycling across the re3 partnership area and bring about long term changes in people's behaviour. The presentation also included a draft Communications Framework that could be used to give structure to an annual rolling marketing campaign.

It was acknowledged that waste minimisation should be considered as important in the development of the strategy as increasing recycling rates. It was also agreed that consideration needed to be given to how the strategy could be delivered within the re3 Partnership and in collaboration with the Council's PR and Marketing Teams as appropriate.

It was agreed that more work would be carried out on the Strategy's development. A proposal for its delivery and a further update would be given at the Board's next meeting.

The Board thanked Ellie Ahmed for her presentation.

#### 19. **Progress Report**

The Board received a report providing an update on progress made since its last meeting on 5 September 2013. The report included updates on performance, the Green Machine and financial matters.

It was clarified that the phased closure of material bays within the Transfer Station to enable repair works to the concrete push walls had lasted for approximately two weeks. Scottish and Southern Energy would be connecting the Bracknell Primary Sub Station to Wokingham early in 2014. This would have significant access implications for the re3 facility on Longshot Lane and would require partial closure of the site for three days. It was acknowledged that the proposal had been developed to minimise disruption whilst recognising that the works were necessary and unavoidable. It was acknowledged that the proposal would require significant PR work in advance to ensure that local residents were aware of the need to divert to the Smallmead facility in Reading during the period of the closure.

It was agreed that the full results of the User Satisfaction Survey would be circulated to the Board.

The Board noted the update on the progress of Green Machine the community paint recycling scheme. It was acknowledged that having an easily accessible retail facility would boost the profile of the facility and that thought would need to be given to how Council's marketing teams could help publicise the service more widely. Green Machine would be invited to the Board's next meeting.

**RESOLVED** that:

1. The contents of the Project Director's report be noted
2. The plans to facilitate the planned Scottish and Southern Energy cabling works as described at paragraphs 3.7, 3.8 and 3.9 of the Project Director's report be approved

#### 20. **Project Staffing**

The Board was informed that Mark Moon, Project Director, would be retiring in February 2014 and Kevin Holyer would be leaving Reading Borough Council. The Board thanked the officers for all the work that they had done to support the re3 project and wished them well for the future.

**CHAIRMAN**

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# Agenda Item 6

By virtue of  
Regulation 4 of the Local Authorities (Executive  
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Regulations 2012.

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