



Email: committeeservices@horsham.gov.uk
Direct line: 01403 215465

Waste, Recycling and Cleansing Policy Development Advisory Group

Tuesday, 14th November, 2017 at 5.30 pm
Howard Room, Parkside, Chart Way, Horsham

The Access to Information Procedure Rules are not applicable to Policy Development Advisory Groups and members of the public may not attend. Members of the Council who are not members of the Policy Development Advisory Group may attend to observe the proceedings, seating for which will be provided, subject to providing advance (by noon of the day of the meeting) written notification to the Chairman of the meeting and committeeservices@horsham.gov.uk

Councillors: Philip Circus (Chairman)

John Bailey
John Blackall
Toni Bradnum
David Coldwell
Matthew French

Tim Lloyd
Christian Mitchell
Mike Morgan
Godfrey Newman
Simon Torn

You are summoned to the meeting to transact the following business

Agenda

	Page No.
1. Apologies for absence	
2. Notes of previous meeting	3 - 4
To receive the notes of the meeting held on 20 September 2017.	
3. Forward Plan Extract for the Waste, Recycling and Cleansing Portfolio	5 - 8
To note the Forward Plan extract (if any) for the Waste, Recycling and Cleansing Portfolio	
4. Bin Collection Changes - Project Risk Review	9 - 14
5. Bin Collection Change - Programme Update	15 - 16
6. Draft Cabinet Report - Fuel Contract	17 - 22

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Waste, Recycling and Cleansing Policy Development Advisory Group
20 SEPTEMBER 2017

Present: Councillors: Philip Circus (Chairman), Toni Bradnum, Matthew French, Tim Lloyd, Christian Mitchell and Mike Morgan

Apologies: Councillors: John Bailey, John Blackall, David Coldwell, Godfrey Newman and Simon Torn

Also Present: Councillors: Leonard Crosbie, Nigel Jupp

1 **TO APPROVE THE NOTES OF THE PREVIOUS MEETING**

The group approved the notes of the meeting held on 18 May 2017.

2 **FORWARD PLAN EXTRACT FOR THE WASTE, RECYCLING AND CLEANSING PORTFOLIO**

The relevant items of the September 2017 forward plan were noted by the group.

The group requested that the Head of Waste, Recycling, Street Scene & Fleet Services provide further details on the Contract for the Supply of Fuel for the Council's Vehicle Fleet including the price at the next group meeting.

3 **ALTERNATE WEEKLY COLLECTION PROGRAMME UPDATE**

The Head of Waste, Recycling, Street Scene & Fleet Services provided the group with a schedule of the Waste Implementation Review Programme which included the following topics: Fleet Procurement; In Cab Technology; Route Optimisation; Service Restructure; Alternate Weekly Collection Service Launch; Communications Strategy.

The group noted that the Alternate Weekly Collection Programme was running to schedule.

4 **FLEET PROCUREMENT UPDATE**

The Head of Waste, Recycling, Street Scene & Fleet Services provided the group with an up to date production forecast.

The group discussed the addition of In Cab Technology to the new fleet. It would provide the Street Scene team with a 'live link' to the office enabling them to provide live updates and route data that could be used to better optimise routes in the future.

Route optimisation for the new fleet would be achieved by dividing the district into distinct zones, each with an allocated collection day. Each zone would undergo review and field testing for further optimisation.

5 **ALTERNATE WEEKLY COLLECTION: COMMUNICATION, PR AND MARKETING**

The Recycling & Waste Strategy Manager presented an overview of the communication, PR and Marketing campaign for weekly collections.

Members noted that officers will continue to remind and reinforce the public's knowledge of recycling in the district.

The meeting closed at 6.43 pm having commenced at 5.30 pm

CHAIRMAN

**Parkside, Chart Way, Horsham,
West Sussex RH12 1RL**

FORWARD PLAN

Page 5

This notice sets out details of key decisions that the Cabinet or a Cabinet Member intend to make, and gives 28 days' notice of the decision under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. The notice also includes details of other decisions the Council intends to make.

The reports and any background documents that have been used to inform the decisions will be available on the Council's website (www.horsham.gov.uk) or by contacting Committee Services at the Council Offices.

Whilst the majority of the Council's business will be open to the public, there will be occasions when the business to be considered contains confidential, commercially sensitive or personal information. This is formal notice under the 2012 Regulations that part or all of the reports on the decisions referred to in the schedule may be private because they contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) and the public interest in withholding the information outweighs the public interest in disclosing it.

If you wish to make representations about why part or all of the papers should be open to the public, please contact Committee Services at least 10 working days before the date on which the decision is to be taken.

If you wish to make representations to the Cabinet or Cabinet Member about the proposed decisions, please contact Committee Services to make your request.

Please note that the decision date given in this notice may be subject to change.

To contact Committee Services:

E-mail: : committeeservices@horsham.gov.uk

Tel: 01403 215123

Published on 01 November 2017 (updated 06 November 2017)

What is a Key Decision?

A key decision is an executive decision which, is likely –

(i) to involve expenditure or savings of £250,000 or more as well as otherwise being significant having regard to the Council's budget for the service or function to which the decision relates; or

(ii) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the District.

	Subject/Decision	Decision Taker	Date(s) of decision	Is all or part of this item likely to be dealt with in private	Contact Officer Cabinet Member (NB include name, title and email address)
6.	Contract for the Supply of Fuel for the Council's Vehicle Fleet Policy Development Advisory Group 14 November 2017	Cabinet	23 Nov 2017	Part exempt	John McArthur, Head of Waste, Recycling, Street Scene & Fleet Services john.mcarthur@horsham.gov.uk Cabinet Member for Waste, Recycling and Cleansing (Councillor Philip Circus)

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