



Leisure and Environment Committee

Thursday 19 June 2008 7.30pm

Council Chamber
Runnymede Civic Centre, Addlestone

Members of the Committee

Councillors C J Norman (Chairman), M J Brown and Miss M N Heath (Vice-Chairmen),
C J Chapman, A J Davis, Mrs M T Harnden, M T Kusneraitis, A M Moore, J W C Perschke and
L C Pouyanne.

AGENDA

Notes:

- 1) Any report on the Agenda involving confidential information (as defined by section 100A(3) of the Local Government Act 1972) must be discussed in private. Any report involving exempt information (as defined by section 100I of the Local Government Act 1972), whether it appears in Part 1 or Part 2 below, may be discussed in private but only if the Committee so resolves.
- 2) The relevant 'background papers' are listed after each report in Part 1. Enquiries about any of the Agenda reports and background papers should be directed in the first instance to **Miss C Pinnock, Administration and Leisure Department, Committee Section, Runnymede Civic Centre, Station Road, Addlestone (Tel. Direct Line: 01932 425627). (Email: clare.pinnock@runnymede.gov.uk).**
- 3) Agendas and Minutes are available on a subscription basis. For details, please ring Mr B A Fleckney on 01932 425620. Agendas and Minutes for all the Council's Committees may also be viewed on www.runnymede.gov.uk.
- 4) In the unlikely event of an alarm sounding, members of the public should leave the building immediately, either using the staircase leading from the public gallery or following other instructions as appropriate.

LIST OF MATTERS FOR CONSIDERATION

PART I

Matters in respect of which reports have been made available for public inspection

	<u>Page</u>
1. FIRE PRECAUTIONS	3
2. NOTIFICATION OF CHANGES TO COMMITTEE MEMBERSHIP	3
3. MINUTES	3
4. APOLOGIES FOR ABSENCE	3
5. DECLARATIONS OF INTEREST	3
6. SERVICE PLAN 2007/08	3
7. ENVIRONMENTAL PROTECTION PLAN 2008/09	4
8. SURREY WASTE STRATEGY	5
9. KERBSIDE RECYCLABLES COLLECTION CONTRACT	8
10. MINUTES OF MEMBER WORKING GROUP ON WASTE AND RECYCLING	13
11. ADDLESTONE CEMETERY EXTENSION	13
12. APPOINTMENTS TO LEISURE SUB-GROUPS	15
13. CHERTSEY MEADS MANAGEMENT LIAISON GROUP CONSTITUTION UPDATE	16
14. CHERTSEY MEADS MANAGEMENT LIAISON GROUP – MINUTES – 11 MARCH 2008	17
15. RUNNYMEDE ARTS DEVELOPMENT STEERING GROUP – MINUTES – 8 APRIL 2008	17
16. EXCLUSION OF PRESS AND PUBLIC	17

PART II

Matters involving Exempt or Confidential Information in respect of which reports have not been made available for public inspection

a) <u>Exempt Information</u>	
17. NEW LEISURE LOGO	18
b) <u>Confidential Information</u>	
(No reports to be considered under this heading)	

1. FIRE PRECAUTIONS

The Chairman will read the Fire Precautions which set out the procedures to be followed in the event of fire or other emergency.

2. NOTIFICATION OF CHANGES TO COMMITTEE MEMBERSHIP

3. MINUTES

To confirm and sign as a correct record the Minutes of the meeting of the Committee held on 13 March 2008, which were included in the April 2008 Minute Book previously circulated.

4. APOLOGIES FOR ABSENCE

5. DECLARATIONS OF INTEREST

If Members have an interest in an item please record the interest on the form circulated with this Agenda and hand it to the Legal Representative or Committee Administrator at the start of the meeting. A supply of the form will also be available from the Committee Administrator at meetings.

Members who have previously declared interests which are recorded in the Minutes to be considered at this meeting need not repeat the declaration when attending the meeting. Members need take no further action unless the item in which they have an interest becomes the subject of debate, in which event the Member must leave the room if the interest is personal and prejudicial.

6. SERVICE PLAN 2007/08 (DAL/DTS)

(Ref: Minutes of the Leisure and Environment Committee, November 2007, page 512, para 359)

1. **Purpose of Report**

1.1 The purpose of this report is to advise the Committee on the outturn performance of the 2007/08 Service Plan for the majority of those areas of the Council's work which fall under the remit of the Leisure and Environment Committee.

2. Background Information

2.1 Service Plans are reviewed and approved in June of each year when the outcomes of the previous year are reported. Half year progress is reported to the November meeting of the relevant Service Committee.

2.2 Members will recall that at the last meeting of this Committee in November, Officers from Environmental Protection agreed to include some absolute benchmark figures for the number of kilograms of waste collected per head of population against which Runnymede's figures could be compared.

2.3 Where a target has been completed it has been removed from the Service Plan.

3. Report

3.1 The Service Plan is attached at Appendix 'A' and Members are invited to note the outturn position.

3.2 Members are asked to note that the outturn position in respect of Safer Runnymede is not included in the Service Plan being reported to this meeting, owing to the Community Safety Manager's significant involvement in preparing and installing the new Civic Centre's Safer Runnymede suite and CCTV system. However, their section of the plan will be updated for the meeting of this Committee in November.

- 3.3 Members are advised that the Government has introduced a new range of National Indicators and each Committee Service Plan will have to be redrawn to reflect this. A report will therefore be brought to a future meeting recommending the adoption of a revised Service Plan for the remainder of this year.

OFFICERS' RECOMMENDATION that -

the Service Plan Outturn for Leisure, Engineering and Environmental Services 2007/08, as attached at Appendix 'A' be noted.

(TO RESOLVE)

Background Papers

None stated.

7. ENVIRONMENTAL PROTECTION PLAN 2008/09 (DTS)
(Ref: Minutes of Leisure and Environment Committee, September 2007, page 333, para 257)

1. Purpose of Report

- 1.1 **The purpose of this report is to seek Members' approval of the proposed Environmental Protection Plan for 2008/09.**

2. Background Information

- 2.1 The Food Standards Agency has produced a framework agreement on local authority food law enforcement. One part of that agreement contains service planning guidance. This ensures that key areas of enforcement covered by the Food Law Enforcement standard are included within local Food Service Plans, whilst allowing scope for flexibility and the inclusion of any locally defined objectives. The requirement to produce a local Food Service Plan came into effect on 1 April 2001.
- 2.2 Similarly, the Health and Safety Commission / Executive has issued guidance under Section 18 of the Health and Safety at Work Act 1974 to local authorities in their capacity as enforcing authorities. This guidance includes a requirement to produce a service plan, incorporating the investigation of accidents and complaints. Local authorities have a duty to act in accordance with this guidance. The requirement to produce a Health and Safety Service Plan came into effect on 1 April 2002.
- 2.3 The Food Standards Agency and the Health and Safety Commission / Executive require a local authority's proposed service plans to be submitted to the relevant Member forum (which is this Committee) for approval to ensure local transparency and accountability. These service plans, and those for Pollution and Public Health, are also required to meet certain parameters of the Environmental Health Best Value Performance Indicator 166.
- 2.4 A Recycling Service Plan was first introduced in 2003/04 to replace the Council's Recycling Plan which dated back to 1990. It forms part of the Surrey Joint Municipal Waste Management Strategy.

3. Report

- 3.1 The proposed Plan for 2008/09, attached at Appendix 'B', will satisfy the requirements of the Food Standards Agency and the Health and Safety Commission / Executive. Members are asked to approve the proposals contained within the plan.
- 3.2 By approving this Plan, and through other measures taken during the past year, the Council will maintain the Best Value Performance Indicator 166 for Environmental Protection at 100%.

OFFICERS' RECOMMENDATION that -

the Environmental Protection Plan for 2008/09 as attached at Appendix 'B' be approved.

(TO RESOLVE)

Background Papers

None.

8. SURREY WASTE STRATEGY (DTS)
(Ref: Minutes of Leisure and Environment Committee, November 2004, page 422, para 349)

1. Purpose of Report

1.1 The purpose of this report is to:

- i) seek Members' approval to sign a 'Memorandum of Understanding for the Implementation of the Joint Municipal Waste Management Strategy'; and**
- ii) consider a request to Corporate Management Committee to make a contribution of £39,000 of the anticipated Performance Reward Grant payment arising from the Glass Recycling LPSA project to an emerging programme of joint working.**

2. Background Information

- 2.1 It was a legal requirement that a Joint Waste Strategy for Surrey be in place by April 2005 and submitted to the Department for the Environment, Food and Rural Affairs (Defra) by the end of March 2005.
- 2.2 A Position Statement to enable the Strategy to be produced was agreed by this Committee in November 2004, and subsequently approved by Defra. Implementation of the Strategy is overseen by a Member Advisory Board which reports to the Surrey Local Government Association (SLGA). The Chairman of this Committee is Runnymede's representative on the Member Advisory Board. The minutes of the most recent Board meeting are attached at Appendix 'C' for information.
- 2.3 This Council received Waste Performance Efficiency Grant (Waste PEG) monies from the Government in 2005/06 of £28,000, and £74,700 in 2006/07. In 2007/08 the Waste PEG money was directed to Waste Collection Authorities (district/borough councils) via the Waste Disposal Authority and the Local Area Agreement (LAA). Half of the Waste PEG was retained for joint projects and half was passed to Runnymede for individual projects. Runnymede's £39,000 was used towards the cost of purchasing new software to enable more efficient refuse and recycling collections to take place including reducing the number of refuse rounds. Overall, half of the Waste PEG money had to be spent on capital projects and half on revenue projects.
- 2.4 Over £1.2 million of the Waste PEG was utilised for joint working and various projects including;
 - kitchen organic waste collection trials
 - waste composition analysis
 - business waste awareness campaign
 - Countywide awareness campaign
 - buying green project

- Member updating
 - project management
 - on-street recycling, and
 - a community waste prevention programme.
- 2.5 Joint working, including the kitchen waste organics trial, has also been funded through Government support, via the Waste and Resources Action Programme (WRAP).
3. Report
- 3.1 In this financial year (2008/09) the Waste PEG no longer exists as a separate grant paid through the LAA. The capital and revenue elements have been split into two separate allocations, as set out below.
- 3.2 The 50% capital element has been replaced by the Waste Infrastructure Capital Grant which is paid to Surrey County Council. This is because Defra describes this grant as being available to upper tier authorities in recognition of the pressure to invest in front-end infrastructure, such as recycling and composting facilities, and to help achieve EU Landfill Directive targets. Financial responsibility for front-end infrastructure and Landfill Allowance Trading Scheme (LATS) liability lies with Surrey. Therefore, this grant would naturally be spent on WDA development work rather than LAA type projects. The 2008/09 allocation is £2,137,151.
- 3.3 The 50% revenue element of the Waste PEG has been subsumed into the Revenue Support Grant system. The 2008/09 notional allocation for Runnymede is £39,000. However, this sum was not converted into an additional cash grant for Runnymede as the grant "ceiling" beyond which no further grant is paid has been reached. Furthermore, the overall entitlement to Formula Grant for district councils was set at 1.9% in 2008/09, clearly some way short of price and wage inflation. Therefore, the sum does not represent additional resources for Runnymede. In future years this sum will not be identifiable in the Formula Grant calculation.
- 3.4 Given the lack of available Government funding or Waste PEG funding in 2008/09, and most probably future years also, alternative funding streams need to be sourced to enable joint working to continue in the future.
- 3.5 In November 2005 the Government and Surrey County Council (on behalf of its partners - the Surrey District Councils) signed a Second Generation Local Public Service Agreement for Surrey. This agreement contained 12 ambitious "stretch" targets, the achievement of which will generate income by way of a grant from the Government known as the Performance Reward Grant (PRG). Of the 12 stretch targets agreed by the Surrey partnership, Runnymede has signed up to meet 5 of them. Achievement of the targets by all the contributing partners would generate £404,692 at 60% attainment, rising to a maximum of £674,487 at 100% attainment. The amount of Performance Reward Grant will be determined this financial year. PRG of £500,000 (to confirm) has already been recognised in the Council's accounts in the 2006/07 and 2007/08 financial years based on the likely achievement of the targets. The actual amount of grant is subject to audit, and will not be paid in cash until later this year.
- 3.6 One of the stretch elements that will be successful is the Surrey wide glass recycling Local Public Service Agreement (LPSA) project. The possible Surrey-wide award of this element is expected to be approximately £2.1 million which will be split equally between all 12 Surrey authorities. Runnymede should therefore receive £174,000.
- 3.7 The Member Advisory Board has proposed that 50% of the Performance Reward Grant be pooled for joint working. Given the relative size of Surrey's authorities, the financial situation of this Council, and the need to progress various recycling initiatives locally, it is proposed that Runnymede contributes the same amount to joint projects as in the last financial year, £39,000, rather than half of the £174,000 (£87,000).

- 3.8 The Memorandum of Understanding attached at Appendix 'C' has resulted from the ongoing work of the Officer group and Member Advisory Board and details how the 12 Surrey councils will work together in future on waste management issues. It is an operational agreement and defines how the Surrey Waste Partnership will operate. Much of the activity outlined in the document is already taking place.
- 3.9 In its Key Principles, the document outlines how the partners will implement the Joint Municipal Waste Management Strategy. Partners will work together on common issues for the benefit of all council tax payers, and maximising opportunities. Partners will share information on new initiatives and provide advance information before letting new contracts to facilitate joint working.
4. Council Policy
- 4.1 The Council has previously agreed the Position Statement to adopt the Joint Municipal Waste Management Strategy for Surrey.
5. Legal implications
- 5.1 Both the districts and boroughs (WCAs), and Surrey County Council (WDA) are required by Section 32 of the Waste and Emissions Trading (WET) Act 2003 to have a joint waste strategy, approved by Defra. The Memorandum of Understanding reflects the strategy and the commitment of the districts/boroughs and Surrey County Council to work to the strategy but is not intended to create binding legal obligations as between them.
6. Resource implications
- 6.1 In signing the Memorandum of Understanding the Council is not making a commitment to provide new resources for recycling and waste minimisation measures. It is not possible at this stage to determine what resources will be needed to drive the Joint Municipal Waste Management Strategy forward to achieve the levels of recycling and waste minimisation envisaged. Improved co-operation and joint working should lead to the net costs to Surrey residents being less than what could occur through duplication of effort and friction between partners.
- 6.2 The Council will be committing £39,000 to partnership working. This is a new budgetary commitment and requires approval in line with the Council's Constitution. Furthermore, the financial constraints and challenges that the Council faces, makes it very important that projects are based on secure forms of income. PRG represents a one-off grant and, despite the temptation to go out and spend it, should be used very carefully to avoid committing the Council to further on-going expenditure at a time when revenue reductions are required.
- 6.3 PRG is not an earmarked grant. The Council is free to use the grant as it sees fit. Much of the expected award has already been recognised in the Council's accounts for 2006/07 and 2007/08.
- 6.4 It is very likely that further proposals for recycling and waste minimisation initiatives in Runnymede will be made for utilising the remaining £135,000.

OFFICERS' RECOMMENDATION that –

- i) **Runnymede Borough Council supports and becomes a signatory to the proposed Memorandum of Understanding as attached at Appendix 'C' for the implementation of the Surrey Joint Municipal Waste Management Strategy;**
- ii) **the JMWMS Advisory Board be informed that this Council will agree to £39,000 of its anticipated Glass Recycling LPSA Reward Grant to be committed to further partnership projects; and**

- iii) Corporate Management Committee be requested to approve a supplementary estimate in the sum of £39,000 accordingly, and note that further commitments are likely to be required to support the Surrey Joint Municipal Waste Management Strategy.**

(TO RESOLVE)

Background Papers

None.

9. KERBSIDE RECYCLABLES COLLECTION CONTRACT (DTS)
(Ref: Minutes of Leisure and Environment Committee, January 2002, page 755, para 513, June 2002, page 229, para 120, September 2002, page 546, para 321, November 2002, page 774, para 438 and Council, March 2002, page 922, para 604 and October 2002, page 692, para 375.)

1. Purpose of Report

- 1.1 **The purpose of this report is to seek approval for re-tendering the kerbside recyclables collection contract.**

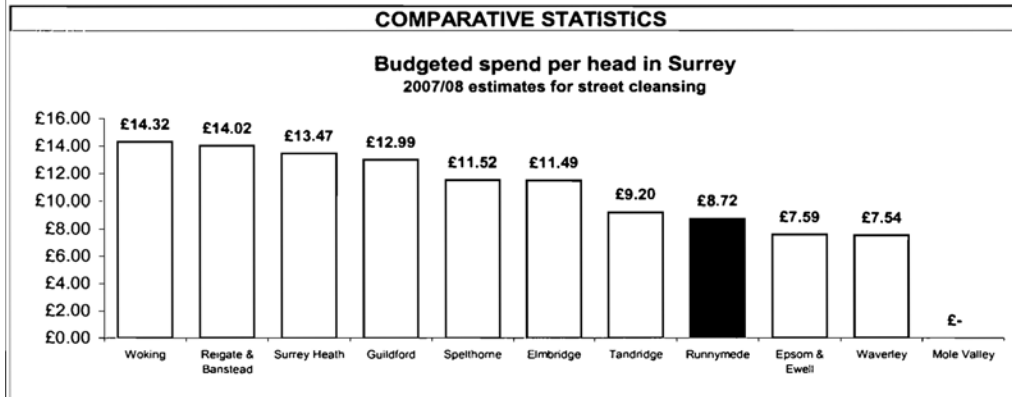
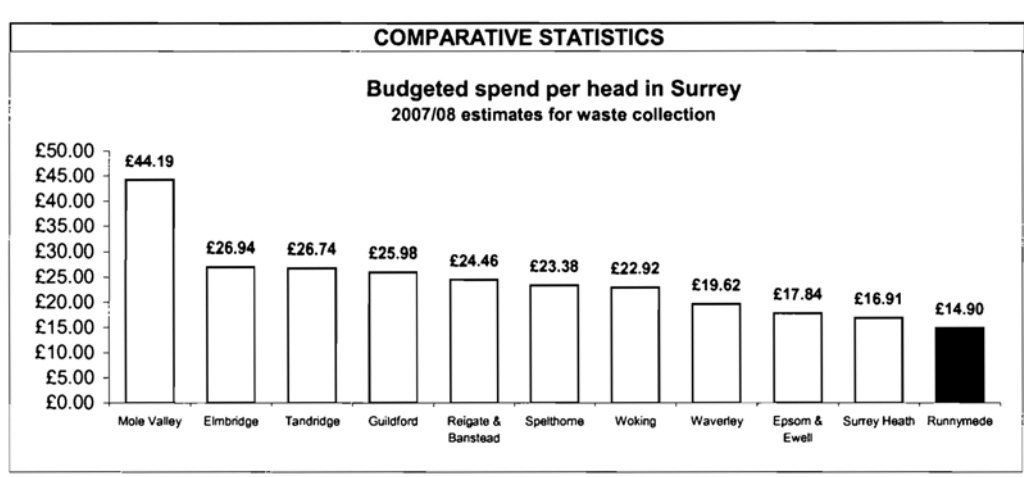
2. Background Information

- 2.1 In 2002, this Committee approved the introduction of a kerbside recycling service and a tender programme for its implementation. Later that year a seven year contract with Cheshire Recycling Ltd. was confirmed and the first phase was introduced in February 2003.
- 2.2 At the time of its introduction, funding was received from both SITA Environmental Trust and the Government Recycling Fund, which was used to purchase the recycling vehicles. Therefore, whilst the service is delivered by external contractors, the vehicles they use are owned by the Council.
- 2.3 The present contract expires in February 2010 and owing to the length of time for the procurement process, this needs to start shortly.

3 Report

- 3.1 Prior to re-tendering the contract, Officers consider it appropriate for the Committee to determine whether there are other options than simply a renewal based on the existing service that might be considered. These are described below.
- i) Seek tenders for combined recycling, refuse collection and street cleansing functions
- 3.2 Refuse collection and street cleansing functions are currently carried out by in-house staff. There is no doubt that adding these functions into a single contract would increase the overall value to be tendered and increase the market interest.
- 3.3 Current recycling contractor payments in this financial year are estimated to be £398,800. Gross expenditure is estimated to be £666,000, offset by income from recycling credits and sales of recycled materials, to give a net expenditure for the service of £330,300.
- 3.4 The current estimate for refuse collection is £975,300 and £547,000 for street cleansing and litter picking. The green waste recycling service is also run in-house and the estimated net expenditure for this year is £93,300. The total budget for all these services is therefore close to £2 million.
- 3.5 It is clear from the comparative statistics in the budget book, shown below, that the in-house services provide good value for money. In terms of refuse collection, Runnymede's costs are the lowest in the County by some margin - £2 per head less than

the next lowest and £12 less than the cost of the highest (excluding Mole Valley). These costs include recycling costs which are particularly low at present. Street cleansing costs are also in the lowest quartile in the County and again, some way behind the more expensive.



Note: Mole Valley appears to have combined the figures for waste collection and street cleansing into the top table.

- 3.6 Clearly the only way of knowing the costs of externalising the service would be through a formal tendering process. However, Surrey County Council's consultants, Eunomia, when they were doing work on the Joint Municipal Waste Strategy, expressed surprise at the low level of expenditure which they thought offered very good value for money. This is borne out by the comparative statistics. If Members wished to pursue this option, it is thought that a consultant would be able to offer a view as to likely cost of externalising the service.
- 3.7 In the past, Members have been supportive of some in-house provision as part of a mixed economy approach to service delivery. This is particularly relevant in this sector which has a high cost local labour market and difficulty of attracting competitive and durable contracts. Other advantages are service resilience; this has been particularly valuable when responding to civil emergencies such as flooding, and the flexibility that is provided to change conditions of service delivery without attracting additional payments to, or extensive negotiations with, contractors.
- 3.8 In recent years when the new vehicle fleet was acquired, the Council expressed satisfaction with the quality of these services, the budgetary estimates and public satisfaction levels and it was retained in-house. However, Officers consider this is an appropriate opportunity for Members to reconsider this option.

ii) Kerbside sorted recycling service or mixed recyclables

- 3.9 The current recycling scheme requires householders to separate the various recyclables, place them in different storage containers, and leave them at the edge of the curtilage for collection. Each material is then placed into different storage containers on the recycling vehicles by the contractor's operatives.
- 3.10 This has advantages in that it is good quality clean material, free from cross-contamination which is fully recycled in this country. It also has relatively high value as a product which translates into income for the Council. However, the value of this income is subject to market conditions and cannot be guaranteed.
- 3.11 The alternative is a mixed recyclable collection whereby householders are provided with an additional wheeled bin into which they randomly mix recyclable materials. In the past this has excluded glass which breaks and contaminates other material, although the industry has been working on providing such mixed collections.
- 3.12 The main advantage of this system is its ease for householders. It encourages recycling participation, boosts recycling rates and reduces waste collected as refuse. The material can also be collected quickly using conventional refuse vehicles with bin lifts. This is also a safer method of collection because it minimises manual handling processes and the risk of injury to operatives.
- 3.13 The disadvantages are that the material collected is of poor quality, with a higher rejection rate due to contamination. The majority of paper is exported and the long-term availability of such markets is questionable. The material has to be taken to a specialised materials recovery facility to separate the various recyclables and councils are charged a 'gate fee' for this service; the level of which cannot be guaranteed in the longer term. There is also no income received by the collection authority for the end product. Financially therefore the costs are higher and income lower. In Runnymede, a move to this system was previously estimated to cost approximately £300,000 more per annum than the existing kerbside system. The initial capital costs of an extra wheeled bin per household would also have to be considered.

iii) Weekly or fortnightly recycling collection

- 3.14 The current recycling service operates on a weekly basis and Members in the past have expressed a strong preference for this to continue. Costs would no doubt reduce with a move to fortnightly collections, but the capacity of containers would need to be addressed. A move to fortnightly recyclable collection without a corresponding move to fortnightly refuse collection could be a disincentive for the public to recycle. However, a fortnightly collection would go some way to releasing the funds to allow the overall service to be expanded to include the collection of additional materials.

iv) Increase range of recyclable product collected

- 3.15 Members have expressed a desire to extend the range of materials collected for recycling – especially plastics and cardboard. This would not only encourage more recycling but also reduce waste collected. Clearly there would be a cost implication for this, and given the Council's current financial situation this would be a substantial limiting factor. However, the tender could be requested to individually identify such additional collections.
- 3.16 Similarly, the County Council is keen to roll out kitchen waste collections. If this was introduced, it would overcome many of the public's concerns around smells and vermin, should the Council decide in the future to move to fortnightly refuse collections. The recent Waste Compositional Analysis for Surrey has shown a much higher rate of recycling for councils with fortnightly collections and correspondingly higher amounts of recyclable materials in the residual waste for councils with weekly collections.

v) Seek to make in-house bid for the recycling service

- 3.17 The Council's own staff already run the refuse collection, street cleansing and green waste recycling services on a commercially competitive basis, providing a high quality, low cost and high satisfaction service.
- 3.18 An in-house bid was submitted when the recycling service was first set up. Whilst the bid was higher than that which was originally accepted, it proved to be set at perhaps a more realistic rate, as evidenced when the current contractors came to the Council to request additional financing in October 2005, although the difference between the two bids has effectively reduced the cost to Runnymede by up to £1million over the 7 year life of the contract.
- 3.19 An advantage to an in-house bid is that it offers not only a benchmark, but also a realistic prospect of better value, given the removal of any profit element. It would also allow for any changes in service provision to be carried out without incurring any financial penalties resulting from contractual obligations with a third party.

Conclusion

- 3.20 Many of the issues raised above have been discussed before at both this Committee and by the Member Working Group. Officers have therefore based the recommendations in respect of all five issues on the views which previously have been consistently expressed on these matters. The Committee is however invited to formally confirm its position on each question.

4. Tender Process

- 4.1 A proposed project management timetable is outlined below:

Prepare contract conditions	June – August 2008
Approval of contract specifications	August 2008
Advertisement in OJEU	September 2008
Closing date for expressions of interest	October 2008
Evaluate Stage 1 to ensure compliance with shortlist requirements and meet minimum financial standards	October 2008
Evaluate Stage 2 detailed evaluation of references	October 2008
Approval of shortlist by Leisure & Environment Committee	November 2008
Documents sent to approved shortlist	November 2008
Tender return date	December 2008
Evaluate compliance with tender requirements	January 2009
Evaluate tenders Stage 1 technical evaluation and experience	January 2009
Evaluate tenders Stage 2 interviews	February 2009
Award of tender by Leisure & Environment Committee	March 2009
Commencement of new recycling service	February 2010

- 4.2 This is clearly a lengthy process. However, it follows the EU Restricted Procedure. The time lag between awarding the tender and its commencement is to allow proper preparation. In particular, at present there is a long delay in terms of vehicle delivery which would enable new vehicles to be constructed and delivered.

5. Council Policy

- 5.1 The Council's Strategic Plan 2005 – 2010 sets out the vision to both enhance the quality of life for residents, visitors and businesses and maintain rigorous financial control of the Council's affairs.

- 5.2 In terms of recycling, the Plan sets out key aims to maintain a first-class recycling service to residents and meet Government targets. It also calls to investigate the viability of extending the scheme to additional materials.
- 5.3 A principal policy of the Joint Municipal Waste Management Strategy, which was broadly adopted in 2006 by all Surrey councils, is to '*achieve and exceed household recycling and composting targets of 40% by the year 2010 and 50% by 2015....*'. Whilst these targets are something to which Runnymede aspires rather than being obligatory, they need to be considered when the recycling contract is renewed. Current performance highlighted in a recent report to the Surrey Local Government Association (SLGA) Member Advisory Board for the Joint Municipal Waste Management Strategy is attached at Appendix 'E'. The overall recycling and compost rate for Surrey in 2007/08 was 36.7%.
6. Resource Implications
- 6.1 The current recycling contract is known to be very competitive and offers good value for money. Even simply retaining the existing service is likely to result in additional costs to the Council. Clearly, adding further items to the recycling menu will also result in additional costs as set out in previous reports to this Committee.
- 6.2 A major element of increased cost would be replacing vehicles which at present are owned by the Council.
- 6.3 Landfill Tax is £32 per tonne this year (2008/09), and is increasing by £8 per tonne each year from April 2009 until at least 2010/11, so it will be £40 per tonne next year (2009/10) and £48 in 2010/11. Failure to comply with the restriction in the Landfill Allowance Trading Scheme will add a further £150 per tonne in excess of allowances. Whilst these costs will fall to Surrey County Council as the Waste Disposal Authority, they will be borne by Surrey tax payers.
7. Legal Implications
- 7.1 The Council was set a Best Value Performance Indicator target of 20% for 2007/08.
- 7.2 The recycling targets set for the Council are mandatory. If the Secretary of State believes the authority is not complying with its Best Value duties, he has powers under Section 15 of the Local Government Act 1999 to intervene. Clearly, refuse collection and recycling performance affects the Council's standing not only in terms of public opinion, but also in external assessment in relation to BVPs, Comprehensive Performance Assessment and Audit Commission review.
- 7.3 This matter would fall within the requirements of the Transfer of Undertakings Protection of Employment (TUPE) Regulations. These regulations provide, inter alia, continuity of employment and protection of terms and conditions for staff engaged in an activity that transfers to a new employer. Detailed and timely consultations with staff and any relevant trade unions are required to ensure compliance with the regulations.
8. UNISON views
- 8.1 The Runnymede Branch of UNISON has always supported the DSO and welcomes the recommendation to make an in-house bid for the Kerbside Recyclables Collection Contract, sufficiently resourced and supported.
- 8.2 Extending the recycling service to include plastics, cardboard and kitchen waste is an improvement and careful consideration of the best method of collection and containment will be necessary. It might therefore, also be a pertinent time to review whether a move to using wheeled bins for the collection of green waste would be sensible.
- 8.3 UNISON would like the Committee to consider that the salaries of some DSO staff may be slipping in their competitiveness with neighbouring authorities and are therefore due a

review. This may be owing to the Council's pay policy no longer looking towards the upper quartile.

- 8.4 Unfortunately, a significant proportion of the DSO staff are at the top of their grades. The non-managerial salaries range between £12,741 (bottom of Grade 2) and £22,290 (top of Grade 7) with most staff falling somewhere in the middle on Grades 3, 4 and 6. A new service being introduced is a good time to consider whether there is more that could be done to retain this valued part of the Council's frontline workforce in order to make the whole service a success.
- 8.5 UNISON looks forward to being consulted on the specific staffing implications associated with bringing the service in-house should that be the eventual outcome.

OFFICERS' RECOMMENDATION that –

- i) tenders be invited to renew the kerbside recyclables collection contract;**
- ii) the invited tenders be in respect of the recycling service only;**
- iii) the tender specify that the recycling service be weekly and based on kerbside sorting;**
- iv) the tender also seek additional prices for recycling of plastics, cardboard and kitchen waste; and**
- v) an in-house bid be submitted for the service.**

(TO RESOLVE)

Background Papers

None.

10. MEMBER WORKING GROUP ON WASTE AND RECYCLING – MINUTES (DTS)

The Minutes of the meetings of the Member Working Group on waste and recycling held on 20 September 2007, 17 January 2008 and 11 April 2008 are attached at Appendix 'F'.

(FOR INFORMATION)

Background Papers

None stated.

11. ADDLESTONE CEMETERY EXTENSION (DAL)

(Ref: Minutes of Leisure Services Committee, June 1994, page 65, para 84, June 1995, page 102, para 136, November 1999, page 686, para 464 and Leisure and Environment Committee, page 325, para 268, March 2002, page 964, para 661 and September 2002, page 541, para 307)

1. Purpose of Report

- 1.1 The purpose of this report is to inform Members of the availability of land for burials at each of the Council's cemeteries and seek approval for a scheme to provide an extension to Addlestone Cemetery on land at Simplemarsh Farm.**

2. Background Information

2.1 The Council manages four operational cemeteries. These are in Addlestone, Chertsey, Englefield Green and Thorpe. Between them they accommodate about 190 interments a year.

2.2 Based on recent demand, the estimated availability of land suitable for burials at each cemetery is set out below:

Addlestone Cemetery – 6 to 12 months

Chertsey Cemetery – 53 years

Englefield Green Cemetery – 40 years

Thorpe Cemetery – 8 years

2.3 In September 2002 this Committee received a report which estimated the future availability of land for burials at each cemetery at that time and highlighted options for the future of Addlestone Cemetery, which was nearing capacity. One option was to acquire additional burial land at Addlestone. The Committee resolved that Officers explore opportunities to acquire further burial land in Addlestone and prepare a more detailed report for a future meeting.

2.4 In 2005 the Council acquired land at Simplemarsh Farm pursuant to the requirements of a development related Section 106 agreement. This land is close to Addlestone Cemetery, albeit on the other side of Green Lane. The Section 106 agreement requires the land to be used for open recreational purposes, including use as a cemetery.

3. Report

3.1 Addlestone Cemetery is reaching its burial capacity. It is estimated that there are sufficient grave spaces left to accommodate burials for the next 6 to 12 months. The pre-purchase of graves at this cemetery has been temporarily halted so as to maintain a supply of graves for interring the deceased.

3.2 The land which the Council owns at Simplemarsh Farm has been identified as a suitable location for an extension to Addlestone Cemetery and Officers have worked up proposals for the layout of this extension and these will be displayed at the meeting.

3.3 The design provides 12 burial sections within the cemetery with sufficient grave spaces to satisfy demand at the current rate for approximately 100 years. These sections are separated by a network of footpaths and there is one central roadway with a turning area at the far end for the use of hearses attending funerals. A gated access to the cemetery will be provided via a new access road from Green Lane, which is to be constructed in conjunction with the residential development to be built on Simplemarsh Farm. The design includes a car park, accommodating 14 cars, including 3 disabled bays.

3.4 Whilst the access road from Green Lane, which serves the residential development will be constructed by the developer, the entrance road and car park for the cemetery will have to be constructed by the Council. There will be an open sided pergola close to the car park which would provide mourners with some shelter before and after funerals. The cemetery will be bounded on three sides by a green steel bow top fence, 1.8 metres high. The fourth side will have a tree screen, designed to hide the view of adjacent St Peter's Way. There is also a small fenced compound where the cemeteries staff can store materials and equipment. It will be necessary to consecrate some of the sections within the cemetery.

4. Council Policy

4.1 One of the objectives of the Council's Strategic Plan 2005 - 2010 'Building on Excellence' is 'Promoting Leisure and Culture' which includes the aim to 'Explore the options available to maintain cemetery provision at Addlestone where there is limited capacity for

future interment and keep cemetery land available in the Borough under review to meet demand, while releasing surplus lands.'

5. Resource Implications

- 5.1 The General Fund Capital Programme 2007/08 to 2011/12 includes a provision of £200,000 for an extension to Addlestone Cemetery.
- 5.2 Ongoing maintenance of the new cemetery is expected to cost £8,000 a year, to be funded from savings made elsewhere in the existing cemeteries revenue budget.
- 5.3 Income from the Council's four cemeteries in the 2007/08 financial year was £167,000; £52,000 of this was from Addlestone Cemetery. Income from the new extension is expected to be lower in the first year or so, as people become accustomed to the use of this area as a cemetery.

6. Legal Implications

- 6.1 The Council may provide and maintain cemeteries within or outside the area by virtue of the Local Government Act 1972, Section 214(2).

7. Planning and Technical Considerations

- 7.1 The use of land at Simplemarsh Farm for cemetery purposes will require Planning Permission and an application will be submitted if this Committee approves the recommendation below.

8. Environmental Implications

- 8.1 The Environment Agency has powers under the Groundwater Regulations 1998 to take action where groundwater pollution occurs. As a statutory consultee, the Agency's views will be sought and must be considered when a planning application is submitted.

OFFICERS' RECOMMENDATION that –

- i) the proposals for an extension to Addlestone Cemetery on land at Simplemarsh Farm, be approved; and**
- ii) Corporate Management Committee be requested to approve a capital estimate in the sum of £200,000 for this scheme.**

(TO RESOLVE)

Background Papers

None stated.

12. APPOINTMENTS TO LEISURE SUB GROUPS (DAL)

THE COMMITTEE IS ASKED to consider the following appointments to the Leisure Sub-Groups for the Municipal Year 2008/09:-

1. **Two Officers** to serve on the **Cabrera Trust Management Committee**. The Management Committee comprises the three Virginia Water Councillors ex officio, and two Officers acting as the Honorary Secretary and Honorary Treasurer for the Trust. The term of these appointments runs from the end of the Cabrera Trust's Annual General Meeting on 18 June 2008 to the end of the said same meeting in 2009. The retiring Officer appointees are the **Director of Administration and Leisure and the Director of Finance**.

2. **Two Members** to serve on the **Chertsey Meads Management Liaison Group**, one of whom is usually the Chairman of the Leisure and Environment Committee who chairs the meetings of this Group. The Group meets once a year in March and the next meeting is scheduled to take place on Tuesday 3 March 2009. The retiring Members are Councillor C J Norman and former Councillor Mrs J Norman.
3. **One Member** of the Leisure and Environment Committee to serve on the **Runnymede Access Liaison Group** which considers the access needs of disabled people in Runnymede. Another Member is also appointed to this Group from the Housing and Community Services Committee. The Group meets between 4 and 5 times a year. The retiring Member from this Committee is Councillor Mrs E Gill (no longer a Member of this Committee).
4. **Two Members** of the Leisure and Environment Committee to serve on the **Runnymede Arts Development Steering Group**. The Group meets four times a year in July, October, February and April. The next meeting of the Group is scheduled for 1 July 2008. The retiring Members on this Group are Councillors A J Davis and Miss M N Heath.
5. **One Member** of the Leisure and Environment Committee to serve on the **River Thames Alliance**. Members will recall that this group was set up by the Tourism Forum and meets once a year. The next meeting of the Alliance is scheduled for 10 July 2008. The retiring Member is former Councillor B J Relph.

(TO RESOLVE)

Background Papers

None.

13. CHERTSEY MEADS MANAGEMENT LIAISON GROUP – CONSTITUTION UPDATE (DAL)
(Ref: Minutes of Chertsey Meads Management Liaison Group, March 2008 elsewhere on this Agenda)

Members are requested to approve a minor amendment to the Constitution of the Chertsey Meads Management Liaison Group to reflect a change in membership status of one of its members.

Mrs J Boater has represented the needs of cyclists, pedestrians and other users of sustainable transport who use Chertsey Meads through Chertsey Alternative Transport Association (CATA) for some years. However, that body has ceased to function. Instead, it was considered appropriate, subject to the approval of this Committee, to replace CATA on the Chertsey Meads Management Liaison Group with Sustrans, of which Mrs Boater is also a member.

Members will be aware that Sustrans is a nationally recognised charity promoting sustainable transport, as this quotation from their website explains:

'Sustrans is the UK's leading sustainable transport charity. Our vision is a world in which people choose to travel in ways that benefit their health and the environment. Every day we are working on practical, innovative ways of dealing with the transport challenges that affect us all.'

OFFICERS' RECOMMENDATION that –

the Constitution of the Chertsey Meads Management Liaison Group be amended to reflect the replacement of Chertsey Alternative Transport Association with Sustrans.

(TO RESOLVE)

Background Papers

Quotation from Sustrans website. www.sustrans.org.uk

14. CHERTSEY MEADS MANAGEMENT LIAISON GROUP – MINUTES (DAL)

The Minutes of the meeting of the Group held on 11 March 2008 are attached at Appendix 'G'.

(FOR INFORMATION)

Background Papers

None.

15. RUNNYMEDE ARTS DEVELOPMENT STEERING GROUP – MINUTES (DAL)

The Minutes of the meeting of the Steering Group held on 13 February 2008 are attached at Appendix 'H'.

(FOR INFORMATION)

Background Papers

None.

16. EXCLUSION OF PRESS AND PUBLIC

OFFICERS' RECOMMENDATION that –

the press and public be excluded from the meeting during discussion of the following report under Section 100A(4) of the Local Government Act 1972 on the grounds that the report in question would be likely to involve disclosure of exempt information of the description specified in paragraphs 1 and 2 of Part 1 of Schedule 12A of the Act.

(TO RESOLVE)

PART II

Matters involving Exempt or Confidential Information in respect of which reports have not been made available for public inspection

- | | | |
|-----|---------------------------------|-------------|
| a) | <u>Exempt Information</u> | <u>Para</u> |
| 17. | NEW LEISURE LOGO | 1, 2 |
| b) | <u>Confidential Information</u> | |
- (No reports to be considered under this heading)