

**BRACKNELL FOREST BOROUGH COUNCIL
READING BOROUGH COUNCIL
WOKINGHAM DISTRICT COUNCIL**

**CENTRAL BERKSHIRE WASTE DISPOSAL PROJECT
JOINT WASTE DISPOSAL BOARD**

**MINUTES OF THE MEETING OF THE BOARD HELD AT WOKINGHAM DISTRICT
COUNCIL CIVIC OFFICES, WOKINGHAM, ON 2 OCTOBER 2003
(6.30 pm – 7.50 pm)**

Present: Bracknell Forest Borough Council:
Councillor T Mills (Chairman)

Reading Borough Council
Councillor J Orton

Wokingham District Council
Councillor Mrs C A Ferris
Councillor R Stanton

Apologies for absence were received from Councillor Mrs M P Ballin (Bracknell Forest).

The Chairman welcomed Mr Derek Hampshire from the Project's User Group to the meeting.

11 Minutes

RESOLVED that the minutes of the meeting of the Board held on 17 July 2003 be confirmed as a correct record and signed by the Chairman.

12 Declarations of Interest

There were no declarations of interests in relation to any items on the Board's agenda.

13 Re3 Recycling Promotion and Awareness Campaign (Item 5)

A report was submitted to the Board which outlined the background to an eventual award to the three authorities of £195,000 by the Department for the Environment, Food and Rural Affairs (DEFRA) for the promotion of recycling initiatives. The funding from DEFRA would need to be spent during 2003/2004. Following a tendering exercise, in which eleven companies had submitted bids, Waste Watch, a not-for-profit charitable company, had been selected to undertake the promotional campaign on behalf of the three authorities.

The Board welcomed to the meeting Christine Bentley from Waste Watch, who gave a presentation on the work of the organisation. Reference was made to similar promotional campaigns undertaken for other local authorities. In relation to Bracknell Forest, Reading and Wokingham, she highlighted the aims and methods for the project, the latter including detailed monitoring of recycling participation rates and a communications audit. The campaign would involve a formal launch and include, between January and March 2004, house to house visits and leafleting.

The Board stressed the need for a long term impact on recycling levels throughout the three authorities and emphasised the importance of the user group involvement in the development of the project. Arrangements would be made to keep members informed of the progress with the project.

RESOLVED that

- (i) the award of £195,000 to the three authorities for the promotion and awareness raising initiatives be welcomed and the appointment of Waste Watch as the Council's project partner be endorsed; and
- (ii) input from the User Group into the scope of the project be welcomed.

14 **Project Update (Item 6)**

A report by the Project Director advised the Board with the progress of the Private Finance Initiative project, including the procurement arrangements, since the last meeting.

The Board noted that the output specification, which would form a key element in the Invitation to Negotiate (ITN) documentation, and the Memorandum of Understanding, which covered pre-contract arrangements between the three authorities, had both been approved by the three councils.

The Board noted that the ITN documentation comprised several hundred pages and included instructions to bidders, a draft contract, the payment mechanism, the performance mechanism and output specification as well as detailed information about the background to the project, the bid schedules and relevant agreements. The Board was also advised that feedback had been received from the short listed bidders on the draft ITN documentation and where appropriate the documentation had been clarified.

The Board also noted that the short listed bidders would be invited to submit part of the ITN documentation for evaluation by the project's User Group. Meetings of the User Group would take place in January and February 2004, with aim of finalising its response by the end of February 2004.

RESOLVED that

- (i) the progress with the procurement process be noted; and
- (ii) the Project Director complete the preparation of the documentation comprising the councils' Invitation to Negotiate and issue the documentation to the short-listed bidders.

15 Joint Working Arrangements (Item 7)

The Board considered a report setting out progress with the development of the joint working arrangements between the three authorities. The Board noted that a Memorandum of Understanding had been approved by each authority to cover the arrangements prior to the award of the contract. With regard to post-contract arrangements, the Board noted that a more detailed and contractually binding document would be required.

As a starting point, the Board considered the proposed head of agreement which would be included in the future joint working arrangements. These heads of agreement had been developed in consultation with the project's legal advisers and listed the items that would be covered by the agreement. The Board endorsed the heads of agreement as proposed.

RESOLVED that

- (i) the progress with the development of the joint working arrangements be noted; and
- (ii) the Heads of Agreement (as set out in Appendix 1 to the report) be agreed as the basis for further detailed drafting for the joint working arrangements.

16 Municipal Waste Management Strategy Statement (Item 8)

At its last meeting the Board had endorsed for public consultation a draft Municipal Waste Management Strategy Statement, with each local authority making its own arrangements for consultation. The Board was advised of the detail of consultation undertaken and considered the responses received. As a result of the consultation responses, the strategy had been amended in certain instances and also included updated 2002/2003 waste statistics.

The Board was also advised that the strategy reflected the high level policy and strategy statement for the three authorities and once the Private Finance Initiative contractor had been appointed, there would be a need to develop a supporting document setting out the detailed methods of achieving the objectives. The Board endorsed the strategy and Members of the Board were requested to recommend its adoption to the respective authorities.

RESOLVED that

- (i) the final draft of the Municipal Waste Management Strategy Statement be approved;
- (ii) Members of the Board each recommend to their respective authority the formal adoption of the Municipal Waste Management Strategy Statement; and
- (iii) the requirement be noted for the development, following the selection of the Private Finance Initiative contractor, of a further complementary volume of the strategy detailing the means to achieve the Municipal Waste Management Strategy Statement objectives and associated performance measures.

17 **Date of Next Meeting**

The Board noted that the next meeting had been provisionally scheduled for Thursday 22 January 2004 in Bracknell Forest.

CHAIRMAN