



RUSHMOOR BOROUGH COUNCIL

ENVIRONMENT POLICY AND REVIEW PANEL

*at the Council Offices, Farnborough on
Tuesday, 10th November, 2015 at 7.00 pm*

To:

Cllr D.E. Clifford (Chairman)
Cllr Sophia Choudhary (Vice-Chairman)

Cllr M.S. Choudhary
Cllr Sue Dibble
Cllr D.S. Gladstone
Cllr G.B. Lyon
Cllr J.J. Preece
Cllr L.A. Taylor
Cllr D.M. Welch

Enquiries regarding this agenda should be referred to the Panel Administrator,
Justine Davie, Democratic and Customer Services, Tel. (01252) 398832, Email.
justine.davie@rushmoor.gov.uk.

A G E N D A

1. **MINUTES –** (Pages 1 - 4)

To confirm the Minutes of the Meeting held on 8th September, 2015 (copy attached).

2. **MARKETS –**

To receive a presentation from Mr. Peter Amies, Head of Community and Environment and Mr. John Trusler, Principal Engineer on the Farnborough and Aldershot markets.

3. **ALDERSHOT REGENERATION - ALDERSHOT TOWN CENTRE PROSPECTUS CONSULTATION –**

To receive a presentation from Mr. Steve Walker from Allies and Morrison on the draft Aldershot Town Centre Prospectus currently out for consultation.

4. **WORK PROGRAMME –** (Pages 5 - 14)

To note the Panel's Current work programme (copy attached).

MEETING REPRESENTATION

Members of the public may ask to speak at the meeting on any of the items on the agenda by writing to the Panel Administrator at the Council Offices, Farnborough by 5.00 pm three working days prior to the meeting.

Applications for items to be considered for the next meeting must be received in writing to the Panel Administrator fifteen working days prior to the meeting.

ENVIRONMENT POLICY AND REVIEW PANEL

Meeting held on Tuesday, 8 September 2015 at the Princes Hall, Aldershot at 7.00 pm.

Voting Members

Cllr D.E. Clifford (Chairman)
Cllr Sophia Choudhary (Vice-Chairman)

Cllr M.S. Choudhary
Cllr Sue Dibble
Cllr D.S. Gladstone
Cllr G.B. Lyon
Cllr L.A. Taylor
Cllr D.M. Welch

Apologies for absence were submitted on behalf of Councillor Jeremy Preece.

8. MINUTES

The Minutes of the Meeting held on 9th June, 2015 were approved and signed by the Chairman.

9. RECYCLING - IMPROVING PERFORMANCE

The Panel considered appointing a Task and Finish Group to look at improving the Borough's recycling rate.

Mr. James Duggin, Contracts Manager explained that the Veolia Environmental Services contract was due to end in March, 2017 and, as part of the procurement process, the Cabinet had appointed a working group to consider various aspects of the contract, including improving recycling performance. The Working Group had looked at various ideas for improving recycling which had included:

- free garden waste collections;
- incentives;
- increasing the range of recyclable materials;
- education;
- the introduction of smaller residual waste bins; and
- alternate weekly collection.

The Working Group had been divided in opinion about alternate weekly collections and had recommended that the Cabinet consider the issue further. In considering the matter, the Cabinet had felt that a weekly collection of residual waste should be maintained. The current level of recycling was, however, of concern and it

was agreed that the policy of reducing the size of residual waste bins over time should be continued.

The Cabinet was also keen that additional ways of improving recycling levels should be investigated. As recycling performance formed part of the remit of the Environment Panel, nominations were being sought for inclusion in a task and finish group to look at alternative approaches such as:

- learning from best practice, guidance and authorities where alternate weekly collection had been introduced;
- implementing behavioural change initiatives through education and incentive schemes; and
- collecting a wider range of materials.

The Panel **AGREED** that the Chairman (Cr. D.E. Clifford), G.B. Lyon and L.A. Taylor be appointed to the Recycling Task and Finish Group and requests for a further three Members would be sought from the remainder of the Council. Members were informed that initial meetings of the Group would take place in early October, 2015 in line with the contract pre-procurement project, with a report back to a future meeting of the Panel.

10. PUBLIC CONVENIENCES

The Panel received a presentation from Mr. James Duggin, Contracts Manager, which outlined the costs of providing public conveniences as well as the current approach to service provision being pursued under the negotiation process for securing a new contract.

Mr. Duggin explained that there were eight public conveniences in the Borough which were currently managed under the Veolia contract. The Panel was reminded that in September, 2008 Members had agreed to set up a task and finish group to look at service improvements/efficiencies. The group had recommended that no facilities should be closed and that the Rectory Road and Cove Green facilities should be included in the capital programme for refurbishment. In addition, the group had proposed a trial of temporary public conveniences in Aldershot town centre for six months.

With regard to service costs, the Panel was informed that the estimated net revenue expenditure for 2015/16 was £205,050. A small element of this related to organisational staffing costs, £30,000 were premises related and £166,000 would be paid to Veolia to open, close and clean the facilities and to deal with minor acts of vandalism. The projected capital expenditure for 2015/16 was estimated at £44,000 which would include the replacement of sanitary fittings at Manor Park and Aldershot Park toilets and the replacement of male public conveniences at Aldershot Bus Station.

Members felt that the costs involved in maintaining the service were excessive and discussed the scope for removing public conveniences from the pre-contract

negotiations. In response Members were advised that toilet cleaning formed part of a basket of work for:

- refuse and recycling collections;
- street cleansing;
- grounds maintenance; and
- toilet cleaning.

Following market testing, it had become clear that toilet cleaning fitted well within grounds management activities and it had appeared that cost reduction was likely across the board in view of the current market conditions. Furthermore, the overall price was reflective of the whole contract and some elements were more or less profitable than others. It was explained that five of the eight public conveniences were situated in parks and potential contractors would want to manage any public conveniences in the vicinity.

Further discussion took place on the Council's capital investment in public conveniences and Members requested a breakdown of premises related costs.

The Panel was of the view that Rushmoor should consider removing the three public conveniences not located in parks from the procurement process and **AGREED** to request Mr. Duggin to seek legal advice on the matter and to respond to the Panel in due course.

11. UPDATE ON THE HOUSEHOLD WASTE RECYCLING CENTRE OPENING HOURS

The Panel received an update from County Councillor M.S. Choudhary on the reasons for the County Council's decision to reduce the County's Household Waste Recycling Centre opening hours. Cr. Choudhary informed the Panel that, as of 1st April, 2015, the County Council had approved a permanent change to the opening hours of all Household Waste Recycling Centres to:

Winter: (1st October – 28th February) – 9.00 a.m. – 4.00 p.m.

Spring: (1st March – 31st March) – 9.00 a.m. – 5.00 p.m.

Summer (1st April – 30th September) – 9.00 a.m. – 6.00 p.m.

Cr. Choudhary explained that the reason for the decision had been to deliver cost savings from the Household Waste Recycling Centre management contract in order to contribute towards the County Council's savings targets following a decision in principle to reduce opening hours taken by the Executive Member for Economy, Transport and Environment in November, 2014. Hampshire County Council had considered a number of other options but these had been rejected based on: the negative impact on the day-to-day running of the centres, the number of site users that would be affected and the fact that they would not deliver the level of savings required to achieve the targets set for 2015.

As a result of the changes problems had been reported by Members about long queues of traffic waiting to use the facilities, particularly at weekends. The Panel was advised that a report would be considered by the Economy, Transport and

Environment Select Committee at the County Council on 30th October, 2015 which would provide an impact assessment on the consequences of the decision.

The Panel **NOTED** the update and that Cr. Choudhary would provide a further update at a future meeting.

12. **LITTER**

The Panel received an update from Mr. James Duggin, Contracts Manager, on littering in the town centres and the approach that would be taken with regard to the issue under the competitive dialogue process for securing the new contract.

It was explained that the new contract included street cleansing and would be negotiated via a process called 'competitive dialogue'. This was a phased process which would allow for uncertainty in the scope of the work. The new contract had been divided into three 'lots' and contractors were able to bid for all or any part, meaning that specialist contractors could be included in the bidding process. The Council aimed to look at the issues around litter holistically with the contractor.

Members asked about performance management within the new contract and were assured that robust measures had been written in to the contract, with the Council able to recover the costs associated with any breach. It was suggested that bonus options should be considered and this was noted for further investigation.

The Panel **NOTED** the update.

13. **WORK PROGRAMME**

The Panel **NOTED** the current work programme.

The meeting closed at 8.50 pm.

CLLR D.E. CLIFFORD (CHAIRMAN)

ENVIRONMENT POLICY AND REVIEW PANEL WORK PROGRAMME

Set out below are the key issues which form the Panel's on-going work programme. The topics covered reflect the following:

- the development of a new policy for recommendation to the Cabinet
- scrutiny of the process of the way in which decisions have been or are being made
- reviewing issues of concern to local people or which affect the Borough
- review of performance and delivery of specific services
- monitoring and scrutinising the activities of others
- items raised by Members and agreed by the Panel for consideration
- review of policies and proposals developed by others

The purpose of the work programme is to identify the way in which topics are being dealt with and the progress made with them. An update will be submitted to each meeting of the Panel.

ENVIRONMENT PORTFOLIO ACCOUNTABILITY AND AREAS OF RESPONSIBILITY

Page 5

Planning and Building Control

To carry out all functions falling to be determined by the Council in relation to planning policies including regional, structure and local plans and non-statutory development plans and policies.

To carry out the Council's functions in respect of the necessary statutory provisions in relation to all matters related to applications for and enforcement action under the building regulations and issues relating to the building acts and any other associated legislative regulations and provisions, including provisions on dangerous buildings and structures and means of escape in case of fire.

To deal with the planning and transportation policy aspects of major development and re-development proposals.

To carry out the Council's functions in respect of the definition and re-definition of conservation area boundaries and policy issues relating to trees and nature conservation.

To study planning and transportation proposals outside the Borough, which may affect the Borough, and to make representations thereon as appropriate.

To exercise the Council's functions in the preparation, approval and management of schemes for environmental improvements in the Borough.

To approve and administer schemes for historic buildings and access grants

To deal with planning policy aspects of economic development proposals in the Borough

To deal with matters relating to service administration and working arrangements in relation to the Development Control Service.

Economy and Regeneration

Page 6

To promote the regeneration of the Borough through the development of policies and initiatives to promote the long-term success of the local economy and through the development of partnerships with local and regional organisations in relation to town centres and local centres.

To control and manage markets.

To liaise with the European Community, the Government Office for the South East and other appropriate bodies and to, where possible, seek financial assistance for initiatives to assist regeneration and the local economy.

Street Scene Services

To deal with all highways matters either under statute for action by the Council or under agency arrangements with the appropriate highway authority, including:-

- Matters relating to the regulation of traffic, restrictions on the use of highways (including the making of traffic regulations orders) and the provision of parking places;
- Matters concerning the control, naming and lighting of streets (including the numbering of houses, siting of litter bins and other street furniture), and the exercise of the Council's powers under the New Streets Byelaws ;
- Matters relating to private streets, including their making up under private street works procedures or the advance payments code;
- Adoption of highways; and
- Approval of the siting of telephone kiosks, post boxes, cables, mains and other apparatus in, under and over the highway.

To deal with the removal and disposal of abandoned vehicles

To deal with all issues in relation to the provision and management of car parks (including parking charges and the provision of parking bays for the disabled).

To deal with matters relating to road safety, in conjunction with the County Council, as appropriate.

To deal with matters relating to the street scene including street cleansing (highways, parks, car parks, the provision of litterbins, removal of flytips and litter education).

To deal with discretionary matters relating to land drainage.

Environmental Health

To exercise environmental health powers (other than those licensing powers dealt with by the Licensing Committee) exercised by the Council in relation to the following issues:-

- public conveniences;
- refuse, salvage, waste collection/disposal, recycling and waste minimisation;
- cemeteries, burial grounds and crematoria;
- environmental health issues in relation to the control of markets;
- Sunday trading;
- caravans and caravan sites;
- food safety and hygiene matters;
- infectious diseases;
- pest control; and
- control of dogs.

Page 8 To develop the policy framework in relation to the environmental health functions to be discharged by the Council (including those issues identified under the Licensing Committee) and to make recommendations to the Council where such policies affect the overall policy framework of the Council.

Other Matters

To carry out all statutory and discretionary functions relating to sewers and drains.

To deal with issues relating to the letting and monitoring of contracts relating to the functions in the portfolio.

To deal with all matters relating to the administration and enforcement of the Council's byelaws relating to the functions of the portfolio.

To develop and monitor initiatives for landscaping and Christmas decorations for shopping areas, etc.

WORK PROGRAMME - ON-GOING ITEMS

DATE RAISED (LAST UPDATED)	ISSUE AND DESCRIPTION OF TOPIC	PROCESS AND TIMETABLE	CURRENT POSITION	CONTACT (SERVICE MANAGER)
29.5.01 (7.12.14)	<p>Parking Management</p> <p>To review the objectives of the Parking Management section, monitor their achievement and make recommendations.</p> <p>In particular the Panel will be scrutinising:</p> <ul style="list-style-type: none"> ▪ Blue Badge Parking and Over 65's parking ▪ CCTV parking ▪ Parking issues e.g. verge parking <p>The Panel was involved with developing and updating the Parking Policy and Parking Management Strategy.</p>	<p>The Panel receives an annual report from the Parking Service on arising issues such as dealing with persistent offenders, blue badge misuse, signage, abandoned vehicles, verge parking, parking strategy, Member ward liaison, parking standards for new developments, parking enforcement and additional parking capacity.</p> <p>The Panel was involved in introducing parking charging for some blue badge holders to reduce misuse of parking bays and ensure there were enough spaces available for disabled drivers. Following a six-month pilot, it was recommended that the scheme continued but allowed for those receiving Attendance Allowance to also receive free parking and for the signage to be improved.</p>	<p>A Systems Thinking review of the Parking Service was undertaken in 2013 and the Panel received the outcome of this in February 2014. The Review focused on a number of key 're-design' areas.</p> <p>The Panel reviewed the feedback from the trial blue badge scheme at the meeting in July 2014 and agreed to recommend to Cabinet that all blue badge holders using Council car parks should be charged but that double time should be applied to the purchased ticket.</p>	<p>Peter Amies, Head of Community Tel. (01252) 398750 Email. peter.amies@rushmoor.gov.uk</p>

DATE RAISED (LAST UPDATED)	ISSUE AND DESCRIPTION OF TOPIC	PROCESS AND TIMETABLE	CURRENT POSITION	CONTACT (SERVICE MANAGER)
28.06.05 (7.12.14)	<p>Farnborough Town Centre</p> <p>To receive updates on the Farnborough Town Centre Development.</p>	<p>The Panel receives regular updates on the redevelopment of Farnborough Town Centre.</p> <p>A Farnborough Town Centre Task and Finish Group was set up to focus on the development and marketing of the town centre. Members of the Group are: Crs. Les Taylor, Liz Corps, Mark Staplehurst, John Marsh and Barbara Hurst.</p>	<p>The Panel received a progress update on the Farnborough Town Centre development at the meeting in November 2014.</p> <p>No further updates are scheduled.</p>	<p>Andrew Lloyd, Chief Executive Tel: (01252) 398397 andrew.lloyd@rushmoor.gov.uk</p>
19.07.05 (7.12.14)	<p>Aldershot Town Centre</p> <p>To receive updates on the Aldershot Town Centre Development.</p>	<p>The Panel receives regular updates on the redevelopment of Aldershot Town Centre.</p> <p>An Aldershot Town Centre Task and Finish Group was set up to focus on the development and marketing of the town centre. Members of the Group are: Crs. Sophia Choudhary, P.I.C. Crerar, Sue Dibble, Jennifer Evans, Alex Crawford, B.A. Thomas and D.W. Welch.</p>	<p>The Westgate development was now complete. A further update was received on the economic development and regeneration of Aldershot Town Centre in September 2014.</p> <p>No further updates are scheduled.</p>	<p>Andrew Lloyd, Chief Executive Tel: (01252) 398397 andrew.lloyd@rushmoor.gov.uk</p>

DATE RAISED (LAST UPDATED)	ISSUE AND DESCRIPTION OF TOPIC	PROCESS AND TIMETABLE	CURRENT POSITION	CONTACT (SERVICE MANAGER)
9.6.15	<p>Recycling, waste collection and environmental crime and grime</p> <p>To review the progress of recycling, monitor implementation, performance and make recommendations on future developments.</p>	<p>The Panel received an Environmental Enforcement update in November, 2014 and reviewed the Council's Environmental Improvement Strategy in June, 2015.</p>	<p>The Panel appointed a Task and Finish Group to look at improving the Borough's recycling rate at its meeting on 9th June, 2015. The Group would look at learning and best practice from authorities had implemented alternate weekly collections, behavioural change initiatives and the option of collecting a wider range of materials.</p> <p>On 9th June, Cr. Choudhary updated the Panel on the reasons behind the change in hours at household waste recycling centres. Cr. Choudhary would give a further update on the outcomes of the review of the changes at a future meeting.</p>	<p>Peter Amies, Head of Community Tel. (01252) 398750 Email. peter.amies@rushmoor.gov.uk</p>

DATE RAISED (LAST UPDATED)	ISSUE AND DESCRIPTION OF TOPIC	PROCESS AND TIMETABLE	CURRENT POSITION	CONTACT (SERVICE MANAGER)
25.5.11 (25.10.13)	SANGS (Suitable Alternative Natural Green Space) and Community Infrastructure Levy	<p>The Panel received an introduction to SANGS and was advised that Planning Services was currently attempting to find a SANGS in the Aldershot area.</p> <p>The Panel received an introductory presentation in June 2012 on the community infrastructure levy (CIL) and how it was being used to support developments in Rushmoor. The Panel received an update presentation in February 2013.</p>	No further updates are scheduled.	Keith Holland, Head of Planning Tel. (01252) 398790 Email: keith.holland@rushmoor.gov.uk
19.2.13 (21.2.13)	Hampshire Highways - Panel Monitoring	<p>The Panel would be monitoring the Council's highways improvement in the future.</p> <p>The Panel carried out their first monitoring activity in October 2013 and, in liaison with the County Councillors, agreed for six of the ten schemes in the Rushmoor Programme to be completed in 2014/15.</p>	The Panel considered the schemes to be included in the 2015/16 Rushmoor Programme at the September 2014 meeting.	Peter Amies, Head of Community Tel. (01252) 398750 Email: peter.amies@rushmoor.gov.uk

DATE RAISED (LAST UPDATED)	ISSUE AND DESCRIPTION OF TOPIC	PROCESS AND TIMETABLE	CURRENT POSITION	CONTACT (SERVICE MANAGER)
18.11.14	Aldershot Crematorium and Cemeteries	The Panel received a presentation in November, 2014 on the work of the Bereavement Service and received details about a new scheme to recycle metal parts.	The Panel to receive an update on how the scheme was working in due course.	Peter Amies, Head of Community Tel. (01252) 398750 Email. peter.amies@rushmoor.gov.uk
29.5.12 (21.2.14)	Outside bodies contribution	In 2012/13, the Panel had reviewed the work of some outside bodies, whose work benefited and maintained the countryside.	A further update was made to the Panel in April 2014.	Peter Amies, Head of Community Tel. (01252) 398750 Email. peter.amies@rushmoor.gov.uk
20.1.15	Overnight Toilets in Aldershot Town Centre	Following a proposal by Cr. Jeremy Preece, and consideration of the various options, the Panel recommended that a scheme for additional toilet provision in Aldershot Town Centre be evaluated prior to consideration by Cabinet.	If installed, the Panel would re-evaluate its use at a future meeting.	Peter Amies, Head of Community Tel. (01252) 398750 Email. peter.amies@rushmoor.gov.uk

Chairman – Cr. David Clifford

Lead Officer – Ian Harrison, Corporate Director, Tel. (01252) 398400, Email. ian.harrison@rushmoor.gov.uk

Last Updated: 9th October, 2015

ENVIRONMENT POLICY AND REVIEW PANEL WORK FLOW – 2014/15/16

18th November 2014	<ul style="list-style-type: none"> • Rushmoor Cycle Forum – report on issues with cycling in the Borough • Aldershot Crematorium and Cemeteries • Environmental Enforcement/Street Cleansing
20th January 2015	<ul style="list-style-type: none"> • Planning – Systems Thinking Review • Public Conveniences – Aldershot Town Centre • Pubs and Clubs – Late Opening Levy • Rushmoor Pedestrian Forum
24th March 2015	<ul style="list-style-type: none"> • Transport – Infrastructure, future plans and current issues
9th June 2015	<ul style="list-style-type: none"> • Review of the Environmental Improvement Strategy • Appointments to Groups • Draft Rushmoor Local Plan
8th September 2015	<ul style="list-style-type: none"> • Recycling – Improving Performance (Appointment to Working Group) • Litter – town centres • Public Conveniences (cost review) • Update on Household Waste Recycling Centre Opening Hours from Cr. Charles Choudhary
10th November 2015	<ul style="list-style-type: none"> • Markets • Aldershot Regeneration
26th January 2016	<ul style="list-style-type: none"> • Conservation – Involvement of Community Groups • Review of the Effectiveness of the Good Homes Charter
5th April 2016	<ul style="list-style-type: none"> • Parking (Revenue and how the income is spent) • Reports back from Aldershot and Farnborough Town Centre Task and Finish Groups
Items for Future Meetings	<ul style="list-style-type: none"> • Report back from Recycling Task and Finish Group • Update on the outcomes of the review on the changes in opening hours at Household Waste Recycling Centres