

04 December 2015

ENVIRONMENT COMMITTEE

A meeting of the Environment Committee will be held on **THURSDAY, 17 DECEMBER 2015** in the Council Chamber, Ebley Mill, Ebley Wharf, Stroud at **19:00**.



David Hagg
Chief Executive

Please Note: This meeting will be filmed for live or subsequent broadcast via the Council's internet site (www.stroud.gov.uk). By entering the Council Chamber you are consenting to being filmed. The whole of the meeting will be filmed except where there are confidential or exempt items, which may need to be considered in the absence of the press and public.

AGENDA

- 1** **APOLOGIES**
To receive apologies of absence.
- 2** **DECLARATIONS OF INTEREST**
To receive declarations of interest.
- 3** **MINUTES - 17 SEPTEMBER 2015**
To confirm and sign as a correct record the Minutes of the meeting held on 17 September 2015.
- 4** **PUBLIC QUESTION TIME**
The Chair of the Committee will answer any questions from members of the public, submitted in accordance with the Council's procedures.

DEADLINE FOR RECEIPT OF QUESTIONS
Noon on Monday 14 December 2015.

Questions must be submitted in writing to the Chief Executive, Democratic Services, Ebley Mill, Ebley Wharf, Stroud, and sent by post, by fax (01453 754957), or by Email: democratic.services@stroud.gov.uk.

- 5 **WORK PROGRAMME**
To consider the Work Programme for 2015/16 and update accordingly.
- 6 **REVENUE ESTIMATES – REVISED 2015/16 AND ORIGINAL 2016/17**
To present the revised estimates for 2015/16 and original estimates for 2016/17.
- 7 **STROUD DISTRICT COUNCIL AND CARBON NEUTRALITY**
To report on the Council's aspiration of being Carbon Neutral in terms of its operational emissions.
- 8 **MULTI SERVICES CONTRACT - POLICIES**
To approve the policies relevant to the multi services contract.
- 9 **EBLEY MILL HYDRO UPDATE**
To receive a verbal update on the Ebley Mill Hydro project.
- 10 **PERFORMANCE MONITORING**
To receive an update on Performance Monitoring.
- 11 **MEMBERS' QUESTIONS**
See Agenda Item 4 for deadline for submission.

Members of Environment Committee

Councillor Simon Pickering (Chair)
Councillor Paul Denney (Vice-Chair)
Councillor Liz Ashton
Councillor Tim Boxall
Councillor Kevin Cranston
Councillor Julie Douglass

Councillor Colin Fryer
Councillor Chas Fellows
Councillor Haydn Sutton
Councillor Brian Tipper
Councillor Ken Tucker
Councillor Tim Williams

ENVIRONMENT COMMITTEE

17 September 2015

7.00 pm – 8.20 pm

Council Chamber, Ebley Mill, Stroud

3

Minutes

Membership:

Councillor Simon Pickering**	P	Councillor Chas Fellows	P
Councillor Paul Denney *	P	Councillor Colin Fryer	A
Councillor Liz Ashton	P	Councillor Haydn Sutton	P
Councillor Tim Boxall	A	Councillor Brian Tipper	P
Councillor Kevin Cranston	P	Councillor Ken Tucker	P
Councillor Julie Douglass	P	Councillor Tim Williams	A

** = Chair * = Vice Chair

P = Present

A = Absent

Other Members In attendance

Councillor Karon Cross.

Officers In Attendance

Strategic Head Development Services
Accountant

Senior Policy Officer
Democratic Services Assistant

EC.010 **APOLOGIES**

There were none.

EC.011 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

EC.012 **MINUTES**

RESOLVED That the Minutes of the Meeting held on June 18th 2015 are approved as a correct record and signed by the Chair.

EC.013 PUBLIC QUESTION TIME

There were none.

EC.014 WORK PROGRAMME

The work programme was agreed subject to the following amendments;

- The update on Carbon Management would be presented to the December Meeting of the Committee.
- Officers would investigate the possibility of a visit to the MBT facility at Bristol. A presentation by the Woodland Trust to be arranged for later in the civic year.
- A report in early 2016 on the impact on the district of the Climate Change Agreement.

RESOLVED To note the work programme and include the additional reports in the 2015/16 programme.

EC.015 APPOINTMENT TO OUTSIDE BODIES

RESOLVED (a) Appoint Councillor Nick Hurst as representative to the Minchinhampton and Rodborough Commons Advisory Body.

(b) Appoint Councillor Nigel Cooper as representative to the Stroud Valley Project Board.

EC.016 BUDGET MONITORING REPORT

The Accountant presented the first budget monitoring report for 2015/16 and informed the Committee of an amendment to the report; item 13 should read (£53K Overspend).

The report highlighted an overspend of £176,000 on consultancy fees and planning inspectorate costs in respect of the Local Plan. The Strategic Head of Development Services informed Members that the Council had needed to employ consultants to assist with developing the evidence base for the Local Plan. He added that, in preparation for the five year review of the Plan, the Council would aim to set aside reserves to cover the cost of the evidence base required.

RESOLVED To note the outturn forecast for the General Fund Revenue Budget and the capital programme 2016/16.

EC.017 ECO-MANAGEMENT AND AUDIT SCHEME (EMAS)

The report, presented by the Senior Policy Officer identified that the scheme had been a key delivery and reporting mechanism for the Council and its environmental focus. Being accredited by EMAS had allowed the Council to lead by example and most of the Council's contracts had environmental elements and qualification requirements.

Members acknowledged that the Council had built up a lot of expertise in this area of work and that consideration should be given to the possibility of selling this expertise to other organisations.

The report asked for the committees support to continue the Councils EMAS registration.

RESOLVED To maintain the existing Eco-management and Audit Scheme (EMAS) registration and use the requirement to produce an annual Environment Statement to report progress against the Environmental Delivery Plans in the Corporate Delivery Plan.

EC.018 EBLEY MILL HYDRO PROGRESS REPORT

In presenting the report, the Strategic Head of Development Services informed the Committee that the project needed to be re evaluated following the planned reduction in Feed in Tariffs. Money previously budgeted for the project had been reallocated to invest in the Photo Voltaic arrays at Dursley Pool and Stratford Park. The following budget cycle allocated a sum of £360,000 to fund the installation of a hydro power scheme at Ebley Mill.

During the recent tendering process for the hydro scheme, four companies had initially expressed an interest but no tenders were received. Feedback from three companies identified two main factors influencing their reluctance to bid;

- The need to invest too much 'at risk' time in working up the bid with no certainty of winning the contract
- Constraints on the deliverability of a viable solution if served via the west bank only

Following the feedback the Council had reached an informal agreement with the landowner to provide land and access, subject to a percentage of the net profit.

To progress the project a contract could be agreed to cover the costs of the chosen contractor based on the release of four staged payments to cover the; desk top design and evaluation, detailed design, consenting and construction.

Members were informed that the risk to the Council was that theoretically, the review at stage four could indicate uncompetitive returns. This may result in the project being cancelled and costs of around £40,000.

Members noted that there were planned reductions to the Feed in Tariff from September 2016 which may make the scheme unviable. There was concern that the project could not be delivered by that time. Members enquired if there had been any comments from the Environment Agency about the project. It was confirmed that comments had been made but nothing that would prevent the project from progressing.

The Chair moved that a vote be taken on the recommendations in the report. The Vice Chair moved an amendment to add the Chair of the Environment Committee to the decision making process. The amendment was carried.

Officers were also urged to provide a further report to the December meeting of the Committee on the other options.

RESOLVED To support the development of the scheme through an updated detailed feasibility study and the subsequent commissioning of the capital works, subject to the Chair of the Environment Committee and the Strategic Head of Finance and Business Services considering that the return on the investment is competitive against other investment options.

EC.019 CARBON MANAGEMENT UPDATE

The report set out the projects and initiatives undertaken by the Council to achieve its ambition of becoming carbon zero by 2020. There was a challenge in finding affordable ways of achieving this aim. The focus had been on mitigation measures to the Council's general fund properties and HRA stock.

It was highlighted that the contract with SWEA was due to expire in April 2016 and that there was currently no clear consensus across the county to continue to support a Warm and Well Partnership, even though it had delivered £30 million worth of investment to the county since 2002. The partnership's successful bid for a £3.2m project to install central heating into off gas homes could result in £900K of support for homes in Stroud including HRA stock.

RESOLVED (a) To recognise the achievements, performance and challenges to date.
(b) To agree the appropriateness of the programme of funded works.
(c) To continue to support the Warm and Well Partnership.

EC.020 PERFORMANCE MONITORING

Councillors Julie Douglass and Brian Tipper informed members that they had received an introduction to the Council's performance management system. Meetings with officers would be arranged and an update report would be provided to the December meeting of the Committee.

EC.021 RSPCA Award

The Chair announced that the Council had been awarded a Gold Award by the RSPCA in recognition of its work on animal welfare. He congratulated officers on this achievement

Meeting Ended 8.20 pm.

Chair

2015/16 Work Programme for Environment Committee

Date of meeting	Matter to be considered (i.e. insert report / project title)	Notes (e.g. lead member and officer)
18.06.15	i. Work Plan 2015/16	Lead: Chair and Strategic Head (Development Services)
	ii. Standish House Planning Concepts Statement	Lead: Planning Strategy Manager
17.09.15	i. Work Plan 2015/16	Leads: Chair and Strategic Head (Development Services)
	ii. Budget Monitoring Report 2015/16 (Q1)	Lead: Accountancy Manager
	iii. EMAS Accreditation	Strategic Head (Development Services) and Petula Davis
	iv. Ebley Mill Hydro update	Strategic Head (Development Services)
	v. Carbon Management Update	Strategic Head (Development Services)
17.12.15	i. Work Plan 2015/16	Lead: Chair and Strategic Head (Development Services)
	ii. Revenue Estimates – Revised 2015/16 and Original 2016/17	Lead: Accountancy Manager
	iii. Stroud District Council and Carbon Neutrality	Leads: Strategic Head (Development Services) and Senior Policy Officer
	v. Multi Services Contract – Policies	Leads: Public Spaces Manager and Multi Services Contract Manager
	vi. Ebley Mill Hydro Update	Lead: Strategic Head (Development Services)
	vii. Performance Monitoring Update	Councillors Julie Douglass and Brian Tipper
11.02.16	i. Work Plan 2015/16	Leads: Chair and Strategic Head (Development Services)
	ii. Budget Monitoring 2015/16 (Q3)	Lead: Accountancy Manager
	iii. CIL Update	Lead: Planning Strategy Manager
	iv. Canal – Long Term Strategy	Lead: Canal Project Manager
	v. Climate Change Agreement	Lead: Strategic Head (Development Services)
31.03.16	i. Work Plan 2015/16	Lead: Chair and Strategic Head (Development Services)
	ii. Electric Fleet Vehicles	Senior Policy Officer
	iii. Community Energy Loans	Lead: Energy Officer Policy and Implementation

Information sheets (to be sent to committee members)

Date sent (ref no.)	Topic	Notes (e.g. responsible officer)
	GCC roll out of LED street Lighting	Strategic Head (Development Services)

17 DECEMBER 2015

6

Report Title	ENVIRONMENT COMMITTEE REVENUE ESTIMATES – REVISED 2015/16 AND ORIGINAL 2016/17
Purpose of Report	To present to the committee the revised estimates for 2015/16 and original estimates for 2016/17
Decision(s)	The Committee RECOMMENDS to Strategy and Resources Committee that the estimates set out in the report be approved
Consultation and Feedback	Consultation has been undertaken with residents and businesses. Feedback on the outcome of the consultation will be provided to Strategy and Resources committee at the meeting on 07 January 2016.
Financial Implications and Risk Assessment	The estimates have been incorporated into the Council's MTFP which is being presented to Strategy and Resources committee in January 2016. David Stanley, Accountancy Manager Tel: 01453 754100 Email: david.stanley@stroud.gov.uk
Legal Implications	There aren't any significant legal implications arising from this report. Karen Trickey, Legal Services Manager & Monitoring Officer Tel: 01453 754369 Email: karen.trickey@stroud.gov.uk
Report Author	Adele Rudkin, Accountant Tel: 01453 754109 Email: adele.rudkin@stroud.gov.uk
Options	The Administration will be considering its budget options at the Strategy & Resources Committee meeting on 07 January 2016. Council will consider the overall budget position for 2016/17 on 28 January 2016.
Performance Management Follow Up	None

Background

1. The Medium Term Financial Plan (MTFP) sets out a projection of General Fund Expenditure over the 5 year period 2015/16 to 2019/20. This report sets out a detailed analysis of the changes to the Environment Committee budget for 2015/16 (Revised Estimates) and 2016/17 (Original Estimates).
2. **Due to the volume of information contained in the report, it would be helpful where members have questions on matters of detail if they could be referred to the report author or the appropriate service manager before the meeting**

Revenue Budget position

3. The net General Fund Revenue budget for 2015/16, approved by Council in February 2015, was £15.298m. The original budget for the Environment committee was £4.813m. This is then used as the base budget for the 2015/16 revised estimates and 2016/17 original estimates, incorporating changes arising from unavoidable inflationary cost pressures, budget pressures and efficiency savings.
4. The original estimate for Environment Committee Budget for 2016/17 is **£4.874m, an increase of £61K** on the base budget. This is largely due to accounting adjustment for pension costs **£122K**, with other significant budget changes being pay inflation and national insurance changes of **£71k**, budget and efficiency savings of **(£103k)**. Table 1 provides a summary of the changes to the 2015/16 and 2016/17.

Table 1 – Summary of changes from the 2015/16 Original Budget

Environment Committee	2015/16 Original Estimate (£'000)	2015/16 Revised Estimate (£'000)	2016/17 Original Estimate (£'000)
Original Budget	4,813	4,813	4,813
2014/15 Carry forwards		114	
Technical Adjustments		10	10
Reversal of Prior-year Budget Proposals			(40)
Pay inflation, National Insurance 2016/17			71
Price inflation & income inflation		(27)	1
Base Budget	4,813	4,910	4,855
Efficiency Savings		(17)	(103)
Pension Accounting Adjustment			122
Net Service Revenue Expenditure	4,813	4,893	4,874

Table 2 - Details of the changes to the Committee's revenue budgets

Environment Committee	2015/16 Original Estimate (£)000's	2015/16 Revised Estimate (£)000's	2016/17 Original Estimate (£)000's
Canal Partnership	7	7	7
Subtotal Canal	7	7	7
Strategic Head (Development Services)	113	113	123
Head of Environmental Health	70	70	75
Environmental Health Team	158	158	159
Contaminated Land	31	31	33
Dog Warden Service	86	86	89
Environmental Protection	199	194	207
Food Safety	154	152	162
Health and Safety	97	95	101
Land Drainage	61	134	64
Public Health	43	41	44
Pest Control	27	27	31
Port Health	4	2	2
Planning Liaison	14	14	15
Subtotal Environmental Health	873	935	908
Head of Planning	71	12	0
Planning and Building Control Admin	226	236	274
Building Control	(167)	(157)	(143)
Securing Dangerous Structures	14	14	11
Building Regulation Enforcement / Advice	95	84	65
Street Naming	(3)	(4)	(3)
Subtotal Statutory Building Control	165	174	203
Planning Strategy	270	280	288
Subtotal Strategic Planning of Local Plan	270	280	288
Development Control	(125)	(67)	(35)
Trees	44	44	47
Conservation	60	60	66
Appeals	70	70	75
Enforcement	112	109	117
Footpath Diversion	(2)	(2)	(2)
Subtotal Development Control	159	214	269

Environment Committee	2015/16 Original Estimate (£)000's	2015/16 Revised Estimate (£)000's	2016/17 Original Estimate (£)000's
Economic Development	84	84	54
Market Town Projects	24	14	24
Regeneration	97	97	104
Subtotal Economic Development	206	196	183
Energy Efficiency	50	49	51
Environmental Strategy Co-ordination	6	6	6
Energy Efficiency Contract (SWEA)	30	60	20
Climate Change (Planning & Policy)	17	27	17
Subtotal Carbon Management	103	142	94
Refuse Collection	1,631	1,615	1,204
Multi-Bank Recycling Sites	504	504	718
Recycling and Environmental Initiatives	29	19	201
Subtotal Waste and Recycling	2,164	2,137	2,123
Street Cleansing	612	612	601
ENVIRONMENT Total	4,813	4,893	4,874

5. Technical and Prior Year Adjustments

The 2015/16 revised estimate includes budgets carried forward from 2014/15, as approved by Strategy and Resources on 26 June 2015:

- Carbon Management 2050 Loan Scheme £40K
- Environmental Health Flood Alleviation £74K

The following budgets have been removed or reduced, reflecting the time-limited budget proposals from previous years:

- Business Development – Growth Accelerator programme £30K
- SWEA Contract- £10K

In 2015/16, a technical adjustment of **£10K** adjustment has been made to the budget. This reflects a re-distribution of duties within the Land charges service (Strategy & Resources committee) which has now transferred to Development Control (Environment Committee).

6. Inflation

a) Pay Inflation

For 2016/17 salary budgets have been increased by an initial 1% in line with budget strategy. Specific pay budgets have also been increased to reflect the higher Living Wage of £8.25, as set by the Living Wage Foundation in October 2015.

b) National Insurance Contributions

From 6th April 2016 Employers National Insurance Contributions will be changing due to the introduction of the new State Pension. Both Employers and employees will pay the standard rate of National Insurance instead of the contracted-out rate. For Employers the standard rate of National Insurance is 13.8% of all earnings above the secondary threshold, we will no longer get the national 3.4% rebate on the proportion of earnings.

c) Price inflation

The 2015/16 revised estimate includes a net reduction of (£27K) to the amount of price inflation required in the current year's budget. This is due to the lower than expected inflation rate required on the council's contracts (e.g. Multi Services contract which has incurred inflation of 1.18% against the budgeted figure of 3.00%). For 2016/17, we have allowed for price inflation on contracts of 2% and software licenses 3% in line with the budget strategy.

d) Income inflation

The Budget Strategy report recommended that fees and charges for 2016/17 should be increased by 2% unless to do so would have a detrimental impact on the service. With these two issues in mind, a number of income targets have been revised slightly and the remaining income budgets have only been increased where it is considered achievable.

7. Budget Pressures

Table 3 provides a detailed overview of the budget pressures for 2015/16 and 2016/17, which have been incorporated into the General Fund budget. The council has been working on identifying savings for the Medium Term Financial Plan (MTFP) since July 2015 and these have been reviewed by Strategic Heads and Committee chairs and vice-chairs. Further consultation on the budget and efficiency savings took place with all committee members in September 2015.

Table 3- Budget & Efficiencies

Budget	Reason for Budget Pressure or Efficiency Saving	2014/15 £'000	2015/16 £'000
Environment	Excess mileage budget removed where consistent underspends have been identified	(17)	(17)
Environmental Health	Savings from Public Analyst Budget		(6)
Development Control	Budget savings from Head of Planning Post		(7)
Development Control	Additional Income generated from Pre- App Fees		(15)
Building Control	Shared Service Additional Income		(7)
Waste & Recycling	Previous Policy Decision- New Waste Management Contract.		(51)
Subtotal Environment Committee		(17)	(103)

8. Pension Accounting Adjustment

In order to meet CIPFA's accounting requirements around the net total cost of services, certain pension costs should be included in service budgets, but are in effect reversed out 'below the line' so as not to impact on council tax payers. For 2016/17, the amount we need to reflect in service budgets has increased by £122k.

9. Capital Programme

Table 4 below sets out the revised budget for the committee's capital schemes for 2015/16 and the 2016/17 capital programme. This takes into account changes in the capital budgets already approved by Council and any slippage of capital expenditure already reported to the committee. It does not include any new capital schemes – these will be considered by Strategy and Resources committee in the Capital Programme report in January 2016.

Table 4 – Capital schemes 2015/16 and 2016/17

Environment Capital Schemes	2015/16	2015/16	2016/17
	Original (£)000's	Revised (£)000's	Original (£)000's
Canal	916	890	700
CMP - Ebley Mill Hydro	365	40	325
CMP - Heat and Power	150	147	150
CMP - Target 2050 Loans	150	150	0
CMP - Invest to Save	45	45	0
MSC - Wheeled bins purchase	0	0	600
TOTAL Capital	1,626	1,272	1,775

The 2015/16 capital budget for Environment Committee has decreased to **£1.272 million** as a number of capital schemes have slipped to 2016/17. As a result of the slippage from 2015/16, the capital budget in 2016/17 increases to **£1.775 million** due to re-phasing of the Canal Restoration Project and slippage on the Ebley Mill Hydro, as reported to Strategy and Resources committee in the Q1 Budget Monitor report (September 2015).

Canal

An update on the Canal Restoration Project was provided to Strategy and Resources committee on the 25th June 2015. A funding gap of **£777K** had been identified to support the project through to its conclusion. This shortfall was resolved to be funded from the Capital Reserve.

CMP – Ebley Mill Hydro

The budget for the Ebley Mill Hydro scheme has been slipped into 2016/17. Support for the development of the scheme through an updated detailed feasibility study was agreed by Environment Committee in September 2015. An update of the findings will be communicated to members at the Environment Committee meeting in December 2015.

CMP – Heat and Power

Installation to integrate the CHP engine into the construction of the Fitness extension at Dursley Pool will be installed until 2016/17; however SPLC will take place in late 2015/16. Therefore, £150,000 is allocated in 2015/16, with 2016/17 being required in 2016/17.

Strategy and Resources committee will consider the overall Capital Programme for the council at their meeting in January 2016, and any change to the profile of spend will be reported at that meeting. It is not expected that any change to the total capital budget for the schemes shown above will be required.

**STROUD DISTRICT COUNCIL
ENVIRONMENT COMMITTEE**

**AGENDA
ITEM NO**

17 DECEMBER 2015

7

Report Title	STROUD DISTRICT COUNCIL AND CARBON NEUTRALITY
Purpose of Report	To report on SDC's aspiration of being Carbon Neutral in terms of its operational emissions.
Decision(s)	Committee RESOLVES: (i) To agree, that based on the methodology set out in this report, Stroud District Council can demonstrate that the carbon emissions associated with its operation have been fully offset through its own initiatives. (ii) To continue with our existing approaches of reducing our impact on the environment through helping the wider community reduce their carbon emissions and minimising the Councils' own operational emissions.
Financial Implications and Risk Assessment	There are no financial implications arising directly from this report. David Stanley, Accountancy Manager Tel: 01453 754100 Email: david.stanley@stroud.gov.uk Risk Assessment The environmental standards could slip as there would be no systematic approach of holding services to account.
Legal Implications	No legal implications arise. Alan Carr Solicitor Tel: 01453 754357 Email: alan.carr@stroud.gov.uk
Report Author	Petula Davis Senior Policy Officer/ Project Lead Officer Tel: 01453 754289 Email: Petula.Davis@stroud.gov.uk
Chair of Committee	Councillor Simon Pickering Chair of Environment Committee Tel: 01453 824654 Email: cllr.simon.pickering@stroud.gov.uk

Introduction and Background

1. Many organisations invest in environmental projects around the world in order to balance out their own carbon footprints. These projects are usually based in developing countries with some projects such as tree planting in the UK, all with the aim of reducing future emissions.
2. It could be argued that offsetting is unhelpful or even counterproductive; allowing polluters to continue with their bad behaviour without actually changing their ways by investing in off setting projects.
3. Stroud District Council has had a good history of supporting energy efficiency projects and initiatives which have been beneficial to both the Council and more importantly to residents and businesses across the District.
4. In 2007 the Council adopted its Environmental Strategy which set out the Council's ambition to improve the environment through a number of measures. This was followed by the implementation of the Carbon Management Plan in 2009. This set out the Council's aspiration of becoming carbon zero by 2030 and a 35% reduction by the end of 2011. By the end of 2011/12 the Council had reduced its own emissions by 32.3% a saving of 807 tonnes per annual.
5. In terms of climate change actions, the focus of the Carbon Management Plan has been on mitigation measures (those intended to reduce emissions as opposed to adapting to the consequences of climate change) both to general fund properties and HRA stock. Other mitigation actions are also covered with projects supporting private sector homes and businesses although emissions associated with these properties fall outside the zero carbon targets which is focused on SDC's controlled emissions only.
6. Carbon emissions from the wider community are challenging to measure and compare. More significantly it is the ability of the Council to influence community emissions and distinguish what proportion is as a result of an SDC action or initiative, as opposed to any external factor such as rising fuel prices, for example.
7. That said the Gloucestershire Warm and Well partnership began its work in 2001- Stroud District Council is the lead partner - firstly giving advice and grants and more recently providing advice and signposting to external funding, helping more than 20,000 households across Gloucestershire with energy efficiency projects. As at the end of 2014/15 total annual CO₂savings from these measures installed in the Stroud District have been independently calculated to be 2468.6 tonnes.

8. Other community wide projects where SDC has had major influence through providing direct funding or being successful with attracting external including European funding were:
 - S2S Project - a project in partnership a utility company installing 39 ground source heat pumps and other energy efficiency projects in the off mains gas village of Frampton on Severn. SDC were awarded the [Green Apple](#) for this project
 - Target 2050 - the Project had 3 strands:
 - Domestic strand 2008-10, extended to 2011 included 20 Exemplar homes / grant scheme and creation of an installer network and supply chain support
 - SME Business strand 2008-09 extended to 2011 – surveys, action planning support follow up on installation progress
 - Community strand 2008–09. Included building surveys, fundraising support and improvement grants
 - PAYS - Pay As You Save – with loan money secured through a bid to the Dept of Energy & Climate Change, 49 loan agreements approved, to value of £418,500, 84 energy efficiency measures were installed.
 - Council housing stock which has benefited from sustainable refurbishments through retrofit and new build properties
 - Central Heating for fuel poor homes – 2015 successful funding bid to DECC for £1.2m for homes that are in need of central heating in the Stroud district.
9. Without the investment of resources by Stroud District Council most, if not all of these energy based projects would not have happened and would not have produced the successful annual savings of CO₂.
10. As set out in the table below, in 2014/15 SDC produced 2925 tonnes of CO₂e, however, if we take in account and off set the savings made by just two of the areas of investment –Warm & Well and the Carbon Management Plan which saved 2468.6 and 807 tonnes of CO₂ per annum, we can maintain that Stroud District Council is Zero Carbon in terms of emissions associated with its operations.

Figure 1: Annual Carbon Emissions and Savings.

	Tonnes of CO₂ Annual Savings	Tonnes of CO₂ Annual Emissions
Annual Emissions		
2014/15 SDC all operations Greenhouse Gas Emissions		2925
Carbon Saving Projects/Initiatives		
Gloucestershire Warm and Well	2468.6	
Carbon Management Projects	807	
S2S Project	Savings from these projects are challenging to measure & compare exact savings	
Target 2050 all 3 strands		
PAYS		
Council housing stock refurbishments and new builds		
Central heating DECC funding		
Total known savings	3275.6	
Total Annual Emissions		-350.6

11. While there is no clear accepted and auditable methodology to carry out this calculation, there would be such a significant contribution coming from the elements not included in the above calculation that it would more than compensate for any discrepancy in the robustness of the data or methodology. It is on this basis that we can say that the annual carbon saving that has resulted from the Councils' involvement (and would not have alternatively been achieved) exceed those emissions produced by Council.

STROUD DISTRICT COUNCIL
ENVIRONMENT COMMITTEE

**AGENDA
ITEM NO**

17 DECEMBER 2015

8

Report Title	MULTI SERVICES CONTRACT - POLICIES
Purpose of Report	To approve the policies relevant to the multi services contract
Decision(s)	To resolve to approve the policies set out in Appendix A.
Consultation and Feedback	The new services are based on public consultation carried out in 2014. Officers and the Member Task and Finish Group have been consulted on the policies contained in this report.
Financial Implications and Risk Assessment	There are no financial implications arising directly from this report Name: David Stanley – Accountancy Manager Tel: 01453 754100 Email: david.stanley@stroud.gov.uk
Legal Implications	There are no legal implications arising directly from this report Name: Alan Carr - Solicitor Tel: 01453 754357 Email: alan.carr@stroud.gov.uk
Report Author	Peter Antill Multi Services Contract Manager Tel: 01453 754407 Email: peter.antill@stroud.gov.uk Carlos Novoth Public Spaces Manager Tel: 01453 754406 Email: carlos.novoth@stroud.gov.uk
Performance Management Follow Up	The Task and Finish Group meet monthly to monitor progress of the implementation plan.
Background Papers/ Appendices	Report to Environment Committee 4th September 2014”Multi Service Contract Review” Appendix A – Multi Service Contract - Policies

1. BACKGROUND

- 1.1 The review of the multi service contract review was presented to Members of Environment Committee in September 2014. The Task and Finish Group have continued to meet to monitor the implementation of the new services agreed by Members.
- 1.2 In summary the main service changes agreed last year were:
 - Food waste to be collected weekly.
 - Residual landfill waste to be collected fortnightly.
 - Wheelie bins to be used but bags to be provided to households whose property is difficult to access.
 - Collection rounds to be no longer based on Parish and Town Council boundaries but to be on the most efficient route.
 - A chargeable garden waste service to be introduced.
 - A charge to be introduced for the collection of bulky waste items.
- 1.3 Charges for the collection of bulky items were introduced in September 2015 and the opt-in garden waste collection service will commence in February 2016. The remaining service changes will be introduced in November 2016.
- 1.4 The current policies are contained in the contract with the Council's current supplier and have been reviewed to bring them in line with the requirements of the new services and are presented for Members' consideration.

2. MAIN CONSIDERATIONS

- 2.1 The changes to the waste collection service are based on the premise of reducing the amount of waste that is sent to landfill by encouraging residents to recycle in line with the attached policies.
- 2.2 Whilst the policies are detailed in Appendix A the following key provisions are highlighted for Members' attention:
- 2.3 **Refuse**
 - Landfill waste to be collected in a black 140 litre wheelie bin with closed lids. Waste presented by the side of the bin will not be collected.
 - For those households unable to accommodate a wheelie bin an annual supply of beige refuse sacks imprinted with the Council's logo will be provided with a maximum of three sacks collected each fortnight.
 - Additional waste will not be collected except for the collection after Christmas when a maximum of two additional bags of waste will be collected.

- Additional wheelie bin capacity will be provided for families with proven need who demonstrate they are fully utilising the recycling services.

2.4 Recycling

- Dry recyclables will continue to be collected as now i.e. either in a 240 litre wheelie bin or a hessian sack and for paper/card in a recycling box.
- Bins/bags/boxes containing incorrect materials affect the quality of recycle sales and will not be collected.

2.5 Food Waste

- Households to be given a a 7 litre silver coloured kitchen caddy together with a 23 litre silver coloured food waste bin for their weekly collections.
- Food waste bins containing other materials will not be collected.

2.6 Garden Waste

- An opt in service is available with an annual subscription of £36 and a one off bin purchase charge of £20.
- A 180 litre brown bin will be provided.
- The service will operate from February to November each year.
- The service will only be available to those households that can accommodate a wheelie bin and from which a wheelie bin collection can be made.

2.7 Special Assistance Collections

- An assisted collection service will be available for those in proven need.

2.8 Hard to reach properties

- Residents living in flats or other multi occupational buildings will be given a supply of beige coloured bags imprinted with the Council's logo.

**PUBLIC SPACE SERVICES - REFUSE, RECYCLING, STREET CLEANSING and GROUNDS MAINTENANCE SERVICES
POLICY DOCUMENT**

The following table sets out Stroud District Council's policies in relation to the provision of its front line environmental services; the services are performed by the Council's contractors.

A	SECTION A - "COMMON POLICIES"
	<p>Containers</p> <p>1 The Council will provide householders with a range of containers for the collection of landfill waste, dry recycling materials, food waste and garden waste. Container types will include the following:-</p> <ul style="list-style-type: none"> • Landfill waste Black wheeled bin or Beige coloured sacks • Dry recycling materials Green wheeled bin and a plastic box or a Hessian sack with a plastic box • Food waste Silver lidded container and a kitchen caddy • Garden waste Brown wheeled bin (if they subscribe) <p>With the exception of the garden waste wheeled bin, all other containers, including communal containers, will remain in the Council's ownership.</p> <p>2 Each of the containers must only be used for the materials indicated above.</p> <p>3 Householders are responsible for maintaining their containers in a hygienic and serviceable condition and for storing them on their property.</p> <p>4 Replacement of all types of rigid containers will be issued free of charge if damage or loss occurs during handling by the Contractor. This also applies to stolen containers with the exception of the garden waste service – see 'Garden Waste Collection Policy' for more details.</p> <p>5 Householders may only use the containers provided by the Council for the presentation of their waste and recycling materials for collection</p> <p><u>Collections</u></p> <p>6 Waste and recycling collection services will take place between 6am and 5pm each working day, Tuesday to Friday every week. The collection day for each property will remain the same throughout the year with the exception of unforeseen (ie adverse weather) and planned changes (ie Christmas and New Year)</p> <p>With the exception of householders who qualify for 'Assisted' collections - SECTION F – 'SPECIAL ASSISTANCE SERVICE ARRANGEMENTS', It is the householder's responsibility to place their containers at the kerbside on the day of collection in a safe position by 6am, but no earlier than 9pm the previous evening. Once emptied, the container/s will be returned by the contractor to a safe position as close as possible to the point of presentation. It is the householder's responsibility to ensure that the container/s are retrieved</p>

<p>7</p> <p>8</p> <p>9</p> <p>10</p>	<p>as early as possible from the kerbside but no later than the end of the same day.</p> <p>Householders will be required to comply with the advice provided by the Council on the appropriate use of each container. This will include the placement of containers at the correct point for collection, at the correct time and with the relevant materials in each container. Failure of the householder to comply with these requirements will result in the relevant container/s being left unemptied.</p> <p>Waste and recycling materials placed in the incorrect containers will be viewed as contaminants and as such a sticker or bin hanger will be left on the container explaining the reason for the container remaining unemptied. It will be the householder's responsibility to remove the offending waste and or recycling materials and to place them in the correct container/s. Only when the Council is notified of this and the Council's contractor is satisfied the contents of the relevant containers are free of contaminants, will the collection be undertaken – it is likely the collection will not take place until the next scheduled collection date.</p> <p>If the household persists in not complying with policy requirements, then the Council will consider taking enforcement action.</p> <p>Where the Council's contractor fails to empty containers on any scheduled collection day as a direct result of service failure, the Contractor will return and empty the containers by the end of the day following the date the complaint was received by the Council.</p>
<p>B</p>	<p align="center">SECTION B – “LANDFILL WASTE” COLLECTION POLICY</p>
<p>1</p> <p>2</p> <p>3</p> <p>4</p>	<p>Landfill waste collections will consist of the collection of all normal household waste that the Council cannot recycle and do not provide recycling facilities for.</p> <p>Landfill waste is collected on a fortnightly basis in wheeled bins or beige coloured Council issued waste bags. The collection point for householders is at the kerbside with the exception of householders who qualify for an "Assisted" collection.</p> <p>In the majority of cases, householders will be issued with one 'wheeled bin' only. In cases of narrow access areas that are difficult for the standard collection vehicle to drive down householders will be provided with beige coloured plastic bags instead. An assessment by the Council will have been made as to the suitability of each property to store a wheeled bin. In cases of householders wishing to change their type of container, the final decision will be made by the Council</p> <p>The wheeled bin issued to the standard property will be of 140 litre capacity which will accommodate between two to three reasonably full bags of waste. The contractor will not collect any waste placed out for collection either at the side or on top of the bin and will not empty wheeled bins if the lids are not completely shut (plastic to plastic) for health and safety reasons. Householders provided with beige coloured bags will be provided with 78 bags each year and will be able to place up to a maximum of three full bags out on each fortnightly collection. Householders may not use any other container than the one provided by the Council to present their waste for collection with the exception of Christmas and New Year where residents will be allowed to place additional waste out for collection in a conventional black plastic bag.</p>

5	Householders with five or more family members living at a single property or have significant medical problems that will necessitate the storage of soiled waste, will have the option to have their 140 litre wheeled bin replaced with a 180 litre one provided they are fully utilising the Council's recycling services. Householders using the beige coloured bags with five or more family members will be offered one extra bag per fortnight, a total of four bags per fortnight
6	Collection crews will only empty one wheeled bin or collect three bags per property per fortnight unless the Council gives specific approval for additional collections.
7	Landfill waste is in general collected on the same day of the week as other waste but on an alternate week basis ie Week 1 – Landfill waste, Food waste and Garden waste; Week 2 – Recycling Materials and Food waste
8	Householders can access this information using the Council's website www.stroud.gov.uk or by calling the customer service team on 01453 754424. Collection days can temporarily change as a result of Christmas, New Year and Good Friday holiday periods. The contractor will not return to households that have placed their containers out on the incorrect collection day during these periods.
9	During the Christmas and New Year period, for one collection only , households may present an additional amount of landfill waste in black bags alongside their wheeled bin/beige refuse bags and it will be collected on their scheduled collection day. The number of additional bags of waste should not exceed two per household (please note that the wheeled bin lid must be in a fully closed position).

C	SECTION C – “DRY RECYCLING MATERIALS” COLLECTION POLICY
1	<p>The Dry Recycling Materials collection service is for the collection of:</p> <ul style="list-style-type: none"> • Paper • Card • Cardboard • Tetra Pak • Glass containers • Steel and aluminium cans • Plastic bottles and other rigid plastic containers • Foil • Non-chargeable batteries.
2	<p>Dry recycling materials are collected fortnightly on the same day of the week as other waste but on alternate weeks to landfill waste collections.</p>

3	In the majority of cases, householders have been issued with one 240 litre wheeled bin for their 'Dry' recycling materials. In cases of narrow access areas that are difficult for the standard collection vehicle to drive down, householders have been provided with green hessian bags. All householders will also have been provided with one or more 55 litre recycling boxes. The wheeled bins and hessian sacks are used for the collection of glass containers, steel and aluminium cans, plastic bottles and other rigid plastic containers, foil and non rechargeable batteries and the recycling boxes are used for the collection of paper, card, cardboard and Tetra Paks.
4	An assessment by the Council will have be made as to the suitability of each property to store a wheeled bin. In cases of householders wishing to change their type of container, the final decision will be made by the Council.
5	Delivery of lids for recycling boxes and additional containers will be made if requested by the householder.

D	SECTION D – “GARDEN WASTE” COLLECTION POLICY
1	<p>The garden waste service is for the collection of:</p> <ul style="list-style-type: none"> • Grass cuttings • Weeds, flowers, leaves and bark • Hedge and shrub cuttings • Tree stumps, twigs and branches up to 10cm in diameter • Christmas trees cut into no more than 1 metre sections
2	The garden waste service is an 'opt in' paid for service operating on fortnightly basis. Collections will be undertaken on the same day and same week as the landfill collection service for each property for the period 1 st February to 30 th November of each year.
3	The service will only be made available to households that are able to accommodate a wheeled bin and the standard refuse collection vehicles can access the properties. As an interim measure, those householders who will not have access to the new service are to be advised to either use the household waste recycling centres at Hempsted in Gloucester or Pyke Quarry in Horsley or, to use home compost bins.
4	Annual subscriptions are set at £36 per licence although the householder will be required to purchase a 180 Litre brown wheeled bin at a cost of £20 to store and present their garden waste to the Contractor for collection. Adhesive licences will be issued each year and are non-refundable or discounted; the cost of the licences remain at a flat rate irrespective of the time of year sign up takes place. Licences will be posted to the customer following receipt of payment
5	Households wishing to share a bin and therefore the cost of the licence are permitted to do so; however, a single payment of the annual fee and the cost of the wheeled bin must be made by a single nominated householder.

6	The Contractor will only collect garden waste presented in the containers provided by the Council and that display a valid licence.
7	Overloaded bins will not be emptied and it is the householder's responsibility to reduce the weight before the next collection. Bins must not be too heavy for an average person to easily wheel/carry.
8	A replacement bin will only be issued free of charge if damage or loss occurs during handling by the contractor. The contractor will report any damage to the Council and arrange for a replacement to be delivered. The householder will be responsible for replacing the container at their own cost if it is lost or damaged between collections.
9	A replacement licence will only be issued free of charge if damage or loss occurs during handling by the contractor. Where a householder damages or loses a licence, the Council may charge to issue a replacement.
10	At the time of subscription the householder is asked to notify the Council if they move house so that the service may be continued if the householder remains within the district. A copy of the original licence will be issued to the householder free of charge in these cases and can be serviced by an appropriate collection vehicle.

E	SECTION E – “FOOD WASTE” COLLECTION POLICY
1	<p>Food waste consists of food scraps generated by the householder and includes both cooked and uncooked food but does not include packaging or liquid waste. The following list provides an example; (a full list of different food wastes that can be placed in the bin for collection is available on the Councils website)</p> <ul style="list-style-type: none"> • Vegetable peelings • Bones • Meat
2	Food waste is collected weekly on the same day of the week as the other waste and recycling services.
3	Householders are provided with one 23 litre silver food waste container with a lockable lid and handle and, a smaller 7 litre container referred to as a 'kitchen caddy'. The 'kitchen caddy' will aid the transfer of food waste from the kitchen to the 23 litre food waste container which is intended to be stored outside. This large container will be used by the householder to present their food waste to the contractor each collection day.
4	Compostable liners are not provided by the Council and are not needed as paper or plastic bags can be used to line the caddies. Residents using bags as bin liners are requested to tie their liners within the food waste bin prior to their food waste collection being made. Residents using newspaper should wrap the food in it rather than line the container which should prevent paper remaining stuck to the side or the bottom of the container following a collection. For health and safety reasons, collection operatives will not be permitted to put their hands into food waste caddies to dislodge paper, food or any other debris.

5	If excess food waste is being generated by a single householder, they can be provided with an additional container. .
6	Should persistent overloading of containers or additional food waste be placed by the side of food waste containers, the Councils Public Space Service will approach the householder to offer advice.
7	Wherever practical/possible the contractor will make every effort to ensure that food waste containers are returned in such a way as to reduce the risk of loss or damage. Should a container be lost or damaged, householders will on request be provided with a replacement

F	SECTION F – SPECIAL ASSISTANCE SERVICE ARRANGEMENTS
1	Householders who are incapable of placing their waste out for collection at the kerbside will be offered an ‘assisted’ collection for one or more of the waste and recycling collection services. The householder will only be offered the service if he/she is elderly and infirm or disabled and have no able bodied person living at the property who could help.
2	The service is only available for those residents who qualify – qualification being determined by residents to providing evidence of incapacity, age, infirmity or disability, and/or confirmed by a home visit from the Council.
3	Service provision is subject to adequate access being available at all times on the scheduled day of collection ie gates unlocked, no loose dogs etc. The Council will determine whether the contractor will return to properties where access has been unachievable.
4	Decisions regarding special arrangements for collections will be at the discretion of the Council.

G	SECTION G – HARD TO REACH PROPERTIES & STORAGE ISSUES
1	The Council recognises that some residents are unable to accommodate wheeled bins for their landfill waste due to a lack of storage space or problems with access ie properties either having no entrance to rear gardens or have a large number of steep steps from the collection point etc. Householders will, in these instances be provided with a bag collection service instead – this will be at the Council’s discretion. The bags will be beige in colour and will have the Council’s logo printed on them. The annual supply of 78 bags per property can only be used for the collection of landfill waste; householders’ collections will be restricted to three bags per fortnight.
2	Property Management Agents can subscribe to the garden waste service for communal properties and purchase multiple garden waste

	bins and licences.
3	Residents living in flats or other multi-occupational buildings will be given a beige coloured bag service. This may be supplemented with communal wheeled bins for the collection of their landfill waste and dry recyclables. Wherever possible tenants/residents will be provided with their own food waste containers.
4	Communal bins will be collected/returned from/to bin storage areas where appropriate following assessment by the Council. Residents are required to ensure that the bin stores remain accessible at all times to allow the contractor to collect waste.
5	Where communal bins have been provided, they must remain at the address to which they are delivered – these containers remain in the Council's ownership

H	SECTION H – OTHER DIFFICULTIES WHICH MAY ARISE
	<u>Properties without a Pavement</u>
1	Where properties do not have pavements or kerbs adjoining their boundary, householders will be permitted to present their waste and recycling containers just inside the curtilage of their property (to a maximum of 1.5 metres from the roadside).
	<u>Private/Un-adopted Roads</u>
2	The contractor will only travel on private/un-adopted roads that are of a suitable construction and a satisfactory standard, so that damage will not be incurred to either the contractor's vehicles, the road surface or any underground service infrastructure. If security gates are present they must be left open on the scheduled collection day to enable collection vehicles to gain unrestricted access or the property owner must ensure their waste is presented at the nearest adopted highway. Wherever possible, there should also be adequate provision to allow the contractor's vehicle to turn safely.
	If private/un-adopted roads fail to meet the above criteria, residents will be required to present their waste and recycling for collection at the kerbside of the nearest adopted highway or provide the contractor with indemnity either via the developer or individually against any damage of the road.
	<u>New developments</u>
3	Where the Council is asked to commence collections for completed properties during the building phase of a housing development, the Public Space Service is to be advised. No arrangements are to be made by the contractor until authorised to do so by the Council.

4	<p><u>Bin Storage Areas</u></p> <p>Bin storage areas must be accessible between 6:00 and 17:00 Monday to Saturday. If security gates are present they must be left open on the scheduled collection day to enable the collection crews to gain unrestricted access. Where access is gained through the use of keypads, the contractor will be provided with all up to date numbers. Residents must ensure storage areas remain accessible and safe for the contractor to collect waste from.</p>
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I	<p>SECTION I – “BULKY WASTE” SERVICE FOR THE COLLECTION OF LARGE ITEMS OF HOUSEHOLD WASTE</p>
1	<p>The Council operates a chargeable bulky household waste collection service at a cost of £15 per collection of up to three items with a further charge of £5 per additional item.</p> <p>The service can be paid for on-line, through credit/debit cards or payment by cash at the Council Offices.</p> <p>The Council has a detailed policy in place for the collection of bulky household waste – refer to the Council’s website www.stroud.gov.uk</p>

<p>SECTION J – “RECYCLING BRING BANKS” SERVICE FOR RESIDENTS TO RECYCLE ITEMS WHICH MAY NOT BE COLLECTED AT THE KERBSIDE</p>	
1	<p>There are a number of recycling bring bank sites located across the district which enable residents to recycle items which are not collected as part of the kerbside recycling service – these include;</p> <ul style="list-style-type: none"> • Textiles • Shoes • Small electrical household appliances (WEEE) • CD’s/DVD’s • Books.
2	<p>Information on the location of these sites and the items which can be recycled at each location can be found on the Council’s Website www.stroud.gov.uk or by contacting Customer Services on 01453 754424</p>

K	SECTION K – ENFORCEMENT
1	Where it has been identified that waste containers are placed or left on the highway persistently outside the permitted time periods in relation to scheduled collections (see common policies above), the Council will approach the householder with a view to seeking compliance by appropriate means.
2	The Council has in place policies to support each of its waste and recycling services. Non compliance with these policies will be approached using a graduated response starting with the offer of help and support to the householder. Failure to follow the Council's advice and observe policy requirements will result in the non collection of certain waste and/or recycling materials until such time as the householder adheres to the policy. Repeated failure to do so will result in potential legal action taken against the householder.

L	SECTION L – GENERAL POLICIES
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1	*Any financial amount in this document may be subject to annual price review without consultation.
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M	SECTION M – STREET CLEANSING
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1	In respect of street sweeping and litter collection services, the Stroud District is divided in to a number of different zones. The following matrix indicates the frequency of cleansing applied to each zone:
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2	<table border="1"> <thead> <tr> <th>Town Centres (Zone 1)</th> <th>Mechanical Sweep</th> <th>Litter pick</th> <th>Litter/Dog/Cig Bins</th> </tr> </thead> <tbody> <tr> <td>Stroud</td> <td>2 x per week</td> <td>2 x per day</td> <td>2 x per day</td> </tr> <tr> <td>Other Town Centres e.g. Stonehouse, Minchinhampton, Painswick, Berkeley, Wotton, Nailsworth, Dursley</td> <td>1 x per week</td> <td>2 x per day</td> <td>2 x per day</td> </tr> <tr> <td>Town Car Parks (Zone 1A)</td> <td>1 x per week</td> <td>Daily</td> <td>Daily</td> </tr> <tr> <td>Main Strategic Routes (Zone 2) e.g. A419, B4008, A46, A38</td> <td>Monthly</td> <td>1 x 3 weeks</td> <td>2 x per week</td> </tr> <tr> <td>Main Strategic Routes additional e.g. A419 (M5 to Horsetrough), Stratford road, London road (Waitrose to Bowbridge cross roads)</td> <td>4 x per year</td> <td>1 x 3 weeks</td> <td>2 x per week</td> </tr> <tr> <td>Residential roads (Zone 3) e.g. Hunters Way. Park Estate, Chestnut Park, Perry Orchard</td> <td>4 x per year</td> <td>As required within 3 weekly cycle</td> <td>Weekly</td> </tr> <tr> <td>Rural Villages (Zone 4 - tarmaced and curbed only) e.g. Arlingham, Bisley, Kingswood, Haresfield</td> <td>4 x per year</td> <td>As required within 3 weekly cycle</td> <td>Weekly</td> </tr> </tbody> </table>	Town Centres (Zone 1)	Mechanical Sweep	Litter pick	Litter/Dog/Cig Bins	Stroud	2 x per week	2 x per day	2 x per day	Other Town Centres e.g. Stonehouse, Minchinhampton, Painswick, Berkeley, Wotton, Nailsworth, Dursley	1 x per week	2 x per day	2 x per day	Town Car Parks (Zone 1A)	1 x per week	Daily	Daily	Main Strategic Routes (Zone 2) e.g. A419, B4008, A46, A38	Monthly	1 x 3 weeks	2 x per week	Main Strategic Routes additional e.g. A419 (M5 to Horsetrough), Stratford road, London road (Waitrose to Bowbridge cross roads)	4 x per year	1 x 3 weeks	2 x per week	Residential roads (Zone 3) e.g. Hunters Way. Park Estate, Chestnut Park, Perry Orchard	4 x per year	As required within 3 weekly cycle	Weekly	Rural Villages (Zone 4 - tarmaced and curbed only) e.g. Arlingham, Bisley, Kingswood, Haresfield	4 x per year	As required within 3 weekly cycle	Weekly
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3	Zones 6 and 7 (Rural Lanes) are litter picked/mechanically swept on an ad hoc basis dependant on need. These zones should not fall below a grade B- (predominantly free of litter and refuse except for some small items). .
4	The Council continues to monitor the cleanliness of open spaces within the district and will consider adjustment of the scheduled cleaning activities should there be a proven need.
	<p><u>Litter and Dog Bin provision and maintenance</u></p>
5	The Council aims to provide an adequate coverage and suitable positioning of litter and dog waste bins across the district and, to empty and maintain the bins on a regular basis as required.
6	Litter/Dog wastebins are provided in areas where a justified need has been identified. Bins are emptied on a regular basis based on usage. Bins are not provided for the disposal of every day household waste.
7	The location and type of bins, and the regime for servicing them, is determined by the Council on the basis of need and the availability of resources.
8	From time to time it will be necessary to remove or relocate a bin. If a request is received from a Community Group or Town/Parish it will be considered by the Council . If the Council is asked to relocate a bin without justification based on usage, that body will be required to pay the cost of removal and re-installation if approved.
9	<p>From time to time Community Groups and Town/Parish Councils may request new litter/dog waste bins. In such instances an assessment will be conducted to confirm need. If following assessment the request is fully justified, the Council will consider installing a new litterbin at its own expense. If however the installation of a new litter is not fully justified, the requestee will be offered the opportunity to cover the cost of purchase, installation and servicing of the litter bin. New dog waste bins will only be provided where the cost of provision, installation, maintenance and emptying is covered by the requestee.</p> <p>Litter/dog waste bins which are damaged beyond repair are replaced, but the Council reserves the right not to replace a container if there have been repeated instances of deliberate damage or if an officer of the Council deems that the level of usage doesn't warrant the replacement of the bin. External organisations are responsible for the repair/replacement of their own bins which the contractor will empty.</p>
10	Dog waste may be disposed in litter bins where no dog waste bin is present
11	Should the Council determine that the level of usage of any individual litter/dog waste bin does not warrant its continued presence, the bin may be removed and/or relocated to an alternative location.

	<u>General</u>
12	Clearing leaf fall is scheduled on a 3 weekly cycle during the period November to January. Clearance works are scheduled in response to levels and frequency of leaf fall in any particular area.
13	Flytipped waste will be removed within 24 hours of being reported to the Council; with the exception of hazardous waste which requires specialist collection and treatment. Fly tipping incidents are investigated by officers who will pursue prosecution where sufficient evidence exists.
14	Fixed Penalty Notices are issued by officers to offenders caught littering and in cases of failure to produce necessary documents to support the disposal of commercial waste.
15	Where earth and other debris is deposited on the road as a result of agricultural activity, this is reported to Gloucestershire County Council (GCC) who will advise farmers of their responsibility to clean up any spillages etc.
16	Certain locations around the district suffer regularly from general debris being washed onto the road surface during heavy periods of rain. These are reported to the highways authority as a risk to road users.
17	Weeds on the highways are the responsibility of Gloucestershire County Council

N	SECTION N – BUILDING CLEANING
1	The Council is responsible for the cleaning of 11 public toilets, the Subscription Rooms, the Old Town Hall, Ebley Mill, Brunel Mall and Multi Story Car Park, the Market Pace and Communal Areas of approximately 35 blocks of Housing Flats. These buildings are cleansed according to specifications, and at frequencies, agreed between the Council and its contractor.
2	The 11 Public Conveniences, which are situated at various locations around the district, are cleaned depending on level of usage as assessed by the Council. Consumables, such as toilet paper, are replenished as necessary during cleaning visits by the Council's contractor.
3	Public Toilets are currently cleaned according to the following frequencies, albeit they are under constant review: 4x per day - Bedford Street, Stroud 3x per day - High Street car park, Stonehouse; Brunel Mall, Stroud; Stratford Park, Stroud; Old Market Place, Nailsworth 2x per day - Marbrook Street, Berkeley, Bell Lane, Minchinhampton; Stamages lane, Painswick; The Rope Walk, Wotton-under-edge; May Lane, Dursley
4	Opening and closing times for each Public Convenience is between 7am and 7pm with the exception of Stonehouse which is closed at 5pm. There is also a 24 hour toilet cubicle facility open at Bedford Street.

5	The Council provides a 'Pop up' toilet facility in Stroud Town Centre to support the impact of the night time economy within the town. The facility is in use during every evening between the hours of 7pm and 7am.
6	Repairs to damaged toilets are given urgency and are normally completed within 24 hours depending on the nature of the damage.

	SECTION O – GROUNDS MAINTENANCE
1	<u>Common Policies</u>
2	<ul style="list-style-type: none"> • All grass cuttings to be left on site unless directed by the Council • All hard standings, buildings and vehicles to be free of grass cuttings • Litter to be cleared prior to grass cutting • Grass to be strimmed around all obstacles • Leaves to be removed from all sites at the end of the growing season; during autumn/winter months
3	<p>The Grounds Maintenance service will consist of:</p> <ul style="list-style-type: none"> • 'Normal Mow' grass cutting from April to October, with extra cuts in March and November if required. Cutting will take place every 10 working days during the growing season. Grass will be cut to a height of between 20mm and 40mm. • 'Rough cuts' taking place 4 times per year in April, June, August and October. Grass will be cut to a height of 50mm to 100mm. • 'Box mow' taking place on 6 roundabouts from April to October, with extra cuts in March and November if required. Cutting will take place every 10 working days during the growing season. Grass will be cut to a height of between 10mm and 20mm • Hedge Cutting taking place at least once per year; some varieties will require up to 4 cuts per year – these will be identified on appropriate maps. Hedge bases to be forked, and weeds removed during the winter months(November to February) • Herbicide being applied to hard standings and grass edges 3 times per year in March, June and October. • Residual herbicide and fertiliser being applied between February and March to Shrub Beds and Borders. These will be tended throughout the year and will be weeded, litter removed, and edged with shears as required, on a fortnightly basis. • Weekly and quarterly safety Inspections of play area including the removal of litter and basic maintenance as and when required in line with ROSPA guidance.

	<ul style="list-style-type: none">• Painting of play equipment every other year• Checking and clearance of watercourses and grids as required• Low risk tree maintenance works such as removal and disposal of epicormic growth, low lying branches etc.• Maintenance of wildflower areas
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