

JOINT WASTE DISPOSAL BOARD
27 APRIL 2018
(11.06 am - 12.52 pm)

Present: Bracknell Forest Borough Council
Councillor Mrs Dorothy Hayes MBE
Councillor Iain McCracken

Reading Borough Council
Councillor Tony Page
Councillor Liz Terry

Wokingham District Council
Councillor Julian McGhee-Sumner
Councillor Norman Jorgensen

Officers Pete Baveystock, Wokingham Borough Council
 Alison Bell, Reading Borough Council
 Grace Bradbrook, Re3 Principal Finance Officer
 Monika Bulmer, re3 Marketing and Communications Officer
 Oliver Burt, re3 Strategic Waste Manager
 Steve Loudoun, Bracknell Forest Council

33. Declarations of Interest

There were no declarations of interest.

34. Minutes of the Meeting of the Joint Waste Disposal Board

RESOLVED that the minutes of the meeting of the Board held on the 26 January 2018 be approved as a correct record and signed by the Chairman.

Arising on the minutes, the Board noted that:

- Work was being undertaken to publicise the Green Machine Community Interest Company. A leaflet will be produced and the re3 website would be updated to include move content on the waste related activities of Green Machine. The leaflets would be handed out by the meet and greet staff at each re3 site. The leaflet would also include details about the continuing work with Sue Ryder.

35. Urgent Items of Business

There were no urgent items of business.

36. Progress report

The Board received a report briefing them on the progress in the delivery of the re3 Joint waste PFI Contract. The report covered:

- General Data Protection Regulations (GDPR)
- Re3GROW Compost
- Marketing and Communications Review

The Board was advised that:

- The form of words for GDPR which had been proposed by Wokingham Borough Council had been shared with colleagues in Bracknell Forest, Reading and FCC. Due to the work load of the three councils legal teams, it had been advised that re3s legal advisors be engaged to support the councils in ensuring that the re3 PFI contract was amended to support compliance with GDPR. It was expected that the wording wouldn't change a great deal, if at all. This was a good example of the three councils working together.
- The Data Privacy Notice had been reviewed and amended accordingly. This had been circulated with data protection colleagues in each of the three councils and would also be circulated with Board Members.
- GDPR would be launched on the 25 May 2018, Oliver Burt was unsure if the full contract would be amended by then, however the processes in place were compliant.
- The bags or re3Grow compost had arrived, these would be sold by the meet and greet teams at the re3 sites. The meet and greet team had been briefed and a FAQ had been produced which would be shared with the Board Members. The cost of a bag would be £3.50 which would cover the full cost with no loss or profit being made. A multi bag offer may be put in place, but this wouldn't undercut the market.
- The selling of the compost bags would be announced by press release after the local elections on the 4 May, which would be prior to the May Bank Holiday weekend. There would also be signage at both Longshot Lane and Smallmead and a full social media campaign.
- The compost bags would be paid for at the entrance of both sites and then collected when the purchaser had emptied their recycling they would collect the bags on exit at Smallmead and near the bag splitting area at Longshot.
- Concerns were raised about Longshot as this was a smaller and tighter site. There had been recent issues with customers waiting on the ramp as they couldn't see if there was free spaces. This had been brought up with the contractor who was looking to resolve the issue.
- If the compost bags were a success Members suggested that they plan ahead for next year and market them to local supermarkets to sell and look into the possibility of them being sold at other council owned outlets, such as allotments.
- As the bags were composted in Sutton Courtney, there was a disclaimer on the bags to say that it wasn't only made up of re3 garden waste.
- Recycling of Pots, Tubs, Trays and Cartons had been launched in February and a pack consisting of two leaflets and a letter had been sent to all residents. The communications had been well received and feedback had been positive. There had also been a successful social media campaign.
- The arrangements for recycling re3 plastics within the UK had been extended from 6 to 12 months.

- The introduction of the new recycling materials had been a great example of the JWDB working well together.
- It was noted that Wokingham residents could request additional recycling boxes. These did not have lids. There was an issue with paper and card getting wet which was currently being looked into. A large number of additional boxes had been issued in January and February and people were being encouraged to put paper and cardboard in their bottom box. The re3 Marketing and Communications Officer would work with Wokingham to help with their coms.
- It was expected that detailed data including the new recycling materials would be issued in May which would be shared with officers and brought to the Board in July.
- Data regarding individual councils contaminated recycling amounts was included within the reports.
- The re3 communication activities for 2018 had been reviewed and planned following meetings with the respective waste collection teams at the re3 councils. In the course of delivering the activities for 2018, the re3 Marketing and Communications Officer would work closely with the respective waste collection teams, including scheduling work alongside them in the respective offices.
- Caroline Pragnell from College Town Junior School had attended Bracknell Forests Full Council and gave an excellent presentation on the work she had been doing in the school. It was suggested that perhaps Caroline could help put a pack together for schools which could be used across the three boroughs.
- To date 50 groups had registered for the glass bottle campaign. The re3 Marketing and Communications Officer had attending a school assembly where the campaign was launched and promoted.
- A completion was in place to suggest names for the new glass recycling trucks, this had national website and radio coverage.
- It was requested that coms be considered for those people who don't drive or live near a recycling centres.
- Two amendments had been made to the Marketing and Communication Plan 2018.
- The coms for food waste minimisation was already under way.

RESOLVED that:

- i. Members noted the contents of the report.
- ii. Members approved the recommendation at 6.4 of the report to offer a multi-buy offer on re3grow compost,

37. Exclusion of Public and Press

RESOLVED that pursuant to Section 100A of the Local Government Act 1972, as amended, and having regard to the public interest, members of the public and press be excluded from the meeting for the consideration of the following items which involves the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

- (3) Information relating to the financial or business affairs of any particular person (including the authority holding that information) (Item 7,8 & 9 of the agenda, Item 38,39 & 40 of the minutes).

38. **re3 Strategy Report**

The Board received a report which introduced and sought endorsement of the draft re3 Strategy.

The re3 Strategy 2018-2020 had two principle aims:

- Reduce the net cost of waste.
- Recycle 50% by 2020.

The re3 Strategy was set out in a similar format to previous re3 Strategies and looked at past performance, included information regarding what currently happened to waste and recycling, as well as focusing on the financial impact of waste.

It was requested that all Councils agree the re3 Strategy through their formal processes prior to the next Board meeting on the 6 July 2018.

Arising from the report it was noted that:

- Contamination of the recycling and the amount of wet paper and cardboard was an issue that needed further attention in order to protect access to existing markets (where quality is important). This was something that all parties need to work on and the Board wishes to be kept apprised of.
- Household growth needed to be captured and planned for now rather than in the future. Issues surrounding flats also needed to be addressed through planning control and planning policies so it was important that work was done with planning officers to ensure that developers included adequate recycling facilities in their planning applications.
- Concerns were raised about the size of Longshot Lane especially since there was a significant number of new housing developments in both Bracknell and Wokingham.
- It was discussed that a formal document could be sent from the Board to DEFRA.

RESOLVED that:

- i. Members endorsed the draft strategy objectives.
- ii. Members recommend the re3 Strategy to the individual re3 Councils for adoption at the earliest convenient opportunity.

39. **Food Waste Processing**

The Board received a report on food waste processing which provided the basis of discussion by the Board in relation to the provision of a food waste service.

Arsing from the discussion, the following points were made:

- Wokingham were putting food collection in place from April 2019.
- Officers from each Council had agreed to provide estimates of likely food waste capture so as to enable the re3 Project Team to develop common methodology/assumptions in order that they may fully consider business needs/impacts.
- Prices were to be sought based on the indicative processing capacity should all three councils, at some time in the future, introduce this service.
- Concerns were raised about the impact of additional HGV truck movement at both Longshot Lane and Smallmead that will be needed to be able to receive food waste.
- Wokingham's food waste collection would be using pod vehicles and the food pod would need to be emptied at the end of the day only.
- The Wokingham fleet would be 50/50 split for emptying purposes across the two sites and this would be regulated.
- The Wokingham food collection contractor was to be asked to present the three pod vehicle to be used in association with the Wokingham Contract at Longshot Lane so Board members could see better understand the operational impacts associated with the use of such trucks.
- Officers will be reporting back to the Board on the business opportunities, needs, costs, risks and options associated with such a service at a future meeting.

RESOLVED that Members noted the contents of the report.

40. **Financial Management Report**

The Board received a report briefing them on the Partnership's current financial position.

RESOLVED that:

- i. Members note the Partnership's financial position for the year to date.
- ii. the senior officers at each Council be instructed to liaise with the respective re3 Board Members at each council on the decision to pursue a preferred option in relation to the Contract Savings Project.

41. **Date of the Next Board Meeting**

The Board noted that its next meeting would be held at 11am on Friday 6 July at 11am. The meeting would be moved from Longshot Lane to the new Council Chamber in Time Square, Bracknell Forest Council.

CHAIRMAN