

JOINT WASTE DISPOSAL BOARD

NOTICE OF MEETING

FRIDAY 21 APRIL 2017

TO: ALL MEMBERS OF THE JOINT WASTE DISPOSAL BOARD

You are invited to attend a meeting of the Joint Waste Disposal Board on **Friday 21 April 2017 at 11.00 am** in the Longshot Lane Household Waste Recycling Centre, Longshot Lane, Bracknell, RG12 1RL. An agenda for the meeting is set out overleaf.

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 Liz Terry, Reading Borough Council
Councillor Anthony Pollock, Wokingham Borough Council
Councillor Angus Ross, 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: Hannah Stevenson
Telephone 01344 352308
E-mail: hannah.stevenson@bracknell-forest.gov.uk



WOKINGHAM
BOROUGH COUNCIL



JOINT WASTE DISPOSAL BOARD
Friday 21 April 2017 (11.00 am)
Longshot Lane Household Waste Recycling Centre, Longshot Lane, Bracknell, RG12
1RL.

AGENDA

Page No

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

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

Any Member with a Disclosable Pecuniary 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.

Any Member with an affected Interest in a matter must disclose the interest to the meeting and must not participate in discussion of the matter or vote on the matter unless granted a dispensation by the Monitoring officer or by the Governance and Audit Committee. There is no requirement to withdraw from the meeting when the interest is only an affected interest, but the Monitoring Officer should be notified of the interest, if not previously notified of it, within 28 days of the meeting.

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

5 - 10

To approve as a correct record the minutes of the Joint Waste Disposal Board held on 27 January 2017.

4. URGENT ITEMS OF BUSINESS

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

5. PROGRESS REPORT WITH PRESENTATION FROM HAMPSHIRE SERVICES ON THE JOINT MINERALS AND WASTE PLAN FOR CENTRAL AND EASTERN BERKSHIRE

11 - 16

To consider a report on progress in the delivery of the re3 Joint Waste PFI Contract and the re3 Strategy and to receive a presentation from Hampshire Services on the Joint Minerals and Waste Plan for Central and Eastern Berkshire.

6. HWRC CHANGES REPORT

17 - 22

To receive a report updating the Board on the outcomes of the 2016 HWRC access changes.

7. 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 items 10 and 11 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
(including the authority holding that information)*

- | | |
|--|---------|
| 8. FINANCIAL SAVINGS REPORT | 23 - 32 |
| <p>To receive a report briefing the re3 Joint Waste Disposal Board on options and proposals which support the re3 Strategy in reducing the net cost of waste.</p> | |
| 9. FINANCIAL MANAGEMENT REPORT | 33 - 40 |
| <p>To receive a report briefing the re3 Joint Waste Disposal Board on the Partnership's current financial position and summarise progress in achieving the savings related to the Recycling Centres.</p> | |
| 10. ANY OTHER BUSINESS | |
| 11. DATE OF NEXT MEETING | |
| <p>The next Joint Waste Disposal Board is at 11am on the 7 July 2017 at Wokingham Borough Council.</p> | |

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Unrestricted

**JOINT WASTE DISPOSAL BOARD
27 JANUARY 2017
(11.00 am - 1.15 pm)**

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

Reading Borough Council
Councillor Paul Gittings
Councillor Liz Terry

Wokingham District Council
Councillor Anthony Pollock
Councillor Angus Ross

Officers Anna Fowler
Oliver Burt, re3 Strategic Waste Manager
Steve Loudoun, Bracknell Forest Council
Mark Smith, Reading Borough Council
Josie Wragg, Wokingham Borough Council
Anna Fowler, re3 Marketing and Communications Officer

20. Declarations of Interest

There were no declarations of interest.

21. Minutes of the Meeting of the Joint Waste Disposal Board

RESOLVED that the minutes of the meeting of the Joint Waste Disposal Board held on the 30 September 2016 be approved as a correct record and signed by the Chairman.

Arising on the minutes it was noted:

Minute 14 – The dates of the next meetings had been set. These were 21 April 2017 at Longshot Lane and 7 July 2017 at Wokingham Borough Council.

Minute 38 – The new haulage contract had started and the new vehicles were now on site. The Chair raised concerns regarding parking the vehicles at Longshot Lane due to the narrowness of the site.

Minute 39 – There was no further information on the introduction of a Smartcard System. Members have previously agreed to support 'self-serve' and e-enabled service delivery through the re3 Partnership as appropriate.

Minute 5 – The DEFRA report had been published just before Christmas. Officers would provide a briefing paper for Members.

Minute 7 – A notice of change had been submitted to the contractor to investigate collecting 'other' plastics, the contractor had 21 days to issue a response. Officers know that the response will detail trials on processing the 'other' plastics to ensure that the financial and environmental impact of such service change would be positive. The trials will be carried-out during March and April 2017. The other plastics included pots and tubs, tetra packs and film. It was hoped that by including these plastics in to

the contract it would simplify recycling to residents and would reduce contamination costs.

Minute 7 – A formal invitation would be sent to Paul Taylor inviting him to the next Board Meeting on 21st April 2017.

Minute 11 – Oliver Burt had met with the contactor regarding the Contractor Appraisal work. The meeting had been very positive.

Minute 17 – The Food Waste consultation had gone well, with 275 responses received so far which would help gain a good understanding on residents attitude and perception towards food waste.

22. **Urgent Items of Business**

There were no urgent items of business.

23. **Progress Report Including Presentation from Waste Collection Client Teams**

The Board received a progress report and a presentation from the Waste Collection Client Teams.

The Waste Collection Client Teams had been working together over the past three months on three work streams.

1. Contamination Issue
2. Recycling in Flats
3. Kerbside Recycling

The Contamination work stream had been led by Janet Dowlman, Bracknell Forest Council, a full analysis had been undertaken towards the end of 2015 on the areas on contamination. The biggest areas of contamination were non recyclable paper such as wet paper, tissue and kitchen towels and non recyclable plastics, which made up nearly 50% of the contaminated recycling. Contamination of glass was only 2.96%.

There was confusion with residents, as there were mixed messages surrounding what could and could not be recycled this resonated with a survey undertaken by WRAP in 2016 where two thirds of households were found to be unsure what items could be recycled. Residents were confused with the word contamination, as it didn't relate to them.

In order to try and prevent contamination door knocking had been undertaken within Bracknell Forest, focusing predominantly on the poor performing areas and luggage tag type labels, which were waterproof, were being attached to bins, which highlighted to residents what could and couldn't be recycled.

David Moore, Reading Borough Council had been leading on the Recycling in Flats work stream which had been challenging and highlighted a number of common issues across the Boroughs, such as an increase in the number of flats being built and the provision of communal bins and recycling areas.

It was difficult to find a common approach and solution to mediate the issue especially as Reading Borough Council had small resources compared to the number of flats within the Borough. Due to the lack of storage within flats for recycling boxes, Reading Borough Council had introduced a bag for life type recycling bag which would hopefully encourage residents in flats to collect their recycling in to take down

to the communal bins and recycling areas. They were hoping to introduce a similar bag for glass recycling.

Six WEEE bins would be placed at selected flat developments within the Borough and tonnage would be monitored.

Pete Baveystock, Wokingham Borough Council led on the increasing Kerbside Recycling work stream. 2015/16 hadn't been the best year the waste strategy and targets set within the strategy highlighted the need to increase the kerbside recycling tonnage.

The top ten recycling councils had all managed to reduce contamination for non regular waste and all included food waste collections

By pooling resources this would ensure a common approach across the councils highlighting best practice and strong day to day communications were needed relaying the same information and same focus to target particularly the poor performing areas.

As a result of the Members' questions, the following points were made:

- Harmonising procedures and working together would create better working opportunities going forward.
- The introduction of the Communications post had allowed coms to happen on a more daily basis, rather than the previous approach of seeing coms as a project then moving on. Since starting in the post, Anna had been able to build a base of coms activity to be as effective as possible.
- Recycling issues in flatted areas and HMOs were more difficult to address as it is the Landlords responsibility. It was thought by targeting the Landlord regularly about the issues and concerns the Landlord would take notice and take action.
- Conversations were currently underway with the contractor around textiles collections.
- The falling recycling rate was not just a local issue, but nationwide. This wasn't helped by newspaper propaganda and residents moving from other areas which have different recycling regimes. There were many mixed messages which highlighted the need for better, stronger coms in simple language to get across to those residents who didn't see the importance in recycling.
- Fly tipping was continually monitored and had not increased in Bracknell Forest.
- The table on page 19 of the report was one line on the risk register. The detailed data within the table was all the data that underpinned the one line within the Risk Register.

RESOLVED that:

- i. Members endorse the cooperation between the waste collection client teams on making improvements to the performance of the respective kerbside recycling collections.
- ii. Members approve the clarifications to the Waste Acceptance Protocol described at 5.14 to 5.17.

- iii. Members endorse the performance monitoring regime described at 5.30 to 5.40.
- iv. Members note the remaining contents of the progress report.

24. **Communications and Marketing Update Report**

Anna Fowler, re3 Marketing and Communications Officer, presented a report to the Board briefing them on the marketing and communications work that was being carried out to support the re3 2016/17 Strategy objectives.

The first Love Food Hate Waste campaign session had happened in Bracknell Forest on the 26 January which had been very positive. The location of the sessions had been selected carefully, focusing on hard to hit areas. Anna requested that she attend a future Council meeting at each of the three Boroughs to give a short talk on the campaign.

A food waste reduction survey had been launched to residents in mid-December, this would help to gather knowledge on residents' understanding of the amount of food that they waste.

The Chairman had been promoting recycling in schools in Bracknell Forest and requested that Members provide her with contact details of who she could approach within the Education Sectors at Reading and Wokingham to deliver the same within their schools.

There had been work to improve the re3 brand recognition and the signage at both sites will be refreshed.

Members were shown a short YouTube video which had been produced alongside 'Mythbuster' information and could be used across a variety of platforms to help dispel recycling confusion. They were also presented with posters which had been created to show the benefits and aims of recycling, as well as suggesting how the savings from recycling could be spent.

Landfill costs had been included within the video to highlight how much cheaper it is to recycle. It was suggested that by including the opportunity cost of waste management, and providing examples of how waste management services could be diverted to other councils services, this would resonate better with residents.

Members thought that the 'Mythbuster' information was good. The Board requested that the posters be relooked at and reworked for future consideration.

RESOLVED that:

- i. The Board note the contents of this report.
- ii. The Board recommends that the marketing and communications activity presented to them at the Board meeting be taken back and refined.

25. **re3 Strategy Report**

The Board received a report updating them on the progress in the delivery of the re3 Strategy.

The current re3 Strategy was intended to exist for 12 months. Members and Officers had been asked to respond to a questionnaire on the waste strategy. The data from this questionnaire would be used to inform the creation and delivery of a new re3 Strategy which would extend to three years through to 2020.

RESOLVED that Members note the progress made in satisfying the objectives which form the basis of the re3 Strategy.

26. **Exclusion of Public and Press**

RESOLVED that pursuant to Regulation 4 of the Local Authorities (Executive Arrangements) (Access to Information) Regulations 2012, members of the public and press be excluded from the meeting for the consideration of item 9 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.

27. **Finance Report**

The Board received a report briefing them on the Partnership's financial position.

RESOLVED that:

- i. Members note the Partnership's financial position for the year to date.
- ii. Members approve the proposed Recycling Centre charges for 2017/18 as described at 5.18 to 5.21 in the sums shown at Appendices 2A and 2B.
- iii. Members endorse the approach to savings described and the saving targets for 2017-2019.

CHAIRMAN

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TO: JOINT WASTE DISPOSAL BOARD
21st APRIL 2017

PROGRESS REPORT

Report of the re3 Strategic Waste Manager

1 INTRODUCTION

- 1.1 The purpose of this report is to brief the re3 Joint Waste Disposal Board on progress in the delivery of the re3 Joint Waste PFI Contract and the re3 Strategy.

2 RECOMMENDATION

- 2.2 **That Members note the contents of this report.**
- 2.3 **That Members request the proposed future reports be added to the agenda for the next Joint Waste Disposal Board meeting.**

3 ALTERNATIVE OPTIONS CONSIDERED

- 3.1 None for this report.

4 REASONS FOR RECOMMENDATION

- 4.1 The purpose of this report is to brief Members on progress and delivery within the re3 Joint Waste PFI Contract and the re3 Strategy.
- 4.2 Future reports are proposed to give Members an indication of work in progress and also to allow for alternatives or supplementary reports to be proposed and agreed by the Board.

5 BACKGROUND INFORMATION

Minerals and Waste Planning Process

- 5.1 Bracknell Forest Council, Reading Borough Council and Wokingham Borough Council have agreed to work with Royal Borough of Windsor and Maidenhead in developing a Joint Minerals and Waste Plan (JMWP). They have commissioned Hampshire Services to manage the process.
- 5.2 A Board of Members from the four councils has been established. Its Chairman is Councillor Angus Ross, also an important member of the re3 Joint Waste Disposal Board.
- 5.3 The process of developing a JMWP, and its ongoing influence, will prove to be invaluable for the re3 partnership as it seeks a collective and strategic response to future pressures and seeks to identify opportunities.
- 5.4 The JWMP process involves reconciling future need with available and anticipated capacity development opportunities. This is considered for three broad waste types: (i) Non-Hazardous waste; (ii) Inert waste, and (iii) Hazardous waste.
- 5.5 There is an expectation that Waste Planning Authorities will develop plans which have identified waste management capacity within their area which is sufficient to manage the waste generated therein. Such an expectation of self-sufficiency is

moderated through the JMWP process as colleagues from Hampshire Services explain:

'Net self-sufficiency does not imply that all the waste produced in the area will be kept and managed within the same area, as waste travels and is largely handled by private companies following market needs. However, equivalence is sought between the waste produced in an area and the waste dealt with in the same area. If this cannot be achieved, then it needs to be shown that the areas taking any excess waste are willing and able to continue to do so within the Plan period.'

- 5.6 This is an important point for the re3 Partnership, as our contractual arrangements with FCC afford us capacity at waste facilities outside of the re3 area (principally Oxfordshire and Slough). The willingness of non-re3 areas to process re3 waste cannot be guaranteed beyond the existing arrangements. Accordingly, the JMWP process, which considers the period up to 2036, will greatly assist the re3 Partnership in planning for the delivery of waste management capacity beyond the end of the current contract in 2031.
- 5.7 Hampshire Services has begun working in earnest on the plan. A call for sites was issued on March 13th and will end on May 5th. It will be important for each of the re3 councils to consider any opportunities to identify future waste processing capacity.
- 5.8 Members will receive a presentation from Hampshire Services at the meeting.

Mixed Bag Recycling

- 5.9 While the re3 Recycling Centres offer and encourage waste to be separated by type (for recycling and appropriate management), many residents also deliver bags of mixed waste. It is assumed to be waste that cannot be contained within residents wheeled bins or that they wish to dispose of as is convenient.
- 5.10 Rather than accepting this waste as being destined for disposal, staff at the re3 Recycling Centres now intercept it, before it is deposited over the wall for disposal. The collected bags are then taken aside and opened. Any items which can be recycled or re-used are removed and treated accordingly.
- 5.11 During March the following performance was achieved at the respective re3 Recycling Centres:

	<u>Longshot Lane</u>	<u>Smallmead</u>
Total bags Intercepted	50.42 tonnes	48.24 tonnes
Recycling	30.50%	38.20%
Recovered	3.60%	4.70%
Other	4.00%	9.40%
Total Diversion	38.10%	52.40%

- 5.12 The performance differences between sites are being considered by officers and the Contractor. Officers will report any steps taken to improve recycling.
- 5.13 The composition of waste diverted from disposal, via this initiative, is mixed and so it

is difficult to place a precise value on it. The avoided cost of disposal is worth c£80p/t.

Processing Trials (Pots, Tubs and Trays)

- 5.14 The re3 Project Team submitted a formal Change Notice in January 2017, requiring the Contractor to consider and propose a means of processing plastic pots, tubs and trays. The Contractor's interim response was positive but reflected the need to fully understand the operational and financial impact of processing what are often termed 'mixed' plastics.
- 5.15 Like most facilities, the re3 MRF was designed to process a specific range of materials. Optical sorters sort materials based on the refraction of light. Reprogramming one of the optical sorters allowed the MRF to process pots, tubs and trays and enabled a number of trials to take place.
- 5.16 The first of the trials assessed the ability of the MRF machinery to sort the different types of plastic already present as contamination within the MDR (Mixed Dry Recyclables). Once it was concluded that the facility was able to successfully process pots, tubs and trays at these very low quantities, subsequent trials were undertaken using low grade plastics from another MRF. This material was mixed with re3 MDR at a range of dilutions in order to assess the impact of processing larger quantities. At the same time, Officers have been utilising data from compositional analyses of re3 residual waste in order to estimate the volume of additional plastics that could be received.
- 5.17 The Contractor is using the bales of plastics produced from the trials in order to seek an indication of price from a number of potential offtakers. Initial feedback has been positive.
- 5.18 The trials have also shown an impact in relation to the quality of the Mixed Paper stream, the processing speed of the MRF, the volumes of reject materials and the number of pickers required. The Contractor is utilising data from the trials to produce a financial model and is currently awaiting investment quotes from a number of engineers. In particular, wider conveyor belts may be needed to enable manual picking of contamination from the additional volume of material. Further options also need to be considered to ensure the greatest separation of paper and plastic.
- 5.19 A final trial utilising unsorted MDR (including PTT) from another local authority is due to commence early in April. This will allow the Contractor to assess the MRF as it processes material that could have a similar composition to our own.
- 5.20 Officers will work with the Contractor to understand the results of the trials and to undertake a full cost benefit analysis of introducing pots, tubs and trays to the MRF operation. The results will be reported as proposed at 5.19 below.

Reports Proposed for Next Meeting

- 5.21 At the next meeting re3 officers propose to present a report on the conclusion of the trials on processing pots, tubs and trays through the re3 material reclamation facility (MRF), as described above. In the event that the trials in their entirety reach a conclusion that the processing of new materials will not be financially detrimental to the re3 partnership (and thus taxpayers). re3 Officers will also put forward detailed proposals for communicating to residents how the change will be introduced. This will be an important factor in ensuring that the change is positive both in its direct and indirect impacts on the re3 MRF.

- 5.22 At the next meeting re3 officers propose to present a briefing on the progress of the Joint Minerals and Waste Plan (JMWP). While the Plan is being developed under the supervision of a separate Board, the re3 Joint Waste Disposal Board has a clear interest and inclusion on its agenda affords Members (not least those who represent their councils/re3 in both cases) an opportunity to remain informed and to contribute.
- 5.23 At the next meeting re3 officers propose to engage the Board in further strategic development. Alongside the JMWP, this process is important in ensuring that the re3 Partnership is, as a minimum, able to deliver no less than the re3 councils need from it.
- 5.24 At the next meeting re3 officers propose to report the Contractor Appraisal for 2016/17.

6 ADVICE RECEIVED FROM ADMINISTERING AUTHORITY

Head of Legal Services

- 6.1 None for this report.

Corporate Finance Business Partner

- 6.2 None for this report.

Equalities Impact Assessment

- 6.3 None.

Strategic Risk Management Issues

- 6.4 As described at 5.5 the Minerals and Waste Planning process addresses a key strategic risk for the re3 Partnership. Despite it relating to a risk which will not materialise until the conclusion of the current contract, it is essential that consideration is given now.

7 CONSULTATION

Principal Groups Consulted

- 7.1 Not applicable.

Method of Consultation

Not applicable.

Representations Received

- 7.3 Not applicable.

Background Papers

None

Contacts for further information

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**TO: JOINT WASTE DISPOSAL BOARD
21st APRIL 2017**

RECYCLING CENTRE CHANGES AND WASTE ACCEPTANCE POLICY UPDATE Report of the re3 Strategic Waste Manager

1 INTRODUCTION

- 1.1 The purpose of this report is to update the Board on the outcomes of the 2016 HWRC access changes.

2 RECOMMENDATION

- 2.1 That the Board note the contents of this report.
- 2.2 That the Board considers the recommendation to introduce a minimum waste charge for chargeable waste at re3 Recycling Centres, and that the Waste Acceptance Policy be amended accordingly.
- 2.3 That the Board considers the recommendation to maintain the Waste Acceptance Policy criteria for sign written vehicles.
- 2.4 That the Board considers the recommendation to end the allocation of new and replacement residents' permits.

3 ALTERNATIVE OPTIONS CONSIDERED

- 3.1 None for this report.

4 BACKGROUND INFORMATION

- 4.1 Prompted by the decision of West Berkshire Council to cease payments for the use of re3 facilities by West Berkshire residents, the re3 Partnership made some changes to the way that re3 Recycling Centres operate.
- 4.2 The first change came into force on 1st July 2016 and restricted Recycling Centre access to re3 area residents only. Residents are now required to display a residency permit in their vehicle or provide specific documentary proof of residency to visit the re3 Recycling Centres.
- 4.3 The second phase of changes came into operation on 30th September 2016. Residents wishing to deliver their waste in a commercial or commercial-type vehicle now need to apply for a permit before visiting the Bracknell and Reading sites and charges were introduced to cover the cost of certain types of waste.
- 4.4 All these changes have been carefully designed and implemented in order to improve waste management service efficiency and make savings.

5 PROGRESS OF CHANGES

- 5.1 From July 2016 – March 2017, re3 avoided disposal costs totalling £943,000 as a direct result of introducing the Recycling Centre access changes and the ensuing

reduction in tonnage and costs. This is currently on target with the savings estimated prior to the change.

- 5.2 Recycling Centre tonnage had decreased by 9,500 tonnes overall from July 2016 – March 2017 compared to the same time the previous year. Half of this reduction is due to less general waste being sent to costly landfill.
- 5.3 There were over 101,000 fewer visitors to both sites from July 2016 – March 2017 compared to the same time the previous year. There were 20% fewer visitors using the Smallmead site, and 8% fewer using the Longshot Lane Recycling Centre. Officers estimate that the reduction in visits was the result of the denial of access to non-re3 residents and also to reductions in trade waste deliveries.
- 5.4 It is estimated that 95% of all Recycling Centre visitors now use a residents' permit to gain access to the sites. The remainder use one of the advised forms of personal identification.

6 Introduction of a Minimum Waste Charge

- 6.1 Feedback from onsite Meet and Greet staff has highlighted that some residents' may not have been charged for soil, rubble and plasterboard if the amount they brought to site was less than 25 litres. This is due to the current lack of a minimum rate for chargeable non-household waste in the Waste Acceptance Policy (WAP).
- 6.2 re3 is recommending that the Waste Acceptance Protocol (WAP) be amended to reflect a minimum rate for chargeable non-household waste of £1.00 if the quantity presented is less than 25 litres but still a sufficient amount to warrant a charge.
- 6.3 A minimum charge rate will help re3 to protect savings and should help discourage residents from making multiple journeys with small amounts. The minimum rate of £1.00 reflects a practical and reasonable contribution to the waste processing costs for small amounts of soil, rubble and plasterboard, and is not for profit.
- 6.4 Meet and Greet staff will continue to exercise reasonable discretion when implementing the minimum charge, while referring back to the WAP. Charges are assessed on a case by case basis and the staff member's decision is final.
- 6.5 For all quantities above 25 litres, charges will continue to apply in multiples of whole bags. Items such as toilet pans, sinks, toilet cisterns and sink pedestals will still be charged as single items.
- 6.6 Members are being recommended to agree to the introduction of a minimum waste charge for soil, rubble and plasterboard.

7. Commercial and Commercial-Type Vehicle Permits for Car Club Vehicles and Similar Sign-Written Vehicles

- 7.1 Car clubs allow members to hire a vehicle for periods of an hour onwards and provide a flexible, cost effective way for people to use a car on a temporary basis without the full range of expenses associated with car ownership. There are several car club schemes open to residents in the re3 area, and are typically not for profit organisations.

Car club vehicles can be sign written, and as such fall under the criteria of requiring a commercial and commercial type vehicle permit for a Recycling Centre visit, as stipulated in the WAP.

- 7.2 Although car club users are, in all probability, mostly residents, an exemption for car club vehicles from the commercial and commercial-type vehicle permit scheme could provide an opportunity for trade waste abuse.
- 7.3 By requesting that car club users apply for a commercial and commercial-type vehicle permit, we are also able to ascertain that they are re3 area residents and not residents from outside of the re3 area who have used a Bracknell Forest, Reading or Wokingham car club scheme.
- 7.4 Members are being recommended to agree that sign written car club vehicles, and similar sign written vehicles such as taxis, are not exempted from the commercial and commercial-type vehicle permit criteria.

8 Increasing the frequency of commercial and commercial-type vehicle permit data downloads

- 8.1 re3 officers are working with IT staff in Reading Borough Council and FCC in order to increase the frequency at which data from commercial vehicle permit applications is uploaded to the FCC database.
- 8.2 Currently users are asked to apply for a permit at least 24 hours before they visit. This ensures that the permit is present on the FCC system at the time of the resident's visit, and is the easiest way for staff to cross-check application details.
- 8.3 In exceptional circumstances however, a resident in a commercial-type vehicle may be allowed to enter the Recycling Centres with a permit that is not yet available on the FCC database.
- 8.4 Staff are required to manually record the permit number and Officers have been advised of instances in which residents have tried to utilise a single permit on multiple visits.
- 8.5 re3 officers are working to increase the frequency of file transfer in order to significantly reduce the period of 'notice' that residents are required to give. Details of these changes and the timescales involved would be made available to residents and staff and the intention would be that permits would no longer be accepted before the corresponding details were available.

9. Ending the Allocation of New and Replacement Residents' Permits

- 9.1 An online application system was put in place for those residents who did not receive their original Recycling Centre residents' permit, who had lost it or who were new to the area and required one.
- 9.2 Since the online application system started just prior to the change implementation in July 2016, 12,357 permits have been issued, in addition to the original 182,000 in the mailing to every household in the re3 area.
- 9.3 Although applications peaked at 2,747 for the month the change was implemented, an average of over 1000 replacement permits were still being sent in Q4 of the 2016-17 financial year.

- 9.4 Members are recommended to agree to ending the application system for new or replacement residents' permits. Ending the supply of new or replacement permits will help to maintain and protect the savings being made at the Recycling Centres as a result of residency requirements.
- 9.5 Residents who are new to the area, or have lost their permit, will still, as has always been the case, be allowed to visit the Recycling Centres with ID and proof of residency.
- 9.6 re3 is recommending a six week wind down period before ending the new or replacement residents' permit online application process. This allows time for Meet and Greet staff to communicate the change to those residents still visiting the Recycling Centres without a permit but with ID.

10. Supportive Systems and Communications

- 10.1 Customer care teams, comms and website teams at the re3 Councils and Contractor would be informed that the allocation of new and replacement residents' permits is due to end, and websites will be amended accordingly.
- 10.2 A series of communications marking the first anniversary of the visitor access changes is planned to report their outcomes. These include a clamp down on trade waste abuse, on-target savings and quieter facilities with improved access.
- 10.3 A training session for Meet and Greet staff will congratulate them on a successful implementation so far and reiterate the importance of charging for the relevant non-household waste items correctly and consistently.
- 10.4 By evidencing the positive outcomes of the changes, re3 can thank residents for their co-operation and compliance, and encourage them in behaviours that contribute to better waste management and improved recycling rates.

11 ADVICE RECEIVED FROM ADMINISTERING AUTHORITY

Head of Legal Services

- 11.1 None for this report.

Corporate Finance Business Partner

- 11.2 None for this report.

Equalities Impact Assessment

- 11.3 None.

Strategic Risk Management Issues

- 11.4 None.

12 CONSULTATION

Principal Groups Consulted

12.1 Not applicable.

Method of Consultation

Not applicable.

Representations Received

12.2 Not applicable.

Contacts for further information

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