



Email: [committeeservices@horsham.gov.uk](mailto:committeeservices@horsham.gov.uk)  
Direct line: 01403 215465

# Recycling & Waste Policy Development Advisory Group

Wednesday, 9th November, 2022 at 5.30 pm  
Wallis Room and via Remote Access

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 and may speak, both at the discretion of the Chairman and subject to providing advance written notification to the Chairman of the meeting and [committeeservices@horsham.gov.uk](mailto:committeeservices@horsham.gov.uk)

Councillors: Toni Bradnum (Chairman)

Alan Britten  
Karen Burgess  
Paul Clarke  
Christine Costin  
Michael Croker

Richard Landeryou  
Tim Lloyd  
John Milne  
Mike Morgan  
Diana van der Klugt

You are summoned to the meeting to transact the following business

Jane Eaton  
Chief Executive

## Agenda

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	Page No.
1. <b>Apologies for absence</b>	
2. <b>Notes of previous meeting</b>	3 - 6
To receive the notes of the meeting held on 21 September 22.	
To receive the following items relating to the policy development process:	
3. <b>Hot bins</b>	
To update the Group on the end of the Hot bin trials and consideration of possible subsidise to purchase.	

4. **Green Waste Fees**

To consider the Green Waste fees for next year.

5. **Fixed Penalty Notice Increase**

To update the Group on the proposed increase to Fixed Penalty Notices (FPN).

6. **Commercial Waste Tender**

To update the Group on the Commercial Waste tender.

7. **Vehicle Refurbishment**

To update the Group on the vehicle refurbishment.

8. **Forward Plan Extract for the Waste & Recycling Portfolio**

To note the Forward Plan extract for the Waste & Recycling portfolio

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**Recycling & Waste Policy Development Advisory Group**  
**21 SEPTEMBER 2022**

Present: Councillors: Toni Bradnum (Chairman), Paul Clarke, Christine Costin, Michael Croker, John Milne, Mike Morgan and Diana van der Klugt

Apologies: Councillors: Tim Lloyd

Absent: Councillors: Alan Britten, Karen Burgess and Richard Landeryou

Also Present: Councillor: Ruth Fletcher

25 **NOTES OF PREVIOUS MEETING**

The notes of the meeting held on 20 July were received by the Group.

26 **PODBACK UPDATE**

The Recycling & Waste Strategy Manager provided the group with an update on the Podback Collection Service.

Members were reminded that major coffee pod manufacturers were providing funding for authorities to collect coffee pods for recycling and Horsham District Council (HDC) was combining Podback with the existing WEEE & Textiles collection service in the district.

Residents would order bags online to collect used coffee pods, bags would be filled and then a collection slot booked with HDC. These would be unloaded into a container at the Depot and pods would be collected by Podback for reprocessing in the UK where material would be recycled.

The Group were advised that the scheme provided a number of benefits for the Council and an estimated 5,500 households would sign up to the scheme. Podback had proved successful with other neighbouring Council's where it had been trialled.

Within the next few weeks it was intended that details would be finalised with Podback with the intention of a potential launch early next year. Prior to launching the service a communication campaign was planned where leaflets, bin hangers and social media would raise awareness to residents.

Members were positive about the new scheme and discussed the importance of raising awareness to residents. It was felt that any way to improve recycling within the district was positive and would further enhance the successful WEEE collection service.

Progress on the launch and uptake would be discussed at a future PDAG.

27 **COMMERCIAL WASTE - TENDER PROCESS UPDATE**

The Head of Waste updated the Group on the Business Waste Tender.

The Business Waste service has grown over the last five years, requirements had changed with the inclusion of bulky bags and due to procurement regulations the council is required to re-tender for the work. The Tender will have a 5 year contract term with the option to extend for two years.

Tendering will be divided into different 'lots' dependent on the type of waste and can be awarded independently to give the best value for money.

A pre-market questionnaire had recently taken place to gain an idea of how best value for money could be achieved from specifications.

The Group were keen to understand if the tender specifications included information on where end waste was located. The Head of Parking and Waste advised that this information was sought as part of the tender process alongside other detailed requirements.

Members were informed of timescales with the intention for the contract to start February 2023.

Full details would be considered at Cabinet in November.

28 **LITTERING AND FINES**

Following a question at Council from Councillor Andrew Baldwin highlighting the importance and problem of littering and fly tipping within this Country, he requested the Cabinet Member for Recycling and Waste to consider plans to increase on the spot fines within the Horsham district.

It was agreed the PDAG would discuss Fixed Penalty Notices (FPN's) and pricing within the district as these were currently fairly minimal. If changes were suggested from the statutory minimum, further consideration would need to be given at Cabinet and Council.

The Group were reminded of the hard work taken by Officers to clear fly tipping and investigate its source. The number of Fixed Penalty Notices (FPN's) issued had improved considerably since a new Environmental Enforcement Officer had been in post. Neighbourhood Wardens were also engaging with offenders to educate rather than issue fines. The Cleansing Team and Officers were also contributing greatly to overall cleanliness and appearance of the district.

The Head of Waste gave an overview to the Group. Since November 2021 the Enforcement Officer had issued 28 FPN's which were mainly from fly tipping and littering from larger vehicles carrying waste. It was highlighted how difficult it was to identifying vehicles littering and enforcing these especially along the A264.

Horsham District Council FNP's were currently charged at £75 or reduced to £50 if paid within 14 days of the fine. In comparison to other local Council's the charges were the lowest in West Sussex.

It was felt the fines were not substantial for larger companies and the Head of Waste had met with some organisations that had littered and discussed methods of improvement such as securing better netting to larger vehicles. Regular meetings would be taking place to improve communication and find practical solutions to the issues.

The Group discussed in detail the current FPN charges and were in agreement that these needed to be increased substantially. They felt that larger fines would not only discourage people from littering and fly tipping but would also assist at Parish Council level where considerable expense was incurred due to litter picking.

It was agreed that The Head of Waste would progress consideration of an increase in current FPN charges from £75 to £150 and £50 to £100 if paid within 14 days.

The Group also requested some mechanism to offer no discounted FPN rate to repeat offenders if legislation allowed this.

Progress would be discussed at a future PDAG.

*The meeting closed at 4.00 pm having commenced at 3.00 pm*

CHAIRMAN

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## FORWARD PLAN

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 may also include 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](http://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](mailto:committeeservices@horsham.gov.uk)

Tel: 01403 215123

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**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.



	<b>Subject and Date of Policy Development Advisory Group for consultation</b>	<b>Decision Taker</b>	<b>Date(s) of decision</b>	<b>Is all or part of this item likely to be dealt with in private</b>	<b>Contact Officer</b> <b>Cabinet Member</b> (NB include name, title and email address)
4.	<b>Commercial Waste and Mixed Recycling Disposal Tender Award</b>	Cabinet	24 Nov 2022	Part exempt	Head of Parking & Waste (Laura Parker) laura.parker@horsham.gov.uk  Cabinet Member for Recycling and Waste (Councillor Toni Bradnum)
5.	<b>Refuse Vehicle Refurbishment Tender Award</b>	Cabinet	24 Nov 2022	Part exempt	Head of Parking & Waste (Laura Parker) laura.parker@horsham.gov.uk  Cabinet Member for Recycling and Waste (Councillor Toni Bradnum)

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