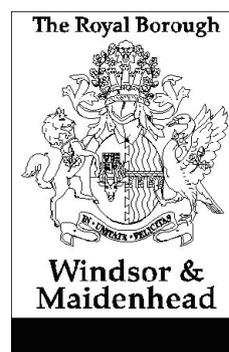


Report for: ACTION



| | |
|--|---|
| Contains Confidential or Exempt Information | No – Part I |
| Title | A review of Access Arrangements at Stafferton Way Civic Amenity Sites |
| Responsible Officer(s) | Simon Fletcher, Director of Operations and Customer Service |
| Contact officer, job title and phone number | Craig Miller, Head of Community Protection and Enforcement Services, Ext 3598 |
| Member reporting | Cllr Carwyn Cox, Cabinet Member for Environmental Services |
| For Consideration By | Cabinet |
| Date to be Considered | 24 November 2016 |
| Implementation Date if Not Called In | March 2017 |
| Affected Wards | All |

REPORT SUMMARY

1. This report looks at the use of Stafferton Way Civic Amenity and Household Waste and Recycling Centre. It sets out the results of a recent survey undertaken at the site on where users are coming from and sets out the case for limiting access to the site to residents of the Royal Borough.
2. The report recommends that a permit system is implemented to limit free use of the site to residents of the Royal Borough.
3. It further recommends that a permit scheme for commercial type vehicles is implemented to allow residents of the Royal Borough to access the site in these type of vehicles to dispose of their own household waste.

If recommendations are adopted, how will residents benefit?

| Benefits to residents and reasons why they will benefit | Dates by which residents can expect to notice a difference |
|--|--|
| 1. Limits use of the site to Royal Borough residents only, which will mean residents are no longer paying for residents of other boroughs to dispose of their waste at the site. | April 2017 |
| 2. Limit materials that can be brought to the site and the | April 2017 |

| | |
|---|--|
| use of the site by trade type vehicles, which will reduce the use of the site by traders, saving money on waste disposal. | |
|---|--|

1. DETAILS OF RECOMMENDATIONS

RECOMMENDATION: That Cabinet:

- i. **Approves the implementation of a permit scheme at Stafferton Way Civic Amenity Site and Household Waste Recycling Centre, to limit free use of the site to residents of the Royal Borough. The scheme will be implemented by April 2017. A charge will be applied to residents from outside the Royal Borough who wish to deposit waste at the site.**
- ii. **Delegate authority to the Lead Member for Environmental Services and the Director of Operations and Customer Services to finalise the exact format of the permit scheme following consultation with visitors to the site.**
- iii. **Approves the implementation of a permit scheme for commercial or commercial type vehicles, including vans, trailers and sign written vehicles, for access to use the Stafferton Way Civic Amenity Site and Household Waste Recycling Centre, where these vehicles are driven by residents of the Royal Borough and used to dispose of their own household waste. The scheme will be implemented by 31st January 2017.**

2. REASON FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

- 2.1 The Royal Borough provides a Civic Amenity Site and a Household Waste Recycling Centre on Vicus Way off Stafferton Way in Maidenhead. The site provides facilities for the disposal of a range of items including general household waste, garden waste, bulky items such as furniture, items for recycling, soil and rubble, plasterboard and asbestos.
- 2.2 A survey was undertaken at the sites in July 2016, which showed that 16% of visitors to the site came from outside the Royal Borough. Visitors to the sites were asked for their postcode. This data was used to distinguish which visitors came from inside the Royal Borough and to see where those from outside the borough were coming from.
- 2.3 In total, during the course of the week there were 1671 visitors across both sites, with 275 visitors from outside the Royal Borough. Although the survey only took place over one week, it surveyed 1671 visitors to the site in total. 1000 surveys would be statistically valid to use the results to make assumptions about how the site is used.
- 2.4 The following charts show the split of visitors from inside and outside the Royal Borough on each day the survey was undertaken, and the total split of visitors to the two sites provided over the course of the survey.

Chart 1: Showing visitors to the Household Waste and Recycling Centre (HWRC) showing visits from Royal Borough Residents and outside the Royal Borough.

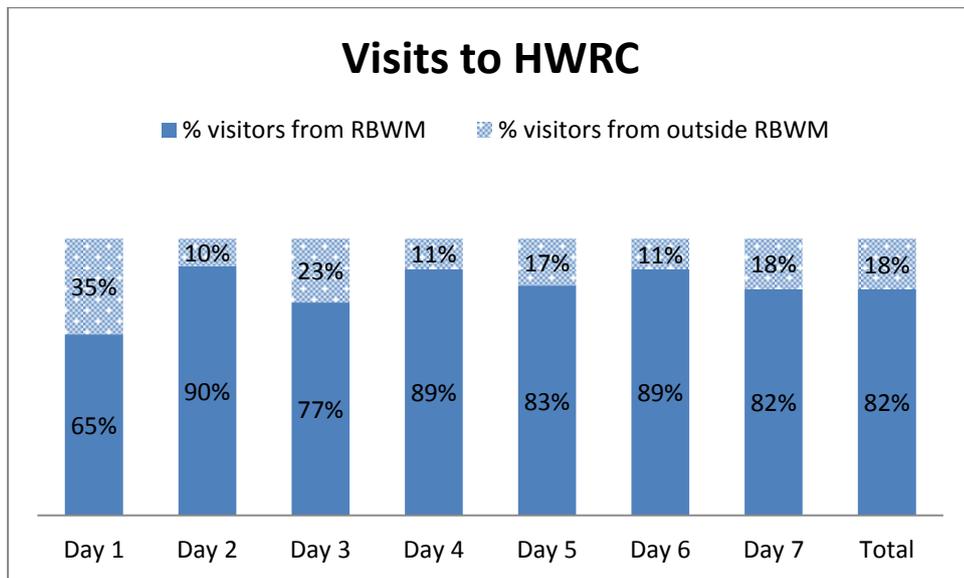


Chart 2: Showing visitors to the Civic Amenity (CA) Site showing visits from Royal Borough Residents and outside the Royal Borough.

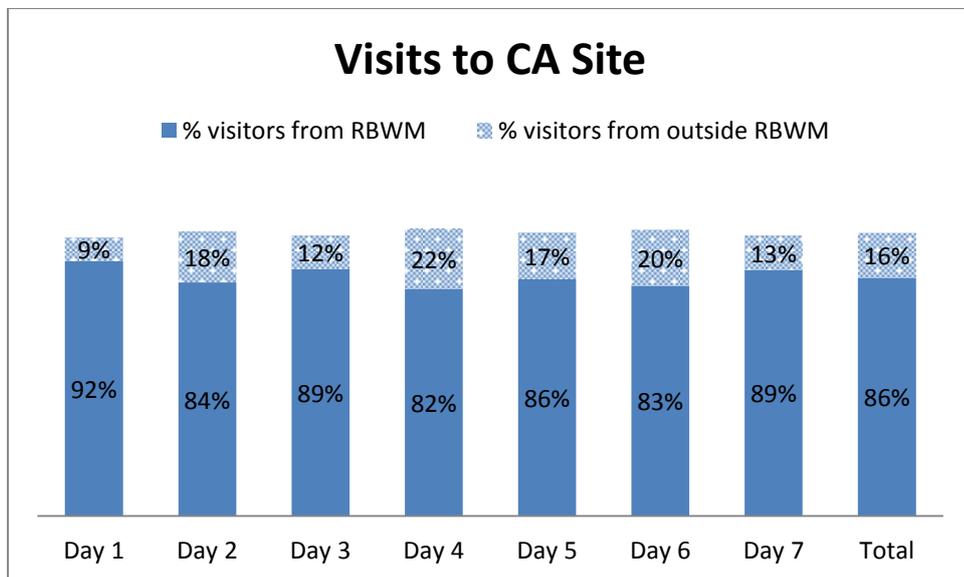
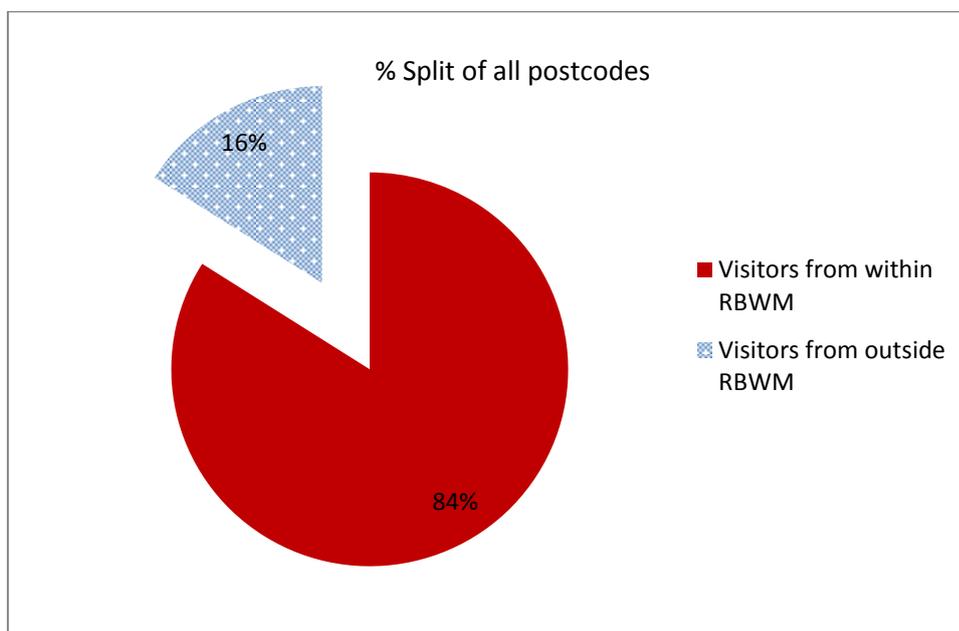


Chart 3: Showing the total number of visitors to the HWRC and CA Site over the course of the survey and the split of visitors from inside and outside the Royal Borough.



- 2.5 Visitors to the site from outside the Royal Borough come from a range of locations, including Reading, Wokingham, Wycombe District Council, South Bucks District Council, and further afield including Aylesbury and Swindon.
- 2.6 During 2015/16 3130 tonnes of waste were deposited at the Civic Amenity Site, along with 3840 tonnes of garden waste and 1930 tonnes of wood waste. 16% of the cost of these wastes amounts to £94,183 per annum at current rates of waste disposal.

| | Tonnes | 16% | Cost per tonne | Cost of non borough waste | Total cost of waste |
|---------------------|---------|--------|----------------|---------------------------|---------------------|
| Residual CA site | 807.00 | 129.12 | £90 | £11,621 | £72,630 |
| Bulky waste CA site | 2320.00 | 371.20 | £122 | £45,286 | £283,040 |
| Green waste HWRC | 3839.00 | 614.24 | £32 | £19,656 | £122,848 |
| Wood waste | 1932.00 | 309.12 | £57 | £17,620 | £110,124 |
| | | | Total | £94,183 | £588,642 |

- 2.7 Changes made by neighbouring authorities to limit the use of their HWRCs is likely to make this situation worse if no limits are put on either who can use the

Royal Borough's facilities, or the types of waste that are acceptable to deposit at the site free of charge.

- 2.8 During the course of this financial year a number of nearby councils, including Bracknell, Wokingham and Reading as the Re3 Waste Partnership, Surrey County Council and West Berkshire Council, have implemented changes to access arrangements at their Household Waste and Recycling Centres.
- 2.9 Wokingham, Bracknell and Reading have their HWRCs run jointly by Re3 waste partnership, who provide sites at Longshot Lane in Bracknell and Smallmead in Reading. Since July these sites have been permitted, with the sites open only to residents of the three authorities. This has resulted in some Royal Borough residents, predominantly from the Ascot area of the Borough, being turned away from the site in Bracknell. Re3 are seeing significant savings from the changes they have implemented and are not amenable to extending the use of their site to Royal Borough residents.
- 2.10 In addition Re3 have implemented charges for rubble, soil and plasterboard; asbestos; and gas bottles. They have also implemented a permit scheme for commercial, or commercial type vehicles.
- 2.11 Surrey County Council and West Berkshire Council have implemented similar schemes, although residents from the Ascot area of the Royal Borough are still able to use Surrey County Council's site in Bagshot under an existing arrangement.
- 2.12 As visitors disposing of certain types of waste are charged at nearby sites, or turned away as non residents, the Royal Borough's sites are more likely to experience use by residents of other boroughs for disposal of waste that is charged for elsewhere and by commercial operators disposing of their waste, if no checks and limits are put in place. Charges at the sites operated by Re3 only came into force at the end of September, with charges in Surrey in place from September 1st.
- 2.13 As these changes are only just occurring in neighbouring boroughs, we have not yet seen an impact from them, but we do expect there to be an impact, this is certainly the learning from elsewhere in the country, hence these precautionary measures to avoid negative effects are being brought forward quickly, and are in response to the changes elsewhere.
- 2.14 The risk is, if we do not implement a permit for the use of the sites at Stafferton Way, to limit use to Royal Borough residents only, residents from neighbouring authorities will bring the waste they are now charged for at the sites in their area to our site for disposal, at additional cost. This cost will be borne by Royal Borough council tax payers, who are not able to use the neighbouring authority sites in return.
- 2.15 It is recommended that a scheme is introduced to limit free use of the Household Waste and Recycling Centre and the Civic Amenity Site to Royal Borough residents only. If residents from outside the Royal Borough wish to use the site to dispose of their waste, then this would be possible, if they were willing to pay the full commercial waste disposal cost, which currently stands at £195 per tonne.

- 2.16 There are several options for how access could be facilitated for residents:
- Allow residents access on production of their Advantage card. This approach is taken in Hillingdon in West London, where residents show their Hillingdon card to gain access to their sites.
 - Allow residents to apply for a permit to use the site, providing their address and car registration number, this could be printed out or sent to the resident if they were not able to print themselves.
 - Permits could be sent to all residents, as has happened in the Re3 area.
 - Residents could be asked to take proof of address with them on each visit to the site, to be checked by staff there. This is the least preferred option, as it is likely to result in queues on site.
- 2.17 If approval is given to proceed with a permit scheme final details will be agreed with the Lead Member and the Director for Operations and Customer Services.
- 2.18 The Household Waste and Recycling Centre and the Civic Amenity Site are designed for use of residents visiting in cars. However, there are regular requests, numbering approximately 5 per week, for residents to visit the sites in larger vehicles, such as hire vans, work vans or vans owned by the resident. Currently these residents contact the Customer Service Centre to request access which is given by the waste team and the details of the vehicle passed to the sites to allow access.
- 2.19 It is proposed to formalise these arrangements so that residents can visit the Household Waste and Recycling Centre and the Civic Amenity Site in certain commercial type vehicles, including vans up to the size of a transit van and small trailers. They will need to apply for a permit online, providing details of what they will be taking to the site, proof of residency in the borough and a declaration that the waste is from their own property and is not commercial waste. A single use permit will then be provided, specific to the individual and vehicle, which will need to be given to staff on site for entry. Permits will need to be applied for no less than 2 working days before visiting the site.
- 2.20 Use of the site will be assessed and a record kept of visits by vehicle and resident address and if the waste is thought to be coming from a commercial source then this will be challenged and a charge for waste disposal may be applied.
- 2.21 While the Royal Borough has to provide a site for residents to dispose of their household waste free of charge, waste from construction and demolition waste, including preparatory works, is classed as industrial waste. This means that a charge for the disposal of this type of waste can be made at the site.
- 2.22 Currently residents are allowed to bring up to 6 bags per month of these types of material to the site free of charge. If larger home improvement projects are undertaken it is advised that residents hire a skip for the disposal of the waste that is produced.
- 2.23 This 6 bag allowance will remain in place. However, it is proposed that further work is undertaken to look at the types of waste brought to the site and the costs associated with waste that is classified as commercial and industrial waste. Once this work is undertaken it may be necessary to consider a charge for this type of

waste to be implemented at the Royal Borough's sites. The impact these changes have had in neighbouring local authorities, particularly in terms of any changes in the level of fly tipping, will be closely assessed when looking at these options.

3. KEY IMPLICATIONS

| Defined Outcomes | Unmet | Met | Exceeded | Significantly Exceeded | Date they should be delivered by |
|--|---|--|---|--|----------------------------------|
| Permit scheme to limit use of Stafferton Way Civic Amenity Site and Household Waste Recycling Centre to Royal Borough Residents only implemented | No scheme in place by April 2017 | Scheme in place April 2017 | Scheme in place March 2017 | Scheme in place February 2017 | April 2017 |
| Reduced waste disposal costs due to limiting use of site | Less than £50,000 reduction in waste disposal costs | £50,000 reduction in waste disposal cost | £50,001 to £55,000 reduction in waste disposal cost | More than £55,000 reduction in waste disposal cost | March 2018 |

4. FINANCIAL DETAILS

Financial impact on the budget

4.1 Revenue Funding

As described in Paragraph 2.6 there will be a saving from the waste disposal budget during 2017/18 if the use of the sites is limited to Royal Borough residents as detailed below:

| | 2016/17 | 2017/18 | 2018/19 |
|-----------|---------|---------|---------|
| Addition | £0 | £0 | £0 |
| Reduction | £0 | £94,183 | £0 |

4.2 Capital Funding- no change to capital funding from these proposals.

| | 2016/17 | 2017/18 | 2018/19 |
|-----------|---------|---------|---------|
| Addition | £0 | £0 | £0 |
| Reduction | £0 | £0 | £0 |

5. LEGAL IMPLICATIONS

5.1 There are no legal implications from these proposals.

6. VALUE FOR MONEY

6.1 Value for money is provided by reduced costs of waste disposal by only allowing Royal Borough residents to use the sites provided. Royal Borough residents will no longer be paying for residents of other areas to dispose of their waste. This should reduce waste disposal costs by up to £94,183 per annum.

7. SUSTAINABILITY IMPACT APPRAISAL

7.1 These proposals will be provide a more sustainable waste disposal solution by diverting residents from other boroughs to their own local waste disposal sites. The proposals also encourage greater segregation of waste into recyclable and non recyclable waste to encourage greater recycling on site.

8. RISK MANAGEMENT

| Risks | Uncontrolled Risk | Controls | Controlled Risk |
|--|-------------------|--|-----------------|
| Possibility of fly tipping if people are turned away from the site | Medium | Information to be provided to all visitors to the site in the run up to permits being introduced about limiting access to the site to residents only and information re other local waste disposal sites given to those turned away, focusing on those sites in borough's where residents have been shown to visit the Royal Borough's sites most often. | Low |

9. LINKS TO STRATEGIC OBJECTIVES

9.1 The recommendations of this report link to the following strategic objectives:

Residents first

Improve the Environment, Economy and Transport

Value for Money

Deliver economic services

Increase non-Council Tax Revenue

Delivering Together

Enhanced Customer Services

Deliver Effective Services

10. EQUALITIES, HUMAN RIGHTS AND COMMUNITY COHESION

10.1 An Equality Impact Assessment is not required at this point.

11. STAFFING/WORKFORCE AND ACCOMMODATION IMPLICATIONS

11.1 None.

12. PROPERTY AND ASSETS

12.1 There are no property and assets implications from these proposals.

13. ANY OTHER IMPLICATIONS

13.1 None.

14. CONSULTATION

14.1 This report will be forwarded to Highways, Transport and Environment Overview and Scrutiny Panel for review prior to consideration by Cabinet

15. TIMETABLE FOR IMPLEMENTATION

| Date | Details |
|-------------|---|
| April 2017 | Access to Household Waste and Recycling Centre and the Civic Amenity Site to be limited to Royal Borough residents only. |
| April 2017 | Charges for rubble, soil, plasterboard and asbestos to be implemented at Household Waste and Recycling Centre and the Civic Amenity Site |
| April 2017 | Permit scheme for access to the Household Waste and Recycling Centre and the Civic Amenity Site in a commercial type vehicle to be implemented. |

16. APPENDICES

16.1

17. BACKGROUND INFORMATION

17.1 None.

18. CONSULTATION

| Name of consultee | Post held and Department | Date sent | Date received | See comments in paragraph: |
|-------------------|--|-----------|---------------|---|
| Internal | | | | |
| Cllr Cox | Member for Environmental Services | 20-10-16 | 26-08-16 | Comments are taken into account throughout the report. |
| Simon Fletcher | Strategic Director of Operations & Customer Services | 20-10-16 | 21-10-16 | Comments are taken into account throughout the report. |
| Alison Alexander | Managing Director | | | |
| Russell O'Keefe | | | | |
| Craig Miller | Head of Community Protection & Enforcement | 20-10-16 | | |
| Mark Lampard | Finance Partner | 26-10-16 | 27-10-16 | Comments are taken into account in the financial details. |
| Sean O'Connor | Head of Shared Legal Services | | | |
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REPORT HISTORY

| | |
|-----------------------|----------------------|
| Decision type: | Urgency item? |
| Non key decision | No |

| | | |
|----------------------------|------------------------|------------------|
| Full name of report author | Job title | Full contact no: |
| Naomi Markham | Waste Strategy Manager | 01628 682972 |