

Runnymede Borough Council

LEISURE AND ENVIRONMENT COMMITTEE

19 June 2008 at 7.30 p.m.

Members of the
Committee present: 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.

Members of the
Committee absent: None.

Councillor R J Edis also attended.

The Chairman welcomed Members of the Committee, including new Members of the Council to the meeting in the new Council Chamber at the Runnymede Civic Centre.

77. MINUTES

The Minutes of the meeting of the Committee held on 13 March 2008, were confirmed and signed as a correct record.

78. SERVICE PLAN 2007/08

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

The Committee noted the outturn position of the majority of services falling under the remit of the Leisure and Environment Committee, noting that the format and content therein would be revised later in the year in response to the adoption by the Council of new National Indicators.

Officers agreed that when this exercise took place they would take the opportunity to review and prune superfluous items and include more tangible, measurable and stretching targets providing firm details on progress, comparisons with others, timetabling and 'traffic lights' so that Members could more easily identify progress and the priority attached to different targets.

In respect of Leisure's Service Plan, Officers were instructed to consider external funding and input in respect of the café at ELC when appropriate and to liaise with local Ward Members in respect of Walton Leigh Open Space and the issues arising there from with local residents in which the Chairman was also involved. Also under 'Open Spaces' Members welcomed the new play area at Spring Rise in Egham.

In the Engineering section of the plan Officers were able to give an updated and improved figure for the cost of waste collection per household of £43.58 although the amount of waste going to landfill was still disappointingly high but decreasing. It was hoped that fly tipping would reduce in and around the Lyne/Foxhills areas with the re-opening of the Civic Amenity Site at Lyne in July.

Within Environmental Services Officers agreed to monitor the charging structure for green waste collection and review its appropriateness in respect of concessions for older people, notwithstanding that this service was aimed to be self-funding.

RESOLVED that –

the Service Plan Outturn for Leisure, Engineering and Environmental Services 2007/08, be noted.

79. ENVIRONMENTAL PROTECTION PLAN 2008/09

(Ref: Minutes of Leisure and Environment Committee, September 2007, page 333, para 257)

Members received the annual Environmental Protection Plan 2008/09 which sought to bring together various strands of work covered by Food Law and Health and Safety legislation and in

accordance with the framework produced by the Food Standards Agency and the Health and Safety Commission./Executive.

The Committee was advised that a report on Air Quality, including a draft Action Plan would be submitted to the next meeting of the Review Board in July.

Officers were asked to clarify whether the out of hours noise service had been re-instated and to communicate the answer to Surrey Police, and to advise on the number of calls made on it since its re-introduction if applicable.

Members were pleased to note that the Council had again maintained at 100% the Best Value Performance Indicator 166 for Environmental Protection.

RESOLVED that –

the Environmental Protection Plan for 2008/09 be approved

80. SURREY WASTE STRATEGY

(Ref: Minutes of Leisure and Environment Committee, November 2004, page 422, para 349)

The Committee was requested to approve a Memorandum of Understanding between the Surrey districts and boroughs for the implementation of the Surrey Joint Municipal Waste Management Strategy. Members recalled the amount of work that had been undertaken in this area, noting that much of what was contained in the memorandum consolidated the operations of the waste partnership in reducing waste and increasing recycling already being undertaken across the county.

The Committee was assured that signing the Memorandum did not commit the Council to devoting new resources for recycling and waste minimisation, nor did it create legal and binding obligations between the Surrey districts and boroughs.

Members were advised that a significant element of the Joint Municipal Waste Management Strategy involved joint working in specific areas and projects, notably the organic kitchen waste trial, funded through Government support, via the Waste and Resources Action programme.

The Committee was informed that the way in which Government grants could be secured for future joint working projects had changed. The Waste Performance Efficiency Grant no longer existed and its capital and revenue elements had been split equally into a Waste Infrastructure Capital Grant paid to Surrey County Council and the Revenue Support Grant system. Thus at borough level the funding previously received had been removed leaving councils to identify alternative funding streams to enable joint working in the future.

A further development was the signing of a Second Generation Local Public Service Agreement for Surrey by Surrey County Council on behalf of the districts and boroughs and the Government. This paved the way for a series of 12 'stretch targets' the achievement of which could generate income for the boroughs from the Government via the Performance Reward Grant (PRG) which could be utilised for joint working projects.

One such target was the Surrey wide glass recycling Local Public Service Agreement (LPSA) project, attracting up to approximately £2.1 million for Surrey, split equally amongst the 12 authorities, yielding £174,000 for Runnymede.

Members were informed that the Member Advisory Board on Waste and Recycling had recommended that 50% of the anticipated PRG (£87,000) be pooled for joint working. Officers considered that the Council's contribution to that pool should be £39,000, the same as the previous year, given the current financial position, the relatively small size of the authority and the need to progress various recycling projects locally.

The Committee agreed this was a sensible amount but should only be committed once the grant allocation had actually been received.

RESOLVED that –

- i) Runnymede Borough Council supports and becomes a signatory to the proposed Memorandum of Understanding 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, subject to receipt of all the allocation beforehand; 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**

81. KERBSIDE RECYCLABLES COLLECTION CONTRACT

(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.)

It was noted that this report had previously been discussed and agreed at the Member/Officer Working Group on Waste and Recycling.

The Committee considered a report which sought approval to re-tender the kerbside recyclables collection contract, due to expire in February 2010. Owing to the long procurement process and the time it took to construct suitable vehicles for the service there was a need to initiate proceedings shortly.

Members recalled that the kerbside recycling service was introduced in 2002 to an external contractor, the in-house bid not being selected at that time. Funding had been received from both SITA Environmental Trust and the Government Recycling Fund and this was used to purchase the vehicles used by the external contractor.

The Committee was invited to consider five options for the contract, other than renewal on existing terms.

Seek tenders for combined recycling, refuse collection and street cleansing functions

The Committee was reminded that the value of a combined service covering all the in-house DSO's functions was approximately £2 million. This was made up of £975,300 for Refuse, £547,000 for Street Cleansing and £93,300 for Green Waste Collection. As a contract therefore it was attractive. However, the advantages of in-house provision in terms of service resilience, flexibility to respond to emergencies and the ability to change conditions of service delivery without having to make additional payments to contractors, combined with the cost per head of the service (the lowest in the county), outweighed the superficial headline value of the contract.

Members agreed it was very good value for money with a high public satisfaction rate and re-affirmed their support of the in-house provision of these services.

Kerbside sorted recycling service or mixed recyclables

Members appreciated that although providing a mixed recyclables service was easier for residents, because they didn't have to sort the recyclables before putting them out for collection, and afforded less risk to staff from manual handling and other injury, the value of the material collected was often of poor quality, with a rejection rate of up to 10% owing to contamination. In addition, the Council had to pay a 'gate fee' to the facility that took the material. This together with the cost of providing residents with an additional wheeled bin could add an extra £300,000 to the cost of such a service.

Members agreed that although this was a quick way to boost recycling figures and reduce waste to landfill, it was not economically viable at this time.

Weekly or fortnightly recycling collection

Members agreed that maintaining a weekly collection of recyclables was the preferred option. However, they wanted to obtain the full range of costs and options, acknowledging that a move to fortnightly collection was likely to be cheaper and could release the necessary funds to expand the service in terms of the types of material that could be collected. It was agreed therefore to ask potential tenderers to include both fortnightly and weekly collection costs.

In keeping their options open with regard to weekly or fortnightly collection of recycling, a move to the fortnightly collection of refuse was not ruled out, it remained the 'in principle' preferred way forward, but did not force residents down one particular route. Members were pleased with the pragmatism of this approach.

Increase range of recyclable product collected

The Committee confirmed its desire for additional recyclable items to be collected and to specify in the tender documentation that costs be given individually for the collection of plastics, cardboard, mixed paper and kitchen waste in addition to those items already collected for recycling. In this way Members would have a clear breakdown of costed options from which to choose the service they wanted to provide.

Members were aware of Surrey County Council's aspiration towards boroughs collecting kitchen waste. Including it in the weekly collection of recyclables would, it was hoped, allay public concern about smells and vermin if residual waste was only collected on a fortnightly basis.

Seek to make in-house bid for the recycling service

Members had already re-affirmed their support for the in-house provision of services. Removing the profit element from their bid would make it competitive as would the fact that the in-house team already provided the other related services. Members noted that although the in-house bid had lost out previously, it had proved to be more realistic in the light of the contractor's experiences since 2003.

Members approved the timetable of the procurement process as set out 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

It was agreed that getting the tender documentation correct was vital to securing the best service for residents at a reasonable cost to the Council. Officers confirmed that the recycling targets and statistics which the Council aspired to, as well as those which had to be met, would be set out in the tender brief, thus acting in accordance with the Surrey Joint Municipal Waste Strategy.

At the same time it was agreed that Officers should produce more information for residents making clear the social and economic implications of not recycling enough but producing too much waste for landfill, which ultimately, they paid for. Officers were also asked to produce a brief article for the next edition of 'The Voice' on grass cutting, explaining the county/borough split in context of Council Tax charges.

RESOLVED 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 for both weekly and fortnightly recycling options based on kerbside sorting**
- iv) the tender also seek additional prices for recycling of plastics, cardboard, mixed paper and kitchen waste;**
- v) an in-house bid be submitted for the service; and**
- vi) innovative alternative options to increase recycling and reduce costs be invited**

82. MINUTES OF MEMBER WORKING GROUP ON WASTE AND RECYCLING

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 were received and noted.

83. ADDLESTONE CEMETERY EXTENSION

(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)

The Committee considered a proposal to extend Addlestone Cemetery, utilising land at Simplemarsh Farm, released by a Section 106 agreement.

Members noted that capacity at Addlestone Cemetery was very low, with only another 6-12 months before space ran out, so the need to extend was urgent. Officers had worked up plans for the extension which it was thought would last for approximately 100 years, based on the current burial rate.

Members were satisfied with the plans which included 12 burial sections, a network of footpaths, a central roadway with turning space, a pagoda to act as a shelter for visitors to the cemetery and suitable fencing to separate it from the proposed residential housing development.

It was confirmed that if the scheme was also approved by Corporate Management Committee, planning permission would be applied for and the views of the Environment Agency sought.

Officers confirmed that the General Fund Capital Programme 2007/08 included provision of £200,000 for the scheme, and that ongoing maintenance costs of approximately £8,000 per annum would be funded from within existing resources.

RESOLVED 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.**

84. APPOINTMENTS TO LEISURE SUB-GROUPS**RESOLVED that –**

- i) The Director of Administration and Leisure and the Director of Finance be re-appointed to serve on the Cabrera Trust Management Committee for the Municipal Year 2008/09;**
- ii) Councillors C J Norman and L C Pouyanne be re-appointed and appointed respectively, to serve on the Chertsey Meads Management Liaison Group for the Municipal Year 2008/09;**
- iii) Councillor Mrs E Gill be re-appointed to serve on the Access Liaison Group for the Municipal Year 2008/09, subject to the Group's Constitution allowing a Member not of the Leisure and Environment Committee to be appointed;**
- iv) Councillors A J Davis and Miss M N Heath be re-appointed to serve on the Runnymede Arts Development Steering Group for the Municipal Year 2008/09; and**
- v) Councillor A M Moore be appointed to serve on the River Thames Alliance for the Municipal Year 2008/09**

85. CHERTSEY MEADS MANAGEMENT LIAISON GROUP – CONSTITUTION UPDATE

The Committee's approval was sought to update the constitution of the Chertsey Meads Management Liaison Group. One of the members of the Group had advised that the organisation she represented on the Group (Chertsey Alternative Transport Association) no longer functioned and she had joined Sustrans instead.

It was agreed that Sustrans was a suitable replacement for CATA to represent cyclists and other users of sustainable transport on the Group.

RESOLVED that -

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

86. CHERTSEY MEADS MANAGEMENT LIAISON GROUP – MINUTES

The Minutes of the meeting of the Group held on 11 March 2008 as attached at Appendix 'A' were received and noted.

87. RUNNYMEDE ARTS DEVELOPMENT STEERING GROUP – MINUTES

The Minutes of the meeting of the Group held on 8 April 2008 as attached at Appendix 'B' were received and noted.

Members were urged to support the thriving local arts community.

88. NEW LEISURE LOGO

(Ref: Minutes of Leisure and Environment Committee, January 2008, page 687, para 485)

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

The Committee was asked to choose a new Leisure logo to be used on all the marketing and promotional materials relating to the jointly managed and operated Leisure Centres in Egham and Addlestone.

The Committee was advised that eight companies had been approached with a fairly narrow brief of what sort of logo was required. Five companies had responded, of which three were shortlisted, the other two companies had not met the brief.

The aim of the new logo was to signpost the new managerial and operational arrangements of the Leisure Centres and provide customers with a new identifiable image which would unite the centres and membership.

Officers confirmed that the new management structure, in place since April 2008, was working well, with only a small number of posts to be filled. Staff were working across both sites where relevant and were now able to concentrate on specific areas of work.

Members were given the opportunity to freely select the logo of their choice. The majority decision was one produced by 'the Sign Co.' A bright, modern and colourfully flowing design which showed Leisure and the Leisure Centres moving forward.

RESOLVED that –

The logo design produced by The Sign Co., as chosen and identified at the meeting, be used on all marketing and promotional material for the jointly managed and operated Leisure Centres

Chairman

(The meeting ended at 9.02 pm)