

## JOINT WASTE DISPOSAL BOARD

### NOTICE OF MEETING

FRIDAY 6 JULY 2018

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

You are invited to attend a meeting of the Joint Waste Disposal Board on **Friday 6 July 2018 at 11.00 am** in the Boardroom - Time Square, Market Street, Bracknell, RG12 1JD. An agenda for the meeting is set out overleaf.

Oliver Burt  
Project Director

#### Members of the Joint Waste Disposal Board

Councillor Mrs Dorothy Hayes MBE, Bracknell Forest Council  
Councillor Iain McCracken, Bracknell Forest Council  
Councillor Sophia James, Reading Borough Council  
Councillor Tony Page, Reading Borough Council  
Councillor Norman Jorgensen, Wokingham Borough Council  
Councillor Simon Weeks, Wokingham Borough Council

#### EMERGENCY EVACUATION INSTRUCTIONS

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If you require further information, please contact: Hannah Stevenson  
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WOKINGHAM  
BOROUGH COUNCIL





(1) Information relating to any individual (Item 9).

9. **FINANCIAL REPORT**

19 - 30

To receive a brief on the Partnership's current financial position.

10. **DATE OF THE NEXT BOARD MEETING**

12 October 2018

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**JOINT WASTE DISPOSAL BOARD**  
**27 APRIL 2018**  
**(11.06 am - 12.52 pm)**

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

Reading Borough Council  
Councillor Tony Page  
Councillor Liz Terry

Wokingham District Council  
Councillor Julian McGhee-Sumner  
Councillor Norman Jorgensen

Officers      Pete Baveystock, Wokingham Borough Council  
                  Alison Bell, Reading Borough Council  
                  Grace Bradbrook, Re3 Principal Finance Officer  
                  Monika Bulmer, re3 Marketing and Communications Officer  
                  Oliver Burt, re3 Strategic Waste Manager  
                  Steve Loudoun, Bracknell Forest Council

**33.      Declarations of Interest**

There were no declarations of interest.

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

**RESOLVED** that the minutes of the meeting of the Board held on the 26 January 2018 be approved as a correct record and signed by the Chairman.

Arising on the minutes, the Board noted that:

- Work was being undertaken to publicise the Green Machine Community Interest Company. A leaflet will be produced and the re3 website would be updated to include move content on the waste related activities of Green Machine. The leaflets would be handed out by the meet and greet staff at each re3 site. The leaflet would also include details about the continuing work with Sue Ryder.

**35.      Urgent Items of Business**

There were no urgent items of business.

**36.      Progress report**

The Board received a report briefing them on the progress in the delivery of the re3 Joint waste PFI Contract. The report covered:

- General Data Protection Regulations (GDPR)
- Re3GROW Compost
- Marketing and Communications Review

The Board was advised that:

- The form of words for GDPR which had been proposed by Wokingham Borough Council had been shared with colleagues in Bracknell Forest, Reading and FCC. Due to the work load of the three councils legal teams, it had been advised that re3s legal advisors be engaged to support the councils in ensuring that the re3 PFI contract was amended to support compliance with GDPR. It was expected that the wording wouldn't change a great deal, if at all. This was a good example of the three councils working together.
- The Data Privacy Notice had been reviewed and amended accordingly. This had been circulated with data protection colleagues in each of the three councils and would also be circulated with Board Members.
- GDPR would be launched on the 25 May 2018, Oliver Burt was unsure if the full contract would be amended by then, however the processes in place were compliant.
- The bags or re3Grow compost had arrived, these would be sold by the meet and greet teams at the re3 sites. The meet and greet team had been briefed and a FAQ had been produced which would be shared with the Board Members. The cost of a bag would be £3.50 which would cover the full cost with no loss or profit being made. A multi bag offer may be put in place, but this wouldn't undercut the market.
- The selling of the compost bags would be announced by press release after the local elections on the 4 May, which would be prior to the May Bank Holiday weekend. There would also be signage at both Longshot Lane and Smallmead and a full social media campaign.
- The compost bags would be paid for at the entrance of both sites and then collected when the purchaser had emptied their recycling they would collect the bags on exit at Smallmead and near the bag splitting area at Longshot.
- Concerns were raised about Longshot as this was a smaller and tighter site. There had been recent issues with customers waiting on the ramp as they couldn't see if there was free spaces. This had been brought up with the contractor who was looking to resolve the issue.
- If the compost bags were a success Members suggested that they plan ahead for next year and market them to local supermarkets to sell and look into the possibility of them being sold at other council owned outlets, such as allotments.
- As the bags were composted in Sutton Courtney, there was a disclaimer on the bags to say that it wasn't only made up of re3 garden waste.
- Recycling of Pots, Tubs, Trays and Cartons had been launched in February and a pack consisting of two leaflets and a letter had been sent to all residents. The communications had been well received and feedback had been positive. There had also been a successful social media campaign.
- The arrangements for recycling re3 plastics within the UK had been extended from 6 to 12 months.

- The introduction of the new recycling materials had been a great example of the JWDB working well together.
- It was noted that Wokingham residents could request additional recycling boxes. These did not have lids. There was an issue with paper and card getting wet which was currently being looked into. A large number of additional boxes had been issued in January and February and people were being encouraged to put paper and cardboard in their bottom box. The re3 Marketing and Communications Officer would work with Wokingham to help with their coms.
- It was expected that detailed data including the new recycling materials would be issued in May which would be shared with officers and brought to the Board in July.
- Data regarding individual councils contaminated recycling amounts was included within the reports.
- The re3 communication activities for 2018 had been reviewed and planned following meetings with the respective waste collection teams at the re3 councils. In the course of delivering the activities for 2018, the re3 Marketing and Communications Officer would work closely with the respective waste collection teams, including scheduling work alongside them in the respective offices.
- Caroline Pragnell from College Town Junior School had attended Bracknell Forests Full Council and gave an excellent presentation on the work she had been doing in the school. It was suggested that perhaps Caroline could help put a pack together for schools which could be used across the three boroughs.
- To date 50 groups had registered for the glass bottle campaign. The re3 Marketing and Communications Officer had attending a school assembly where the campaign was launched and promoted.
- A completion was in place to suggest names for the new glass recycling trucks, this had national website and radio coverage.
- It was requested that coms be considered for those people who don't drive or live near a recycling centres.
- Two amendments had been made to the Marketing and Communication Plan 2018.
- The coms for food waste minimisation was already under way.

**RESOLVED** that:

- i. Members noted the contents of the report.
- ii. Members approved the recommendation at 6.4 of the report to offer a multi-buy offer on re3grow compost,

**37. Exclusion of Public and Press**

**RESOLVED** that pursuant to Section 100A of the Local Government Act 1972, as amended, and having regard to the public interest, members of the public and press be excluded from the meeting for the consideration of the following items which involves the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

- (3) Information relating to the financial or business affairs of any particular person (including the authority holding that information) (Item 7,8 & 9 of the agenda, Item 38,39 & 40 of the minutes).

### 38. **re3 Strategy Report**

The Board received a report which introduced and sought endorsement of the draft re3 Strategy.

The re3 Strategy 2018-2020 had two principle aims:

- Reduce the net cost of waste.
- Recycle 50% by 2020.

The re3 Strategy was set out in a similar format to previous re3 Strategies and looked at past performance, included information regarding what currently happened to waste and recycling, as well as focusing on the financial impact of waste.

It was requested that all Councils agree the re3 Strategy through their formal processes prior to the next Board meeting on the 6 July 2018.

Arising from the report it was noted that:

- Contamination of the recycling and the amount of wet paper and cardboard was an issue that needed further attention in order to protect access to existing markets (where quality is important). This was something that all parties need to work on and the Board wishes to be kept apprised of.
- Household growth needed to be captured and planned for now rather than in the future. Issues surrounding flats also needed to be addressed through planning control and planning policies so it was important that work was done with planning officers to ensure that developers included adequate recycling facilities in their planning applications.
- Concerns were raised about the size of Longshot Lane especially since there was a significant number of new housing developments in both Bracknell and Wokingham.
- It was discussed that a formal document could be sent from the Board to DEFRA.

**RESOLVED** that:

- i. Members endorsed the draft strategy objectives.
- ii. Members recommend the re3 Strategy to the individual re3 Councils for adoption at the earliest convenient opportunity.

### 39. **Food Waste Processing**

The Board received a report on food waste processing which provided the basis of discussion by the Board in relation to the provision of a food waste service.

Arsing from the discussion, the following points were made:

- Wokingham were putting food collection in place from April 2019.
- Officers from each Council had agreed to provide estimates of likely food waste capture so as to enable the re3 Project Team to develop common methodology/assumptions in order that they may fully consider business needs/impacts.
- Prices were to be sought based on the indicative processing capacity should all three councils, at some time in the future, introduce this service.
- Concerns were raised about the impact of additional HGV truck movement at both Longshot Lane and Smallmead that will be needed to be able to receive food waste.
- Wokingham's food waste collection would be using pod vehicles and the food pod would need to be emptied at the end of the day only.
- The Wokingham fleet would be 50/50 split for emptying purposes across the two sites and this would be regulated.
- The Wokingham food collection contractor was to be asked to present the three pod vehicle to be used in association with the Wokingham Contract at Longshot Lane so Board members could see better understand the operational impacts associated with the use of such trucks.
- Officers will be reporting back to the Board on the business opportunities, needs, costs, risks and options associated with such a service at a future meeting.

**RESOLVED** that Members noted the contents of the report.

40. **Financial Management Report**

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

**RESOLVED** that:

- i. Members note the Partnership's financial position for the year to date.
- ii. the senior officers at each Council be instructed to liaise with the respective re3 Board Members at each council on the decision to pursue a preferred option in relation to the Contract Savings Project.

41. **Date of the Next Board Meeting**

The Board noted that its next meeting would be held at 11am on Friday 6 July at 11am. The meeting would be moved from Longshot Lane to the new Council Chamber in Time Square, Bracknell Forest Council.

**CHAIRMAN**

**TO: JOINT WASTE DISPOSAL BOARD**  
**6<sup>th</sup> July 2018**

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**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.

**2 RECOMMENDATION**

- 2.1 **That Members note the contents of this report.**
- 2.2 **That Members instruct the relevant officers of the respective Councils and the re3 Project Team to finalise and seek approval for the Schools Programme described at 5.23.**

**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 in relation to progress in delivery of the re3 Joint Waste PFI Contract.

**5 PROGRESS ON ITEMS PREVIOUSLY REPORTED**

**General Data Protection Regulations**

- 5.1 The General Data Protection Regulations (GDPR) place new obligations on public bodies when handling personal data, and came into effect on 25 May 2018.
- 5.2 In order to ensure compliance with the new legislation, Council contracts are being amended to contain certain prescribed clauses relating to the nature of the processing.
- 5.3 Members will recall that the legal teams at Bracknell Forest, Reading and Wokingham Borough Councils had agreed to seek a single amendment in relation to the PFI Contract and that our project legal advisors, Eversheds Sutherland, had been engaged to support the councils in ensuring that the re3 PFI contract is suitably amended.
- 5.4 Legal advisors are currently reviewing the GDPR provisions provided by Wokingham Borough Council and will propose an updated data protection clause to be incorporated into the re3 Project Agreement and O&M Contract.
- 5.5 Officers are assisting the legal advisors in understanding the data flows so that they can propose the necessary updates and will continue to keep Members informed on progress to agree a consensus.
- 5.6 A draft version of a protocol setting out how personal data should be shared between the Councils and with FCC in order to minimise the changes of personal data being

lost or mishandled was circulated to the waste officers and Customer Service Teams. It has subsequently been agreed.

### **re3Grow Compost**

- 5.7 Sales of re3Grow Compost commenced at the beginning of May and the 2000 bags were sold-out by the end of the first week in June.
- 5.8 Members approved the introduction of a multi-buy offer (3 bags for £10, instead of £3.50 per bag individually). It proved to be popular, with over 90% of sales being via the multi-buy offer.
- 5.9 Sales of compost were far higher at Longshot Lane where 77% of sales took place.
- 5.10 Despite some initial consideration of buying more compost during the summer of 2018, it was decided that it was better to wait until next year. By June, many gardeners have undertaken the tasks which require compost and so demand falls considerably thereafter. It was felt better to introduce a fresh batch of re3Grow compost early in 2019.
- 5.11 The exercise has proved to be a great learning experience in terms of getting a product up and running, marketing and selling it. Residents appear to like re3Grow as a product and it is good to be able to produce such high quality compost from our residents' own gardens as it represents a genuine example of circularity.
- 5.12 Officers will liaise with the Contractor over the course of the summer and plan for a larger batch of re3Grow to be produced in 2019. It is currently intended that the composting and grading process will be undertaken at Sutton Courtenay which will mean that up to 90% of the compost will be from re3 garden waste.
- 5.13 Officers will provide further briefings as plans for 2019 take shape.

### **Lotta Bottle Campaign**

- 5.14 The campaign has attracted 51 groups, directly involving approximately 10,000 residents.
- 5.15 Following discussions with the Chairman of the re3 Board, the re3 Project Team is implementing a next phase of the campaign that will attribute specific glass bank site to the registered charity, group or school. This development should provide a helpful focus to efforts at increasing the recycling of glass across the re3 area.
- 5.16 The bottle banks at each chosen site will show stickers advertising the potential to benefit the relevant group or school by recycling there. The groups and schools will also be encouraged to promote recycling through their own communications and initiatives.
- 5.17 The glass campaign has recently been advertised in the Primary Times magazine that is being delivered to each school in Berkshire area.
- 5.18 The objective to increase usage of bottle banks was also tied in to the 'naming of new recycling glass lorries' competition. The competition was run in March and April on social media and the public chose names: 'Jar Jar Clinks' and 'Kate Binslet' to be used for the new vehicles.

5.19 The competition received a very high interest in the media, including national titles such as BBC and international outlets such as MSN. Trucks will arrive on August and re3 Marketing and Communications Officer produced a livery for the new vehicles using 'ALotta Bottle' campaign assets.

### **Schools Campaign**

5.20 At the meeting of the re3 Board, in April 2018, Members discussed the potential for a programme of school-based work on recycling.

5.21 Accordingly, officers have explored the opportunity to establish a programme directed to primary schools based in the re3 area. The scope of the programme will look into promoting environmental awareness and behavioural change of children, principally through outdoor, practical learning.

5.22 The program is based on the successful work already undertaken at College Town Junior School, Bracknell. It includes minimising waste generation at its source and facilitates recycling and composting within the school premises. The programme is designed to operate for an initial three year period with six monthly reviews and with the provision of an annual statement to the re3 Board.

5.23 There are three levels to the programme. They are:

- All 60+ Primary age schools from the re3 area would be offered a basic level of support that includes access to the recycling guidelines, online resources, networking sessions, competitions and events.
- 18 primary schools from the re3 area (6 schools from each Council) will be involved in the detailed level of support.
- An important element of the programme is practical waste management. The learning and practices promoted in the first two levels must result in improved waste management at the schools and some genuine 'pester power' at home.

5.24 The final level, above, may be challenging to deliver. The re3 Councils each have a different approach towards school waste. However, there are also opportunities for enhanced services, particularly as a local food waste processing capability is launched in April 2019. The key outcome is that schools reduce the net cost and impact of their waste – it doesn't matter to the same extent who collects their waste.

5.25 It is estimated that each school can recycle 500 kg of food waste, 280 kg of plastic and cans and up to 7 tonnes of paper per year.

5.26 Alongside the practical improvements that can be delivered in schools, the most important factor of the proposed draft programme is the potential to communicate important messages to an important and sizeable demographic group.

5.27 The project is expected to cost up to £200k over the period of 3 years. The individual cost of £66k per council spread across 3 years: Year 1 - £40k, Year 2 - £13k, Year 3 – £13k. The cost includes set up of recycling scheme at schools, educational resources, composting tools, outdoor learning sessions and the Education Officer's salary.

5.28 It is recommended that the programme be further developed with specific input from the respective Waste Service teams at each of the individual re3 Councils and for budgetary approval for the programme to be sought therein. There is no budget for this currently, therefore additional funding would be required.

## 6 HOUSEHOLD WASTE RECYCLING CENTRE PROJECT

- 6.1 Members will recall that significant changes to the access arrangements at the two re3 Recycling Centres (Longshot Lane and Smallmead) were made in 2016. The changes were precipitated by the decision of West Berkshire Council to deliver savings by withdrawing payment for the use of re3 facilities by West Berkshire residents. The re3 Partnership quickly decided that it could not justify the provision of a subsidy to West Berkshire.
- 6.2 The re3 Partnership was able to successfully introduce new arrangements following work on potential service changes that had already begun. They have been well received by re3 residents and access conditions at the two Recycling Centres have improved as a result of the better flow of visitors.
- 6.3 Officers are proposing to prepare options for the further development of the services at the two Recycling Centres so the re3 Partnership remains prepared for emerging pressures.
- 6.4 In particular the project will focus on the priority themes of the re3 Waste Strategy 2018-20: reducing the net cost of waste and recycling 50% of household waste by 2020.
- 6.5 It is anticipated that the project will be formed of three parts. The first will seek to identify ways to improve the HWRC recycling rate and equalise this between the sites. Objective D in the re3 strategy recognises that the Recycling Centres must continue to improve their performance in a cost effective manner to ensure that they make a sufficient contribution to overall recycling and the objective to reduce the net cost of waste. In support of this objective, Officers will work with FCC to understand the differences that exist between the Smallmead and Longshot Lane recycling rates and make contact with other local authorities to investigate those factors that contribute to a high performing site.
- 6.6 The second part will focus specifically on treatment options for HWRC waste. Objective G of the re3 strategy states that the re3 partnership will focus on forms of collection and treatment that will have most positive impact on performance. Officers will complete 'start-up' assessments for key materials such as mattresses, carpets and rigid plastics to identify potential options for recycling and any specifications or conditions that the partnership would need to meet. In addition Officers will complete similar assessments for key HWRC wastes which are already diverted from landfill as a means of assessing whether there are more cost effective recycling options available.
- 6.7 Members will recall that wood from the recycling centres is currently sent for biomass and does not contribute to the Councils' overall recycling rate. A break clause was built into the contract with our current offtaker, to enable the Council to consider alternative processing options. With the date of the break approaching, Officers have already asked FCC for some indicative costs for recycling.
- 6.8 Lastly, Officers will review the capacity and utilisation of the HWRCs. As noted in the re3 strategy, actual numbers of households in the re3 area exceed those originally expected at the time of contract negotiation. The pressure on the facilities from visitor numbers, and the impact on queuing was eased as a result of access changes in 2016 but remains a relevant potential concern. In addition, Members will recall that although total waste arisings are below expected, the balance of waste management

has been moved towards waste being received at the Recycling Centres. This has most likely occurred as a result of a combination of waste collection scheduling and resident attitudes. The project will therefore seek to understand the relationship between the recycling centres and current and future collection services.

- 6.9 In seeking to identify options which the Partnership could manage potential under or over utilisation of the facilities, this project will contribute to objective F of the re3 Strategy: 'The re3 partnership will continue to work with its waste management Contractor to maximise utilisation of the re3 facilities where that has a positive financial or performance outcome and no detriment to re3 residents or re3 services'. It will also inform Objective L with regards to consideration for the requirement for new re3 facilities.
- 6.10 It is recommended that Members instruct Officers to report an outline consideration of options for future development to the re3 Board before the end of 2018/19.

## **7 Resources and Waste Strategy 2018 Update**

- 7.1 Officers attended a briefing by colleagues from Defra in which Government's forthcoming Resources and Waste Strategy (RWS) was discussed alongside some related topics.
- 7.2 The approach of the RWS will apparently be to maximise value from resources and to minimise impacts at the end of life of a product or item. This will be achieved by developing a 'regenerative circular economy' and with the aims to 'double resource productivity' and achieve to 'zero avoidable waste by 2050'.
- 7.3 We understand that the RWS will identify plastic and food as, what it calls, 'problematic wastes'.
- 7.4 For plastic there will be a focus on achieving zero avoidable plastic waste by 2042 and to provide further detail on the four point plan in the 25 Year. The four point plan includes:
- Measures to increase producer responsibility for the impacts of their products and seeking to rationalise the number and different types of plastic in use;
  - reducing the use of single-use plastic through means such as supporting water top-up points;
  - making it easier to recycle by looking at, amongst other examples, voluntary and economic incentives to reduce littering and promote recycling of drinks containers; and
  - improving the rate of recycling, including through ensuring greater consistency in materials collected by all local authorities.
- 7.5 For food waste there will be a focus on achieving zero food waste being sent to landfill by 2030. Government is looking at a 'Farm to Fork' approach to dealing with food waste alongside the extension of food waste collection. A clarification was requested and it was explained that these steps are related to food waste collection and processing rather than collection points for food which were thought to be rather harder to establish and manage.
- 7.6 Alongside plastic and food, the RWS will apparently include steps to encourage local authorities to work together, the development of metrics around waste minimisation, a focus on waste crime, better data tracking and circular efficiency business models. There is also some scope for a requirement for collections of bio waste (food and

garden) and textiles to be added by 2025.

- 7.7 There will be specific consideration given to urban recycling. This will apparently involve steps to promote better integration between Planning and Waste (Strategic Planning Guidance was mentioned), cooperation in collection between commercial and domestic services where they are co-located, recycling on the go and improvements at transport hubs. A clarification was requested about the impact of managing agents and landlords, whose actions can potentially obstruct the good intentions of some residents and the local authority. It was explained that further discussions were needed but that it was hoped that some encouragement could be given to landlords and managing agents to be more supportive.
- 7.8 The role of tax and linked incentives has been a factor in discussions about the RWS since the Chancellor of the Exchequer's Spring Statement in March 2018. The role of tax is apparently being given general consideration and that might include options like deposit return schemes (which operate via an initial 'tax' being applied at point of purchase) and the introduction of an 'incineration tax'. While the former seems inevitable, the latter is the source of some concern within both the waste management industry and local government. The waste management industry regards such a tax as being a considerable barrier to investments which are widely accepted as necessary. Local authorities regard it as a further cost in circumstances where a combination of existing legislation and the general financial position means they could not easily, if at all, avoid its impact.

## **8 ADVICE RECEIVED FROM ADMINISTERING AUTHORITY**

### Head of Legal Services

- 8.1 As the re3 Contract is a shared agreement, it was advised that the councils work with shared legal advisors in order to agree consensus on the form of words to be added and to liaise with the Contractor to ensure timely incorporation.

### Corporate Finance Business Partner

- 8.2 None for this report.

### Equalities Impact Assessment

- 8.3 None.

### Strategic Risk Management Issues

- 8.4 None

## **9 CONSULTATION**

### Principal Groups Consulted

Not applicable.

### Method of Consultation

Not applicable.

### Representations Received

Not applicable.

Background Papers

None

Contacts for further information

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