

READING BOROUGH COUNCIL

REPORT BY DIRECTOR OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES

TO:	HOUSING, NEIGHBOURHOODS AND LEISURE COMMITTEE		
DATE:	16 MARCH 2016	AGENDA ITEM:	10
TITLE:	WASTE MINIMISATION STRATEGY 2015-2020 FIRST ANNUAL UPDATE		
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1. PURPOSE AND SUMMARY OF REPORT

- 1.1 The Council adopted the Waste Minimisation Strategy 2015 - 2020 in March 2015 demonstrating its commitment to promoting waste minimisation through reuse, recycling and composting, to minimise disposal and to achieving the EU Directive target recycling rate of 50% by 2020. Reading currently sends 27.4% of its municipal waste to landfill with 72.6% being recycled, composted or sent for Energy from Waste.
- 1.2 This report updates Members on the progress achieved in the first year of the Waste Minimisation Strategy 2015 - 2020 Action Plan and to set out the work priorities for the second year of the Strategy. This is the first co-ordinated Waste Minimisation Strategy that the Borough has adopted. The Action Plan sets out the detailed work programme for implementing the Strategy and Year 1 concentrated on reviewing our current practices to identify improvements to be introduced in the future. This work has been carried out against a backdrop of stalling national recycling rates and reductions in government funding.
- 1.3 In order to reach the target of 50% by 2020 we will be working with our re3 waste partners to develop joint working and resource sharing opportunities and to explore our current operational and collection procedures and policies with a view to reducing the waste we collect and to make savings.

2. RECOMMENDATIONS

- 2.1 That the Committee note the progress to date of the Waste Minimisation Strategy Action Plan.
- 2.2 That the Committee agree the changes to the Waste Minimisation Action Plan.
- 2.3 That the Committee agree that that the second annual progress report is brought to the Committee in March 2017.
- 2.4 That the Committee delegate authority to the Head of Transport & Streetcare in consultation with the lead member to make amendments to the action plan as required.
- 2.5 That the Committee agree to adopt the Waste Management Guidelines for Architects, Property Developers and Managing Agents as shown in Appendix C.

3. POLICY CONTEXT

- 3.1 One of the service priorities of the Council's Corporate Plan 2016 -2019 is 'Keeping the town, clean safe green and active', to ensure we retain and attract residents and businesses and remain an attractive place to live, work and visit'. One means of delivering this priority is to reduce the volume of waste sent to landfill and improve recycling rates through implementation of the Waste Minimisation Strategy.
- 3.2 The EU Waste Framework Directive 2008 sets a new recycling and re-use target of 50% for certain waste materials from households and other origins similar to households to be achieved by 2020.
- 3.3 On 15th March 2015 HNL Committee approved the Waste Minimisation Strategy 2015 -2020, which set out an approach for working with residents, stakeholders and partners to improve the way waste is managed with a growing population and limited resources. The strategy was subject to a four week web based consultation.
- 3.4 The implementation of the Strategy Action Plan delivers the 4 objectives of the Waste Minimisation Strategy:
 - To increase recycling and re-use rates.
 - To minimise the amount of waste stent to landfill.
 - To increase understanding and engagement in waste and recycling for the local community and key stakeholders.
 - To ensure effective, efficient, value for money service delivery.

4. THE PROPOSAL

4.1 Current position

Reducing the amount of waste produced and increasing the amount recycled, re-used and composted is a pressing priority for all Local Authorities and adoption of the Waste Minimisation Strategy 2015 -2020 is a positive start in the process of reaching a EU Waste Directive 2020 recycling target of 50% by 2020. The recycling rate in Reading is currently 33% and 44% nationally. The work carried out in the first year has focussed on reviewing our current operating procedures and the way we work with our re3 waste partners with a view to making service changes to reduce environmental impacts and to save money by improving efficiency. There is a recognition that this will not be an easy or quick process with the resources that are available and that we will have to work in much closer collaboration with our re3 partners and other stakeholders to make a change.

4.1.1 The re3 Partnership and collaborative working

There is a growing recognition that waste minimisation cannot be tackled in isolation. Cross-border collaboration will be essential to identify common work streams in all aspects of waste minimisation and Reading has the advantage of being a partner in re3 with Bracknell Forest and Wokingham Borough Councils providing a framework for joint working for a common cause in the future.

Changes to the re3 management structure and working arrangements are now in place with the aim of facilitating collaborative working on a range of waste minimisation initiatives. A meeting structure has been set up to focus on joint solutions to increasing efficiency and making savings with a particular emphasis on improving communications and education using the re3 partnership.

Re3 are producing an over-arching strategy based on collaborative working which will complement the Reading Waste Minimisation Strategy. A new objective has been added to the Reading Action Plan which will report on the progress of collaborative working in Year 2 and subsequent years.

One example of the new collaborative approach is the adoption of the re3 Overarching Waste Management Marketing and Communications Campaign as outlined in the Action Plan 1c and shown in Appendix B.

4.1.2 Recycling rates

The EU Waste Framework Directive 2008 sets a recycling target of 50% for all Waste Collection Authorities (WCA's) in the United Kingdom by 2020 and potentially a stretched target of 70% by 2030. Readings' current recycling rate is 33% and the current average national figure 44%. In the event of the 50% target not being met the UK could face fines, imposed by the EU of up to £500K per day, Central Government could pass on these fines to Local Authorities who do not reach the 50% target.

4.1.3 Current Disposal Costs for Reading Borough Council

The waste disposal budget is currently £9.3m. The current rates per tonne for the various disposal methods are indicated below in Table 1:

Table 1

Disposal	Cost per tonne
Landfill	£123
Energy from Waste	£94
Composting	£52
Recycling	£36

4.1.4 Demographics and Flats

Readings' population has grown by 11,300 or 8.8% from the year 2001 and was 155,698 at the 2011 census. If that rate of increase is sustained the population is forecast to rise to 169,400 by 2020. The number of households stands at 68,500 but is predicted to rise to 73,200 by the year 2019/2020. Reading has around 14,000 flats in blocks, which represents 20.5% of the households in the Borough and there has been a marked increase in the number of flats being built in the Borough in recent years. A recent trend which has a significant impact on the collection service is the increase in the number of office blocks converted to flats under permitted development, particularly in the Town Centre with no conditions attached to provide proper waste storage facilities.

4.2 Action Plan - progress in year 1

This is the first co-ordinated Waste Minimisation Strategy that the Borough has adopted. The Action Plan sets out the detailed work programme for implementing the strategy and Year 1 concentrated on reviewing our current practices to identify opportunities for improvement which can be introduced in the remaining 4 years and beyond. This work has been carried out against a backdrop of stalling national recycling rates and reductions in government funding.

The updated Action Plan is shown in Appendix A and the most significant successes and progress are summarised as follows;

4.2.1 WEEE Take Back Scheme funding and trial. Action Plan 4h.

Following a successful bid to Central Government in March 2015 we received £30,000 of additional funding from the WEEE Distributor Takeback Scheme Local Project Fund. The funding is being used to set up and promote the collection of small electrical items from all households in the borough that receive a kerbside recycling collection using existing vehicles. This will divert small electrical items from landfill. The tonnage of small electrical items collected per annum will be monitored through the Action Plan.

4.2.2 Recycling Contamination Trial. Action Plan 4b.

A key aim of the Waste Minimisation Strategy is to inform residents about what materials can be presented in recycling bins and boxes and what should be put into residual waste bins, i.e. a “Right Waste, Right Bin” message and to educate about why it is essential to recycle and avoid producing waste. It is important that we can identify and quantify the areas of the borough where recycling contamination is a problem and we plan to introduce a contamination trial in April 2016 in selected areas.

Residents will receive a reminder of what can be recycled in red bins or boxes which will be delivered to residents in the trial area w/c 4th April 2016. Bin tags and recycling information bin stickers will be used by collection crews to alert residents that they need to make sure they are recycling correctly and to give advice.

This information will then help inform future communications strategies and identify where resources can be targeted in the form of door-stepping and direct face to face contact discussions with residents to encourage compliance.

4.2.3 Food waste collection review. Action Plan 2c.

Food waste comprises a significant proportion of the waste in residual domestic bins and a key Year 1 action was to carry out an assessment of the feasibility of introducing a kerbside food collection service in the Borough, given our current service profile, cross boundary working with our re3 partners and current budgetary constraints.

The initial assessment work was carried out and reported to the Committee in November 2015, concluding that due to a number of factors the introduction of a dedicated food waste collection service for Reading at a cost of circa £2.4million, is not economically viable at present.

The further investigation of options for kerbside food collection remains a priority and work is ongoing at a strategic partnership level for a collection and disposal service in the future. Further developments will be reported to a later meeting of the committee.

4.2.4 Bulky waste review. Action Plan 4d.

The results of the Bulky Waste review are dealt with in a separate report to the Committee.

4.2.5 Flats project. Action Plan 1d.

We have been working since grant funding was secured in 2013 to maintain existing weekly residual waste collections and improve recycling at 11,435 households in over 400 blocks of flats with communal bins. Many of these blocks experience low recycling participation rates and high contamination rates.

The project involves the following activities with the aim of encouraging changes in resident behaviour in order to increase the amount of waste recycled, reduce levels of contamination found in recycling containers and divert more waste from landfill:

- Implementation of a communications campaign to promote awareness of recycling and waste minimisation.
- Reviewing bin provision at blocks of flats.
- Recruitment of a Waste Minimisation and Recycling Officer dedicated to flats.

The results of the scheme to date are shown in Action Plan 1d.

4.2.6 On the Go recycling bins. Action Plan 2i.

Fifty new 'On the Go' dual waste and recycling bins have been installed in Town Centre locations. The recycling is sorted and added to the recycling waste stream.

4.2.7 Clean Britain Award. Action Plan 1a.

The Love Clean Reading campaign achieved National recognition by the award of a bronze in the Medium Local Authority category of the Chartered Institute of Waste Management (CIWM) Clean Britain Awards.

4.2.8 'Waste Management Guidelines for Architects, Property Developers and Managing Agents'. Action Plan 2k.

Reading, like most authorities, is experiencing significant growth in the number of flats which are being built or converted from offices, particularly in the town centre. It is important that developers have clear guidance about how to ensure sufficient capacity is made for waste storage and disposal and in response this guidance has been produced and will be made available on the RBC planning web page. Officers will continue to advise developers and address any issues they may have but the onus is on them to make suitable provision. The Guidance document is shown in Appendix C.

4.3 Other developments during Year 1 of the strategy

4.3.1 Street sweepings recycling

The current EA/Defra classification of street sweepings has meant that they have not been recycled but have gone to landfill thus reducing our recycling rates and increasing disposal costs.

Through the re3 partnership discussions have taken place with our contractor FCCE with regards to options for recycling street sweepings rather than landfilling them and since the beginning of October 2015 we have trialled sending the sweepings to two sites which can recycle them.

The trial began on the 1st October and we have sent on average 110 tonnes of material to the HWRC for processing per month. The volume of material collected is seasonal and an accurate annual tonnage figure will not be available until October 2016. If the trial continues and becomes part of our normal service, we could send between 1,000 - 1,200 tonnes per annum, depending on the quality of the material and the percentage that can be recycled. This may increase our recycling rates by between 1-2%.

4.3.2 Incinerator Bottom Ash and recycling

The re3 councils currently send 70,000 tonnes of material per annum to a local for energy from waste (EfW) plant. Incinerator Bottom Ash (IBA) is the final 'product' and a considerable portion of IBA is recovered in the form of ash which is used in the production of construction materials. Unfortunately, the recycling of IBA is not considered permissible for English councils in calculating performance towards the EU 50% target. The re3 councils have requested that the Government reconsider this position and an answer is awaited.

4.4 Looking Forward - Additions to the Waste Minimisation Strategy Action Plan

The following actions will be added to the Action Plan and reported on in the future.

- re3 collaborative working updates and monitoring.
- Monitoring and reporting of the tonnage of small electrical items collected every year of the Strategy.
- Monitoring and reporting of the tonnage of street sweepings recycled in every year of the Strategy.

4.5 Collection Service re-design options

In order to achieve the 50% recycling target and deliver efficiency savings officers shall review the current collection methods. Various collection options will be investigated in the light of industry best practice and benchmarking exercises. Currently the areas for consideration are; Carrying out a trial of a 7.5 tonne 'mini' refuse freighter with a narrow body and a short wheelbase. The introduction of such a vehicle will add flexibility to the collection service and improve collection efficiency in areas of the town with narrow streets such as Redlands, and will be considered as part of the service review. Investigating the viability for establishing a joint food waste collection service with our re3 partners, introducing a new suite of collection policies to reduce side waste and over filled wheelie bins, an audit of the wheelie bins and the removal of any unauthorised wheelie bins. Further reports with regard to these initiatives will be presented to Committee in due course.

5. CONTRIBUTION TO STRATEGIC AIMS

- 5.1 The Waste Minimisation Strategy will contribute to the council's Corporate Plan 2015 -2018 objective of 'Keeping the Town Clean, Safe, Green and Active'.

6. COMMUNITY ENGAGEMENT AND INFORMATION

- 6.1 The Waste Minimisation Strategy was subject to a public consultation via the website and any further significant changes to the waste service will be subject to further web based consultation as required.

7. LEGAL IMPLICATIONS

- 7.1 The Council has duties under various UK and EU legislation to deliver waste collection and disposal services, principally the Environmental Protection Act 1990 and the revised EU waste framework directive 2008.

8. EQUALITY IMPACT ASSESSMENT

- 8.1 In addition to the Human Rights Act 1998 the Council is required to comply with the Equalities Act 2010. Section 149 of the Equalities Act 2010 requires the Council to have due regard to the need to:-

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

- 8.2 An equality impact assessment is not required at this stage. However, as individual elements of the action plan are developed individual equality impact assessments will be undertaken.

9. FINANCIAL IMPLICATIONS

- 9.1 The development of the Waste Minimisation Strategy will be funded from existing budgets.

10. BACKGROUND PAPERS

- 10.1 RBC Corporate Plan.

- 10.2 HNL Committee March 2015

- 10.3 HNL Committee 26th November 2013

READING BOROUGH COUNCIL
WASTE MINIMISATION STRATEGY 2015 - 2020.
ACTION PLAN PROGRESS YEAR 1 2015-2016

This Action Plan describes the initiatives that the Council has identified as being important to improve waste minimisation in Reading over the next 5 years. The actions will be reviewed annually to record progress, re-assess priorities, make additions and ensure relevance.

ACTION PLAN 'PRIORITY' COLUMN

The second column, in the Action Plan below, describes the priority given to each action. A high priority action will be addressed before one with a low priority. Priorities change, however, and the Council will review these actions on an annual basis.

Key to Priority Column

High Priority: addressed within years 1 and 2
Medium Priority: addressed within years 3 and 4
Low Priority: addressed within year 5

OBJECTIVE 1. To increase recycling and re-use rates.						
Action	Priority	Links to other objectives	Who	How	Barriers	Resources
1a. Love Clean Reading Promote and embed Love Clean Reading as the waste minimisation and neighbourhood services campaign.	H	2,3,4	Neighbourhood Support team. WMRO's (Waste Minimisation and Recycling Officers), NO's (Neighbourhood Officers), WO's (Waste Operations), Corporate M and Pr. Transport and Streetcare staff. Parks and cleansing teams.	Agree look and feel and use on all equipment, clothing and promotional material. Use of Logo on all promotional material. Targeted PR campaigns.	None	Officer time
<p>Year 1 Progress. This aim has been achieved.</p> <p>Love Clean Reading is now used as standard as the Waste Minimisation initiatives and the Neighbourhood Services brand. The Love Clean Reading campaign achieved National recognition by the award of a bronze in the Medium Local Authority category of the Chartered Institute of Waste Management (CIWM) Clean Britain Awards.</p> <p>The Love Clean Reading 2 programme of deep cleans began in November 2015 and will finish in March 2016. 41 streets and open spaces</p>						

will be cleaned and 4 community events are planned during the programme.

The Love Clean Reading App is used by staff, Members and residents to report a wide range of environmental issues.

<p>Year 2</p> <p>Increase the number of LCR App users by 10%.</p> <p>Continue to promote and embed Love Clean Reading as the waste minimisation and neighbourhood services campaign.</p>	<p>H</p>	<p>2,3,4</p>	<p>All staff</p>	<p>Targeted PR campaigns</p>	<p>None</p>	<p>Officer time</p>
<p>1b. Incentive Scheme</p> <p>Identify an appropriate waste minimisation incentive scheme for Reading, possibly linked with e passport to increase participation. Rewards could be in the form of credits to community groups and schools for recycling/environmental projects.</p>	<p>H</p>	<p>2,3,4</p>	<p>WMRO, WO'S, Neighbourhood Support team and Corporate M and Pr.</p>	<p>Identify and introduce most suitable incentive scheme. Work with RSL and M and Pr to create robust scheme. Introduce the Initiative.</p>	<p>Procurement route for incentive scheme. RBC procurement pressures.</p>	<p>Officer time, RBC procurement team. Possible additional resource required.</p>

Year 1 Progress. This aim has been achieved.

Benchmarking work during year 1 of the strategy has been carried out with our re3 waste partners. The cost of introducing a stand-alone Boroughwide recycling incentive scheme is significant and the Council does not have the necessary administrative or systems

resources available to introduce a scheme at present. This may be possible if the Your Reading Passport scheme is developed further in the future.

We plan to introduce 2 small-scale community based recycling incentive trials in areas where established community groups or schools have active projects or are planning new projects which would benefit from additional resources. The trials would be based on pledges to recycle and the quality of the re-cyclate produced would be monitored by waste sampling to assess the performance of the trial. Contributions to the community project will then be awarded depending on performance. The aim is to make recycling relevant to the community and give tangeable benefits for improving recycling. The trials will be accompanied by education and awareness campaigns to ensure clarity.

Year 2 Introduce 2 community incentive schemes. Monitor and report on increase in recycling tonnages and quality in trial areas.	H	2,3,4	All staff	Targeted PR campaigns	None	Officer time
1c. Review Communications Continually review and improve the Waste Minimisation Communications Plan. Develop communications channels which use mobile devices, Twitter, Facebook and other social media. Develop and expand use of the	H	3	WMRO, WO'S, NO's, Neighbourhood Support team and corporate M and Pr.	Review process and make improvements as necessary. Data collection from LCR campaigns. Social media	None	Officer time.

Love Clean Reading App.				traffic Waste composition, output statistics from MRF review. Information from bin crews on contamination		
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Year 1 progress. This aim has been partially achieved.

Re3 have produced an Overarching Waste Management Marketing and Communications Campaign based on the following 4 main communication themes for 2016. These are shown in Appendix B to this report:

1. Can you still use it?
2. Can you reuse it?
3. Can you recycle it?
4. Are you recycling right?

The campaign will be supported by additional promotional material produced by RBC such as the Waste Collections calendar which has been improved for 2016 and is shown in Appendix D, and the RBC communications plan for 2016/2017, shown in Appendix B.

Refresh of re3 house style

To accompany the quarterly theme-based marketing copy, re3 will also work on a refresh of the re3 house style with the assistance of Reading University graphic design and typography students. A series of templates will be created using a house style that can be adapted to a variety of uses e.g. leaflets, banners, adverts, social media content etc. by the individual council teams for use in the quarterly campaigns. The refreshed design will use the existing re3 logo and branding guidelines e.g. pantone colours. The aim is to

have the refreshed house style ready for use in quarterly campaigns starting in Q1 2016.

Factsheets.

As part of the unified marketing and communications approach, a series of 46 recycling and waste process factsheets are also being produced by re3 for use across the partnership. They are being designed to be shared in a variety of formats, including for use online, printed in council publications or used at roadshows. They provide clear messaging on what can be recycled and where, how it is recycled, and tips for people to produce less waste at home.

Example Factsheet - Plastic Bottles



HOW FANTASTIC IS PLASTIC?

1

WHAT IS IT MADE FROM?

The most common types of plastic bottles are High Density Polyethylene (HDPE) and Polyethylene Terephthalate (PET, PETE or polyester). HDPE is used for bottled products including fuel cans, milk, water and cleaning products, while PET is used to bottle water and in food packaging.



2



WHERE CAN IT BE RECYCLED?

- Household Waste Recycling Centre
- Home recycling bins and boxes
- King bins

3

HOW IS IT RECYCLED?

Empty plastic bottles are collected and taken to the Materials Recycling Facility (MRF) where they are separated from other items, squashed and sent for reprocessing. The bottles are then cleaned and separated by type of plastic, ground into flakes and washed and sorted again. The plastic beads and flakes made from the bottles are melted down to make new products.



4



WHAT IS MADE FROM IT?

A variety of new products including garden furniture, compost bins, fleece jackets and more plastic bottles.

5

HOW YOU CAN HELP

Recycle your plastic bottles at home in your recycling box or bin. Reusable water bottles can save you money and help to cut down waste.



re3 is a waste management partnership between Barnet, Enfield, Haringey and Waltham Forest Councils and PCC Environment.

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v0.1 17.12.15

<p>Year 2</p> <p>Implement the communications activities shown in the 2016 Overarching Waste Management Marketing and Communications Campaigns</p> <p>Continue to work closely with re3 partners to develop and co-ordinate branding, messages, communication media and pool resources.</p> <p>Set up an re3 communication officers group</p>	H	3	WMRO, WO'S, NO's, Neighbourhood Support team and corporate M and Pr.	<p>Review process and make improvements as necessary.</p> <p>Data collection from LCR campaigns.</p> <p>Social media traffic</p> <p>Waste composition, output statistics from MRF review. Information from bin crews on contamination</p>	None	Officer time.
<p>1d. Review current campaigns</p> <p>The Council will review its current waste minimisation campaigns in the light of Neighbourhood working and available budgets.</p>	H	2,3,4	WO's, WMRO's, and Neighbourhood Support team.	<p>Desk study based on current waste data and experience.</p> <p>Identify new</p>	Accurate and timely information on moving dates for new tenants.	Officer time

<ul style="list-style-type: none"> • Providing Welcome Packs for Students, new council tax payers, and Council tenants. • The current Flats project • Roadshows • Educational talks <p>And how we work with:</p> <ul style="list-style-type: none"> • Management Agents and Housing Associations • HMO's (Houses in Multiple Occupation) • Schools • Universities and Colleges 				<p>tenants, liaise with Housing and Council tax and deliver new packs.</p>		
<p>Year 1 Progress. This aim has been partially achieved.</p> <p>Student Moving In/Out Packs</p> <p>750 'Moving In' and 'Moving Out' packs were delivered to student households in conjunction with the University of Reading, Neighbourhood Action Group and Reading University Students' Union. The packs encouraged students to minimise and recycle their waste.</p> <p>Flats recycling initiative.</p>						
<p>No. of sites (households) where project implemented</p>	<p>55 (2850)</p>	<p>All sites now have the correct number of bins, residents have received a pack with a leaflet, reusable recycling bag and</p>				

		letter and signage has been installed in bin store areas.
No. of residents spoken to	868	During initial door-stepping visits
No. of 1100L landfill bins converted into recycling bins/additional recycling bins installed.	69	Equivalent to 305 tonnes of waste being diverted from landfill per annum. Equivalent to £21,800 per annum saving.
No. of sites (households) where recycling introduced	8 (131)	Sites previously had no recycling facilities.

Roadshows. Roadshows were held in Broad Street and Morrisons, Basingstoke Road during Recycle Week in June. Officers spoke to approximately 350 people. Officers also carried out four smaller scale roadshows and attended 6 external events. The most successful roadshows we have carried out in 2016 have been in Broad Street we will concentrate on Broad Street due to high footfall.

Educational talks. Educational talks were carried out at Geoffrey Field School, Norcot Nursery and also at the Older People's Working Group. See Year 2 below.

Management Agents and Housing Associations
HMO's (Houses in Multiple Occupation)
Schools. See Year 2 below.
Universities and Colleges. See 1e below

Year 2	H	2,3,4	WO's, WMRO's, and Neighbourhood Support team.	Desk study based on current waste data and experience. Identify new	Accurate and timely information on moving dates for new tenants.	Officer time
Flats project. Introduce the project in the following blocks: • Charnwood Court - Basingstoke Road - Contamination (15 flats)						

<ul style="list-style-type: none"> • Brayford House - Hartland Road - RBC Flats • Royal Court - Kings Road (36 flats) • Kielder Court - RBC Flats (23 flats) • Denton Court - RBC Flats (23 flats) • Bispham Court - Contamination (15 flats) <p>Roadshows. 4 roadshows will be carried out in Broad Street to support the 4 main communication campaigns as set out in the Year 2 Communications planner.</p> <p>We will appoint an additional grant funded Waste Minimisation Officer to focus on roadshows and school and community educational visits and initiatives in March 2016.</p>				tenants, liaise with Housing and Council tax and deliver new packs.		
<p>1e. Reading University</p> <p>Strengthen the working relationship with the University of Reading's Environmental Science</p>	M	2	Neighbourhood Services Manager	Continue discussions with Reading University, establish details	None	Officer time

department. Possibly establish Gap Year student scheme.				of the scheme.		
Year 1 Progress. This aim has been partially achieved.						
Contact has been made with the Environmental Sciences department and discussions will take place with a view to introducing a joint working arrangement in September 2016 for the 2016 - 2017 academic year.						
Year 2 Introduce collaborative working arrangement with Reading University for academic year 2016/17.	M	2	WMRO, WO'S, NO's and Neighbourhood Support team.	Approach Reading University, establish details of the scheme.	None	Officer time
1f. Recycling and Re-use Organisations Strengthen existing links Create new links with recycling and re-use organisations. Look to introduce innovative ways of working.	M	1	WO'S, WMRO'S and NO's and Neighbourhood Support team.	NO's and WO's will liaise with community groups. Councils will seek to develop a 'dual booking' system to divert re-usable items to charity/voluntary sector partner(s). Co-ordinated	Officer time available.	Officer time.

				<p>campaigns with re3 and their re-use partners.</p> <p>Promotion of re-use websites eg. Freecycle and Reading Freegle.</p>		
<p>1g. WEEE Roadshows</p> <p>Promote recycling of small electrical items</p>	M	1	WMRO's, NO's and Neighbourhood Support team.	<p>Identify suitable venues and events.</p> <p>Promotion of WEEE collections by refuse freighters using freighter mounted decals and posters.</p>	None	Officer time
<p>Year 1 Progress. This aim has been achieved.</p> <p>WEEE roadshows were held in February 2016 at the Academy Sports Centre. Resources will be re-allocated to the 4 Broad Street roadshows and WEEE recycling will be promoted in a combined roadshow.</p>						
<p>Year 2</p> <p>Resources will be re-allocated to the 4 Broad Street roadshows and WEEE recycling will be promoted in a combined roadshow.</p>						

A small number of WEEE 'Bring' events with a 'Give & Take' re-use section will be organised as part of the WEEE project funded by the DTS WEEE Local Project Fund.

Additions to the Action Plan. Year 1.

1h. Monitor re3 collaborative working initiatives and communication campaigns monitoring.	1,2,3,and 4	H	All Officers, Members	Re3 co-ordination meetings, re3 board.	Officer time available	Officer time.
1i. Monitoring and reporting of the tonnage of small electrical items collected every year of the Strategy.	1,2	H	WMRO'S and re3 Officers	Small electrical tonnage capture	Officer time available	Officer time.
1j. Monitoring and reporting of the tonnage of street sweepings recycled in every year of the Strategy.	1,2	H	WMRO'S and re3 Officers. MRF data.	Street sweepings recycling tonnages	Officer time available	Officer time.
1k. Service redesign - investigate means of reducing residual bin capacity by: Reducing side waste Closed lid policy Bin audit and possible removal of unauthorised wheelie bins Trial a 7.5 tonne RCV to assess its performance in narrow streets and its potential contribution to increasing collection efficiency.	1,2,3,and 4	H	WO'S, WMRO'S and NO's and Neighbourhood Support team.	Monitor recycling and landfill tonnages from MRF compositional analysis. Monitor costs and round frequency.	Officer time available	Officer time.

OBJECTIVE 2: To Minimise the amount of waste sent to landfill.

2a. Reduce Packaging Encourage local reduction of packaging in waste stream.	M	1, 3	WO'S, WMRO'S and NO's and Neighbourhood Support team.	LCR targeted campaigns eg. at Christmas. Links on website to useful junk mail reduction information sites eg. Royal Mail. Promote bags for life.	Officer time available.	Officer time
2b. Community Groups Establish strong working relationships with Neighbourhood and Community Groups and Associations via Neighbourhood Working and Love Clean Reading	H	1,3	WO'S, WMRO'S and NO's and Neighbourhood Support team. Housing Officers	NO's participation and coordination of community groups and activities.	Officer time available.	Officer time
Year 1 Progress. This aim has been achieved.						
2c. Food and compostable Waste Aim: To reduce putrescible waste in residual bins through behaviour	M	1,3,4	WO'S, WMRO'S and NO's and Neighbourhood Support team.	Promotion and education, campaigns such as 'Love Food,	None	Officer time

<p>change.</p> <p>Review options for increasing food waste recycling, possibly by kerbside collection.</p> <p>Promote 'Love Food Hate Waste' campaign</p> <p>Promote and sustain the use of home composters and food digesters.</p> <p>Re-launch of the Green Cones initiative.</p> <p>Establish a network of Home Composting champions</p> <p>Promote green waste collections</p> <p>Review the promotion of Real Nappy Information Service</p>				<p>Hate Waste'.</p> <p>Review current good practice elsewhere. Discussions with re3.</p> <p>Assess results of appropriate trials, arrange sale/promotion /education, introduce measures to support users.</p> <p>Via face to face discussions with Neighbourhood and Community groups.</p>		
<p>Year 1 Progress. This aim has been partially achieved.</p>						

A review of the current business case for the introduction of kerbside food waste collections was carried out as a High Priority action, the results of which were reported to HNL Committee in November 2015. The report concluded that the introduction of a stand- alone food waste collection service for Reading was not affordable at the current time considering the potential yield, disposal costs and the single bodied configuration of the current collection fleet, but that further discussions with re3 partners should examine the possibility of a joint collection and disposal arrangement between the 3 Boroughs.

Year 2

Continue work with re3 waste partners to investigate the production of a joint food waste collection and disposal business case and to progress the following initiatives as part of the Waste Minimisation Education Officers work programme.

- Promote ‘Love Food Hate Waste’ campaign
- Promote and sustain the use of home composters and food digesters.
- Re-launch of the Green Cones initiative.
- Establish a network of Home Composting champions
- Review the promotion of Real Nappy Information Service

<p>2d. SME’S (Small and Medium Enterprises)</p> <p>Encourage and support SME’s to recycling more</p>	<p>M</p>	<p>3</p>	<p>WO’S, WMRO’S and NO’s and Neighbourhood Support team. Coordinate with the trade waste service.</p>	<p>Review current system. Coordinate targeted campaigns.</p>	<p>Officer time and funding availability.</p>	<p>Consultant</p>
<p>2e. Business Waste</p>	<p>M</p>	<p>1,3,4</p>	<p>WO’S, WMRO’S and NO’s and</p>	<p>Liaison with re3 and Business</p>	<p>Availability of funding.</p>	<p>Consultant</p>

Review the development of web based waste for businesses through Business link and re3.			Neighbourhood Support team.	Link.		
2f. Cardboard Recycling Investigate expansion of the current cardboard recycling scheme in the town centre to include other materials, working with Reading UK CiC.	M	1,3,4	WO'S, WMRO'S and NO's and Neighbourhood Support team.	Coordination and discussions with Reading UK CiC.	Reading UK CiC officer time. Participation by town centre businesses. Funding.	Officer time
2g. Recycling (Bring) Sites Aim to increase the number and quality of bring sites in existing areas, the town centre, schools, colleges and new developments for materials not collected at kerbside.	M	1,3,4	WO'S, WMRO'S and NO's and Neighbourhood Support team.	Analyse location and performance of existing sites. Identify possible locations for new sites, including in new developments. Seek alternative sources of funding, eg. Sponsorship.	Availability of funding	Officer time

<p>2h. Alternative storage</p> <p>Investigate alternative on street waste storage and disposal facilities eg. Underground storage bins in new developments, permanent waste disposal facilities on areas of unused or under-utilised RBC land.</p>	M	1,3,4	WO'S, WMRO'S and NO's and Neighbourhood Support team. Highways and Streetcare.	<p>Identify areas of need eg. Densely populated areas with no front gardens.</p> <p>Identify suitable equipment and sites</p> <p>Liaise with Planning, with Highways, Housing, Education and Valuations departments. Carry out research on similar facilities elsewhere.</p> <p>Identify alternative sources of funding.</p>	Availability of funding	Officer time
2i. On the Go sites	M	1,4	WO'S, WMRO'S and	Review of	Availability of	Officer time

Increase the number of “on the go” recycling sites in the borough, especially in the town centre and in local shopping centres.			NO’s and Neighbourhood Support team.	existing sites. Identify suitable bins. Liaison with Highways and Transport about siting requirements	funding	
Year 1 Progress. This aim has been achieved.						
50 new ‘On the Go’ dual waste and recycling bins have been installed in the Town Centre. The recycling is sorted and added to the recycling waste stream.						
Year 2 Provide additional ‘On the Go’ bins in district shopping centres if funding can be identified.	M	1,4	WO’S, WMRO’S and NO’s and Neighbourhood Support team.	Review of existing sites. Liaison with Highways and Transport about siting requirements	Availability of funding	Officer time
2j. Tetra - pak Review the provision of Tetra-pak and foil bring banks with a view to increasing numbers.	L	1,4	WO’S, WMRO’S and NO’s and Neighbourhood Support team.	Analysis of need and economic viability of providing additional sites.	Availability of funding	Officer time

				Identify sites		
2k. Waste storage - New Housing and Commercial Developments. Discuss the possible links between Planning requirements and the provision of internal waste storage facilities in new developments. Use planning gain contributions to fund bring sites.	M	1,4	WO'S, WMRO'S and NO's and Neighbourhood Support team.	Discussions with Planning and Regulatory Services to establish Planning Gain funding stream.	Availability of funding from Planning Gain	Officer time
Year 1 Progress. This aim has been achieved. The increase in the number of flats and the conversion of town centre offices to student and short term let flats has highlighted the need for clear guidance on waste minimisation and management for developers which should be provided early in the planning process. To address this issue the 'Waste Management Guidelines for Architects, Property Developers and Managing Agents' guidance document, as shown in Appendix 4, has been produced and will be adopted as supplementary planning guidance.						
2k. WEEE sites Investigate trialling on street WEEE banks	M		WMRO's Waste Op's	Analysis of need and economic viability of providing additional sites. Identify sites	Availability of funding	Officer time
Year 1 Progress. This aim has been achieved. 360L WEEE (small electrical) recycling bins were introduced on a trial basis in December 2015 at 2 sites.						
OBJECTIVE 3. The council will seek to increase understanding and engagement in waste and recycling						

for the local community and stakeholders.						
<p>3a. Neighbourhood Engagement</p> <p>Introduce an outreach/publicity campaign for the 5 year life of the strategy. Use Love Clean Reading and cost comparisons to promote waste minimisation</p> <p>Continually review the strategy and campaign content to respond to changing situations.</p>	H	1,2,4	Neighbourhood Support team. WMRO's NO's (Corporate M and Pr. All Transport and Streetcare staff.	<p>Review available resources and expertise.</p> <p>Identify funding and available resource.</p> <p>Regular Officer coordination and review meetings</p> <p>Committee update reports</p>	<p>Availability of funding for consultant.</p> <p>Availability of Corporate M and Pr. budget and Officer time.</p>	Officer time Investigate using external resource.
<p>Year 1 Progress. This aim has been achieved.</p> <p>The communications strategy for 2016 -17 is described in section 1c above and in Appendix B of this report.</p>						
<p>3b. A-Z Waste Minimisation Guide</p> <p>Update and regularly update an A-Z guide to waste minimisation in Reading.</p>	H	1,2	Neighbourhood Support team. WMRO's NO's (Corporate M and Pr. All Transport and Streetcare staff.	Review successful documents.	None	Officer time

Year 1 Progress. This aim has been achieved.						
The A-Z guide has been completed and is available on the Council website.						
3d. Schools and Colleges	M	1,2	Neighbourhood Support team. WMRO's NO's	Direct links with Education Department and Schools	Officer time available. Funding	Officer time
Continue and develop links with schools to promote Love Clean Reading and the Reduce, Re-use, Recycle and Compost message by promoting term long projects for school children.						
Year 1 Progress. This aim has been achieved.						
We will appoint an additional grant funded Waste Minimisation Education Officer in March 2016 to focus on roadshows and school and community educational visits and initiatives..						
3e. Review roadshow events through Neighbourhood Working and Community groups and tailor events in areas to specific issues	H	1,2	Neighbourhood Support team. WMRO's NO's Housing Officers	Use the MRF review, WO refuse crew and information from patch-working groups to identify the areas of greatest need.	Officer time available. Education and involvement of Refuse crews	Officer time
Year 1 Progress. This aim has been achieved.						

The plans for roadshows for 2016/17 is described in sections 1d and 1g above.						
3f. Kerbside Stickers Review and develop kerbside yellow /green stickers and develop a communications strategy as part of LCR.	M	1,2	Neighbourhood Support team. WMRO's and NO's M & PR	Review existing practice and develop a campaign.	None	Officer time
Year 1 Progress. This aim has been partially achieved. The use of stickers on bins forms part of the recycling contamination trial as described in section 4b of the action plan.						
3g. External advertising Review all current external advertising eg. Green Pages.	H	1,3	Neighbourhood Support team. WMRO's and NO's	Continue current practice	None	Officer time
Year 1 Progress. This aim has been achieved. Funding is not available at present. If funding becomes available then the benefits of external advertising will be reviewed.						
3h. Enforcement Review our enforcements practices in relation to current legislation	H	1,2	Neighbourhood Support team. WMRO's NO's	Identification of persistent offenders	None	Officer time
Year 1 Progress. This aim has been achieved.						

The issue of PCN's is ongoing and carried out by the Neighbourhoods Team.

OBJECTIVE 4: The council will ensure that the waste collection and disposal service is effective, efficient and value for money.

<p>4a. RBC housekeeping</p> <p>Review RBC internal waste disposal and waste minimisation practices with a view to maximising re-use and recycling.</p>	<p>M</p>	<p>1,2</p>	<p>Neighbourhood Support team. WO's, WMRO's and NO's</p>	<p>Officer collaboration and review of current waste operations at 19 Bennet Road</p>	<p>None</p>	<p>Officer time</p>
<p>4b. Reduce contamination in residual waste</p> <p>More effective identification of contaminators by Waste Operations staff.</p>	<p>H</p>	<p>1,2</p>	<p>WO'S, WMRO's, NO's and Neighbourhood Support team.</p>	<p>Involvement of Neighbourhood Officers</p> <p>Coordination of inspections</p> <p>Establish 'tool box talks' for crews to reinforce reduction of contamination message.</p> <p>Establish 'Crew of the Month'</p>	<p>None</p>	<p>Officer time.</p>

				<p>scheme to reward crew with least contamination.</p> <p>Encourage self - monitoring and reporting systems</p>		
<p>Year 1 Progress. This aim has been partially achieved.</p> <p>Recycling Contamination Trial</p> <p>A key aim of the Waste Minimisation Strategy is to inform residents about what materials can be presented in recycling bins and boxes and what should be put into residual waste bins ie, “Right Waste, Right Bin” message and to educate about why it is essential to recycle. It is important that we can identify and quantify the areas of the borough where recycling contamination is a problem and we plan to introduce a contamination trial in April 2016 in selected areas as follows:</p> <p>Residents will receive a bin hanger with a reminder of what can be recycled in red bins or boxes. The hangers will be delivered to residents w/c 4th April 2016</p> <p>Bin tags and recycling information bin stickers will be used by collection crews to alert residents that they need to make sure they are recycling correctly and to give advice.</p> <p>Monitoring & Evaluation</p> <p>The number and location of contaminated bins in the trial areas will reported by the crews and before and after compositional sampling of both recycling and residual bins will be carried out to identify the main contaminants. This information will then help inform future communications strategies and identify where resources can be targeted in the form of door-stepping and direct face to</p>						

face contact discussions with residents.						
4c. Shared collection service Investigate feasibility and benefits of shared collection services between re3 councils.	M	1,2,3	Joint Waste Disposal Board (JWDB). All Officers and Members Legal and procurement	Consultation with re3 partners and Members	None	Officer Time and Council processes.
4d. Bulky Waste Review bulky waste collection service and investigate ways of reusing or recycling bulky waste items (especially furniture and WEEE items) collected.	H	1,2,3	WO'S, WMRO'S and Neighbourhood Support team.	Review current costs and operation.	None	Officer time
Year 1 Progress. This aim has been achieved. This is the subject of a separate report to Committee.						
4e. One Bin Policy Review one bin policy	H	1,2,3	WO'S, WMRO'S and Neighbourhood Support team. Members Senior Management	Analysis of waste disposal costs and volumes.	None	Officer time

Year 1 Progress. This aim has not been achieved.						
This will be considered as part of the service review options to be put together in Year 2						
4f. 180l Bins Investigate introduction of 180l bins instead of 240l bins for lost/stolen and new bins from April 2016.	M	1,2,3	WO'S, WMRO'S and Neighbourhood Support team. Members Senior Management	Analysis of waste disposal costs and volumes.	Public acceptance.	Officer time
4g. Waste Transfer Station and Weighbridge Carry out a review of the waste transfer station at 19 Bennet Road, including the weighbridge and staff resource, with a view to improved sorting and recycling of valuable materials. Monitor and reduce the amount of residual waste coming into the WTS.	H	1,2	Cleansing, and Neighbourhood Support team.	Officer review Analysis of the waste streams and identification of recycling opportunities. Identifying possible capital expenditure.	None	Officer time
Year 1 Progress. This aim has been achieved.						
The weighbridge operation has been reviewed and all vehicles are now weighing in and out of the yard to give an accurate picture of materials movements and tonnages of individual materials and their ultimate destination. The weighing software has been upgraded and a new contingency plan is being introduced with re3 partners and FCCE.						



re3 Project Team

Overarching Waste Management Marketing and Communications Campaigns

Background

With the re3 Marketing and Communications Officer now in post, there is the capacity for a co-ordinated approach to waste management marketing and comms across the three boroughs.

A unified approach would maximise collective resources, share expertise, build the re3 brand and reach wider audiences.

Individual council waste management/comms teams would still be responsible for borough-specific messages e.g. bin collection times and methods, communicating service changes, community development and door-knocking etc, but could tap into wider, re3 supported campaigns.

Proposal

The first year's marketing and comms activity would be based around themes and shared objectives rather than singling out types of waste, therefore allowing for a unified approach but with the leeway for individual councils to respond to local needs e.g. addressing a continued decline in garden waste.

re3 would set a campaign schedule and provide relevant materials, comms templates, content and copy for each individual council to use in existing activity e.g. on bin calendars/tags or at community events.

A predominantly online survey across the re3 area would help identify residents' concerns and how they wish to be communicated with, and would be used to help evaluate campaigns success. An incentive to participate - like a draw for a relevant prize like a juicer or food processor - would help to differentiate the survey from other resident consultations.

re3 Proposed Campaigns

	Aims	re3 Inputs	Outputs	Assessments and Outcomes
Q1. Can you still use it?	Reduce residual waste e.g. textiles and food (sell by dates)	Comms Press releases Website, social media and resident comms content Lead Member and council staff briefings Marketing materials Flyer/poster designs Website banners Electronic display messages Messages displayed at HWRCs 'What can I recycle?' factsheets Signposting WRAP support and materials	Council-specific activity using agreed materials and re3 support, e.g. <i>Comms disseminated through</i> Websites Social media Residents' newsletters <i>Materials distributed through:</i> Doorstepping Roadshows Council supported community groups Bin collection calendars Bin tags	An online survey of residents co-ordinated by re3 would be used to identify areas of interest and used to shape the focus of each quarter's activity Compositional waste analysis would measure waste rates by Council and re3 as a whole and used to set individual council waste reduction targets and assess impact of targeted campaigns
Q2. Can you reuse it?	Reduce residual waste e.g. furniture and food			
Q3. Can you recycle it?	Increase recycling rates e.g. WEEE, cardboard			
Q4. Are you recycling right?	Reduce contamination e.g. plastic bottles			

RBC Waste Strategy - Communications Plan 2015-2016 - Month by Month View

October 2015 <ul style="list-style-type: none"> • Small Electrical Trial Starts • RESCUE WRAP - Plastics	November 2015 <ul style="list-style-type: none"> • 2015-16 Collection Dates to Web Team • Freighter Artwork installed WRAP - Plastics	December 2015 <ul style="list-style-type: none"> • Freighter Artwork Launch • Xmas messages • Xmas trees • WEEE Flats Trial starts WRAP - Paper & Card	January 2016 <ul style="list-style-type: none"> • Xmas trees WRAP - Paper & Card
February 2016 <ul style="list-style-type: none"> • Collection Calendars Delivery • Revised Collection Dates on Website WRAP - Paper & Card	March 2016 <ul style="list-style-type: none"> • RESCUE/Clean for the Queen • Small Electrical Collections roadshows • Small Electrical Borough-wide Collections Start • Easter messages WRAP - Metals & Glass	April 2016 <ul style="list-style-type: none"> • Promote composting (Social Media, roadshows) ?? Re3 - Can you still use it? WRAP - Metals & Glass	May 2016 <ul style="list-style-type: none"> • Student Moving Out Packs Delivered ?? Re3 - Can you still use it?
June 2016 <ul style="list-style-type: none"> • Recycle Week (social media, roadshows) • Attend external events (Water Fest, Fetes) ?? Re3 - Can you still use it?	July 2016 <ul style="list-style-type: none"> • Attend external events (Fetes etc) ?? Re3 - Can you re-use it?	August 2016 ?? Re3 - Can you re-use it?	September 2016 <ul style="list-style-type: none"> • Student Moving In Packs Delivered • Landlord's Evening ?? Re3 - Can you re-use it?
October 2016 ?? Re3 - Can you recycle it?	November 2016 ?? Re3 - Can you recycle it?	December 2016 ?? Re3 - Can you recycle it?	January 2017 ?? Re3 - Can you recycle it?

Reading Borough Council



Waste Management Guidelines for Architects, Property Developers and Managing Agents



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Introduction

1.0 This Document

This document provides architects, developers, landlords and managing agents with guidance and information about Reading Borough Council's requirements for the management of waste in developments. It encourages developers to consider waste management and minimisation at the design concept stage to ensure the correct capacity and type of waste bins, located in the right place are provided in new residential property developments, conversions of offices to flats under permitted development rights, commercial and mixed-use units in the Borough.

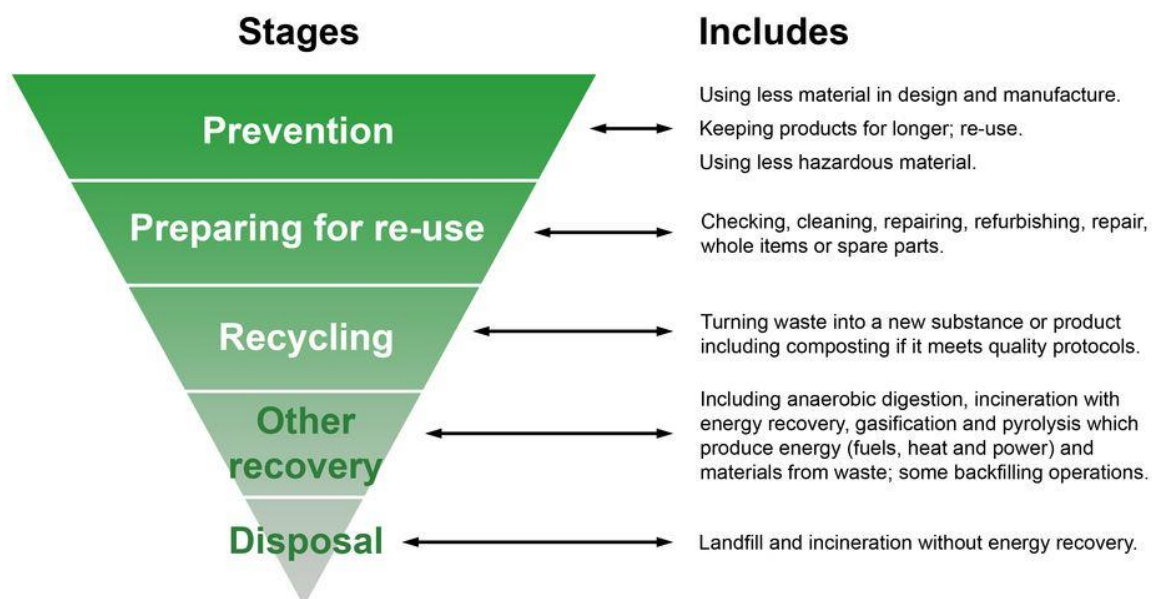
The requirements for managing waste are different according to the type and size of each development, so architects and developers should also refer to '[Approved Document H6](#)' referring to 'waste disposal' of the Building Regulations 2010 and '[British Standards EN BS 5906:2005](#)', '[Code for Sustainable Homes -DCLG, Dec 2006](#)' [The Environmental Protection Act 1990](#), [The Housing Act 2004](#) and [The National Waste Management Plan for England 2013](#)

These guidelines do not cover the requirements for managing construction or industrial waste. These notes are for guidance only and each individual scheme will need to be submitted for approval by the Council.

1.1 Waste Hierarchy

All aspects of waste management are governed by the following hierarchy:

The Waste Hierarchy



The waste hierarchy is the basis of Reading Borough Council's Waste Minimisation Strategy 2015-2020.

http://www.reading.gov.uk/media/2525/WM-Strategy/pdf/WM_Strategy.pdf.

Architects and developers must make provision for waste to be reduced or reused prior to being put out for a recycling or refuse collection.

In Reading the use of a co-mingled recycling collection system (where different materials are collected together and separated later) has been in place since 2006 when Reading introduced alternate weekly collections of household waste.

1.2 Waste Minimisation

Reading adopted its first Waste Minimisation Strategy in 2015 in order to meet the EU Waste Directive target of a 50% recycling rate. The following requirements relating to waste and recycling arrangements for all new housing developments apply with the emphasis on waste minimisation and recycling. We require architects and developers to properly apply the waste hierarchy in new developments by taking steps to encourage a reduction in the amount of waste that is presented for collection. This is in addition to more established strategies for maximising recycling, such as making internal and external space available for segregation of recyclable items from other waste.

The following are suggested actions for reducing waste arising at new developments:

- Provide on-site composting facilities for all developments, including individual compost bins in private gardens and community composting sites on larger developments. Information on how to compost materials at home, and the benefits of doing so, should be provided in all new residents' packs.
- Engage with community and third sector organisations to collect reusable furniture items from bulk waste stores.
- Provide and manage a communal tool and equipment store/service for residents in blocks of flats, including vacuum cleaners, power drills etc. This will help with storage pressure in the flats, as well as reducing the need for residents to buy products that will actually be used very little.
- Encourage reuse and sharing of items amongst neighbours by providing a physical or online noticeboard. This could include rarely-used kitchenware and cleaning appliances, as well as books, DVDs and other such products.
- Select durable, high-quality materials and fitted appliances for new homes and businesses.
- Install in-sink food waste disposal units (macerators), or allow for their future installation through the choice of appropriate sink designs and provision of under-sink power supplies in all new kitchens. See Section 7.4 for more information.

Architects and developers are encouraged to consult with the Council's Waste Minimisation Officers within the Neighbourhood Services team at the earliest opportunity in the design process. Proposals for waste storage and collection must meet the necessary requirements set out within this document. Developers of mixed-use or commercial sites may also need to consult with other waste collection providers to ensure that their requirements are met.

Individual houses, HMOs

This section of the guidance should be followed for houses which have a front garden or yard, where each property will have individual waste storage provision.

2.0 Collection Services Overview

Reading Borough Council provides an alternate weekly collection of general waste and recycling. One week recycling is collected and on the alternate week general waste is collected.

The preferred method of waste collection is from wheeled bins that are presented for collection at the kerbside. For residual waste collections, Reading Borough Council will collect one bin per property to encourage residents to reduce, reuse and recycle their waste. In addition, no side waste will be collected.

The following materials are collected for recycling:

- Mixed paper and card
- Plastic bottles
- Food tins and drink cans
- Aerosols

The recycled materials are co-mingled, which means they can all be placed in the same bin without any need for further segregation. They are then taken to the Materials Recovery Facility (MRF) where they are sorted.

Residents can purchase a green bin or sack for garden waste. Garden waste is collected fortnightly on the same week as recycling collections.

Visit our website www.reading.gov.uk/recycling for more information.

Special Bulky Household Waste Collections

There are some types of waste which Reading Borough Council will collect from households by special arrangement for a charge.

If residents have items in good condition, that can be reused, they can give it to someone who could re-use it, either by using a group such as [Freecycle Reading](#) or [Freegle Reading](#) or donating to charity (many of which will collect from your property).

If the item cannot be reused and is too big for their grey bins (e.g. old furniture, appliances, prams/pushchairs, exercise bikes) - They can either take it to the Household Waste and Recycling Centre, Island road, Reading or pay Reading Borough Council to collect it. Further information on Special Collections can be found on our website <http://www.reading.gov.uk/bulkywastecollections>.

Garden Waste

We do not provide large communal bins for green waste but residents that will be living in properties such as flats, that will have their own garden, can purchase a green bin. Please see our website for further information.

<http://www.reading.gov.uk/bins>

Developers are encouraged to install compost bins in all private gardens to encourage their use by residents.

Clinical Waste

Residents can put general hygiene waste (incontinence pads, catheter and stoma bags, bed pan contents and liners etc.) into their general waste bin.

If the resident is being treated by a healthcare professional in their own home, the healthcare professional should take the waste away with them.

If the resident is self-treating a medical condition and has healthcare/clinical waste which could potentially carry an infection (e.g. needles, syringes or other sharp instruments, any waste which includes blood or body fluids, human tissue, swabs or dressings, drugs or other pharmaceutical products), Reading Borough Council can collect this free of charge. The resident will need a referral from their hospital, doctor, and district nurse or health visitor. Anything that cannot be taken on our kerbside collections can be taken to the Household Waste and Recycling Centre in South Reading.

Glass can be recycled at various bring sites around the borough. Reading borough Council does encourage developers of larger residential sites to incorporate an area for either underground or above ground glass recycling, tetra Pak (cartons) silver foil and various charity banks. These can be arranged with our waste contractor FCC Environment via the Re3 partnership on 0800 988 3023.

2.1 Internal Storage

To enable and encourage occupants of new residential units to recycle their waste, developers should provide adequate internal storage, usually within the kitchen, for the segregation of recyclable materials from other waste.

Developers are also encouraged to install in-sink food waste disposal units to help reduce the amount of waste being presented for collection.

2.2 External Storage - Capacity

Developers should ensure that there is sufficient and appropriate space within the front garden or yard for the necessary wheelie bins.

For houses, it is recommended that space is allocated for 3 x 240-litre bins or 1 x 360 and 2 x 240 Litre wheeled bins. The dimensions of all standard bin sizes are included in Appendix A and their costs. Reading Borough Council can supply these bins. If there is a large amount of bins required for the development, please be advised that there is an approximate 7-week turnaround from order date. If bins are to be purchased from another source, then we require that they are the colours specified in Appendix A.

Where a street-level property is being subdivided into flats, please contact the Waste Minimisation Officer first to discuss whether it is appropriate to allow for each dwelling to have its own refuse and recycling bins or to move the property onto a communal waste storage system, using larger wheelie bins or Eurobins.

It shall be the responsibility of the developer, managing agent or landlord to purchase the necessary bins for external waste storage, and ensure that these are in place before residents move into new properties.

2.3 External Storage - Design Features

The design of the front garden or yard should enable the bins to be stored in a shaded position away from windows. The bins must not intrude onto the street and must be contained within an appropriate front wall, fence or hedge, or alternatively within a dedicated and suitably designed structure within the boundary of the premises. Bin storage areas should be located to minimise nuisance to adjoining properties.

Bin storage areas are not the responsibility of the Council but must comply with the following:

- Bin stores must be easily accessible from the public highway.
- The distance that residents must travel to use the store must not exceed 30 metres, excluding vertical distance (Building Regulations 1991 H4). The distance that refuse crews must travel to collect from the store must not exceed, 15 metres for any wheeled container up to 240-litres and 10 metres for any container greater than 240-litres
- Access routes from bin stores to collection points must be a solid, smooth, level, non-slip surface.
- There must be no steps or kerbs between the bin store and the highway. It is not acceptable to require full bins to be manoeuvred over gravel or on any gradient.
- The width of the access route from the bin store to the adopted highway should comfortably accommodate the bins provided. The road surface should be of suitable quality for access by a refuse freighter.
- A bin store should provide a free space 30" x 32" x 48" high (760mm x 810mm x 1220mm) around the bins. This will allow easy movement. The space must not be obstructed.
- Entrance to the bin store must be wide enough to comfortably allow bins to be removed for emptying and replaced, and the bin area should be large enough to manoeuvre bins with free space around the bins. Please see [Appendix A](#) for bin dimensions.
- Doors or gates must be provided to prevent litter from escaping from the bin store area. They must be able to be secured in the open position.
- All communal bin areas must be provided with adequate lighting with secure cables and a water supply.
- Bin storage areas for flats must have a combination lock with access for residents of flats and waste collectors. (For Communal Bin stores please see Section 3)
- In all cases there must be sufficient space for the occupants to easily access both their refuse and recycling bins to deposit waste, and it must be possible for the lids of all bins to be fully opened.
- There should be clearance of 150mm around and between each bin to enable ease of movement.
- Each bin should be able to be used and moved without having to move another bin first.

- Adequate provision must be made for the elderly, disabled and families with young children, such that the design of the front of the premises enables residents to set out all of the required containers for collection on the same day while maintaining sufficient access to the property entrance for a wheelchair or double- buggy.
- Appropriate access for collection crews must also be included in the design of the outside space. This should involve solid surfaces, with a maximum of 1 step down to the pavement from the bin storage/presentation point (there must be no steps up from this position). The distance from the presentation point to where the collection vehicle can safely stop should be no more than 15m.

2.4 Recycling Facilities for Larger developments

With larger developments of over 100 units and where there are likely to be a mix of blocks of flats, residential housing and/ or retail areas we would ask that developers look at having an area where bring banks can be installed for the collection of glass, textiles and other materials.

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Purpose-Built Flats

This section provides information and guidance on waste storage and collection requirements for purpose-built blocks of flats, where residents share communal waste facilities. The guidance given in this section on the design, size and location of bin stores will be applicable for other types of facility as well, including commercial units and housing developments without individual bins.

There is specific information provided in Section 4.7 for sites where waste containers are to be stored underground.

In new developments, and particularly larger-scale sites with 100 units or more, it may be appropriate for alternative on-site waste treatment and management solutions (See Section 5) to be built into the design, which will help to reduce the impact on the local environment and reduce the requirements for waste storage capacity.

Architects and developers should be aware that the Reading Borough Council does not offer a compacted waste collection service. At sites where compaction is used, waste collection and disposal will need to be arranged and paid for through a private contractor that is able to offer an appropriate service. More information on compaction is available in Section 4.6

3.0 Collection Services Overview

Reading Borough Council currently provides weekly or fortnightly general waste collection services for residents living in purpose-built blocks of flats, with separate collections of recycling undertaken on a fortnightly basis.

3.1 Internal Storage

To enable and encourage occupants of new residential units to recycle their waste, developers should provide adequate internal storage, usually within the kitchen, for the separation of recyclable materials from other waste.

Developers are also encouraged to install in-sink food waste disposal units to help reduce the amount of waste being presented for collection. Please see Section 4.7 for more information.

3.2 External Storage - Capacity & Bins

Reading Borough Council will undertake one fortnightly collection of general waste, (unless otherwise agreed). Recycling collections will be provided on a fortnightly basis. The correct capacity for waste storage for developments can be found in [Appendix A](#).

If the development is for Student accommodation, please contact the Waste Minimisation Officer for advice.

It is the responsibility of the developer to purchase the necessary bins for external waste storage, and ensure that these are in place before residents move into new properties.

In order to ensure some continuity Reading Borough Council can supply the correct bins, labels and bin store recycling signage. Please Appendix A and C for costings. If the developer wishes to purchase their own bins from another source, we insist

that the colours Grey for landfill and Green for recycling are adhered to and that the sizes are those specified in Appendix A

The Council reserves the right to refuse to empty bins that do not meet the required standards if there is a risk of damage to the collection vehicles or to the safety of the collection staff.

3.3 External Storage - Location

For purpose-built flats it is necessary to provide an appropriate storage area for refuse and recycling containers. These must be an integral part of any new development, with appropriate design, capacity, layout, access and signage. Communal bin storage areas should be clearly identified on plans, and the space allocated to them must be guaranteed for the purposes of waste storage. Communal bin storage areas must be located within the footprint of the development, and ideally be at ground level. However, if an underground storage solution is planned for standard wheeled bins (such as in a basement car park) then an appropriate collection point for the containers at ground level must be provided and clearly shown on the plans. Developers that are looking at using underground systems should refer to Section 4.7.

Bin storage areas should be easily accessible and conveniently located for the dwellings that they serve. Residents should not be required to walk further than 30m from their front door (excluding vertical distances) when carrying refuse and recycling. For larger developments it may be necessary to provide several bin storage areas to ensure an adequate distribution across the site. The location of communal bin storage areas should have regard to the impact of noise and smell on the occupants of neighbouring properties, both existing and proposed.

3.4 External Storage - Dimensions

The size and layout of each bin storage area must be designed to accommodate the correct quantity of refuse and recycling bins for the number of dwellings that the storage area is likely to serve. Where more than one bin storage area is being provided, consideration should be given to the likely usage of each storage area so that they are sized appropriately. Developers should take into account the preference of some residents to deposit waste as part of their daily commute, which may mean they use a bin store they walk past on their way out, rather than the one closest to their home. For blocks of flats divided into cores, the size of the bin storage areas must correspond to the number of dwellings accessed through each entrance.

Bin storage areas must comply with the following:

- All bins must be fully accessible from the front face, to allow for easy depositing of waste.
- Layouts that require bins to be swapped round mid-week are permissible if it is demonstrated that there will be on-site management presence at the development.
- There must be a minimum of 150mm clearance around and between each bin within a storage area.
- Where there is more than one bin within a storage area, there must be 2m clearance in front of each bin to enable it to be accessed and safely moved without needing to move any of the other containers.
- All doors and alleys must be at least 2m wide to allow for safe manoeuvring of bins.

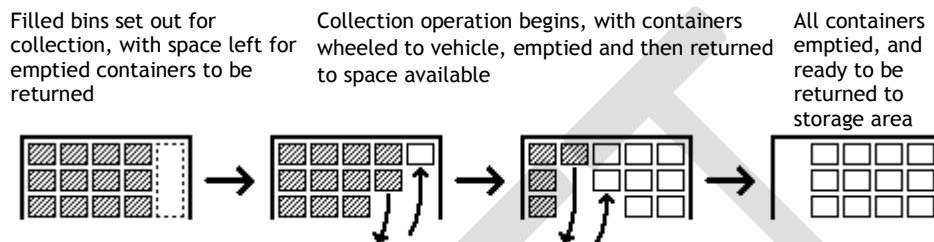
- The minimum internal height for a bin storage area and any access doorways is 2m.
- There should be no other internal fixtures or fittings that reduce the clearance above the bins, so that their lids can be opened fully.

3.5 External Storage - Design Features

- Bin storage areas should be contained within a suitable enclosure to prevent nuisance from the spread of waste, odour or noise.
- The walls should be constructed of materials that are non-combustible, impervious, easy to keep clean, and able to withstand impacts from fully-loaded Eurobins being moved.
- Where necessary, the installation of a suitable buffer can prevent contact between the bins and the inside faces of the walls.
- It is also recommended that any switches, plugs or other similar installations are placed above or well below the height of the rim of the bins.
- The external faces of the enclosure walls should be constructed or clad in material that is in keeping with the visual style of the surroundings. It is recommended that the use of appropriate screening or soft landscaping is considered to make bin storage areas more aesthetically pleasing.
- The enclosures must be suitably designed to prevent entry by vermin.
- Where a roof is being placed over the bin storage area or it is located indoors, the enclosed space must be well ventilated. The roof must be constructed of non-combustible, robust, secure and impervious material. There should be adequate lighting in the bin storage area. This lighting should involve sealed bulkhead fittings for the purpose of cleaning down with hoses. Switching should be either through a proximity detection system or on a time delay button to prevent lights being left on. This lighting should be easy to maintain by local site staff without the need for specialist parts.
- The use of doors or gates can help to reduce the potentially detrimental visual impact of a bin storage area, and can also enable site manager to reduce the risk of bin theft or vandalism. Such doors must not open outward over a public footway or road, and should not cause an obstruction to other access when in an open position. They should be able to remain or be secured in the open position so that access for collection staff is unimpeded when the bins are being emptied.
- The thresholds of any doors or gates must be free of rims or impediments at floor level. Where these are part of the design of standard door units being installed, developers must apply graded resin strips or other appropriate features on either side to minimise any impediment to the movement of the bins. Floor-level thresholds must also be very securely fixed down to prevent rising, warping or other such issues.
- There must be a water supply with standard tap fittings available to the bin storage area to enable washing down of the bins, walls and floor.
- Bin storage areas must have a suitable impermeable hard standing ground covering which can be cleaned easily. The slope of the floor must enable it to drain properly and completely. The drainage system must be suitable for receiving a polluted effluent. Any gullies must not be in the track of the container wheels.
- The design of bin storage areas should pay as much regard as possible to accessibility for disabled or elderly residents. Where the bin storage areas cannot be designed to meet the requirements of these residents, suitable alternative arrangements should be put in place by the site managers to

support any tenants who are unable to use the external waste storage facilities provided.

- Storage areas for refuse and recycling bins should be clearly identifiable as such, through the use of appropriate signage on doors or walls, see [Appendix D](#) for relevant signage and stickers with costings. Reading Borough Council should be consulted in the design of any signage to ensure information is accurate, consistent and presented appropriately, particularly with regards to the waste and recycling services offered in the borough. The use of 'Recycle Now' iconography is recommended for recycling signage.
- The space in the collection area must be sufficient to enable operatives to return emptied bins to a position that does not obstruct the manoeuvring of those containers that are yet to be emptied. A simple example of how this might be achieved is given in the diagram below:



3.6 External Storage - Access and Pulling Distances

Bin storage areas must comply with the following;

- The bin storage areas must be located at a point where the collection vehicle can safely stop for loading.
- The stopping point for the vehicle should be safe, legal and designed to minimise any obstruction to traffic. Please note the Reading Borough Council vehicle dimensions and specifications given in [Appendix B](#).
- The maximum distances that operatives should be required to wheel containers, measured from the furthest point within the storage/collection area to the loading position at the back of the vehicle are:
 - 15m for any 2 wheeled containers up to 240-litres
 - 10m for any 4 wheeled containers
- The surfacing of the route the operatives will take between the bin storage/collection area and the vehicle should have a hard, smooth and continuous finish.
- The pathway must be free of any steps, ironworks, trees, drainage gullies or other features which would obstruct or impede the movement of the bins.
- If access to a roadway is required along the route then a dropped kerb must be provided as close as possible to the storage area.
- Slopes should be avoided wherever possible along the pathway, but where needed the gradient should fall away from the bin storage area and should be no greater than 1:12. It is not acceptable for the route between the storage area and the collection vehicle (i.e. in the direction that filled bins will be pulled) to have any uphill gradients.
- Signage and, if appropriate, road/pavement markings should be used to indicate that the storage areas are not to be blocked at any time.
- If locks are to be fitted to any doors or gates at bin storage areas, these should be of a standard 'Fire Brigade' pattern. If a keypad and code is to be used for gaining access, then developers and site managers should be aware

that the code will be shared with a number of collection staff, and all arrangements must be agreed with Reading Borough Council prior to installation.

3.7 Designated Collection Points

In locations where it is not practicable for architects to provide full access to the bin storage areas for waste collection vehicles, or standard Eurobins are to be located in underground car parks, a separate designated collection point must be provided.

It is the responsibility of the site managers or residents to move the waste containers to the designated collection point by 7am on the scheduled day, and then to return the containers to their storage areas after emptying.

To minimise the potential for delays to collections, the designated collection area should be large enough for all the refuse and recycling bins to be positioned ready for collection at the same time.

Developers and site managers must make sufficient provision to prevent other vehicles parking in the collection area, or in a position that would impede access for collection operatives.

Adequate arrangements must be provided for the collection vehicle to remain at its loading point for an extended period, particularly where a significant number of bins are to be emptied at the same time. Site managers should ensure that no other access is required to or through the designated collection point on the scheduled day of collection.

In positioning and designing the collection point, architects must ensure that the distance that operatives will need to wheel bins from the furthest point within this area to reach the loading point at the back of the collection vehicle does not exceed 15m.

Developers should ensure that they adhere to the other relevant access requirements for waste collection detailed in section 3.6. In particular, dropped kerbs must be provided beside the designated collection point if they are not level with the roadway.

Developers will need to give consideration as to how residents can dispose of their waste when the bins have been moved to the collection point. If the refuse bins have been moved at a separate time to the recycling bins, there must be adequate arrangements in place at all waste storage areas to ensure that residents attempting to deposit non-recyclable refuse have the opportunity to do so without contaminating a recycling container.

3.8 Management-Provided Internal Waste Collection Services

In large residential developments, it may be proposed by developers that the site management will provide an internal waste collection service for residents, either door to door or through use of smaller internal communal waste deposit points.

Developers considering doorstep collections must ensure that all relevant health & safety issues are addressed, including trip hazards and fire risk. In particular, developers must be able to demonstrate to Reading Borough Council that they have consulted and received approval from 'Royal Berkshire Fire and Rescue Service'

A waste storage area must be provided on each floor, which includes provision for appropriate and separate containers for refuse and recycling. The storage area must be well-lit, ventilated, include fire-suppression technology, and be designed to enable easy cleansing.

Any external waste storage areas, and the location where the waste will be presented for collection, must be designed in accordance with the information within Section 3.

A written statement must be provided to Reading Borough Council which demonstrates how the internal waste collection service will be operated and managed, and how the waste will be presented for collection.

The receptacles on each floor into which tenants deposit their waste must be clearly labelled to encourage recycling and minimise the risk of contamination. Poster or sticker designs should be presented to the Council's Waste Management department for approval. The use of Recycle Now iconography is recommended. It will be the responsibility of the site management to cleanse and maintain chute systems, and clear any blockages which may arise. The Council will expect to see details of how this will be managed.

A fully enclosed and secured bin storage area must be provided at the base of each chute, designed in accordance with the requirements set out within Section 3. Chamberlain bins are recommended for use with chute systems although Reading Borough Council do not at present supply them (see [Appendix A](#) for more information). However, Eurobins may also be used, and are recommended if it is expected that some tenants will deposit their waste directly into the containers without using the chutes.

Site management will be responsible for rotating the bins at the base of the chutes between the weekly collections to prevent overflowing of waste. Any overflows which do occur will be the responsibility of site management to clear.

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Commercial & Mixed-Use Developments

This section provides information on the specific requirements for developments that include commercial units. The information given in this section should be read in conjunction with Section 3, and treated as additional to those requirements which are set out in that section in relation to capacity, storage and access.

4.0 Commercial Waste

Arrangements for commercial waste are different, as businesses do not receive a waste collection service through their Business Rates. The Council does offer a commercial waste collection service, with a range of container options and collection frequencies to suit all types of premises. Businesses can also choose to take out a contract with a fully licensed private waste collection firm.

4.1 Design of Waste Storage Facilities

All developments should provide sufficient storage capacity for all waste arising, whether commercial or residential in origin.

The design and layout of bin storage areas will be consistent with that for purpose-built flats, so architects should follow the guidance given in Section 3.

4.2 Segregation of Commercial and Household Waste

External storage areas for waste on mixed-use developments must be segregated, so that household and commercial waste bins are in separate, secured bin storage areas.

Access to the domestic bins should only be possible for residents and site management. It is also good practice to secure the commercial bin storage area to prevent residents from disposing household waste.

All storage areas must be easily identifiable through the use of clear and appropriate signage. It is also recommended that residents and businesses are provided with leaflets or information sheets explaining which waste storage areas to use.

In developments where on-site businesses will be arranging individual contracts with waste collection providers, it will be necessary to ensure there is sufficient space available for each commercial unit to have its own bin or bin storage area. Architects and developers should ensure that provisions for waste storage and collection are compatible with the varying container and vehicle types used by different waste contractors.

4.3 Waste Storage Capacity

The guidance given in Section 3 and Appendix A should be followed in relation to the required capacity for domestic refuse and recycling.

The quantity of waste generated on commercial premises can vary significantly, depending on the nature of the business occupants and the frequency of collection they secure through their waste contract. Architects and developers should identify the types of businesses intended for any units proposed on their developments, and ensure that adequate storage capacity is provided for the likely quantity of waste generated. Further guidance for some types of premises is given in British Standards BS 5906:2005.

4.4 Waste Collection Frequency

Collection frequencies for commercial waste will be dependent on the space available, the amount of waste being generated and the particular contractual arrangements. However, where commercial units will be producing food waste, developers should be aware of the increased likelihood of odours. A minimum of a twice-weekly collection service is recommended for such businesses, and should be allowed for in the design of the waste storage and access. Premises which generate a significant quantity of waste may also benefit from a more frequent collection to reduce the need for storage space.

Reading Borough Council offers a commercial waste collection service and will provide a quotation as required.

4.5 Recycling

The Waste Regulations 2011 require “separate collections” of paper, metal, plastic and glass to be in place for businesses by January 2015. Developers should ensure that businesses and waste contractors are able to meet these requirements through the design of waste storage and collection facilities at new developments, including storage space within the business premises.

Mixed-material recycling is in operation for household waste, but such schemes may not be appropriate or permissible for businesses. As such, architects should consider the need for separate bins for each material for business premises. Medium to large hotels and restaurants must be designed to include separate storage provision for waste cooking oil.

4.6 Compactors

In locations where the space available for storing waste is limited, it may be appropriate for developers to consider using compaction systems to reduce the volume of the waste being generated on site. There are various types of compactors available to suit different types and sizes of development.

Developers should note that the Reading Borough Council does not offer a compacted waste collection service, so alternative arrangements would need to be made with a private contractor to have the bales of waste collected. The intended service provider should be consulted at the earliest opportunity in the planning process to ensure that their requirements for container storage and access are met.

Compactors for residential developments only tend to be effective if the development has a managed waste system with portorage. The use of compactors in residential developments will also mean that site managers will need to pay for ongoing household waste collections operated by a private contractor, whereas no charges would be levied (apart from container purchase) for fortnightly collection of non-compacted waste by Reading Borough Council. However some sites require more than one collection a week and this is chargeable.

Compactors are recommended for all office developments larger than 5,000m². For offices over 15,000m² in size a rotary compactor is preferable, for those in excess of 20,000m² a portable skip compactor or rotary compactor may be used.

For units of

1,500m² or more, or for small units where the gross combined floor space exceeds 1,500m², a small sack compactor is recommended.

The most appropriate type of compactor for units of 2,000m² or more is the small sack compactor. This type of compactor may also be used for small units where the gross combined floor space exceeds 2,000m².

For major retail developments of over 5,000m² a rotary compactor is recommended and for those developments over 10,000m² should be provided with a rotary compactor or portable skip compactor, and those over 15,000m² should consider use of a larger static compactor.

Compactors are recommended for fast food outlets with an eat-in facility, and are recommended for other restaurants. A small sack compactor, or the type using rotary wheeled containers, is suitable for most applications, although the rotary compactor is preferable for restaurants with potentially high output.

For hotels up to 250 bedrooms the most appropriate type of compactor is the small bag compactor, or the type that compresses waste into Eurobin wheeled containers. For larger hotels a rotary compactor, portable skip compactor or static compactor is recommended, particularly for those with banqueting facilities.

4.7 Underground Eurobin Chambers with Lifting Mechanisms

An alternative approach is to place standard Eurobin containers in purpose-built belowground chambers, with chutes running into the bins from receptacles at street level. The containers are made accessible for collection through a rising elevator system that brings the bins to ground level, to then be wheeled to the collection vehicle.

The underground storage chamber must be housed in a concrete casing. The chamber should be 100% waterproof, and appropriate design features must be incorporated to eliminate water ingress from ground level. In areas where ground stability is reduced, such as where a high water table is present, the chamber must be set or secured on concrete stilts to prevent any movement.

The rising elevator system must conform to all relevant British and/or European Standards. Depending on the design of the system, mechanisms to secure the bins in place to prevent damage during the operation of the elevator system may be needed.

The deposit points or receptacles at ground level must be designed to fit in with the surrounding built environment, offer a range of aperture options to target different material streams, provide sufficient opportunities for branding/labelling, and be accessible for elderly and disabled residents.

The storage system location and design of adjacent roadways must meet the requirements set out in sections 2.3 and 3.6 so that:

- The Eurobins will not need to be pulled more than 15m to be emptied.
- All paving between the elevator platform and the vehicle is solid, smooth and level.
- Dropped kerbs are provided to access the roadway.

The storage system should be protected from vehicle damage at ground level through the use of bollards.

It will be the responsibility of the site manager to operate the elevator system so that the waste collection teams can access the bins at ground level. It is important to create a collection storage area so that the crews do not have to wait for each bin to be raised and presented. Due consideration should be given as to how to restrict access to the areas around the storage system during operation for health and safety reasons.

The maintenance and repair of the elevator system, ground level deposit points and other features of this system will be the responsibility of the site manager. Underground bin systems of this type must be dedicated for the use of residents only, with separate waste containerisation for commercial waste.

Large-Scale Developments

5.0 Large-Scale developments

The generation of waste from new large-scale developments of over 100 units could have a significant impact on the local environment, and will place an additional burden on the existing collection, treatment and disposal infrastructure in the Borough of Reading. The requirement for adequate waste storage space and suitable access routes for collection vehicles will also reduce the flexibility that architects have in making the best use of the land available.

Reading Borough Council will expect to see a detailed strategy/plan for all new development sites, setting out how it is proposed to manage household and/or commercial waste being generated across the entirety of the development, in accordance with the guidelines in this document.

For larger developments, and particularly those comprising buildings of several storeys, the production of this waste management plan is likely to emphasise the scale of the problem that architects will face in providing enough on-site storage capacity for a large number of dwellings. The requirements for this provision will put additional pressure on land set aside for car parking, could potentially reduce the scope for co-locating an optimal number of income-generating commercial units, and may also have an impact on the size and attractiveness of any proposed communal garden spaces.

The generation of waste from new large developments will represent a significant addition to the total municipal waste arising within Reading. The Council's existing collection infrastructure is already operating at near full capacity, and investment in the purchase and operation of new vehicles may therefore be required in order to service new large developments. Reading Borough Council may seek a financial contribution from developers to cover these costs where appropriate.

Many of the problems associated with waste collection and storage for large developments can be negated through the use of alternative on-site technologies to treat waste generated by the occupants. The use of such technologies can significantly reduce the need to allocate as much space for waste storage, minimise the noise and disruption caused when waste collections are undertaken, and can help new developments to achieve a higher environmental performance standard.

Alternative Waste Management Technologies

6.0 Community Composting

Where practicable, Reading Borough Council encourages developers to make arrangements to facilitate communal/community composting to serve the needs of flats or dwellings that do not have access to a private garden. The main considerations are that the composting bins are screened, that the area is purpose built and clearly signposted, and that ongoing management and maintenance is provided. In all cases the composting scheme must achieve full compliance with the [Animal By-Products Regulations \(2013\)](#), and if applicable it must be registered with the Environment Agency to have a waste management licence, an environmental permit, or the appropriate exemptions.

6.1 Food Waste Disposers (In-Sink Macerators)

Food waste is a potential source of fertiliser for agricultural land and biogas-derived energy, and the use of alternative treatment solutions that can harness this potential is therefore a key priority for the national government. Ongoing research is showing that the use of in-sink macerators (also known as food waste disposers) in household kitchens will be a very effective way to divert organic kitchen waste to existing anaerobic digestion facilities at sewerage treatment works, without the need to set up separate collections.

A key barrier to the wide-scale introduction of in-sink macerators is the cost of retro-fitting kitchens with sinks that have a wider plughole, and an electrical power supply underneath to power the units. However, the provision of such facilities, and indeed to provide the disposer itself, will have a negligible impact on the cost of the kitchens in new developments.

Reading Borough Council recommends that developers ensure pipe networks in new blocks of flats are compatible with food waste disposers.

Developers are encouraged to provide in-sink macerators in the kitchens of all new developments. Where this is not taking place, developers should fit sinks that are compatible with such units, and ensure there is an under-sink power supply available that will enable a food waste disposer to be fitted later.

6.2 Automated Vacuum Collection Systems

Automated vacuum collection (AVAC) systems use underground pneumatic pipe networks to move waste from ground-level deposit points to a single collection station elsewhere on the development. These systems can be built for the transfer of refuse, as well as various recycling streams. They greatly reduce the requirements for waste storage infrastructure to be distributed across large sites, and also allow architects and developers to consider reducing the clearances and turning circles of roads across the development as access for waste collection vehicles is generally not required (except at the collection station). However, the maintenance requirements of this type of system will need to be appropriately considered, particularly with regards to residents' service charges.

In order to realise the full benefits of AVAC systems, the waste needs to be compacted at the collection station so that the size of that facility can be kept to a relative minimum. Developers considering this type of system will therefore need to be aware that the Reading Borough Council does not currently provide a compacted waste collection service, so alternative arrangements would need to be made through a private contractor.

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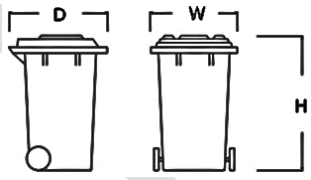
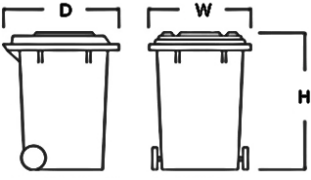
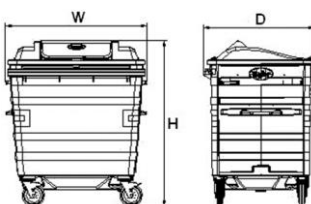
Appendix A

Reading Borough Council

Waste Container Dimensions

This appendix provides information on the dimensions of Reading Borough Councils waste receptacles that we supply and empty.

Please be aware that private waste contractors can use a range of various sized vehicles and containers for waste collection and should be consulted at the earliest stage of development.

Capacity	H (mm)	D (mm)	W (mm)	
<p><u>240 - litre</u></p> <p><i>Up to 5 Adults over 16yrs old in a house.</i></p> <p>Colour requirements: Grey / Black - Landfill Red - Recycling.</p> <p>£41.20 each</p>	1085	730	575	
<p><u>360 - litre</u></p> <p><i>For large families of over 5 adults in a house.</i></p> <p>Colour requirements: Grey / Black - Landfill Red - Recycling</p> <p>£61.80 each</p>	1090	880	580	
<p><u>1100 - litre</u></p> <p><i>Blocks of flats & communal bin areas. 5 flats per 1100 on a Fortnightly collection or 10 flats per 1100 on a Weekly collection; Collection frequency to be determined by Reading Borough Council</i></p> <p>Colour requirements: Grey / Black - Landfill & Green - Recycling</p> <p>£272.95 each</p>	1295	1118	1370	

For Student Accommodation, please contact us for guidance.

We do occasionally stock some refurbished metal 1100 litre bins, for residual waste. These cost £150.00 each but cannot be bulk ordered and are stocked in small numbers.

Appendix B

Reading Borough Council

Vehicle Dimensions and Specifications

This appendix provides information on reading Borough councils refuse collection vehicles.

Please be aware that private waste contractors use a range of various sized vehicles and containers for waste collection and should be consulted at the earliest stage of development.

Below is the specification for our 2015 Dennis Eagle Elite 6 (6x2RS) with Olympus OL16N Body.



Drive	6 x 2 rear - steer
Overall width (a)	2250 mm
Overall length (b)	8750 mm
Overall height (c)	3540 mm
Wheelbase	4800 mm
Front overhang	1665 mm
Rear overhang	2285 mm
Gross Vehicle Weight	26000 kg
Rear Bogie Plated Weight	19000 kg
Turning Circle - overall (metres)	20.30 m
Approach angle (front wheel - bumper)	15.5°
Departure angle (rear wheel - hopper base)	16°

Appendix C 'Recycle at Home' and 'Recycle from Your Flat'

A Printable leaflet for your moving in guides that you can also download as a pdf version from our website. www.reading.gov.uk/recycling

Recycle at Home

Frequently Asked Questions

Why should I recycle?

Recycling is easy, good for the environment and saves money as sending waste to landfill costs a lot more than recycling it.

What happens to my recycling?

After collection, your recycling is taken to the Materials Recycling Facility (MRF) at Smallmead, Reading, where it is sorted and then sent to re-processors to be made into new products.

Why is it important to recycle the right things?

Putting the wrong things into your recycling bin or box can ruin the good recycling that you have put in there and mean that the collection crew won't be able to empty it. If in doubt, leave it out!

Why can't I put other plastic items into my recycling bin?

We only collect plastic bottles as they can be recycled easily whereas there is a limited market in the UK for other types of plastic. Margarine tubs, yoghurt pots, meat trays and plastic bags are all made from different types of plastic which are difficult to separate and process once collected.

Want to recycle more?

Why not visit your local recycling site?



			glass	textiles	tetrapack cartons
			books	shoes	batteries

You can find details of your local site at www.reading.gov.uk/recycling



Find out more:

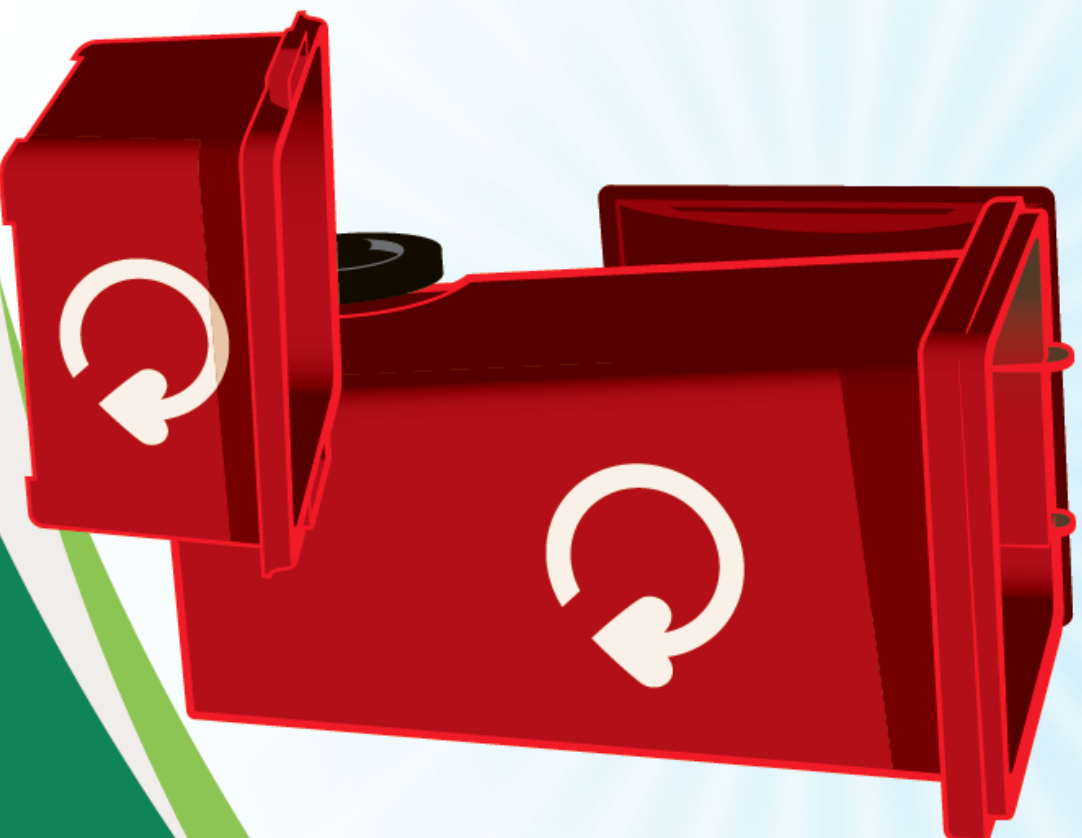
www.reading.gov.uk/recycling

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Recycle at Home



 Recycle for Reading

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Recycle at Home

Recycling is easy, good for the environment and saves money. Together we can recycle even more.

What Can I Recycle in my Red Recycling Bin/Box?

	 mixed paper & card			 food tins & drink cans			 plastic bottles	 <i>No lids</i>		 newspapers & magazines			 empty aerosols		
---	---	---	---	---	---	--	--	--	---	---	---	---	---	---	--

NO THANKS



Please don't put any of these things in your recycling bin:

- Plastic bags
- Other plastics & polystyrene (no pots, food trays, tubs or film)
- Food and drink cartons
- Food waste
- Nappies
- Glass
- Textiles
- Electricals & metals

If in doubt, leave it out!

TOP TIPS

- Put your recycling in your bin loose - no plastic bags!
- Remove lids from plastic bottles
- Flatten cardboard boxes
- Rinse out cans, tins and plastic bottles

Recycle Your Batteries

Recycle your used household batteries. Just put them into a clear, sealed sandwich/freezer bag and leave them on top of your red bin on collection day.

Get a Garden Waste Bin/Bag

You can opt into the garden waste collection service which is collected every two weeks. For full details of the service, and charges, please visit the website.

Order an extra recycling bin/box

If you have too much recycling to fit in your recycling bin/box, you can order an additional bin/box from us free of charge.

To find out the date of your next recycling collection visit www.reading.gov.uk Remember to put your bin/box out from 7am, on the edge of your property.

Recycle from Your Flat

Frequently Asked Questions

Why should I recycle?

Recycling is easy, good for the environment and saves money as sending waste to landfill costs a lot more than recycling it.

What happens to my recycling?

After collection, your recycling is taken to the Materials Recycling Facility (MRF) at Smallmead, Reading, where it is sorted and then sent to re-processors to be made into new products.

Why is it important to recycle the right things?

Putting the wrong things into the communal recycling bin can ruin the good recycling that you and your neighbours have put in there and mean that the collection crew won't be able to empty your bin. In doubt, leave it out!

Why can't I put other plastic items into my recycling bin?

We only collect plastic bottles as they can be recycled easily whereas there is a limited market in the UK for other types of plastic. Margarine tubs, yoghurt pots, meat trays and plastic bags are all made from different types of plastic which are difficult to separate and process once collected.

Want to recycle more?

Why not visit your local recycling site?



	glass		shoes		tetrapack cartons
	books		textiles		batteries

You can find details of your local site at www.reading.gov.uk/recycling



Find out more:

www.reading.gov.uk/recycling

0118 937 3787

Follow us:

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Recycle from Your Flat



Recycle for Reading

Reading
Borough Council
Working better with you

Recycle from Your Flat

Recycling is easy, good for the environment and saves money. Together we can recycle even more.

What can I recycle in the communal recycling bin?

	 mixed paper & card	
	 food tins & drink cans	
	 plastic bottles	
		
	 newspapers & magazines	
	 empty aerosols	



NO THANKS

Please don't put any of these things in your recycling bin:

- Plastic bags
- Other plastics & polystyrene (no pots, food trays, tubs or film)
- Food and drink cartons
- Food waste
- Nappies
- Glass
- Textiles
- Electricals & metals



If in doubt, leave it out!

Keeping your communal bin area tidy

Please try and keep your communal bin area tidy for the benefit of your neighbours and residents who live around you:

- Put your recycling in your bin loose - no plastic bags!
- Remove lids from plastic bottles
- Flatten cardboard boxes
- Rinse out cans, tins and plastic bottles
- Make sure that you put your recycling and general waste in the correct bins
- Don't leave any items on the floor next to the bins, it will make it difficult for others to use the bins
- Please don't park in front of the communal bin area - it will mean that we won't be able to empty the bins.

TOP TIPS

Appendix D

Reading Borough Council Signage, Poster & Sticker Examples



Landfill Bin Sticker for 1100L bins



Recycling Bin Sticker for 1100L bins



Communal Store Sign A



Communal Store Sign B



Communal Internal Noticeboard Poster



Communal Internal Noticeboard Poster

Please contact us to discuss any signage and posters for your developments.

References & Sources

This waste management guide is based on a combination of regulations, codes of practice and specific requirements from Reading Borough Council. Some waste collection solutions mentioned have come from other authorities in the UK and may not be available in Reading at this time.

The following documents should be referred to by architects or developers, but any requirements must still be agreed with by Reading Borough Councils Neighbourhood Services (Waste Minimisation, Waste Ops & Streetcare) and Planning Department.

- 1) [British Standards BS 5906:2005](#) - Waste management in buildings - Code of practice
- 2) [2010 No.2214 Building and Buildings, England and Wales - The Building Regulations 2010](#)
- 3) The Building Regulations 2000 - Approved [Document H, Drainage and Waste Disposal](#) (2002 edition)
- 4) Building Regulations 1991 H4
- 5) [Code for Sustainable Homes - A step-change in sustainable home building practice - DCLG, Dec 2006](#)
- 6) The Environmental Protection Act 1990 - [Section 46](#)
- 7) The Housing Act 2004 - RBC HMOs Management Pack
- 8) [The National Waste Management Plan for England 2013](#)
- 9) Reading Borough Council's - [Waste Minimisation Strategy 2015/20](#)
- 10) [Re3](#) - HWRC
- 11) [Bracknell Forest Borough Council](#)
- 12) [Newham London Borough Council](#) Various sections of information throughout the document

Contacts

All enquiries relating to waste storage, capacity, collection and anything within this document can be obtained by contacting;

Matt Dady

Waste Minimisation & Recycling Officer
Neighbourhood Services
Reading borough Council

01189 373 787

streetcareadmin@reading.gov.uk
www.reading.gov.uk

Please note that it may be necessary to supply site plans and initial waste management proposals (if not already submitted to our planning department) to enable your enquiry to be handled.

4h. WEEE collections Introduce WEEE collection and recycling by use of purpose built cages on the new freighter fleet.	H	1,2	WO'S, WMRO's, and Neighbourhood Support team.	Publicise WEEE collection via LCR campaign	None	Officer time
<p>Year 1 Progress. This aim has been achieved.</p> <p>Following a successful bid in March 2015 we received £30,000 of additional funding from the WEEE Distributor Takeback Scheme Local Project Fund. The funding is being used to set up and promote the collection of small electrical items from all households in the borough that receive a kerbside recycling collection. It will also be used to fund four WEEE reuse/recycling events at least one of which will be combined with the planned roadshows in Broad Street. The scheme began on the 5th October 2015 with a trial collection from 17,000 households in the east and west of the borough which had been given instructions on what to present and how to get involved from bin hangers which had been distributed in the preceding weeks. The scheme was also publicised by a press release, twitter and facebook updates and the Council's website. Residents were asked to present items on their recycling collection day which were collected in the purpose built cages on the freighters and taken to the Council depot for bulking and onward transfer to the HWRC where they were recycled. Provision for mop up collections were put in place but these have not been necessary. Items collected: irons, toasters, kettles, hair styling appliances.</p> <p>Monitoring & Evaluation</p> <p>Since its introduction 2.5 tonnes of WEEE items have been collected and sent for reuse and recycling diverting material from landfill. The feedback on the trial from the collection crews has been positive As the trial has been a success kerbside WEEE collection will be introduced boroughwide in April 2016</p>						