

AGENDA

Meeting: Environment Select Committee
Place: Council Chamber, County Hall, Trowbridge
Date: Tuesday 26 June 2018
Time: 10.30 am

Please direct any enquiries on this Agenda to Stuart Figini, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 718221 or email stuart.figini@wiltshire.gov.uk

Press enquiries to Communications on direct lines (01225) 713114/713115.

This Agenda and all the documents referred to within it are available on the Council's website at www.wiltshire.gov.uk

Membership:

Cllr Matthew Dean	Cllr Tom Rounds
Cllr Bob Jones MBE	Cllr Tony Jackson
Cllr Derek Brown OBE	Cllr Jacqui Lay
Cllr Peter Evans	Cllr Ian McLennan
Cllr Clare Cape	Cllr Nick Murry
Cllr Peter Fuller	Cllr Steve Oldrieve
Cllr Mike Hewitt	

Substitutes:

Cllr Ernie Clark	Cllr Ross Henning
Cllr Brian Dalton	Cllr George Jeans
Cllr Sue Evans	Cllr Brian Mathew
Cllr Jose Green	Cllr Stewart Palmen
Cllr Mollie Groom	Cllr Ricky Rogers
Cllr Russell Hawker	

Recording and Broadcasting Information

Wiltshire Council may record this meeting for live and/or subsequent broadcast on the Council's website at <http://www.wiltshire.public-i.tv>. At the start of the meeting, the Chairman will confirm if all or part of the meeting is being recorded. The images and sound recordings may also be used for training purposes within the Council.

By entering the meeting room you are consenting to being recorded and to the use of those images and recordings for broadcasting and/or training purposes.

The meeting may also be recorded by the press or members of the public.

Any person or organisation choosing to film, record or broadcast any meeting of the Council, its Cabinet or committees is responsible for any claims or other liability resulting from them so doing and by choosing to film, record or broadcast proceedings they accept that they are required to indemnify the Council, its members and officers in relation to any such claims or liabilities.

Details of the Council's Guidance on the Recording and Webcasting of Meetings is available on request.

Parking

To find car parks by area follow [this link](#). The three Wiltshire Council Hubs where most meetings will be held are as follows:

County Hall, Trowbridge
Bourne Hill, Salisbury
Monkton Park, Chippenham

County Hall and Monkton Park have some limited visitor parking. Please note for meetings at County Hall you will need to log your car's registration details upon your arrival in reception using the tablet provided. If you may be attending a meeting for more than 2 hours, please provide your registration details to the Democratic Services Officer, who will arrange for your stay to be extended.

Public Participation

Please see the agenda list on following pages for details of deadlines for submission of questions and statements for this meeting.

For extended details on meeting procedure, submission and scope of questions and other matters, please consult [Part 4 of the council's constitution](#).

The full constitution can be found at [this link](#).

For assistance on these and other matters please contact the officer named above for details

AGENDA

PART I

Items to be considered while the meeting is open to the public

1 **Election of Chairman**

2 **Election of Vice-Chairman**

3 **Apologies**

To receive any apologies or substitutions for the meeting.

4 **Minutes of the Previous Meeting** (*Pages 7 - 12*)

To approve and sign the minutes of the Environment Select Committee meeting held on 1st May 2018.

5 **Declarations of Interest**

To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.

6 **Chairman's Announcements**

To receive any announcements through the Chair.

7 **Public Participation**

The Council welcomes contributions from members of the public.

Statements

If you would like to make a statement at this meeting on any item on this agenda, please register to do so at least 10 minutes prior to the meeting. Up to 3 speakers are permitted to speak for up to 3 minutes each on any agenda item. Please contact the officer named on the front of the agenda for any further clarification.

Questions

To receive any questions from members of the public or members of the Council received in accordance with the constitution.

Those wishing to ask questions are required to give notice of any such questions in writing to the officer named on the front of this agenda no later than

5pm on **Tuesday 19th June 2018** in order to be guaranteed of a written response. In order to receive a verbal response questions must be submitted no later than 5pm on **Thursday 21st June 2018**. Please contact the officer named on the front of this agenda for further advice. Questions may be asked without notice if the Chairman decides that the matter is urgent.

Details of any questions received will be circulated to Committee members prior to the meeting and made available at the meeting and on the Council's website.

8 **Wiltshire Council Waste Management Strategy** *(Pages 13 - 62)*

At the [Environment Select Committee meeting held on 25th October 2016](#), a report was considered which provided an update of the council's Joint Municipal Waste Management Strategy 2006-2016. It was discussed at this meeting that a new Strategy would start to be developed in 2017 and that elected members should have a greater role in the early development of the new strategy.

With this in mind, member workshops were scheduled for discussion of key waste management challenges and the future of household waste and recycling services in Wiltshire. A report was presented to the [Environment Select Committee on 19th September 2017](#); this report provided an update on emerging themes arising from the members' workshops and these themes were used in the development of a questionnaire for public consultation.

The public consultation started on 4th September and ran until 14th November 2017. The report received by the Committee on 16th January provided an initial overview of the results of the public consultation and identified the key themes emerging from the results.

The Committee to receive the Council's draft 'Waste Management Strategy' ahead of consideration and adoption by Cabinet and Full Council.

9 **The Use of Plastic Waste in Road Repairs, Re-Surfacing and Construction**

Following a motion put forward by Cllr Mathew and Cllr Oldrieve at [22 May 2018 Full Council](#), the matter was referred to the Overview and Scrutiny Management Committee (OSMC).

[OSMC agreed on 5 June 2018](#) for the Environment Select Committee to consider the item at their 26 June meeting. A short briefing paper is being prepared to aid the Committee's discussion. The Briefing paper will be circulated as a supplement to this agenda.

10 **Housing Board - Annual Report** *(Pages 63 - 74)*

At its [22 January 2013 meeting](#), Cabinet resolved that it approved the setting up of a Management Board for the governance of Council housing; consisting of an equal number of Councillors, tenants and independents, with a recommendation

that such a panel should be in place by April 2013. Thus, the Housing Board was established. The Board comprises a total of 9 positions and Board Members are remunerated for their position.

At [19 September 2017 Environment Select Committee](#), the Committee considered a report from the Housing Board; specifically around recruitment and remuneration.

The Committee will now receive an annual update report from the Housing Board.

11 **Housing Repairs and Maintenance Service**

The Environment Select Committee was due to consider the report on Housing Repairs and Maintenance Service report in [June 2017](#), however, this report was deferred.

The ESC Chairman agreed at a recent briefing meeting with the Head of Housing Strategy and Assets and the Cabinet Member for Corporate Services, Heritage, Arts, Tourism and Housing that scrutiny involvement at the present time would not add value. The Head of Housing Strategy and Assets is therefore invited to provide a brief verbal update to the Committee on the report.

12 **ECO Strategy (Pages 75 - 82)**

To receive information on the Council's current eco policies, in light of Full Council's resolution on the [Business Plan in July 2017](#) to: 'To reaffirm our commitments to continue working within our policies on the Environment and Carbon reduction'.

13 **Development Where It Is Needed**

Following the Environment Select Committee-Executive Annual Meeting on Housing, it was agreed that the Committee receive a verbal briefing on employment land and how the relevant policy is implemented across Wiltshire.

Additionally, in light of Cabinet's agreement to defer Full Council's consideration of the [Housing Sites Allocation \(HAS\) Plan to 10 July 2018](#), the Chairman has asked the Director of Economy and Planning to provide a verbal update on the progress of the HAS Plan to the Committee.

14 **Traveller Reference Group (Pages 83 - 84)**

To receive a brief update from Steve Maddern, Consultant in Public Health, on the Traveller Reference Group and agree a way forward on a future timetable for regular updates.

15 **Emergency Stopping Places** (*Pages 85 - 102*)

The Chairman and Vice-Chairman agreed that they would like the Committee to receive some information on this item, following its presence on the Cabinet Forward Work Programme.

Brief information to be received by the Committee; in order for members to discuss the item ahead of Cabinet's consideration.

16 **Updates from Task Groups and Representatives on Programme Boards**
(*Pages 103 - 104*)

To receive any updates on recent activity for active task groups and from members of the Environment Select Committee who have been appointed as overview and scrutiny representatives on programme boards.

17 **Forward Work Programme** (*Pages 105 - 116*)

To note and receive updates on the progress of items on the forward work programme.

Under the revised Overview and Scrutiny (OS) arrangements there is now a single OS work programme controlled by the OS Management Committee, linked to priorities in the Business Plan.

Therefore it should be noted that, whilst any matters added by Members are welcome, they will be referred to the OS Management Committee for approval before formal inclusion in the work programme for the Environment Select Committee.

A copy of the Overview and Scrutiny Forward Work Programme for the Environment Select Committee is attached for reference.

18 **Urgent Items**

Any other items of business which the Chairman agrees to consider as a matter of urgency.

19 **Date of Next Meeting**

To confirm the date of the next scheduled meeting as 4th September 2018.

ENVIRONMENT SELECT COMMITTEE

MINUTES OF THE ENVIRONMENT SELECT COMMITTEE MEETING HELD ON 1 MAY 2018 AT COUNCIL CHAMBER, COUNTY HALL.

Present:

Cllr Matthew Dean (Chairman), Cllr Bob Jones MBE (Vice-Chairman), Cllr Ian Blair-Pilling, Cllr Derek Brown OBE, Cllr Peter Evans, Cllr Peter Fuller, Cllr Sarah Gibson, Cllr Mike Hewitt, Cllr Tony Jackson, Cllr Ian McLennan, Cllr Nick Murry and Cllr Steve Oldrieve

Also Present:

Cllr Tom Rounds and Cllr Toby Sturgis

1 Apologies

Apologies for absence were received from Cllr Jacqui Lay.

2 Minutes of the Previous Meeting

Resolved:

To confirm the minutes of the meeting held on 13th March 2018.

3 Declarations of Interest

There were no declarations of interest.

4 Chairman's Announcements

The Chair made the following announcements:

1. Update on Salisbury Town Centre

The Chairman provided an update on Salisbury town centre following the recent nerve agent attack, in particular the continuing clean-up operation and increased workloads for Council Officers, impact on local business', the drive to promote Salisbury and securing high profile events in the City.

2. Malmesbury Town Council – Flood Defences

The Committee was advised of a letter received from Malmesbury Town Council thanking Wiltshire Council's Highways Principal Tech Officer,

Drainage for the contribution and positive engagement made towards arranging precautionary flood defences for St John Street, Malmesbury in December 2017.

3. Deferred Agenda Items

Members were informed that the following agenda items scheduled on the Forward Work Programme for consideration at this meeting had been deferred until the next meeting on 26th June 2018:

- Future Development;
- Development where it is needed; and
- The Draft Waste Management Strategy.

The Chair explained the reasons for the deferrals and confirmed that the Forward Work Programme would be updated accordingly.

4. Exploring Domestic Food Waste in Warminster

Members received an update about the meeting between the Director of Waste and Environment and Chris Walford representing a Volunteer Community Group from Warminster. The Committee were reminded that the meeting was a result of a request at the last meeting for discussions to be held about domestic food waste in Warminster (Min 18 iv – 13th March 2018).

The Group would now look to liaise with Warminster Town Council to establish if the Town Council is interested in establishing a voluntary local food waste collection scheme.

5 **Public Participation**

There was no public participation.

6 **Public Land Released for Homes and Jobs**

The Committee received a presentation from the Head of Development Management.

The presentation focussed on the national legislation that governs the use of developer contributions received by the Council (Community Infrastructure Levy and Section 106 agreements), the background to their introduction and current usage, income received from the contributions and how this is distributed between the Council and Town/Parish Councils, and Government proposals to modify these contributions.

The Head of Development Management and Cabinet Member for Spatial Planning, Development Management and Property responded to the following statements, issues and questions raised by the Committee:

- Council's approach to the payment of CIL and S106 by developers

- Increase in the housing supply and potential impact on CIL and S106 contributions
- Timeframes for transferring CIL and S106 contributions to Town and Parish Councils
- Return of CIL and S106 contributions to developers in the last 3 years
- Lapsed planning applications and the payment of CIL
- Activating S106 payments
- Level of engagement between developers and Town/Parish Councils prior to application submission
- Concerns regarding land banking
- Timeframes for the commencement of developments
- The measurement used for CIL payments
- Level of input by Town/Parish Councils and development of Neighbourhood Plans
- Differences between developers that promote land for development and those focusing on the construction of developments
- Infrastructure improvements linked to S106 contributions
- Impact of army rebasing to Wiltshire and inclusion within the figures for CIL and S106 contributions
- Monitoring of developers fulfilling their obligations in connection with S106 agreements
- Collection and repayment of CIL and S106 contributions
- Impact of developments on neighbouring Town/Parish Councils and their ability to claim a proportion of the S106 contribution
- Developments based on either CIL or S106 contributions, and the differences between CIL and S106 funding for each of these developments

The Chair thanked the Committee for their contributions during the consideration of this matter.

Resolved:

- i. **To thank the Head of Development Management for his presentation on Developer Contributions and the Cabinet Member for Spatial Planning, Development Management and Property for attending and responding to issues and questions raised.**
- ii. **That the Head of Development Management prepare an update on:**
 - a. **whether any S106 money was returned to developers in the last 3 years; and**
 - b. **the amount of S106 money listed as “time expired” and has plans for such funds**

The Committee received updates on recent activity for the following Task Groups:

i) Waste Contracts Task Group

The Committee received an update from Cllr Yuill, Chairman of the Task Group. He explained that the most recent meeting of the Task Group was held on 12th April 2018 where they discussed the amended pricing model of the Waste Service's communication strategy and reviewed the draft communication information, which included the leaflet design and bin sticker. The next meeting of the Task Group was scheduled for 20th June 2018 to receive a briefing on the Key Performance Indicators associated with the contract for Lot 2 (Management of HRCs).

Resolved: To thank Cllr Yuill for updating the Committee on the latest work being undertaken by the Waste Contracts Task Group.

8 Forward Work Programme

The Senior Scrutiny Officer introduced the Committee's Forward Work Programme, asked for confirmation about how to progress a number of items and provided updates on the following areas:

- Government's 25-year Environment Plan and potential topics for inclusion within the Forward Work Programme
- More affordable homes to rent and buy
- Eco Strategy
- Question asked by Cllr Murry and response from Cllr Seed, Portfolio Holder for Flooding
- Briefing on Air Quality
- Visit to Waste Depot

Resolved:

- i. **To defer consideration of the following reports to the next meeting on 26th June 2018:**
 - **Future Development**
 - **Development where it is needed**
 - **Draft Waste Management Strategy**
- ii. **To remove the following items from the Forward Work Programme.**
 - a. **More affordable homes to rent**
 - b. **Planning Enforcement Team**
- iii. **To add consideration of the Government's 25-year Environment Plan, in particular the future of plastics, to the Forward Work Programme**

iv. To note the 'Emissions' item previously scheduled on the Forward Work Programme as TBC, has now been scheduled for 6th November 2018

v. That:

- a. A visit to Northacre Waste Depot, Westbury be held on either Friday 11th or Friday 18th May 2018. Members to indicate their preferred date for the visit to the Senior Scrutiny Officer, and an invite to then be extended to all members of the Council following confirmation of the date.
- b. To invite a representative of the Environment Agency to attend the visit.

vi. That the Forward Work Programme be updated to reflect the changes detailed above.

9 **Urgent Items**

There were no urgent items.

10 **Date of Next Meeting**

The next meeting is scheduled for 26th June 2018 at 10.30am.

(Duration of meeting: 10.30 am - 12.40 pm)

The Officer who has produced these minutes is Stuart Figini of Democratic Services, direct line 01225 718221, e-mail stuart.figini@wiltshire.gov.uk

Press enquiries to Communications, direct line (01225) 713114/713115

This page is intentionally left blank

Wiltshire Council

Environment Select Committee

Date of meeting 26 June 2018

Subject: Update on the development of a new waste management strategy for Wiltshire

Cabinet member: Councillor Bridget Wayman, Cabinet Member for Highways, Transport and Waste

Key Decision: No

Executive Summary

The report sets out the council's draft 'Household Waste Management Strategy' for comment ahead of reporting to Cabinet for consideration in advance of adoption of the completed strategy by full Council.

It provides an overview of the results of the consultation carried out in 2017 including a summary of all the written responses that were received during the consultation period. The report sets out the key themes emerging from these comments, showing how they have influenced the development of the strategy.

Proposal(s)

To note the content of the report and to provide further comment to inform the next draft of the 'Household Waste Management Strategy'.

Reason for Proposal

To ensure that Environment Select Committee members continue to work on the development of the new household waste management strategy, so that the views and priorities of members and residents continue to inform the future delivery of household waste and recycling services for Wiltshire residents.

Tracy Carter

Director Waste and Environment

Wiltshire Council

Environment Select Committee

Date of meeting 26 June 2018

Subject: Update on the development of a new household waste management strategy for Wiltshire Council

Cabinet member: Councillor Bridget Wayman, Cabinet Member for Highways, Transport and Waste

Key Decision: No

Purpose of Report

1. The purpose of this report is to provide an overview of the written results of the public consultation which have been used to inform the development of a new household waste management strategy for Wiltshire Council.
2. The report sets out the council's draft 'Household Waste Management Strategy' for consideration and comment ahead of its adoption.

Relevance to the Council's Business Plan

3. The council's vision is to create strong communities. One of the goals within the 'Strong Communities' priority is to achieve high recycling rates and reduced litter. Another key goal for the service is to recruit more volunteers and work with the voluntary and community sector. One of the challenges identified is supporting local communities on issues such as fly-tipping and littering, which are costly to address.
4. The business plan states that in order to achieve the goal of high recycling rates and reduced litter the council will increase opening hours at household recycling centres, where appropriate; deliver a new waste contract and recycling collection service; and support community initiatives such as litter picks and activities that reduce waste.
5. A new household waste management strategy which reflects the views and priorities of Wiltshire residents will provide the strategic framework for the council to deliver the goals outlined in the business plan.

Background

6. At the Environment Select Committee meeting held on 25 October 2016, a report was considered which provided an update of the council's Joint Municipal Waste Management Strategy 2006-2016. At that meeting Councillor Toby Sturgis, then Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Operational Property and Waste, presented a report explaining that due to legislative and policy changes an updated version of the current strategy had been prepared and that a new strategy would start to be developed in 2017.

7. At this meeting, the committee also resolved that elected members should have a greater role in the early development of the new strategy. As a result member workshops were scheduled for discussion of key waste management challenges and the future of household waste and recycling services in Wiltshire.
8. A report was presented to the meeting of Environment Select Committee held on 19 September 2017. This report provided an update on emerging themes arising from the members' workshops held during July 2017. These themes were used in the development of a questionnaire for public consultation.
9. Environment Select Committee members were provided with the opportunity to comment on the draft public consultation questions before the survey was signed off by Councillor Bridget Wayman, Cabinet Member for Highways, Transport and Waste.
10. The public consultation started on 4 September and ran until 14 November 2017. During this period, press releases were issued, officers attended most community area board meetings and provided chairmen's announcements to highlight the survey. Notification was sent to all town and parish councils and hard copies of the survey were made available in the council's libraries.
11. A report was then presented to the meeting of Environment Select Committee held on 18 January 2017. This report set out that a total of 3,875 responses were received in response to the Wiltshire Council Waste and Recycling survey 2017 during the consultation period. It gave members an overview of the results of the survey and the key themes emerging from the consultation. However the written comments received during the consultation were not available at that time.
12. A revised timetable for providing feedback on comments received through the consultation and for providing a draft Household Waste Management Strategy was proposed and agreed.

Main Considerations for the Council

13. Residents, community groups and environmental groups were encouraged to contribute to the consultation by completing an online questionnaire or by completing a paper copy of the questionnaire. In addition some interested parties sent the council additional written comments setting out priorities for consideration by the council in the development of the new strategy.
14. A total of 3,875 responses were received. In addition to the multiple choice questions asked, the council wanted to ensure that residents were able to provide written comments in response to a number of questions. A total of 4,591 individual comments were received through the online questionnaire. A number of emails and letters were also submitted containing additional detailed observations and notes.
15. Appendix 1 contains each of the questions that were asked in the online consultation where written comments were invited from and provided by respondents. The table below summarises the main themes which emerged from these responses.

Question	Total Responses	Top responses	Percentage
Question 3 - If you do not recycle, please state why.	94	Complexity of collection services – different bins for different materials, confusion over collection dates and onerous requirements (e.g. wash and squash plastic bottles)	19%
		Restricted range of plastics that can be recycled	15%
		Lack of recycling services and convenience compared to other countries	15%
Question 4 - Do you have any ideas of how we could make further savings from the waste and recycling budgets?	2114	Concerns that budget savings and additional charges at HRCs would result in increased fly tipping	31%
		Increase the reuse, resale or upcycle of items to generate a profit or to donate to charity	8%
		Extend opening hours and days at household recycling centres.	7%
		Work with shops to reduce packaging. Only support the use of sustainable, easily recyclable packaging. Provide deposit return schemes. Support 'zero-waste' stores and cafes.	7%
Question 7 - What one thing would encourage you to recycle more?	2450	Expand the number of collected materials.	21%
		Extend range of plastics collected (including films)	17%
		Increase communications, education and engagement. Promote our charged services better.	13%
		Simplicity of collection services	11%

16. In addition to the comments received in response to the consultation survey a number of interested parties also sent the council detailed written comments setting out priorities for consideration in the development of the new strategy. These additional comments have been reviewed and the key themes are summarised below. The correspondence is available to view on request.

Theme
<ul style="list-style-type: none"> • Increase engagement with residents and other organisations or authorities. • Promote sustainable alternatives or technology. • Provide more information on what happens to recycling and its associated benefits. • Facilitate education sessions and regular workshop type engagement with local schools, area boards, local councils, BIDs or community groups.
<ul style="list-style-type: none"> • Influence both the retail sector and residents, by use of incentives (for reduced packaging or increased participation) or introduction of deposit return schemes. • Lead the way by introducing challenging targets for retailers to remove single use plastics.

<ul style="list-style-type: none"> • Provide and support targeted local services for example bring sites or days, local repair and upcycle groups. • Improve household recycling centre locations and design.
<ul style="list-style-type: none"> • Expand and simplify our current services. • Extend the number and types of material collected at the kerbside, one bin for all recycling. • Introduce food waste collections. • Increase collection frequency and bin sizes for recycling. • Provide better alternatives for those with difficulties in current arrangements at their properties.
<ul style="list-style-type: none"> • Modify our approach to 'waste' and begin to treat it more as a resource with the associated financial benefits from energy from waste and sale of recyclable materials. • Procure shorter term contracts to enable us to adapt to fast moving changes in approach or technologies which would help the council to be more flexible and therefore in turn will help to increasing recycling rates and contract performance.

17. All feedback and results from the Waste and Recycling consultation survey have been analysed and used in the development of the draft Household Waste Management Strategy 2017-2027 which is attached in Appendix 2a.

18. The vision and priorities outlined within the draft strategy have been structured around the waste hierarchy. The waste hierarchy is central to environmental legislation and prioritises those waste management practices which are more environmentally sustainable than sending waste to landfill. Reducing the quantity of waste we produce is at the top of the hierarchy, followed by re-using waste, recycling and recovering energy from waste. Landfill is at the bottom of the hierarchy as the option of last resort.

19. The draft strategy sets out an overarching vision of working towards zero avoidable household waste in Wiltshire. In order to achieve our vision the strategy outlines four priorities based on the waste hierarchy and a fifth priority to reduce litter and fly tipping.

- Priority 1 - The council will work with national, regional and local partners to provide advice and information to encourage residents to reduce the amount of household waste they create.
- Priority 2 - The council will work with local reuse organisations and contractors to increase the opportunity for items to be repaired and reused.
- Priority 3 - The council will continue to ensure that cost effective and efficient recycling services are provided so that residents are able to recycle a range of materials as easily as possible.
- Priority 4 – The council will recover energy from waste which cannot be reused or recycled; this remains strategically important for the council as it prevents this waste from going to landfill.
- Priority 5 – The council will continue to respond to reports of litter and fly tipping and use the tools available to us to tackle this.

20. It is proposed that the council's draft Household Waste Management Strategy is made up of three individual documents.

- The overarching strategy which presents the council's aims, goals and priorities for the next 10 years of waste management services in Wiltshire (Appendix 2a).
- An annual performance review which evaluates the council's performance against the priorities shown within the overarching strategy and the actions agreed for the previous year (Appendix 2b).
- An annual action plan which documents the goals and priorities for the service to deliver for the coming year. This action plan will review the national and local context and clearly outline how the service will develop within the next year to meet the strategic aims and priorities within the overarching strategy (Appendix 2c).

21. The strategy will be updated and a performance review and an action plan will be produced annually and presented to the council's Environment Select Committee for consideration and comment.

Safeguarding Implications

22. There are no specific safeguarding implications arising from this report.

Public Health Implications

23. There are no specific public health implications arising from this report.

Procurement Implications

24. There are no specific procurement implications arising from this report.

Equalities Impact of the Proposal

25. There are no specific equalities implications arising from this report.

Environmental and Climate Change Considerations

26. There are no specific equalities implications arising from this report.

Risk Assessment

27. As this report provides an update and a draft strategy for consideration it is not considered necessary to complete a risk assessment.

Risks that may arise if the proposed decision and related work is not taken

28. Not applicable

Risks that may arise if the proposed decision is taken and actions that will be taken to manage these risks

29. Not applicable

Financial Implications

30. There are no specific financial implications arising from this report.

Legal Implications

31. There are no specific legal implications arising from this report.

Options Considered

32. This report provides an update on the development of the council's new waste management strategy therefore at this point there are no options to be considered.

Conclusions

33. The report sets out the key themes emerging from the written comments and response to the consultation survey. This report contains a draft Household Waste Management Strategy for comment by members of Environment Select Committee ahead of its adoption.

Tracy Carter
Director Waste and Environment

Report Author:

Vicki Harris, Principal Waste Services Officer

June 2018

Background Papers

The following documents have been relied on in the preparation of this report:

Responses to the Wiltshire Council Waste and Recycling Survey 2017

Appendices

Appendix 1: Waste Strategy: Analysis of themes emerging from the written comments received through the waste and recycling consultation survey.

Appendix 2a: Waste Strategy: Draft Household Waste Management Strategy 2017-2027.

Appendix 2b Waste Strategy: Draft Household Waste Management Strategy 2017-2027 Annual Performance Review 2017-18

Appendix 2C Waste Strategy: Draft Household Waste Management Strategy 2017-2027 Annual Action Plan 2018-19.

This page is intentionally left blank

Wiltshire Council

Household Waste Management Strategy: Forward Thinking Towards Zero Avoidable Waste

2017-2027

Foreword

To follow

DRAFT

Executive Summary

To follow

DRAFT

Supporting Documents

Wiltshire Council's Household Waste Management Strategy 2017-2027 is made up of three individual documents.

1. The overarching strategy which presents the council's aims, goals and priorities for the next 10 years of waste management services in Wiltshire.
2. An annual performance review which evaluates the council's performance against the priorities shown within the overarching strategy and the actions agreed for the previous year.
3. An annual action plan which documents the goals and priorities for the service to deliver for the coming year. This action plan will be based on a review of the national and local context and clearly outline how the service will develop within the next year to meet the strategic aims and priorities within the overarching strategy.

The strategy will be updated and a performance review and an action plan will be produced annually and presented to the council's Environment Select Committee for consideration and comment.

Contents

1. Introduction
2. Setting the scene
 - 2.1 National policy and legislation
 - 2.2 Local drivers
- 3 Vision and priorities
- 4 Goals and outcomes

DRAFT

1. Introduction

Wiltshire is a thriving county with a strong community spirit. The council's vision set out in the business plan is to create strong communities in Wiltshire. This will be at the heart of the vision for the household waste management strategy. The waste strategy is an aspirational strategy which acknowledges the challenges faced by the council's waste management service whilst exploring new approaches and opportunities for managing Wiltshire's household waste over the next 10 years and beyond.

Our vision for Wiltshire's Household Waste Management Strategy 2017-2027 is working towards zero avoidable household waste in Wiltshire.

This vision cannot be achieved by action from the council alone. In line with the council's business plan, it is essential that we work collaboratively with national, regional and local groups as well as our communities.

The waste and recycling which we collect derives from the choices that residents make at home. We will work with residents to encourage them to take responsibility for managing their waste. The council must support local people so they feel informed and empowered to tackle local environmental issues within their neighbourhoods. The strategy will focus on delivering the business plan goal to achieve high recycling rates and reduce litter.

The council has a statutory duty to collect and manage waste produced by those resident within the council's administrative area and we will continue to offer a wide range of waste and recycling services for residents to access. We need to work with partners and residents in Wiltshire to help people to reduce the waste they produce. Where it is not possible to prevent waste being created, we will work with residents to encourage them to reuse and repair as much waste as possible. Wherever possible waste should be separated for recycling if it cannot be reused or repaired and it has reached the end of its life. In line with the waste hierarchy, it is the council's view that energy should be recovered from waste should it not be recycled or reused. Landfilling of waste is the least environmentally preferred option and should be further reduced to a minimum in Wiltshire.

2. Setting the scene

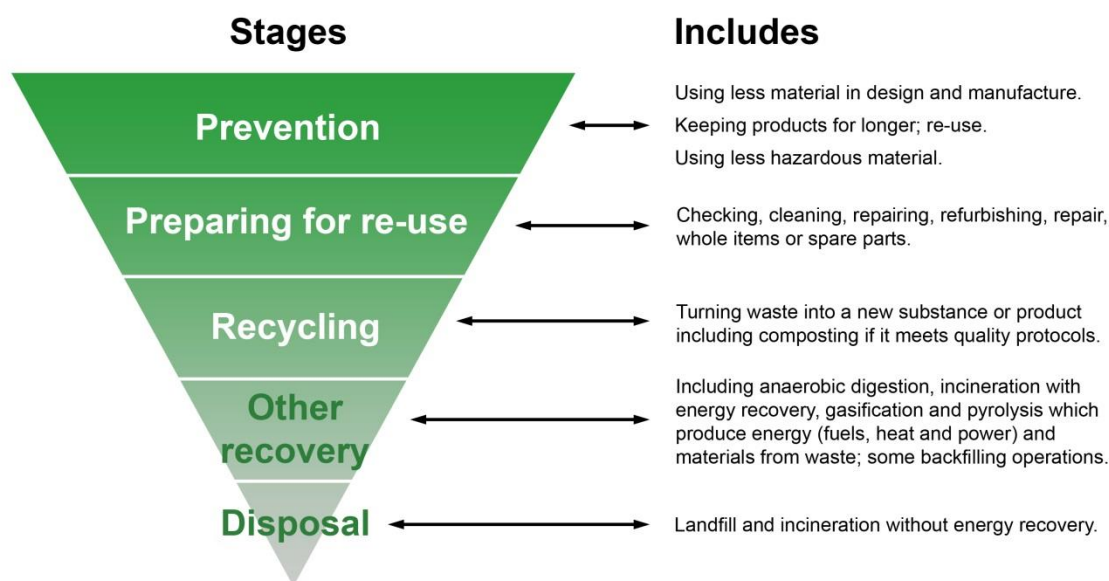
2.1 National policy and legislation

The EU Waste Framework Directive (revised 2008) obliges member states to manage waste in a way that does not have a negative impact on the environment or human health and to apply the waste hierarchy. In addition, the Waste Regulations (England and Wales) 2011, as amended in 2012, set out the requirement for local authorities to manage all waste in accordance with the principles of the waste hierarchy and identify measures for continuous improvement.

2.1.1 The waste hierarchy

The waste hierarchy ranks waste management options according to what is best for the environment. It gives top priority to preventing waste in the first place by refusing items which become waste or reducing the amount of waste we produce. When waste is created, the second priority is to prepare it for re-use, but if it has reached the end of its useful life the third priority is recycling. If waste cannot be managed in accordance with these priorities then energy should be recovered from it and, if all else fails, it should be disposed of (i.e. to landfill). Departure from the hierarchy is permissible when the measures that would be required would not be reasonable in the circumstances or when departure will achieve the best overall environmental outcome in respect of that waste.

The Waste Hierarchy



2.1.2 Environmental Protection Act 1990

As determined by the Environmental Protection Act (1990), the responsibility for household waste management in England lies with local authorities.

Under the Environmental Protection Act (1990) unitary authorities have a statutory duty to collect household waste which includes the collection of recycling from their local authority area and are responsible for the safe disposal and treatment of household waste collected.

Section 45 of the EPA states that local authorities shall

- Arrange for the collection of household waste in its area except waste:
 - i. which is situated at a place which in the opinion of the authority is so isolated or inaccessible that the cost of collecting it would be unreasonably high, and
 - ii. as to which the authority is satisfied that adequate arrangements for its disposal have been or can reasonably be expected to be made by a person who controls the waste
- If requested by the occupier of premises in its area to collect any commercial waste from the premises, to arrange for the collection of the waste.
- No charge shall be made for the collection of household waste except in cases prescribed in regulations made by the Secretary of State; and in any of those cases the authority may recover a reasonable charge for the collection of the waste from the person who made the request.

Section 46 of the EPA states that where an authority has a duty to arrange for the collection of household waste, the authority may require the occupier to place the waste for collection in receptacles of a kind and number specified. The kind and number of the receptacles required shall be reasonable but this may include separate receptacles for waste which is to be recycled and waste which is not.

In reference to the receptacles, under section 46 of the act the authority may specify -

- the size, construction and maintenance of the receptacles;
- the placing of the receptacles for the purpose of facilitating the emptying of them, and access to the receptacles for that purpose;
- the waste which may or may not be put into the receptacles and the precautions to be taken where particular substances or articles are put into them; and
- the steps to be taken by occupiers of premises to facilitate the collection of waste from the receptacles.

Section 51 of the EPA states that it is the duty of each waste disposal authority to arrange

- for the disposal of the controlled waste collected in its area by the waste collection authorities (in our case the unitary authority); and
- for places to be provided at which persons resident in its area may deposit their household waste.

In providing places for residents to deposit their household waste, the council must ensure that each place is situated either within the area of the authority or so as to be reasonably accessible to persons resident in its area, is available for the deposit of waste at all reasonable times and is available for the deposit of household waste free of charge by persons resident in the area.

2.1.3 High quality recycling

The EU Waste Framework Directive also recommends member states take measures to promote high quality recycling and, to this end, set up and maintain separate collections of at least the following materials from the household waste stream: paper, metal, plastic and glass to meet the necessary quality standards for the relevant recycling sectors, but only where doing so is technically, environmentally and economically practicable (“TEEP”). This requirement has been transposed into UK waste policy through the Waste Regulations (England and Wales) 2011 as amended in 2012.

2.1.4 25 Year Environment Plan

The Department for Environment, Food and Rural Affairs (Defra) have recently published a 25 Year Environment Plan which sets out government action to help the natural world regain

and retain good health. This plan sets out a wide range of ambitious proposals in order to tackle growing issues associated with waste management.

There are over thirty action points highlighted within the plan, half of which specifically relate to tackling plastic waste. Three action points relate to tackling waste food, a further two relate to reducing the amount and impact of litter and there are seven action points on recycling in general.

The plan displays a clear commitment to phase out avoidable plastic waste where technically, environmentally and economically practicable. Although there are no action points for deposit return schemes or a levy on single-use coffee cups, a consultation is being held in 2018 by the government, to look at the details of how a deposit scheme would work alongside other measures to increase recycling rates. Government has further announced a consultation to be carried out in 2018 on the banning of certain single use plastic items.

There is no guidance or information currently about how the proposals or action points listed within the plan will be transposed into policy, targets or legislation, or the role of local authorities in the delivery of these priorities. Defra has committed to publishing a Resource and Waste Strategy by the end of 2018 which will seek to address these issues.

2.1.5 Targets

The UK is currently working towards a target of 50% recycling by 2020, as required by the EU Waste Framework Directive. Wiltshire Council aims to achieve 50% recycling of household waste by 2020 in accordance with this target.

The EU Landfill Directive has a target for the UK to by 2020 send to landfill no more than 35% of the biodegradable municipal waste landfilled in 1995. Wiltshire Council has developed a target of landfilling less than 25% of waste collected to enable us to achieve this target locally and so be within this national target. Under the Waste and Emissions Trading Act 2003, government introduced a Landfill Allowance Trading Scheme under which Wiltshire Council is permitted to landfill up to 43,418 tonnes of biodegradable municipal waste (BMW) in 2019-20. In 2017-18 the council landfilled 26,142 tonnes of BMW so should be well within target for 2019-20.

The EU commission have adopted a range of new targets for consultation with member states including a common EU target for recycling 65% of municipal waste by 2030, a common EU target for recycling 75% of packaging waste by 2030 and a binding landfill target to reduce landfill to a maximum of 10% of municipal waste by 2030.

We do not yet know whether EU targets on recycling or the circular economy would be transposed into UK policy as they are unlikely to be adopted in advance of the UK leaving the EU. As an alternative to a traditional make, use and dispose linear economy, a circular economy is much more in line with the principles of the waste hierarchy and focuses on keeping resources in use for longer to extract maximum value from them whilst in use, then to recover and regenerate products and materials at the end of life.

2.1.6 UK's Exit from the EU

The core legislation which acts as the driver for sustainable waste management activities in England is derived from EU directives. These include The EU Waste Framework Directive, the EU Landfill Directive and the Waste Electrical and Electronic Equipment Directive. These directives have been transposed into UK law and informed UK waste policy which has been updated to reflect the requirements on member states within these directives. Should the UK decide not to adopt future EU targets into UK law, the UK must review waste policy and set objectives accordingly. Timescales are unknown for this work.

The government's new Resources and Waste Strategy which is due to be finalised towards the end of 2018 is a key element in the Government's environmental policy following the publication of the 25 year Environment Plan, the Industrial Strategy and the Clean Growth Strategy.

The council's annually produced update of this strategy, performance report and action plan will reflect any changes in legislation which the council needs to plan to comply with.

2.2 Local Policy Drivers

The council will endeavour to meet residents' expectations and requirements while aiming to achieve the goals set out in the council's business plan within the resources available. In addition we must work collaboratively with other council departments to meet a wider range of aims and objectives set out within the council's business plan. A key area will be making the most efficient and effective use of the council's digital platforms for communication with our residents and delivery of services.

The waste management strategy needs to reflect the wider priorities of the council including growing the economy, developing stronger communities and protecting the vulnerable.

Residents' expectations reflect their knowledge of new products, services and waste streams. In addition, overall demand on waste management services will increase as the population and housing stock grows. Over time, an ageing population may increase demand for assisted waste and recycling collection services and clinical waste collection services.

2.2.1 Financial Drivers

The council faces ongoing financial pressure. The substantial funding challenge will almost certainly continue into the near future and for the term of this strategy. The targets and actions agreed therefore must be affordable and reflect the need to make optimum use of the financial resources available.

In addition to the increasing service demand outlined above, future landfill tax rates beyond 2020 are not yet known. The landfill tax element of the costs of disposing of waste to landfill will increase at least in line with inflation until 2020 even if the tonnage of waste disposed of to landfill remains constant.

These demands reinforce the need for a strategy highlighting the waste management approach to dealing with these pressures, whilst ensuring we do not compromise performance against statutory targets and business plan goals.

2.2.2 Social and Environmental Drivers

Wiltshire Council's budget has been reduced and the number of households in Wiltshire has risen and will continue to rise. Projected future housing delivery is detailed in the Council's Local Plan Core Strategy. This directly impacts on the amount of waste produced in Wiltshire and the demand on the council's waste services.

There is increasing media coverage of the impact of waste on the environment, which is reflected in residents' knowledge and awareness of the issues we are seeking to address. The social message regarding the importance of recycling is clearly informing residents' behaviour which shows in our current recycling performance and residents' attitudes and opinions expressed in response to the council's recent consultation. We therefore have evidence that the majority of our residents would welcome a strategy for Wiltshire which would see all household waste managed in accordance with the hierarchy and diverted from landfill.

3. Vision and Priorities

3.1 Vision

Our vision for Wiltshire's Household Waste Management Strategy 2017-2027 is working towards zero avoidable household waste in Wiltshire.

We will work together to manage household waste in accordance with the waste hierarchy.

3.2 Priorities

To achieve our vision the council has identified a number of priorities based on the requirements of the waste hierarchy. Waste is a resource for us to utilise and we should aim to extract as much environmental and economic value from it as possible. Disposal to landfill should be our last resort as this is the least sustainable option for the vast majority of wastes.

Our first priority should be to prevent waste from being generated. Where we cannot prevent, we should repair and reuse, where reuse is not possible we should recycle and compost more. Any waste that cannot be reused, recycled or composted should be treated to recover any potential value, such as energy.

3.2.1 Priority 1 - Waste Prevention

The council will work with national, regional and local partners to provide advice and information to encourage residents to reduce the amount of household waste they create.

We recognise that the household waste that residents produce is to some extent generated by packaging producers and retailers. This opinion is shared by our residents and elected members who echoed this sentiment during workshops and when responding to our consultation. Many commented that they felt that they were unable to buy goods without packaging, or in fully recyclable packaging. However those residents who participated in 'Waste Free February' in 2018, a project focussed on waste prevention, have demonstrated that it is often possible to reduce the amount of non-recyclable waste that they create.

The council will need to work with partners and community groups to help to inform people about the importance of managing their waste in accordance with the waste hierarchy and offering practical advice on how they to do this.

There is public support for the council to work with town and parish councils through area boards to deliver local information, events or workshops. This demonstrates that our residents are keen for the council to focus on providing information to help them to manage their waste further up the waste hierarchy.

In addition there was support from residents for the council to continue to work with schools and pre-schools to deliver workshops and assemblies with a focus on waste issues as residents and members all feel it is important to work with people from a very young age.

By working with area boards, town and parish councils and schools we hope to engage a wider cross section of Wiltshire residents. A significant proportion of avoidable household waste is food waste which residents could reduce. We will work with residents to identify ways of reducing this waste and will continue to subsidise the purchase of food waste

composters. These food waste composters are capable of composting all food waste generated by residents at home, without the need for the council to incur the significant cost of collecting and managing this waste separately.

3.2.2 Priority 2 – Repair and Reuse

The council will work with local reuse organisations and contractors to increase the opportunity for items to be repaired and reused.

The council will continue to work with national partners to promote sustainable design so that items can be easily repaired rather than having to be replaced.

We will continue to work with local communities to host 'Repair Cafes' where residents learn from local volunteers how to repair a range of items, for example clothing, electrical items and bikes. We are aware that there is a proportion of clothing in the non-recyclable waste bins which could have been repaired or reused and so is avoidable household waste. Some items which are deposited at the council's household recycling centres or collected via the bulky household waste collection service may also have the potential to be repaired for reuse and we will work with our contractors to identify these opportunities.

Repair and reuse should be prioritised ahead of recycling or disposal. To do this we will need to work closely with contractors and partners to ensure that reuse is built into the council's services. In addition we have a role in working with our residents to ensure that reuse and repair are convenient options for them to choose.

3.2.3 Priority 3 - Recycling and Composting

The council will continue to ensure that cost effective and efficient recycling services are provided so that residents are able to recycle a range of materials as easily as possible. The council will continue to review the potential for expanding the range of items collected for recycling and composting where it is environmentally and economically practical to do so.

In July 2018 we will be increasing the range of materials collected for recycling. This will include the introduction of kerbside collections of plastic pots, tubs and trays, food cartons and drink cartons. We anticipate that this will increase our household waste recycling rate.

The council currently offers a chargeable kerbside collection service for garden waste. This is not a statutory requirement but Wiltshire has a high participation rate and it is a service valued by residents. The amount of garden waste composted makes a significant contribution to the council's household waste recycling performance.

Reprocessors of recyclable materials require high quality recycling to be delivered in order that they can produce high quality recycled material. We will encourage residents to purchase recycled items where possible to generate a sustainable market for these materials. We will work with residents to ensure that they only put materials which can be recycled out for recycling collections. We will work with government to encourage requirements for minimum quantities of recycled materials in the manufacture of new products and packaging.

The council will continue to work with national partners to promote design so that items and packaging can be easily recycled.

The council collects a wider range of recyclable materials, including garden waste, at its household recycling centres. The council will work with residents to encourage them to separate as many recyclable materials as possible when visiting the sites.

3.2.4 Priority 4 – Energy from Waste

Recovering energy from waste which cannot be reused or recycled remains strategically important for the council. The council will manage non-recycled household waste as a resource by delivering this to energy from waste facilities, rather than sending this waste to landfill. The council will continue to review the feasibility of constructing small scale energy from waste plants within Wiltshire.

3.2.5 Priority 5 – Litter and Fly Tipping

Two of the most visible forms of avoidable waste are litter and fly tipped wastes. In its Business Plan the council recognises that to continue sustainable growth in our communities we need clean, safe and attractive environments.

There were 3,100 incidents of fly tipping on land for which the council is responsible in 2017-18 and the council responded with over 3,000 enforcement actions ranging from initial investigation to prosecution of offenders. We will continue to use all the tools available to us to tackle this criminal activity.

We will continue to respond to reports of litter. This activity cost the council in excess of £2.5m in 2017-18 – money spent on clearing entirely avoidable waste which could have been better invested in delivering the council's priorities. We will support community initiatives such as litter picks and work with the council's Communications team to build on the success of the Clean up Wiltshire campaign.

4. Goals and Outcomes

An action plan will be developed each year setting out goals and outcomes for the council to work towards in order to deliver the priorities within the overarching strategy.

The action plan will guide the implementation of the priorities set out in this strategy and will be subject to annual monitoring and review. The action plan will provide the council with an opportunity to review changes in national and local drivers as well as other changes in circumstances that may become apparent throughout the strategy period.

The annual performance report will enable the council to review what has been achieved against the priorities based on completion of the targets set out in the action plan for the previous year.

The action plan for the coming year will be developed based on the financial and staffing resource available to the council in order to ensure that the goals and outcomes are achievable given the resources available. This will provide the council with the opportunity to review its priorities, goals and outcomes in line with changing drivers.

This strategy outlines the priorities that the council will work to achieve in order to deliver the vision of working towards zero avoidable household waste in Wiltshire by managing household waste in accordance with the waste hierarchy, reducing litter and taking a zero tolerance approach to the criminal act of fly tipping.

**Draft
Household Waste Management Strategy
2017-27**

**Analysis of themes emerging from the written comments received through the
waste and recycling consultation survey**

Written responses to question 3 – If you do not recycle, please explain why

Summary	Detail	Number of responses	Percentage
Complexity of collection services	One bin for recycling, one for waste. Same collection schedules. Less requirements on householder (e.g. washing, squashing). Same day collections	18	19%
Limited range of plastics that can be recycled	Extend to include plastic packaging.	15	16%
Lack of recycling and ease compared to other countries	Need to make recycling easy like other countries	15	16%
Restricted number of recyclable materials collected	To include books, batteries, small electrical items, TetraPaks, metals etc.	9	10%
Lack of enthusiasm - poor attitude towards the benefit	Can't be bothered and too much effort.	7	7%
Practical difficulties in property	Difficult under current arrangements to participate in recycling. Distance to bin store/practicality. Access to the collection services	7	7%
Quality of collection services	Improved regularity encourages better participation. Issues with collections decreases motivation.	6	6%
Accessibility of household recycling centres during opening hours	Extend hours/days. Not convenient to majority of working families. Late night opening suggestions	5	5%
Reinstate bring sites	Reinstate and expand (locations and items) this service to local areas. One-off bring days to a central location (e.g. bulky)	5	5%
Locations of household recycling centres are inaccessible	Too far for some to travel to so prevents recycling.	5	5%
Too much queuing at recycling centres	Decreased hours - queueing causing frustration	4	4%
Need to introduce food waste collections	Removes this compostable material from bins. AD can generate power which can be sold. Compost can also be sold.	3	3%
Needs more transparency of where recycling goes and the benefits of recycling	Better communicate the positive financial impacts of recycling. Promote what already happens to our waste. Evidence the benefits of different waste streams both environmentally and financially.	3	3%

Confusing as different councils do everything differently	Cross border services or end destination contracts, bulk value.	3	3%
Need to influence retail sector	Incentivise or legislate shops to reduce packaging. Only support the use of sustainable/easily recyclable materials. Provide deposit return schemes. Support 'zero-waste' stores and cafes.	2	2%
Increase enforcement actions	Increased prosecutions and punishments for those who fly tip. Better enforce and investigate trade waste abuse	1	1%
Reintroduce free garden waste collections	Extra cost to resident and counter-intuitive. Free service at peak times of year only or reduced schedule but free.	1	1%
Design of recycling centres is difficult	Difficulty due to re-design and steps. Suggesting making all sites split level or more user friendly/better parking. Suggests larger or relocated sites.	1	1%
Need to introduce a charge to visit the recycling centres	Charge per entry. Charge per van/trailer	1	1%
Permitting at recycling centres will increase fly tipping	Introducing residential permits, and van and large trailer permits. Restrictions on numbers of access only leads to fly tipping	1	1%
Increased recycling collection schedules	Collect recycling more often	1	1%
Improve bulky waste collection service	Extended lead time, not practical and prevents use.	1	1%
ATT Plant - Westbury	Complaint re: stack height and increased pollution	1	1%
TOTAL		94	100%

Written responses to question 4 – Do you have any ideas of how we could make further savings from the waste and recycling budgets?

Summary	Detail	Responses	Percentage
Charges at recycling centres will cause increased fly tipping	Any charges will increase numbers of fly tips.	659	31%
Reuse at household recycling centres and bulky collections	Resale or upcycle good items at HRCs, generate a profit, donate items to charity (bulky household waste collection items included)	168	8%
Increase opening at recycling centres	Extend hours/days. Not convenient to majority of working families. Late night opening suggestions	148	7%
Influence retail sector	Incentivise or legislate shops to reduce packaging. Only support the use of sustainable/easily recyclable materials. Provide deposit return schemes. Support 'zero-waste' stores and cafes.	148	7%
Introduce charges for non-household waste at recycling centres	Agree. Positive. Charge for those items which cost the council to dispose of.	146	7%
Introduce food waste collections	Removes this compostable material from bins. AD can generate power which can be sold. Compost can also be sold.	125	6%
Do not introduce charging for non-household waste at recycling centres	Disagree with the idea.	92	4%
Extended the range of plastics collected	Extend to include plastic packaging.	85	4%
Increased communications, education and engagement. Promote our charged services better	Makes easier and encourages participation with regular reminders (stickers, leaflets). Promoting sustainability or alternatives. Develop technology that can help residents identify what is or isn't recyclable.	82	4%
Expand the number of collected materials	Books, batteries, small WEEE, TetraPaks, metals, plastic bags etc.	78	4%
Simplicity of collection services	One bin for recycling, one for waste. Same collection schedules. Less requirements on householder (e.g. washing, squashing). Same day collections	76	4%
Incentivise recycling	Provide incentives for good recycling. Fund deposit return schemes. Lower tax for those who recycle. Charge for those who don't/weight per bin.	70	3%
Increase enforcement actions	Increased prosecutions and punishments for those who fly tip. Better enforce and investigate trade waste abuse	67	3%

Reintroduce bring sites	Reinstate and expand (locations and items) this service to local areas. One-off bring days to a central location.	66	3%
Introduce commercial recycling centres	Provide commercial access to HRCs for a small fee. Encourages small business to manage their waste better and helps support them. Free/nominal fee	55	3%
No more cuts but increase waste and recycling services	Increase council tax specifically to improve waste and recycling services. Provide waste service with more budget. Priority for everyone and should be protected	49	2%
Divert more waste to energy from waste (EfW) facilities	Divert more waste to EfW schemes. Share profits/energy from the resulting power. Build one ourselves and sell capacity to other companies/authorities	40	2%
Generate income from valuable recyclables	Find alternative outlets for profitable materials. Sell materials to reprocessors to make an income.	38	2%
Reintroduce free garden waste services	Extra cost to resident and counter-intuitive. Free service at peak times of year only or reduced schedule but free.	36	2%
Lobby for waste prevention/better legislation	Influence Government to better regulate packaging from commercial sector. Influence the 'polluter pays' principle. Standard services nationwide	35	2%
Reduce recycling schedule	Support for three/four weekly recycling collections	35	2%
Compost promotion and sales/free	Promote and support home composting. Actively promote the material for sale at HRC. Make money for the council. Support introducing wormeries	33	2%
Decreased household waste collections	Collect household waste less often, larger bins or additional recycling. Decrease garden waste over winter months.	23	1%
Introduce charges for non-recyclable waste items	Charge people for any non-recyclable waste produced	23	1%
Redesign household recycling centres	Difficulty due to re-design and steps. Suggesting making all sites split level or more user friendly/better parking. Suggests larger or relocated sites.	21	1%
Increase price for chargeable services	Increase bulky prices. Charge for clinical waste collections. Charge to return for missed bins	20	1%
Find money elsewhere within the council	Cut salaries and expenses. Cut other services. Remove bureaucracy. Review contracts	19	1%
Increased frequency of household waste collections	Fortnightly collections are not enough. Health issues relating to waste accumulating. Support for weekly	19	1%

	schedule. Increased household waste bin sizes		
Waste collection staff efficiencies	Better staff training, ensure drivers don't cause expensive accidents, regularly seen parked up (make more efficient). Single collection points per roads. Keep in-house or review contracts. Electric vehicles.	18	1%
Introduce charges to visit recycling centres	Charge per entry. Charge per van/trailer	17	1%
Introduce residents permits to visit recycling centres	Support introduction of resident permits. Charge those who are non-resident in the area.	17	1%
Look to and adopt other countries ideas	Other countries provide better services	15	1%
Permits for recycling centres are causing increased fly tipping	Introducing residential permits, and van and large trailer permits. Restrictions on numbers of access only leads to fly tipping	13	1%
Restricted opening hours at recycling centres are causing increased fly tipping	Leading to fly tipping. Increase to reduce instances	13	1%
Quality of collection services	Improved regularity encourages better participation. Issues with collections decrease motivation.	10	0%
Locations of recycling centres are inaccessible	Too far for some to travel to so prevents recycling.	10	0%
Increased recycling collection schedules	Collect recycling more often	9	0%
All services should be covered by taxes.	Residents pay enough in tax already to cover all services.	9	0%
Increase transparency of where recycling goes and benefits of recycling	Better communicate the positive financial impacts of recycling. Promote what already happens to our waste. Evidence the benefits of different waste streams both environmentally and financially.	8	0%
Offer more charged collections services	Operate a charged collection service for non-household waste or skip service. Additional collections for a fee. Expanded bulky service.	7	0%
Lack of enthusiasm to recycle	Can't be bothered and too much effort.	3	0%
Queueing means that recycling centres are less accessible	Decreased hours - queueing/frustration	3	0%
Reinstate full services at Everleigh recycling centres	Reinstate complete service. Remove item restrictions. Don't close site	3	0%
Difficulties in recycling at home due to issues	Difficult under current arrangements to participate in recycling. Distance to bin	1	0%

with the property	store/practicality. Access to the collection services		
Offer a wider commercial waste service	Extend materials range, particularly for valuable materials (scrap)	1	0%
Joint agreements or strategies with other local authorities	Cross border services or end destination contracts, bulk value.	1	0%
TOTAL		2114	100%

Written responses to question 7 – What one thing would encourage you to recycle more?

Summary	Detail	Responses	Percentage
Expand the range of materials collected for recycling	Books, batteries, small WEEE, TetraPaks, metals, plastic bags etc.	507	21%
Extended range of plastics collected for recycling	Extend to include plastic packaging.	414	17%
Increased communications, education and engagement. Promote our charged services better	Makes easier and encourages participation with regular reminders (stickers, leaflets). Promoting sustainability or alternatives. Develop technology that can help residents identify what is or isn't recyclable. Tours. Make more money if people knew what we do.	317	13%
Simplicity of collection services	One bin for recycling, one for waste. Same collection schedules. Fewer requirements on householder (e.g. washing, squashing). Same day collections	274	11%
Introduce food waste collections	Removes this compostable material from bins. Anaerobic digestion can generate power which can be sold. Compost can also be sold.	185	8%
Incentivise recycling	Provide incentives for good recycling. Fund deposit return schemes. Lower tax for those who recycle. Charge for those who don't/weight per bin.	165	7%
Increase transparency of what happens to recycling and benefits	Better communicate the positive financial impacts of recycling. Promote what already happens to our waste. Evidence the benefits of different waste streams both environmentally and financially.	133	5%
Restricted opening times of recycling centres make them inaccessible.	Extend hours/days. Not convenient to majority of working families. Late night opening suggestions	107	4%
Influence retail sector	Incentivise or legislate shops to reduce packaging. Only support the use of sustainable/easily recyclable materials. Provide deposit return schemes. Support 'zero-waste' stores and cafes.	97	4%
Increased recycling collection schedules	Collect recycling more often	84	3%
Reintroduce bring sites	Reinstate and expand (locations and items) this service to local areas. One-off bring days to a central location (e.g. Bulky)	66	3%
Reintroduce free garden waste	Extra cost to resident and counter-intuitive. Free service at peak times of	38	2%

collections	year only or reduced schedule but free.		
Improve recycling collections	Improved regularity encourages better participation. Issues with collections decrease motivation.	30	1%
Locations of recycling centres make them inaccessible.	Too far for some to travel to so prevents recycling.	23	1%
Redesign recycling centres	Difficulty due to re-design and steps. Suggesting making all sites split level or more user friendly/better parking. Suggests larger or relocated sites.	21	1%
Increase reuse of items at recycling centres and from bulky collections	Resale or upcycle good items at HRCs and from bulky waste collections, generate a profit, donate items to charity	16	1%
Lobby for less and more recyclable packaging	Influence government to better regulate packaging from commercial sector. Influence the 'polluter pays' principle. Standard services nationwide	12	0%
Increased frequency of household waste collections	Fortnightly collections are not enough. Health issues relating to waste accumulating. Support for weekly schedule. Increased residual waste bin sizes	10	0%
Permits at recycling centres cause increased fly tipping	Introducing residential permits, and van and large trailer permits. Restrictions on numbers of access only leads to fly tipping	7	0%
Reinstate full services at Everleigh	Reinstate complete service. Remove item restrictions. Don't close site	6	0%
Compost promotion and sales	Promote and support home composting. Actively promote the material for sale at HRC. Make money for the council. Support introducing wormeries	5	0%
Increase enforcement actions	Increased prosecutions and punishments for those who fly tip. Better enforce and investigate trade waste abuse	3	0%
Find money elsewhere within the council	Cut salaries and expenses. Cut other services. Remove bureaucracy. Review contracts/remove Hills	3	0%
Introduce commercial recycling centres	Provide commercial access to HRCs for a small fee. Encourages small business to manage their waste better and helps support them. Free/nominal fee	2	0%
Divert more waste to energy from waste (EfW)	Divert more waste to EfW schemes. Share profits/energy from the resulting power. Build one ourselves and sell capacity to other companies/authorities	2	0%
Generate income from valuable recyclables	Find alternative outlets for profitable materials. Sell materials to reproprocessors to make an income.	2	0%

Offer more charged collections services.	Operate a charged collection service for non-household waste or skip service. Additional collections for a fee. Expanded bulky service.	2	0%
Offer a wider commercial waste service	Extend materials range, particularly for valuable materials (scrap)	2	0%
Make waste collections more efficient	Better staff training, ensure drivers don't cause expensive accidents, regularly seen parked up (make more efficient). Single collection points per roads. Keep in-house or review contracts. Electric vehicles.	1	0%
All services should be covered by taxes.	Pay enough in tax already to cover all my services.	1	0%
TOTAL		2450	100%

Household Waste Management Strategy 2017-2027

Annual performance review 2017-18

Contents

1. Introduction
2. Waste prevention performance
3. Reuse and repair performance
4. Recycling performance
 - 4.1 Kerbside collection services
 - 4.2 Household recycling centres
5. Energy from waste performance
6. Less waste to landfill
7. Litter
8. Fly-tipping

1. Introduction

This annual performance review sits within Wiltshire's Household Waste Management Strategy 2017-2027.

This document provides a summary of waste management performance against the priorities set within the waste management strategy during the period from April 2017 to March 2018.

Reviewing waste management performance against the priorities within the strategy is an essential step in the development of the annual action plan, which sets out goals and outcomes for the next year of service delivery in the context of changing local and national circumstances and the resources available.

This document aims to explain the key waste management performance statistics and trends during the period, whilst offering some commentary on how the council's actions may have affected residents' behaviours and performance of the council.

The document considers each of the priority areas in turn.

2. Waste prevention performance

Reducing the total amount of waste produced by residents in Wiltshire is a performance measure regularly monitored.

Overall the total amount of household waste produced in Wiltshire has been declining since a peak in 2014/15. The total amount produced is impacted by a large number of local and national influences, including how much disposable income people have to spend.

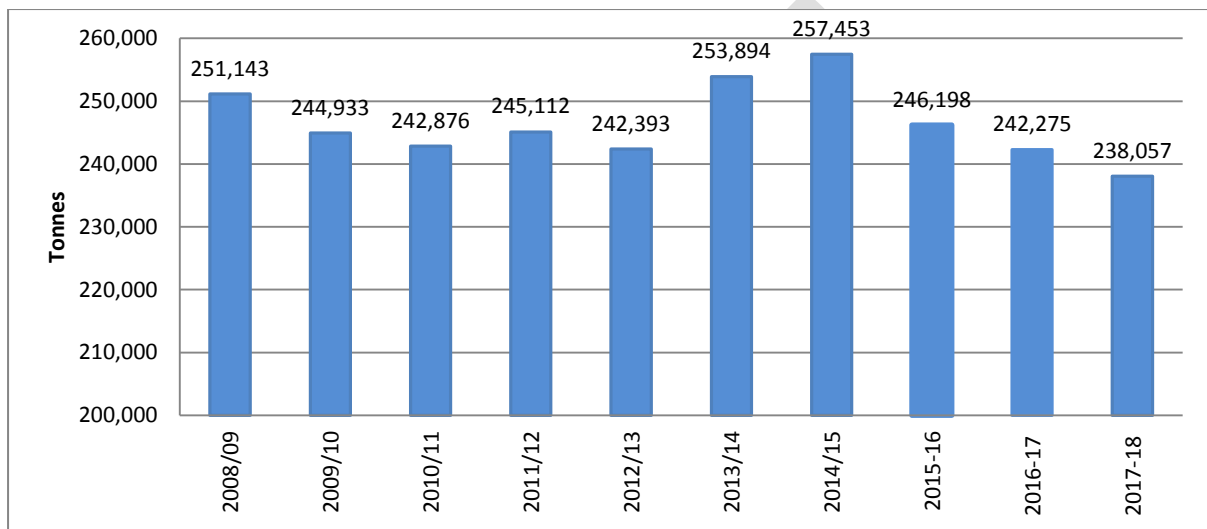


Figure 1: Total local authority collected waste in Wiltshire, 2008-2018.

Recent trends have shown a general reduction in the amount of non-recycled waste produced per household (after recycling).

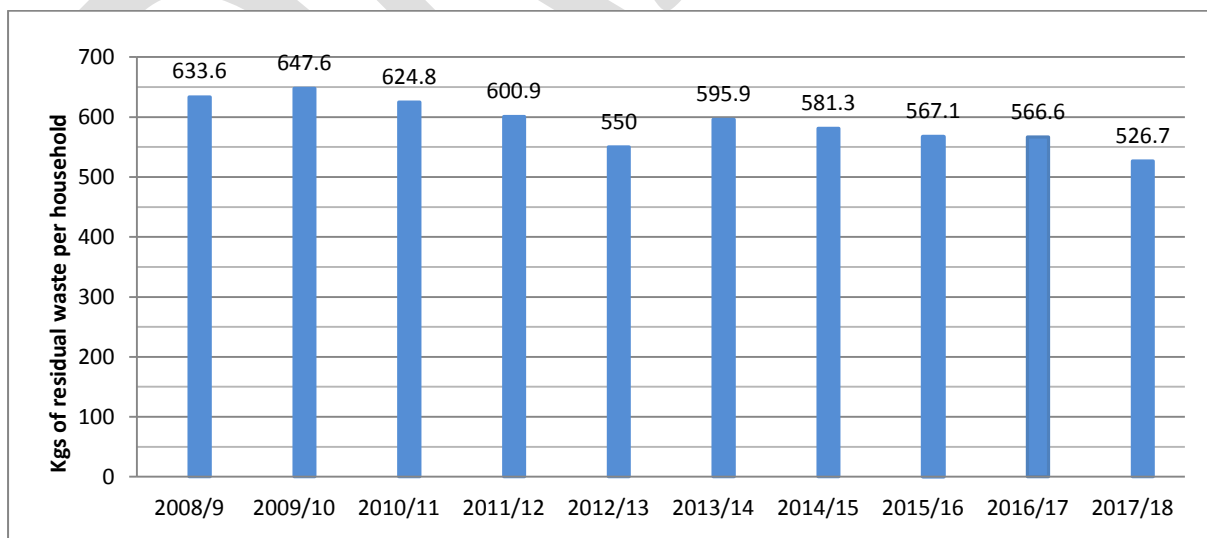


Figure 2: Residual household waste (after recycling) - kgs per household, 2008-2018

The following changes have been introduced by the council and its partners in order to reduce the waste created in Wiltshire.

- Providing wheeled bins for non-recyclable waste and enforcing a no side-waste policy, which encourages residents to make full use of the kerbside recycling services and manage their waste better.
- Providing larger bins only in extenuating circumstances, such as:
 - a large number of residents (six or more);
 - a family of five including one or more in nappies; or
 - a medical need which creates large volumes of non-recyclable waste.
- Limiting the amount of non-recyclable waste which residents who are unable to store a bin on their property may put out for collection in bags.
- Working in partnership with the Wiltshire Wildlife Trust to provide waste prevention, reuse and recycling information to Wiltshire residents.
- Introducing van and trailer permits at household recycling centres to help limit traders illegally disposing of their business waste at the sites.
- Subsidising the price for food waste composters for residents who wish to compost their food and garden waste at home.
- Introducing a charge for the collection of garden waste which, for some residents, would encourage composting at home.

3. Repair and Reuse Performance

The amount of waste repaired or reused in Wiltshire is difficult to measure as much of this activity happens within communities and voluntary groups, without the direct involvement of the council.

Repair and reuse performance is therefore not currently measured and reported.

The council will be working with its contractors and partners to implement a system whereby reuse activities in Wiltshire can be measured and reported.

Current initiatives that the council are delivering include the following.

- Working in partnership with the Wiltshire Wildlife Trust. The trust work with local communities and residents to promote the repair and reuse of items rather than disposing of them. This includes working with communities to run 'give and take' events, repair workshops, reuse shops, as well as the promotion of reuse networks within the community.
- Encouraging residents to prioritise reuse of large items rather than requesting a large item collection from the council.
- Promoting reuse organisations in Wiltshire through the council's website and supporting the network of reuse organisations through the Wiltshire Reuse Forum.

4. Recycling Performance

The total amount of household waste which is sent for recycling and composting in Wiltshire had decreased recently following a peak of 46.42% in 2014/15 but partially recovered to 45.24% in 2017-18.

Recycling is collected from kerbside collection services and household recycling centres.

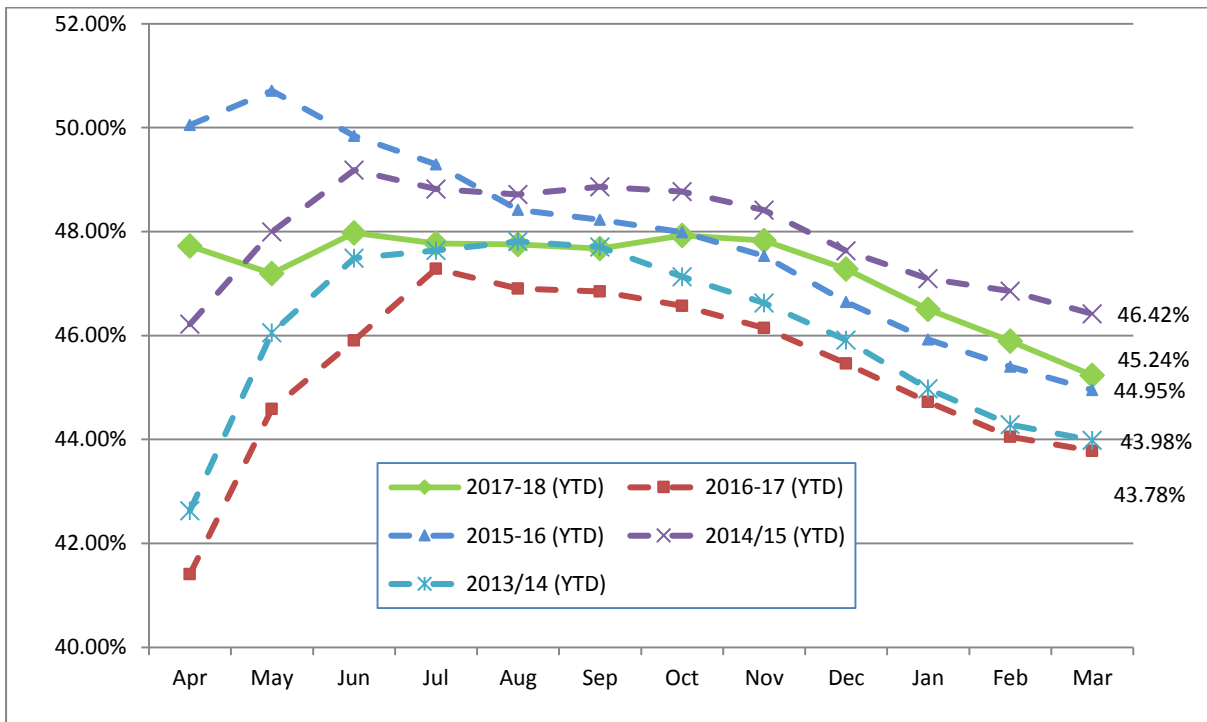


Figure 3. Recycling and composting as percentage of household waste, 2013-2018

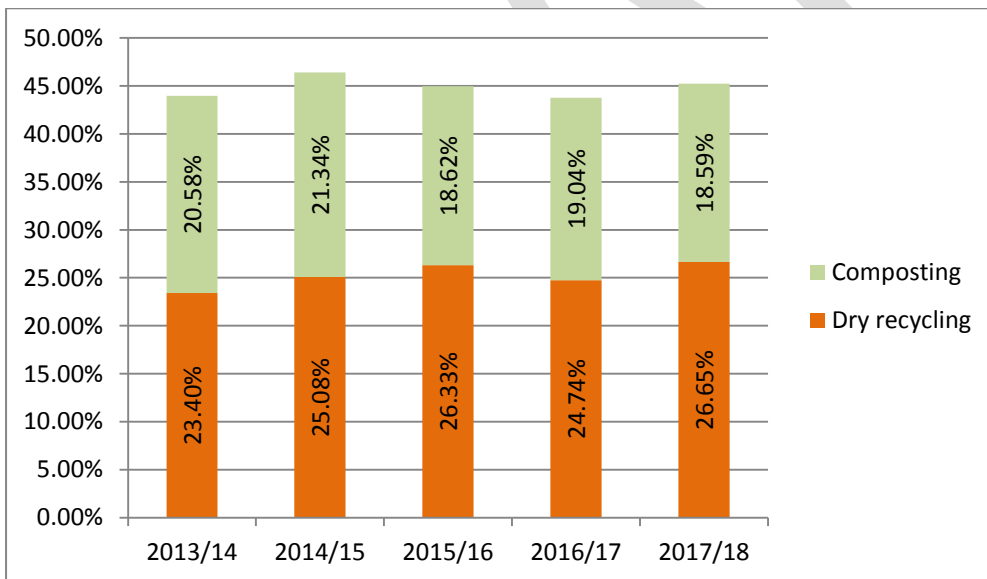


Figure 4: Recycling and composting as percentage of household waste, 2013-2018

4.1 Kerbside Recycling Collections

The council collects paper, glass, cans, foil, textiles, plastic bottles, cardboard and garden waste from the kerbside.

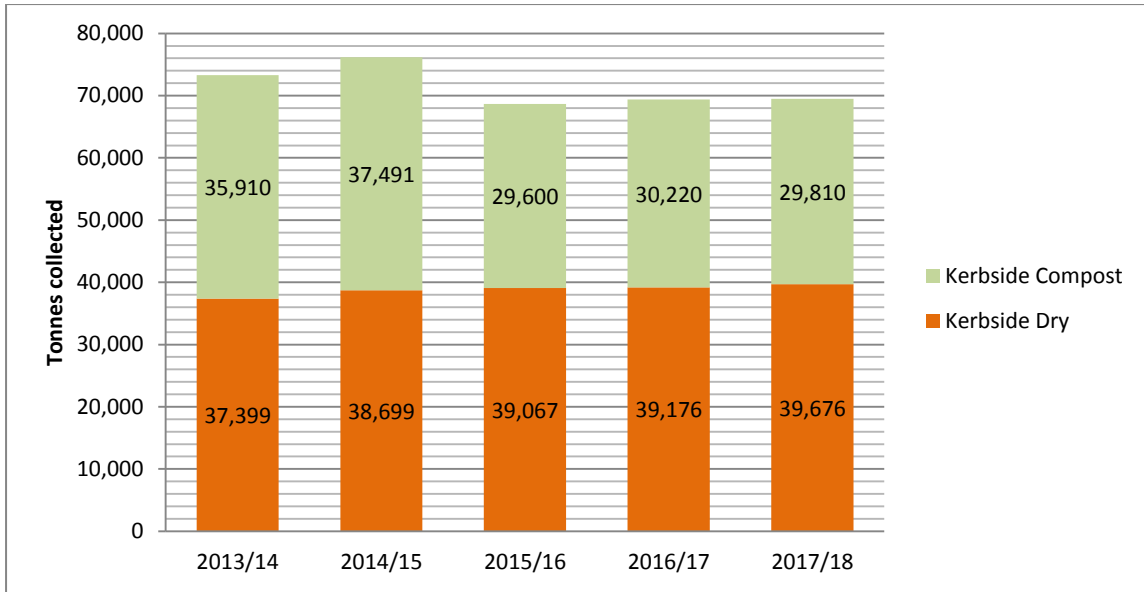


Figure 5: Tonnes of kerbside recycling, 2013-2018

The total amount of recycling and garden waste collected at the kerbside reached a peak in 2014/15. Against a background of continued growth in the number of households in Wiltshire of 7,300 (3.5%) since 2014/15, factors that have influenced the quantity of these materials collected include the following.

- The introduction of chargeable kerbside collections of garden waste: fewer people are now using this service compared to when the service was free of charge and therefore less garden waste is being collected.
- Changes in packaging: manufacturers use less materials in packaging in a drive to reduce the weight of items. For example, glass bottles and jars are being replaced with plastic bottles and tin cans and plastic bottles are thinner and weigh less.
- Changes in buying habits: generally people buy less newspapers and magazines than in previous years.

Waste composition research undertaken in Wiltshire in 2012 shows that over 35% of material in residents' non-recycled waste bins could have been recycled using the council's kerbside collection services.

	Average % of material in residual waste which could have been recycled at the kerbside
Paper and card	15.68%
Plastic bottles	8.48%
Textiles	5.50%
Glass	3.83%
Tins and cans	2.99%
Total:	36.46%

Figure 6: Percentage of recyclable waste found in non-recycled waste bins.

4.2 Household Recycling Centres

Wiltshire Council has a statutory duty (under section 51 of the Environmental Protection Act 1990) to provide places where persons resident in its area may deposit their household waste, free of charge. The council currently operates a network of 11 sites, located across the county where residents are able to dispose of their general waste as well as recycle many other items.

The number of visitors to the sites and the amount of each waste stream collected is monitored and reported.

The number of residents visiting the site varies depending on the site capacity, layout and the density of the population surrounding the site.

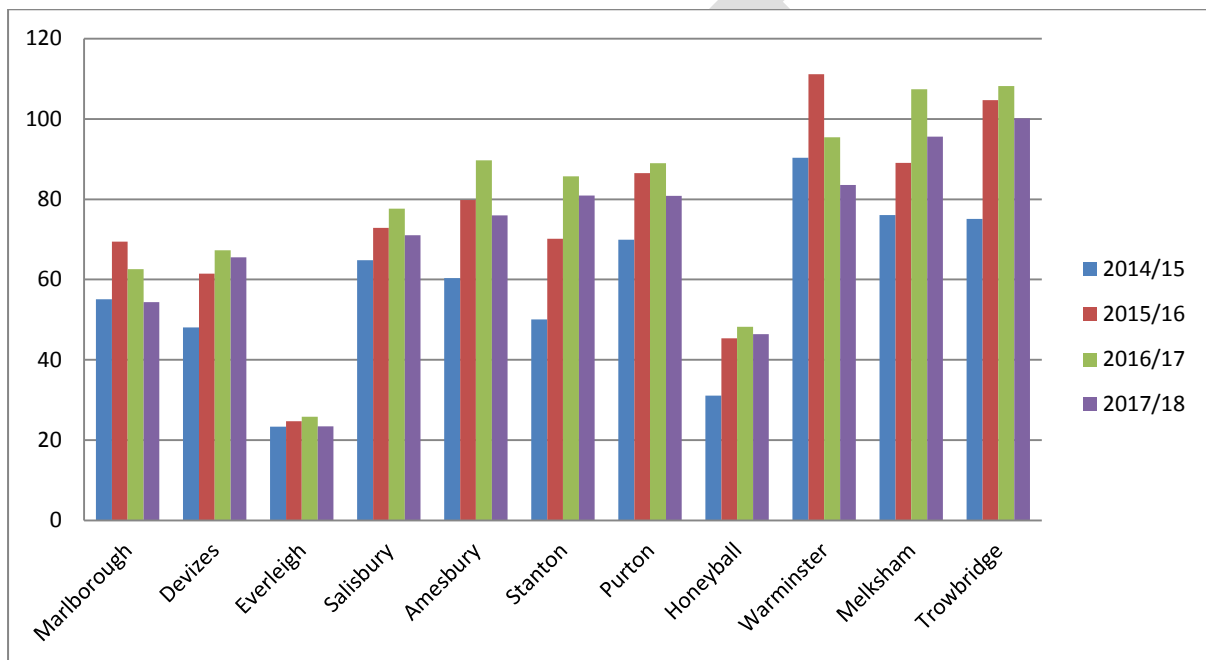


Figure 7. HRC visitors per opening hour by site, per annum (April 2014 – March 2018).

Visitor numbers to the recycling centres have decreased in recent times. This may be due to:

- The reduction of opening hours and days which came into place in 2015/16;
- The introduction of a van and trailer permit system at household recycling centres to help limit traders illegally bringing waste to the sites;
- Asking visitors who are suspected of bringing trade waste to the sites to complete a trade waste disclaimer in order to limit the illegal use of the sites.

Whilst it is important to monitor the number of visitors to the site, from a waste management point of view it is more important to understand how visitors manage their waste while on site. The service aims to increase the amount of waste which is brought to the site being diverted from landfill.

	2017/18 (April - March)		
HRC	Total waste (t)	Total waste diverted from landfill (t)	Diversion rate
Amesbury	5,226	4,465	85%
Salisbury	6,709	5,575	83%
Warminster	5,948	4,921	83%
Purton	4,684	3,835	82%
Marlborough	3,290	2,689	82%
Trowbridge	7,927	6,425	81%
Melksham	5,917	4,788	81%
Stanton	6,945	5,565	80%
Devizes	4,435	3,480	78%
Lower Compton, Calne	4,250	3,253	77%
Everleigh	2,087	1,475	71%
TOTAL	57,418	46,471	81%

Figure 8. Waste taken to household recycling centres which is diverted from landfill, April 2017 to March 2018.

5. Energy from waste performance

Much of Wiltshire's non-recycled waste is sent to plants which use the waste to create energy and divert waste from landfill.

The council has a 25 year contract to send 60,000 tonnes of non-recycled waste to Northacre Resource Recovery Centre in Westbury, Wiltshire. At this plant the waste is dried and shredded to create a fuel. The contract year runs from November to November and 2017/18 is year five of the contract.

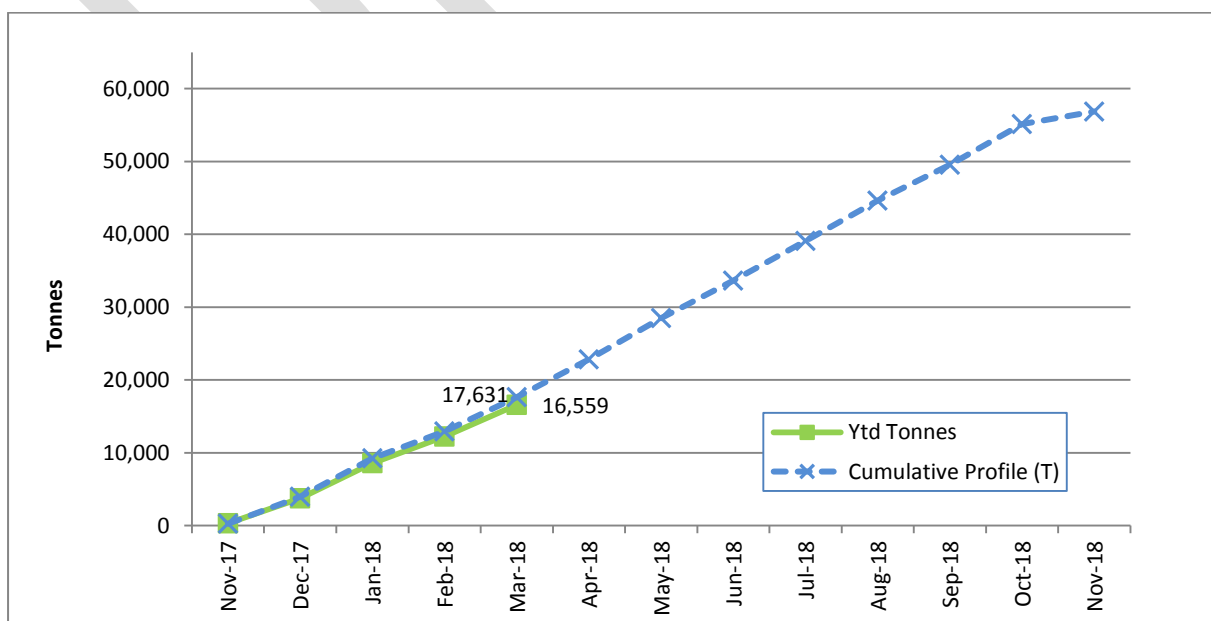


Figure 9: Tonnes of waste sent to Northacre Resource Recovery Centre, 2017/18.

The council also has a 25 year contract to send 50,000 tonnes of non-recycled waste to Lakeside Energy from Waste Plant, Slough. At this plant the waste is incinerated to create power. 2017/18 is year nine of the 25 year contract.

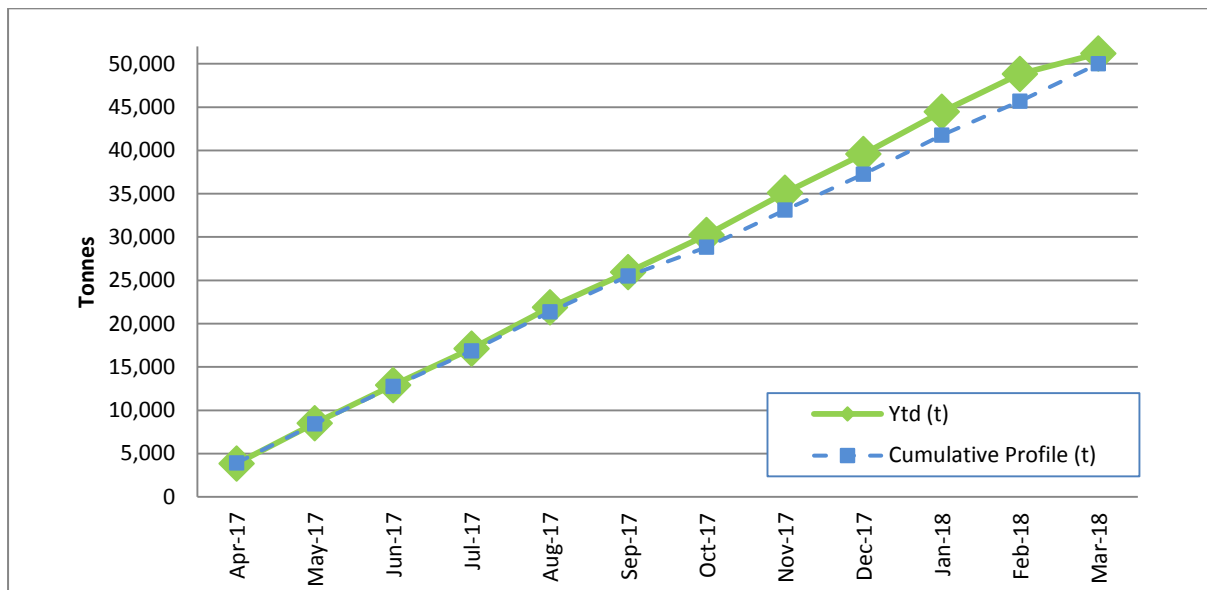


Figure 10: Tonnes of waste sent to Lakeside Energy from Waste Plant, 2017/18.

6. Less waste to landfill

A strategic aim for the council is to reduce the waste sent to landfill as this is widely recognised as being the least environmentally sustainable way of managing waste. All the waste services and contracts the council has in place are to ensure that the waste sent to landfill is reduced.

Through improvements to waste prevention information and recycling services and diverting a significant proportion of non-recycled household waste to energy from waste plants, the council now sends less than 21% of Wiltshire Council's collected waste to landfill each year. This is a significant reduction compared to previous years.

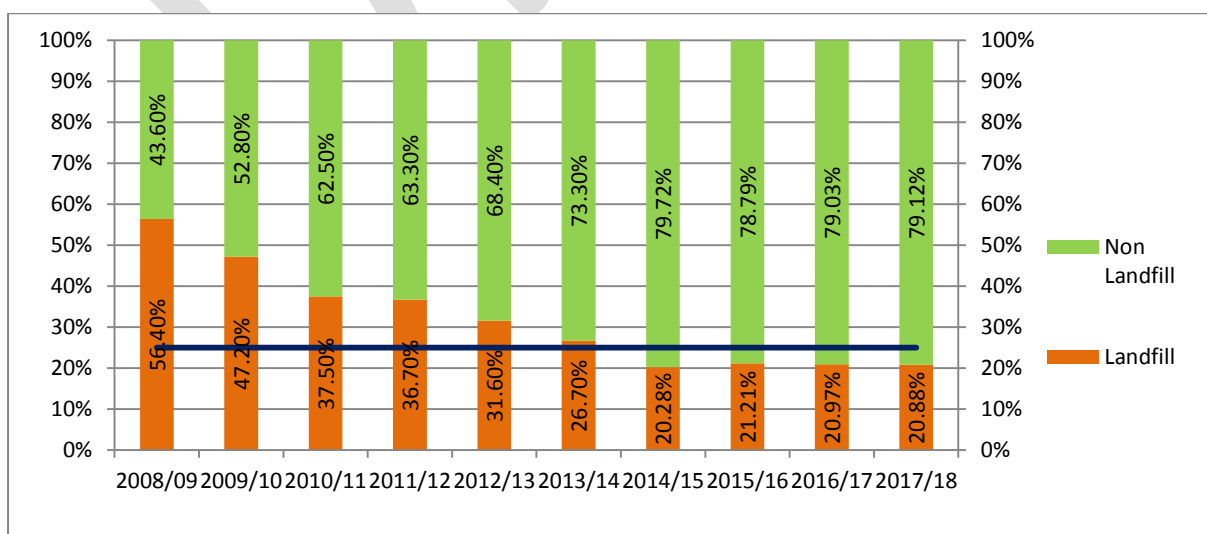


Figure 11: Percentage of waste sent to landfill in Wiltshire, 2008-2018.

7. Litter

Over the three year period from 2014-15 to 2016-17 there was a significant improvement in the percentage of Wiltshire roads which were predominantly free of litter and detritus.

The drop in standard of roads predominantly free of litter in 2017/18 is due to more litter being deposited. The council is increasing spend on this to address the issue in 2018/19.

The drop in standard of roads predominantly free of detritus is due to the reduction in the number of sweepers. We now have six sweepers (five Ringway road sweepers and one Idverde pavement sweeper), compared to a total of 21 sweepers in 2013/14. We are amending the schedules for sweeping to focus on rural roads and away from residential areas, to address the detritus. However the increase in detritus levels is likely to continue with only five road sweepers covering the county.

Service Area	14/15	15/16	16/17	17/18
Annual Indicators				
% Wiltshire roads predominantly free of litter	68%	75%	86%	81%
% Wiltshire roads predominantly free of detritus	60%	59%	87%	69%

8. Fly-tipping

Over the last three years reports of fly-tipping have risen year on year. Figure 12 below shows the cumulative fly tip report totals between 2014-15 and 2017-18. The council received 3,167 reports in the period April 2017 to March 2018. This is up 4.9% on the 3,019 reports for the same period in 2016/17. Of the reports received in 2017-18, 810 (26%) have been on private land and were not the responsibility of Wiltshire Council.

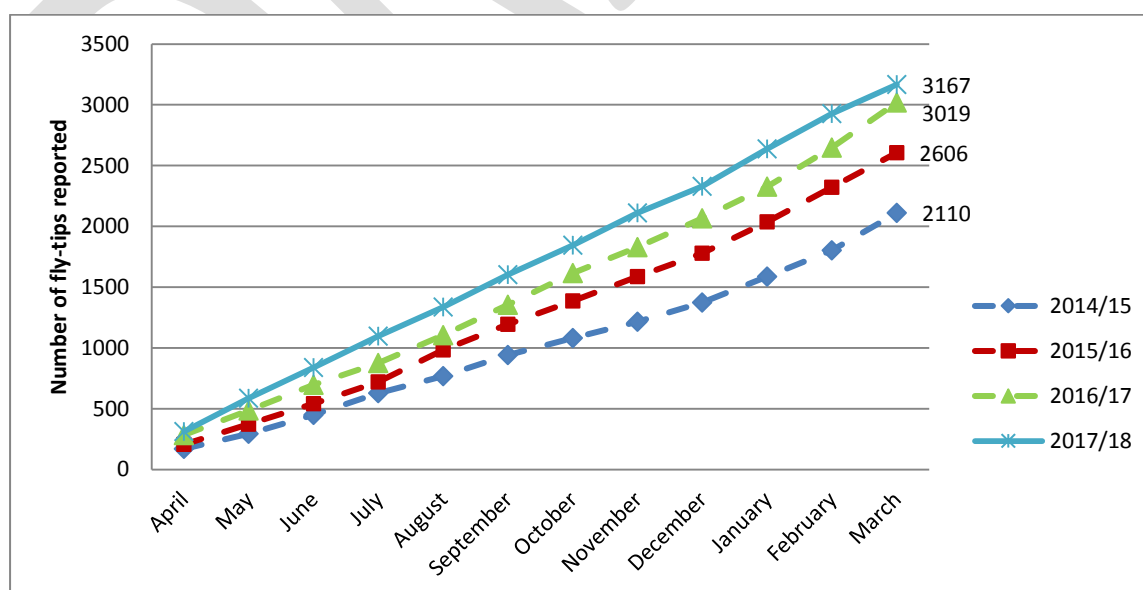


Figure 12: Number of fly-tipping incidents reported, 2014-2018.

Wiltshire Council

DRAFT

**Household Waste Management Strategy: Forward Thinking
Towards Zero Avoidable Waste
2017 – 2027**

Annual Action Plan 2018-2019

1. Introduction

This annual action plan documents priorities and activities for the waste service team for the coming year. This action plan outlines how the service will develop within the next year to meet the strategic aims and priorities within the overarching strategy.

In addition to this action plan, an annual performance review has been developed to report performance against the strategic priorities over the past year.

2. Vision and priorities

Our vision for Wiltshire's Household Waste Management Strategy 2017-2027 is working towards zero avoidable household waste in Wiltshire.

We will work together to manage household waste in accordance with the waste hierarchy.

Priority 1 - Waste Prevention

The council will work with national, regional and local partners to provide advice and information to encourage residents to reduce the amount of household waste they create.

Priority 2 – Repair and Reuse

The council will work with local reuse organisations and contractors to increase the opportunity for items to be repaired and reused. The council will continue to work with national partners and manufacturers to promote sustainable design so that items can be easily repaired rather than having to be replaced.

Priority 3 - Recycling and Composting

The council will continue to ensure that cost effective and efficient recycling services are provided so that residents are able to recycle a range of materials as easily as possible. The council will continue to review the potential for expanding the range of items collected for recycling and composting where it is environmentally and economically practical to do so.

Priority 4 – Energy from Waste

Recovering energy from waste which cannot be reused or recycled remains strategically important for the council as it prevents this waste from going to landfill. The council will continue to review the feasibility of constructing small scale energy from waste plants within Wiltshire.

Priority 5 – Litter and Fly tipping

There were 3,167 incidents of fly tipping on land for which the council is responsible in 2017-18 and the council responded with over 3,000 enforcement actions ranging from initial investigation to prosecution of offenders. We will continue to use all the tools available to us to tackle this criminal activity.

We will continue to respond to reports of litter. This activity cost the council in excess of £2.5m in 2017-18 – money spent on clearing entirely avoidable waste which could have been better invested in delivering the council's priorities.

3. Challenges

This year the Government Settlement Funding Allocation has been reduced by £18.5 million from £72.3 million to £53.8 million. The council has lost a further £6 million due to the Government not continuing the Transitional Grant. Due to the reduced funding and increased costs and demands for service, savings of £25.596 million have to be delivered to balance the budget.

The savings required will be found from reviewing and transforming services and the way we work. The council will become even more business-like and will increase the use of digital channels to enable services to be accessed and provided in different and more efficient ways. The council has also agreed a number of service savings that are required from the waste services budget which total £2.57 million.

4. Actions

Priority 1 – Waste Prevention		
	Action details	Resources required
Action A	Introduce a residents' only scheme (proof of address) at Wiltshire Council's household recycling centres to make the sites better available to those residents within the Wiltshire council area.	Waste management team Communications team Waste contractors
Action B	To coincide with the new kerbside recycling collection service we will increase recycling and reduce waste collected and sent to landfill. This will include standardising the size of residual waste bins across the county.	Waste management team Communications team Waste contractors

Action C	Introduce charges for non-household waste deposited at household recycling centres	Waste management team Communications team ICT team Waste contractors
Action D	Work with the Wiltshire Wildlife Trust to deliver a wide-ranging and effective communications plan. This will include promoting and encouraging area boards and elected members to deliver ongoing, joined up waste prevention campaigns with those residents and organisations within community areas, including schools.	Waste management team Wiltshire wildlife trust Councillors and area boards
Action E	Along with the Wiltshire Wildlife Trust provide advice, guidance and training to community and environmental groups and schools in Wiltshire to encourage community led activities.	Waste management team Wiltshire Wildlife Trust
Action F	Actively engage with government organisations in the development of waste management policy changes, including contributing to consultations and attending national and regional forums. These will include the latest government initiatives to reduce the amount of plastic waste produced.	Waste management team
Action G	Continue to subsidise and promote the use of food waste composters as an effective method of managing food waste in Wiltshire. Work with the provider of the composters to ensure that they are promoted throughout the county.	Waste management team Wiltshire Wildlife Trust Great Green Systems

Priority 2 – Repair and Reuse		
	Action details	Resources required
Action A	Work with contractors and local voluntary, community and social enterprise (VCSE) organisations to introduce a scheme whereby reusable items which are taken to Wiltshire Council's household recycling centres can be separated for reuse rather than recycling or disposal.	Waste management team Communications team VCSE organisations Waste contractors
Action B	Work with the council's waste collection contractor to investigate the potential of separating waste collected from the bulky household waste collection service for reuse rather than recycling or landfill.	Waste management team VCSE organisations Waste contractors
Action C	Work with the Wiltshire Wildlife Trust to promote and encourage area	Waste management team

	boards and councillors to deliver ongoing, joined up repair and reuse campaigns with those resident within community areas.	Wiltshire Wildlife Trust Councillors and area boards
Action D	Along with the Wiltshire Wildlife Trust, work with communities to host a network of repair cafés and workshops to encourage residents to repair items.	Waste management team Wiltshire Wildlife Trust Councillors and area boards VCSE organisations

Priority 3 – Recycling and Composting

	Action details	Resources required
Action A	Introduce changes to the kerbside collection of recycling, including the addition of a recycling service for plastic pots, tubs and trays, food cartons and drink cartons.	Waste management team Waste contractors Customer services team
Action B	Manage the introduction of a contract to build and commission a new materials recovery facility to separate the collected comingled recyclable materials and ensure that the quality of materials sent to reprocessors is maximised.	Waste management team Waste contractors
Action C	Review and make efficiencies in waste collection rounds following the introduction of new collection services.	Waste management team Waste contractors
Action D	Effectively communicate the changes in collection services to residents, ensuring that they are aware of the changes and the importance of collecting high quality recycling.	Waste management team Waste contractors Customer services team Communications team
Action E	Cease collecting commercial waste and direct customers to the private sector by April 2018.	Waste management team Waste contractors Finance team
Action F	Renegotiate waste management disposal contracts regarding the disposal of commercial waste.	Waste management team Finance team Legal team
Action G	Arrange for the renewal of existing garden waste service subscriptions for the 2018-19 service, increasing the price to £48 per bin per year.	Waste management team Customer services team Finance team

		ICT team
Action H	Investigate the potential to charge for delivery of replacement waste bins	Waste management team Customer services team Finance team ICT team
Action I	Manage the contracts which provide household recycling centres to ensure that the contractors are maximising the amount of waste which is being diverted from landfill. Ensure that all sites offered by the council are operated efficiently and in line with the council's specification.	Waste management team Waste contractors
Action J	Continue to provide accessible and appropriate collection services to vulnerable residents within the community and those residents who have difficulties in accessing the council's standard waste and recycling services.	Waste management team Waste contractors

Priority 4 – Energy from Waste

	Action details	Resources required
Action A	Manage the council's landfill diversion (energy from waste) contracts to ensure that the contracts and facilities are performing efficiently.	Waste management team Waste contractors
Action B	Work with the council's waste contractors to review the wastes which are currently sent to landfill for their suitability for diversion including sending to energy from waste in order to further reduce the waste sent to landfill.	Waste management team Waste contractors

Priority 5 – Litter and Fly Tipping

	Action details	Resources required
Action A	<p><u>Litter</u></p> <p>We will continue to work with local communities and partners to support the following schemes in order to work to reduce litter:</p> <ul style="list-style-type: none"> • Great British Spring Clean • Clean Up Wilts • Best Kept Villages, 	Local highways and streetscene team Waste management team Communications team Community partners

	<ul style="list-style-type: none"> • Britain in Bloom and other national campaigns. 	
Action B	<p><u>Litter</u> The council will provide litter picking equipment, hoops, vests and graffiti removal kits to community volunteers to help collect waste within their local area. We will support these communities by collect the waste from local litter picks throughout the year.</p>	Local highways and streetscene team Communications team Community partners
Action C	<p><u>Fly tipping</u> Continued use of the My Wiltshire online system and app to enable reporting of fly tipping incidents by members of the public. This also provides performance management information which allows us to monitor fly tipping reports across various categories (identifying hotspots and areas for enhanced enforcement activity).</p>	Local highways and streetscene team Enforcement team ICT team
Action D	<p><u>Fly tipping</u> Focus on educating residents and businesses with regard to the lawful management of their waste and work to minimise transfer of waste to unlicensed collectors. Widely publicise formal actions (fixed penalty notices (FPNs) and prosecutions) to further enhance the deterrent effect on this illegal activity.</p>	Enforcement team Communications team Community partners
Action E	<p><u>Fly tipping</u> Maintain and continue the proactive approach to apprehending fly tippers by utilising covert camera systems at known hotspots in line with relevant regulations and legislation.</p>	Enforcement team Local policing teams
Action F	<p><u>Fly tipping</u> Further develop joint working with partner agencies to reduce fly tipping involving intelligence sharing (Rural Crime Policing and Joint Intelligence Committee). This will involve investigating and developing an intelligence sharing system across internal enforcement departments and external partner agencies. Increase cross-border working with other local authorities and share best practice to tackle fly tipping</p>	Enforcement team Partner agencies Surrounding local authorities
Action G	<p><u>Fly tipping</u> Increase stop and search operations with partner agencies both nationally and at a local level. Such operations aim to apprehend illegal waste</p>	Enforcement team Partner agencies

	transportation and further deter offenders.	Surrounding local authorities
Action H	<u>Fly tipping</u> Continue work with the council's contractor to remove fly tipping in a timely manner which will ensure that fly tipped waste does not attract further tipping.	Local highways and streetscene team Community partners Enforcement team

DRAFT

Statement for Environment Select Committee

Last year saw a few changes after our local election. Councillor Chuck Berry became the Cabinet Member with responsibility for Housing and Councillor John F. Smale was appointed as the Portfolio Holder for Housing Stock.

This has now changed. As I was previously the Portfolio Holder for Housing, I was thrilled to have my Cabinet Member duties expanded to incorporate housing – I am now the Cabinet Member for Housing, Corporate Services, Arts, Heritage and Tourism. Housing is vital to me and so in June, I took direct responsibility for the Housing Board by becoming its Chairman.

This has been an exciting period of change and I am delighted to say that we have all quickly settled into having a tremendous working relationship, especially with officers. Together, we are all really looking forward to continuing to steer the service through the challenges that we face together. I would like to thank Chuck and John for their great work and I am determined to build on their success.

I will shortly be presenting the Board's Annual Report to Cabinet which will cover activities between December 2016 and November 2017. Throughout this period the Board has engaged in a range of activities to shape the service offered to residents and their families, further increase service quality via appropriate monitoring mechanisms, encourage resident engagement and protect the reputation of the council as a landlord by ensuring a robust Business Plan is implemented.

The primary focus of the Housing Board is as follows:

- Housing Revenue Account (HRA) Business Plan
- Asset Management Strategy (AMS)

The Board is regularly updated about the budget position of the HRA and the implications of welfare reform and policy amendments, including the rent reduction of 1% per annum for 4 years. Members are also regularly updated about Key Performance Indicators (KPIs), with the targets for said indicators being decided between the service and a sub-group of the Board.

When considering the strategic direction of the service, and the main current and future strategic risks and actions, Board members act in such a way as to complement the council's corporate Business Plan and objectives.

There is engagement between the Housing Board and the Environment Select Committee (ESC), and the Board has a scrutiny group sitting below it comprised of volunteer residents – the Housing Assurance Panel, which recently changed its name to the Challenge and Change Group.

Reforms suggested by the Board and/or the scrutiny group, have been incorporated into our service plan monitor. Members have been involved in shaping the services' Forward Work plan.

The Board's Annual General Meeting included an overview of the year, presented by Councillor John F. Smale (former Chairman of the Housing Board). I have attached a copy of this presentation for your information.

Board members operate in a fair and balanced manner, maintain their independence and make recommendations to Cabinet; however, powers cannot and have not been conferred

on the Board so as to enable it to make binding decisions, as outlined in the Paper passed by Cabinet on 22 January 2013.

The Housing Board is beginning its second cycle of 4 years, which is linked to the council's local electoral cycle.

Service standards are continuing to improve; challenging objectives are continuing to be delivered; residents and their families remain at the heart of everything the service is doing. This has been achieved against a difficult backdrop and continuously evolving environment.

There were a few changes to the leadership team throughout the year. James Cawley departed the Council and Alan Richell took over as Interim Director. Simon Hendeley will shortly take over as the permanent Director.

I shall finish this statement by thanking all of our staff for their commitment along with residents and their families for working in partnership with the service – it is this fantastic spirit of partnership working which enables us to deliver even better services for all residents and their families.

Councillor Richard Clewer
Cabinet Member for Housing, Corporate Services, Arts, Heritage and Tourism

Wiltshire Council's Housing Board

Annual General Meeting

Councillor John F. Smale
(Chairman; Portfolio Holder for Housing Stock)

27 November 2017

January, February and March 2017

- Show flat opens at state-of-the-art extra care homes in Devizes – Needham House
- Bungalow scheme in Mere gets go ahead
 - 2 bungalows for the elderly



- Building begins on new extra care housing for older people in Amesbury (Evergreen Court)
 - 60 units

April, May and June 2017

- Elections then Key Council Roles Confirmed
- Bungalow scheme in Corsley received go ahead
 - 5 new affordable rented bungalows for the over 55s
- Family event and movie

Councillor **Chuck Berry**
Cabinet Member for Economic
Development and Housing



Councillor **John F. Smale**
Portfolio Holder for Housing Stock
Chair of the Housing Board

July, August and September 2017

- Needham House open days for state-of-the-art extra care facility and official opening
- Bungalows for elderly built in Rowde & East Knoyle – 8 new energy efficient bungalows
- Amesbury Archer Primary School names new extra care scheme – Evergreen Court
- Review of the Housing Board – Altair



October and November 2017

- Gardening competition
- Bungalows for elderly being built by council
 - 6 new bungalows in Mere & Durrington
- New members appointed
 - Rachael Arnott (Tenant Member)
 - Brian Dalton (Councillor Member)
- 2 flats and 2 houses – new affordable homes being built in Coombe Bissett



Key Performance Indicators (2016/17)

- In particular rent arrears (1.66%, £416,417 at year-end)
- **Recognised with an award and best KPI recorded**
- 95.6% of ASB actions completed on time (of 249 cases)
- 96.0% emergency repairs completed on time (of 4,021)
- 93.3% all repairs completed on time (of 16,974)
- 92.9% tenants satisfied with responsive repairs (of 4,743)
- 91.3% tenants satisfied with planned maintenance (of 715)
- Average re-let in days: general needs – 35.9 (of 152 properties), sheltered housing – 35.5 (of 48 properties)
- 95.1% of new tenants satisfied with the lettings service overall (of 61 surveys)



Challenge and Change Group

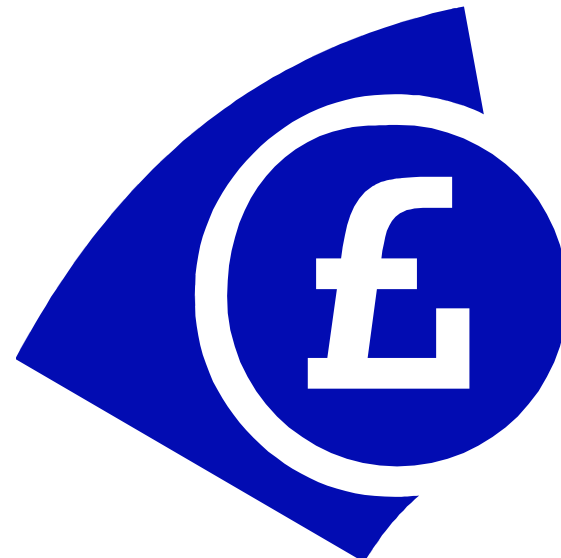
(formerly Housing Assurance Panel)

- Grounds Maintenance (particularly grass cutting)
- Leaseholder Involvement in Maintenance Matters and Leaseholder Handbook
- Housing Matters Survey Results
- New Ways of Working: Recruitment and Collaboration (joint with PA Housing)



Key challenges

- Universal Credit / Welfare Reform
- 1% reduction in rents
- Ageing population
- Public sector austerity



Opportunities

- Making better use of our stock
- Being more commercial
- Being more digital
- Continuing to engage with residents to help empower to inform decisions
- Challenge and Change Group: Anti-Social Behaviour

ENCOURAGE
EMPOWER

Questions

Future Meetings

- Monday **29 January** 2018 at 1pm
– Needham House, Devizes
- Monday **26 March** 2018 at 1pm
– Salisbury Churchfields Depot



Councillor **John F. Smale**
Portfolio Holder for Housing Stock
Chair of the Housing Board

www.wiltshire.gov.uk/hsgboard

hsgboard@wiltshire.gov.uk

Wiltshire Council

Environment Select Committee

13 March 2018

Position Statement on the Council's Eco Strategy

Local authorities have a wide range of responsibilities relating to climate change, and it is necessary to have a robust framework for discharging these responsibilities in the form of a strategy. Like other authorities across England, Wiltshire Council is a signatory of the Climate Local Initiative, successor to the Nottingham Declaration and 10:10 campaign. The initiative commits the council to continuing to identify ways of saving money on energy bills, reduce carbon emissions, reduce flood risks and managing the impacts of extreme weather.

To meet the challenge of climate change in Wiltshire, the council developed an Energy Change and Opportunity ("ECO") strategy, which set out the council's ambition to reduce its carbon emissions and lead the county's low carbon transition, and prepare for unavoidable climate change.

The Strategy was consulted upon at Environment Select Committee, the Climate Change Board (the then name of the ECO Board), and Wiltshire Environmental Alliance, in 2010.

The Strategy was approved by Cabinet in January 2011, renaming the Climate Change Board to ECO Board and agreeing that it should oversee the delivery of the Strategy, and approve and monitor the delivery of the Action Plans listed below.

Development of this Strategy and the ability to catalyse its implementation had a resource implication for which budget was allocated. An ECO Team accountable to the ECO board was created, using this budget, responsible for strategic development, coordination, and administration of the ECO board. In order to deliver the ECO Strategy, numerous Action Plans and Strategies were produced.

Timeline of Action Plans and activities:

Climate Change Adaptation Plan	Approved by ECO Board	2011
Carbon Management Plan	Approved by ECO Board	2013
Climate Local Initiative (including commitments and actions)	Signed by Cabinet Member	2014
Energy Resilience Plan	Approved by ECO Board	2015
Environmental Policy	Signed by Cabinet Member	2015

WiltsCAN/Wiltshire Declaration on Climate Change	Signed by Cabinet Member	2015
Greenhouse Gas emissions report	Published	2016
Climate Change Adaptation Plan	Revision; approved by ECO Board	2016

Having the overarching ECO Strategy and supplementary cross-cutting delivery plans in place allowed the council to consider the impacts and opportunities across all the council services, making connections between the complimentary work of different teams, sharing information and joining up resources. Bringing these areas together under each delivery plan offered the opportunity to overview the council's likely response to a changing environment, identify potential gaps and question assumptions in provision.

It was recognised that much of the delivery work would be resourced and taken forward by the relevant service directorate. These service directorates would include:

- a. Waste
- b. Transport
- c. Environment
- d. Procurement
- e. Facilities Management
- f. Planning
- g. Communications

Since the ECO Strategy was first published, Wiltshire Council has produced a Core Strategy for the county which identifies addressing climate change as a key strategic objective; including policies which will deliver; sustainable growth, build resilient communities, provide a network of green infrastructure, ensure more sustainable transport and reduce the risk of flooding. From this high level political direction, the Council have produced various strategies and updated plans, formed working groups, created tools and provided training to ensure we protect the residents and businesses within Wiltshire from the impacts of a changing climate and ensure joined up thinking with key delivery organisations.

All of this activity, and future planned activity, is now embedded into the culture, processes and policies of the aforementioned service directorates to take forward. The action plans approved by the ECO Board are being taken forward and reviewed (as per ECO Board recommendation) periodically by the lead service directorates as part of their implementation.

The council's Energy Services team is committed to identifying opportunities to invest in energy efficiency measures. These projects have initially been targeted at facilities where there is certainty regarding the future of the facility and where there are significant and cost-effective opportunities for energy saving.

Furthermore, the council is committed to work with partners through the Energy Resilience Plan to reduce Wiltshire's carbon footprint, and promote Low Carbon Developments through planning policy. Wiltshire currently generates 22% of its energy consumption from renewables, and in 2015/16 was the second top local authority area for commissioning the highest amount of new capacity. Annual reporting for the south west is published by RegenSW. Their report stated "Wiltshire was once again the area to add the greatest amount to its installed capacity, with 171 MW of new projects Wroughton airfield solar farm in Swindon was the largest renewable electricity project to be built in the south west in 2015/16 at 50 MW, followed by 49.6 MW Snarlton Farm in Wiltshire".

The council aims to meet and exceed household recycling targets, continue to reduce the amount of waste sent to landfill, and continue to reduce organisational energy demand through energy efficiency projects and renewable energy projects in the course of managing its facilities.

Whilst revising the Climate Change Adaptation Plan, it was important to ensure that all future actions were fully embedded within existing work programmes across the Council. Working with the various services, an agreed Action Plan was produced.

The Wiltshire Pension Fund administered by Wiltshire Council on behalf of 170 different organisations is responsible for over £2bn of assets. The Fund was commended by carbon reduction lobby groups in Professional Pensions along with East Sussex and the Environment Agency as demonstrating good examples on how to address climate risk as part of its Investment Strategy Statement. The Pension Fund currently requests investment managers to take account of both financial and non-financial issues such as climate change in its investment decision making, and will look to undertake a carbon footprint of the fund's equity portfolio and consider reduction options, as well as conducting a temperature rise scenario analysis that may have implications for the Fund's future asset allocation. In 2016, the Fund had no direct investments and only 2% indirect allocations to fossil fuel producing companies.

The ECO Board meets on a biannual basis to oversee the council's strategy and implementation, monitor progress and performance, and act as the public face of the council in terms of Climate Change management. As the ECO strategy is now embedded and the administrative overhead of managing the Board is modest, there is no ongoing requirement to maintain a dedicated ECO team.

Comprehensive information about climate change and what the council is doing to tackle and prepare for it, is available for the council's website at:

<http://www.wiltshire.gov.uk/green-economy-climate-change>

Context

Climate Change Act 2008

The Climate Change Act made UK the first country in the world to introduce a legally binding emissions reduction target of an 80% cut in national greenhouse gas emissions from 1990 levels by 2050. Although the Climate Change Act's main focus is on mitigating emissions, it also provides a statutory framework for planning and implementing adaptation. The Act also identifies a range of organisations (water and energy companies etc., **but not including Local Authorities**) that have a duty to prepare adaptation reports that outline the key impacts of climate change upon the functions of their organisation and develop proposals and policies for how to prepare for these risks.

National Planning Policy Framework and Planning Practice guidance:

Addressing climate change is one of the core land use planning principles which the National Planning Policy Framework expects to underpin both plan-making and decision-taking. National Planning Policy Framework paragraphs 93 and 94; include the requirements for local authorities to adopt proactive strategies to mitigate and adapt to climate change in line with the provisions and objectives of the Climate Change Act 2008, and co-operate to deliver strategic priorities which include climate change. The Wiltshire Core Strategy identifies addressing climate change as a key strategic objective, including policies which will deliver; sustainable growth, build resilient communities, provide a network of green infrastructure, ensure more sustainable transport and reduce the risk of flooding.

Clean Growth Strategy (2017):

Achieving clean growth and ensuring affordable energy and boost jobs and productivity. Commercial opportunities will come out of this strategy. Four areas identified:

- Improving business and industry efficiencies
- Improving homes
- Accelerating the shift to low carbon transport
- Delivering clean, smart, flexible power

Leading in the Public Sector – 2% of UK Emissions

45. Agree **tighter targets for 2020 for central government** and actions to further reduce greenhouse gas emissions beyond this date
46. Introduce a **voluntary public sector target of a 30 per cent** reduction in carbon emissions by 2020-21 for the wider public sector
47. Provide £255 million of funding for **energy efficiency improvements** in England and help public bodies access sources of funding

Government Leadership in Driving Clean Growth

Industrial Strategy (2017 White Paper):

- Increase in public spending to invest in science, research and innovation (to catalyse low carbon innovation across multiple sectors).
- Commitment to upgrade digital, energy, transport, housing, water and flood defence infrastructure, through the National Productivity Investment Fund – strengthening demand for the innovative new clean energy technologies and services that businesses are creating.
- Support for businesses as part of the transition to the low carbon economy.
- An additional* £1.8 billion from the LGF for new set of Growth Deals (*autumn statement 2016), to make the best of local skills and resources to drive productivity, job creation and growth through the clean energy economy.
- The Industrial Strategy White Paper will position the UK as a leader in the low carbon economy.

NHS Standard Contract

This is an annual framework reviewed each year by NHS England. The framework often includes provisions for adaptation to climate change, emergency preparedness and business continuity. The 2016/17 Service Conditions require providers to:

- demonstrate progress on climate change adaptation, mitigation and sustainable development, including performance against carbon reduction management plans, and must provide a summary of that progress in its annual report
- comply with service conditions for emergencies and incidents
- comply with the Civil Contingencies Act
- comply with Emergency Preparedness Resilience and Response guidelines
- co-operate through the Local Health Resilience Partnerships and contribute to the coordinated development and review of any local area Business Continuity Plans and Incident Response Plans

Sustainable Development Strategy for the Health, Public and Social Care System 2014-2020

The Sustainable Development Strategy describes the vision for a sustainable health and care system by reducing carbon emissions, protecting natural resources, preparing communities for extreme weather events and promoting healthy lifestyles and environments. Having a board approved Sustainable Development Management Plan (SDMP) is one of the cornerstones of the Strategy.

The Council, as a large energy user organisation using public money, needs to be as energy efficient as possible. All the quick and value for money opportunities have been identified and delivered (street lighting, biomass boilers, electric vehicles etc). Business cases for further work are being drawn up by the SAFM team.

Vulnerable householders in or at risk of fuel poverty sits with Public Health.

Supporting businesses to be more energy efficient and installing renewable technologies sits with the Growth Hub (SWLEP) for advice and signposting.

Current oversight sits with the ECO Board, an officer group chaired by Cllr Toby Sturgis which meets twice a year. Secretariat support is currently still provided through Economic Development and Planning.

Recent Funding:

BEIS, which incorporates Department for Energy and Climate Change (DECC) where the funding used to come from, has recognised that as a result of the cuts Local Authorities have experienced over the past years, that Climate Change, Energy Efficiency and Renewables are not being driven forward due to a lack of funding. They have decided to drive this area of work through LEPs. SWLEP have been successful in securing £40k for a local Energy Strategy, which is being procured now, to be complete by May 2018.

Further funding of £1m, has been provided by BEIS to a number of LEPs: Heart of the South West, Cornwall and IoS, Dorset, Solent, G9, SWLEP, and West of England for an Energy Hub. This will consist of a team of 7 staff funded for 2 years to develop and bring forward robust business cases for low carbon projects.

Tim Martienssen

Director, Economic Development and Planning

Annex 1

Summary of work undertaken since the ECO Strategy was produced in 2011

- produced Core Strategy for Wiltshire which identifies addressing climate change as a key strategic objective, including policies which will deliver; sustainable growth, build resilient communities, provide a network of green infrastructure, ensure more sustainable transport and reduce the risk of flooding,
- revised the Wiltshire Biodiversity Action Plan, making it available on-line,
- produced a design guide for developers incorporating Sustainable Drainage Systems, and are finalising a Ground Water Flooding Strategy,
- put in place a Strategy and Delivery plan regarding our duties under the Flood and Water Management Act,
- established a Strategic Flood Risk Management Group to review progress on flood alleviation and the operational flood working groups,
- held workshops for each area board, encouraging them to create combined emergency plans addressing flooding, health, highways and utilities,
- launched a “Planning for Emergencies – Are you ready” on-line guide, detailing how to prepare yourself, family and business,
- reviewed Business Continuity Plan, Major Incident Plan and Recovery Plan, and developed an Integrated Emergency Management Plan,
- established a Regional Resilience Group, made up of Business Continuity leads from each local authority,
- developed Actions for dealing with Heatwaves from level 1 (preparedness) to level 4 (emergency situation),
- put in place a joint communication plan with Wiltshire Commissioning Group, Adult social Care and Public Protection addressing winter/cold issues,
- produced an Air Quality Plan – covering the eight air quality management areas across the county,
- created an Air Quality website to communicate information and daily air quality reports to the public,
- participated in the government's Review of Transport Resilience and produced a Wiltshire Transport Resilience report,
- facilitated development of the South West Highways Alliance “Resilience Assessment Tool” - a web-based toolkit using risk assessment and analysis to provide adaptation and mitigation options for highway manage

The creation of the detailed action plans and their implementation has meant that the council is already doing the following to **reduce carbon emissions** (source: statement to WiltSCAN October 2015):

- Energy consumption from corporate estate reduced by 35% since 2010/11
- 120 invest to save energy efficiency projects have been implemented at a cost of £4.4 million,
- saving 2580 tonnes of CO₂ and £617,000 on annual council energy spend
- ISO50001 accredited Energy Management System
- Installation of solar panels on corporate buildings saving £114,000 and 276 tCO₂ to date

- Streetlight dimming and part-night lighting strategy
- Electric pool cars
- Council business mileage emissions reduced by almost a third
- Installation of public rapid electric vehicle charging points at strategic points in the county
- Biomass boilers scheme in schools and campuses saving £131,000 and 769 tCO2 to date
- Insulation of 1,430 homes across Wiltshire
- Setting ambitious targets for recycling and reduction of waste to landfill sites
- Over thirty schools have engaged in carbon reduction programmes
- Wiltshire Core Strategy includes policies for renewable energy and sustainable construction
- Installation of 2,500 high efficiency boilers in council housing by 2018

Traveller Reference Group Updates

May 2018

Purpose of Paper

1. To seek clarity from the Environment Select Committee (ESC) on the frequency of updates on progress on the Traveller Reference Group and Traveller Strategy.

Background to Traveller Reference Group (TRG)

1. The TRG oversees and supports the implementation of the 2016 traveller strategy and is made up of a range of council and non-council partners. The group is coordinated by the public health team and meets four times a year.
2. A refreshed traveller strategy, written by the TRG and approved by the ESC was published in September 2016. There is a 23-point action plan that supports the strategy, which promotes better intelligence, better accommodation, better community engagement and better health and education.
3. In September 2017, an update report was provided to the ESC highlighting the work undertaken by the TRG over the previous 12 months to support implementation of the strategy. The report reflected that that service provision and engagement was well coordinated throughout the county but more needed to be done to engage better with Traveller communities over the remaining 3 years of the strategy. The next update from the TRG is expected by the ESC in September 2018.

Proposal

4. In a recent review of the TRG's terms of reference, a discussion was had regarding the frequency of reporting to the ESC (currently annual). It was agreed that advice would be sought from the ESC on the frequency of updates.
5. Due to the timescales involved in some of the project work associated with the TRG and strategy, as chair of the TRG I would recommend continuing with an annual update to the ESC, with the next update expected in September 2018. Should the ESC prefer more regular updates please can they advise the TRG on the frequency of these updates.

Report Author: Steve Maddern, Consultant in Public Health
(steve.maddern@wiltshire.gov.uk)

29 May 2018

Appendices

None

Background Papers

The following documents have been relied on in the preparation of this report:

None

This page is intentionally left blank

Emergency Stopping Places for Gypsies and Travellers

Update for Environment Select Committee meeting, 26th June 2018

1. Purpose of the Report

- 1.1. Environment Select Committee requested an update on this item which will be considered by Cabinet on 3rd July 2018.

2. Background

- 2.1. In September 2017, Cabinet approved the Council's Local Development Scheme (LDS) 2017. As part of this, Cabinet agreed that a strategy for emergency stopping places would be developed to manage unauthorised encampments, consistent with the approved Wiltshire Traveller Strategy which was developed by the cross-departmental Traveller Reference Group.

3. Main Consideration for the Council

- 3.1. In Wiltshire, there are no emergency stopping places which can provide safe short term stay to meet gypsies and traveller's temporary accommodation needs. One consequence of this is that travellers encamp on public and private land in Wiltshire.
- 3.2. Dealing with unauthorised encampments is a continuing issue for Wiltshire Council Highways Enforcement and Wiltshire and Swindon Police. Where they occur, encampments can be a nuisance to landowners and the public. The ongoing occurrence of unauthorised encampments has implications for the Council in terms of clean- up costs and reputational costs.
- 3.3. The Council's only transit site is currently closed pending a decision on its future, alongside other council-owned traveller sites. Cabinet will also consider this matter at the 3rd July meeting.
- 3.4. The Council and Police therefore cannot move travellers from unauthorised encampments onto a dedicated site within the local authority boundary. Stakeholders on the Traveller Reference Group have confirmed that this reduces the ability to deal with encampments effectively using existing enforcement powers.
- 3.5. Practice from elsewhere suggests that emergency stopping places ('ESPs') can be relatively basic compared to a fully developed transit site and providing these can aid in reducing the number of unauthorised encampments over time.

- 3.6. In order to deliver on the proposed approach in the LDS, Cabinet at its meeting on 3rd July 2018 will consider a report into the development of an Emergency Stopping Places ('ESP') Strategy.
- 3.7. The ESP Strategy sets out:
- Current national and local policy in relation to providing transit accommodation for travellers,
 - Reviews the occurrence of unauthorised encampments in Wiltshire
 - Identifies minimum ESP requirements
 - Sets out a methodology for finding suitable sites to deliver the Strategy
 - Covers implementation and management of ESPs
- 3.8. The methodology for site selection has been derived from Wiltshire Core Strategy Core Policy 47 which applies to both permanent and transit sites and develops the approach first discussed at Cabinet Capital Assets Committee in 2014 in relation to permanent Traveller accommodation.

4. Proposal

- 4.1. For the Environment Select Committee to endorse Wiltshire Council establishing an Emergency Stopping Places Strategy and to submit their comments to Cabinet, ahead of Cabinet's consideration of the proposed Emergency Stopping Places Strategy on 3 July 2018.

5. Next Steps

- 5.1. Subject to Cabinet's consideration of the proposed ESP Strategy and proposed sites, the next steps relate to site identification and delivery. This will involve developing a more detailed understanding of
- a. availability of suitable sites
 - b. the costs of securing planning permission,
 - c. necessary remedial or aesthetic works such as engineering works, providing hardstanding, fencing, landscaping or improved access and
 - d. practical management of the sites by the Council's Highway Enforcement team, and
 - e. maintenance costs.
- 5.2. A report will then be prepared for Cabinet's consideration on Strategy implementation, including site proposals and assessments of delivery and maintenance costs. It is anticipated that this will be in late Autumn 2018.

Appendices

Appendix 1 – Proposed ESP Strategy

Wiltshire Council Traveller Reference Group

Draft Gypsy and Travellers Emergency Stopping Places Strategy

June 2018

Spatial Planning Service

Economic Development and Planning

Email: spatialplanningpolicy@wiltshire.gov.uk

Contents

1. Executive Summary	3
2. Introduction	4
3. Background.....	4
4. Management of unauthorised encampments in Wiltshire.....	6
5. Summary	9
6. Geographical Scope	9
7. Strategy implementation	10
Emergency stopping site requirements	10
Notional costs of site provision.....	12
Site delivery and management.....	13
8. Monitoring and Strategy Revision.....	14
Appendix A – Number and location of encampments in Wiltshire (2016)	15

1. Executive Summary

- 1.1 In Wiltshire there is currently no temporary accommodation available for travellers when they pass through the county. This Strategy (developed through the Council's Traveller Reference Group) sets out how a network of emergency stopping places will be delivered which provides for short-term, safe stay for travellers and helps managing unauthorised encampments more effectively. The network will consist of suitable council-owned sites in three broad locations in the north, south and west of the county, based on a robust but flexible methodology. Sites will be implemented through a cross-departmental delivery team and operated and maintained by the Council's Highway Enforcement Team together with the Gypsy and Traveller Liaison Service.

2. Introduction

- 2.1 In Wiltshire, there are no emergency stopping places which can provide safe short term stay to meet gypsies and traveller's temporary accommodation needs. One consequence of this is that travellers encamp on public and private land in Wiltshire, which can result in expenditure to landowners, local authorities and the police when dealing with encampments. Providing a network of emergency stopping places will aid in improving this situation.

3. Background

- 3.1 Local planning authorities are required by national planning policy in Planning Policy for Traveller Sites (PPTS)¹ to prepare and maintain an up to date understanding of the likely permanent and transit accommodation needs of their areas over the lifespan of their development plan, working collaboratively with neighbouring local planning authorities (PPTS para. 7b). Local planning authorities are required to set pitch targets for gypsies and travellers and plot targets for travelling showpeople which address the likely permanent and transit site accommodation needs of travellers in their area, working collaboratively with neighbouring local planning authorities (PPTS para. 9); and identify sites to meet those targets (para. 10).
- 3.2 The Council owned and operated a transit site with 12 pitches at Odstock near Salisbury. The site lies adjacent to the council-owned permanent site at Oak Tree Field. The Odstock site was used to accommodate travellers on a short term basis, including travellers who had encamped unlawfully within the county area. The site has been closed for several years and there are no plans to re-open it. As a result Council does not currently provide land in its area to accommodate travellers on a temporary basis.
- 3.3 Lack of transit accommodation also hinders the effective management of unauthorised encampments.
- 3.4 Wiltshire Council completed a Gypsy and Traveller Accommodation Assessment (GTAA)^{2 3} in 2014 to determine the need for new permanent and transit pitches in the county from 2014-29. The evidence in the GTAA is based, amongst other things, on interviews with key stakeholders and travellers. It was prepared to inform the review of the Wiltshire Local Plan. The study states at paragraph 7.5:

"Based on evidence provided by stakeholders and data from the Council the view of ORS is that it would not be economically feasible for the Council to provide and

¹ Department for Communities and Local Government (DCLG) (2015)

² Opinion Research Services, for Wiltshire Council (2014)

³ <http://www.wiltshire.gov.uk/wiltshire-gtaa-final-report.pdf>

manage more than one permanent transit site in Wiltshire. The evidence also shows that as transit provision is required in a number of areas and suggests that a single transit site would not meet this need and would result in ongoing problems with encampments elsewhere in Wiltshire. We would therefore recommend that the Council seek to provide a number of shorter-term stopping places at locations across Wiltshire, and also to explore how best to meet the very short-term needs of those travelling to specific events and festivals. As such it [is] [sic] recommended that the Council to consider the provision of Emergency Stopping Places at locations near to Trowbridge, Salisbury and to the north of the county.”

- 3.5 The GTAA currently forms a material consideration in planning terms and its findings are considered in this Strategy.
- 3.6 Going forward, the Local Plan 2016-36 will include the strategy and policy for meeting permanent accommodation needs for travellers and travelling showpeople as per Planning Policy for Traveller Sites. This is set out in the published Local Development Scheme 2017. Its supporting report⁴ states that in order to address the relatively urgent need for emergency stopping provision an Emergency Stopping Sites Strategy should be developed.
- 3.7 Wiltshire Council has a dedicated Traveller Reference Group which brings together Wiltshire Council officers, members, and representatives from the Fire Service and the Police. The aim of the group is to improve the health and wellbeing of the traveller population of Wiltshire in line with the strategic objectives of Wiltshire Council to create stronger and more resilient communities and ensure those from traveller communities have healthy, high-quality lives. The group is accountable to the Council's Environment Select Committee.
- 3.8 The Traveller Reference Group developed a Wiltshire Traveller Strategy which was adopted in 2010 and refreshed in 2017. The Strategy also notes that there are currently no emergency stopping places where Gypsies and Travellers could stop for very short periods determined by the Local Authority.
- 3.9 The Traveller Strategy is accompanied by an action plan which aids in its delivery. Action 2 in the plan provides to gather intelligence on preferred travelling routes and locations of unauthorised encampments over time to understand the repeating patterns of accommodation needed to reduce unauthorised encampments in Wiltshire. Evidence collated as part of this work has informed the preparation of this Strategy.

4

<https://cms.wiltshire.gov.uk/documents/s133636/Wiltshire%20Local%20Development%20Scheme%20update.pdf>

4. Management of unauthorised encampments in Wiltshire

- 4.1 An unauthorised encampment is when an individual or group of individuals move onto a piece of land that they do not own, without the permission of the landowner. Wiltshire Council's policy towards dealing with unauthorised encampments is published on its website⁵.
- 4.2 The Council's Highways Enforcement Team collects data on the number and location of unauthorised encampments in Wiltshire. The data shows that there are locations within Wiltshire which are regularly frequented by travellers for short-term stay. Reasons for this can be (non-exhaustively):
- Travellers know these places are accessible
 - They are on route to their destination
 - They are safer than other more isolated spots
 - Travellers may be tolerated there by the Council
- 4.3 Appendix A (all encampments data 2012- 2016⁶) shows the location and number of unauthorised encampments, and ethnicity. Some recorded encampments are connected with the same group of travellers but they also show that encampments can occur in the same area at the same time.
- 4.4 The analysis of number of visits per month indicates that most visits occur between April and November (Appendix A, Figure 2). This aligns with the travelling season which normally begins in the spring and ends in the autumn; but a proportion of travellers recorded are economic or new age travellers who travel all year round. Unauthorised encampments are mainly Irish or New Age Travellers.
- 4.5 The data further shows that there are a number of settlements in the county where unauthorised encampments concentrated in 2012-16. Table 1 in Appendix A summarises where more than 10 encampments were recorded in 2012-16 at respective settlements. These were Amesbury, Salisbury, Chippenham, Marlborough, Devizes (incl. Rowde), and Trowbridge. The largest numbers of encampments were recorded at Salisbury which could be due to the presence of the transit site (although this is closed) and the proximity to key travel routes.
- 4.6 Out of 244 encampments, 155 were recorded at those key settlements, and 89 were recorded elsewhere. Amongst the latter, the main areas where encampments occurred were Calne, Seend and Melksham.
- 4.7 The usually very large unauthorised encampments which occur during the summer solstice are not captured in these data. The summer solstice event attracts large numbers of new age travellers and other people to the south of Wiltshire and can

⁵ <http://www.wiltshire.gov.uk/gypsies-travellers-unauthorised-camping>

⁶ Note that 2016 monitoring data is only available for January-August.

result in dozens of caravans parked up adjacent to the highway, local byways, and car parks for a few days in late June. This is a single, large event and different from unauthorised traveller encampments occurring throughout the year. Also, visitor numbers are so large that provision of ESPs would simply be insufficient. Separate event management is undertaken for Avebury and Salisbury for these specific periods.

- 4.8 There is wide range of powers available to the police and local authorities to deal with unauthorised encampments. They are summarised in Government guidance⁷. The main legislation is the Human Rights and Race Relations Acts and Sections 61, 62, 62A-E, 77 and 78 of the Criminal Justice and Public Order Act 1994 (CJPOA). There also provisions in the Highway Act 1980 that can be applied in connection with encampments on highway land. CJPOA S.61 and S.62 are applied by the police whereas S.77 & 78 powers can be exercised by council officers.
- 4.9 Legislation was interpreted by the courts and there is guidance from government. Wiltshire Council follows a set procedure based on Government guidance which involves proving ownership of the land, obtaining details of the encampment, assessing an encampment's effects on the local area, serving notices and summonses that will enable necessary authority to be obtained from the courts to order the travellers to leave the site. In addition, officers will have to make enquiries regarding general health, welfare and children's education.
- 4.10 In certain circumstances the Council will work with Wiltshire Police and request use of S.61 powers to promptly remove encampments. The police will deal with crime when there is a complaint and evidence to support it; such as anti-social or unlawful behaviour. Fly-tipping and damages to property can also be reasons for eviction and potentially prosecution.
- 4.11 Unauthorised encampments may be tolerated up to an agreed deadline if the occupants are behaving in an acceptable manner and the site is being kept tidy. This approach can save the council costs and provides a period of stability to travellers.

Criminal Justice and Public Order Act 1994

- 4.12 Section 61 and 62 of the Act can be applied by the police to direct two or more persons to leave the land they have been trespassing if the landowner has asked them to leave; was subjected to abuse and trespassers caused damage to the land or property on the land; and if those persons have between 6 or more vehicles on the land. Non-compliance or return within 3 months constitutes a criminal offence and can result in imprisonment of up to 3 months, or a fine. The police can also seize vehicles under Section 62 if such persons return within 3 months or fail to remove vehicles having been issued with a S61 direction. Section 62A (5) requires the police officer to consult the local authority if there is a pitch for the caravan or each of the caravans on a relevant caravan site in the local authority's area. There are further provisions in the

⁷ Dealing with illegal and unauthorised encampments - A summary of available powers (DCLG, 2015). The Government is currently consulting if available powers should be strengthened.

Act dealing with unauthorised gatherings/raves on private land; and provisions enabling the local authority to direct unauthorised campers to leave any land forming part of a highway; any other unoccupied land; or any occupied land without the consent of the occupier (Section 77 and 78).

- 4.13 Section 62A (5) is particularly relevant here as the ability to move travellers onto a site managed by the local authority increases 'leverage'. Otherwise trespassers are likely to appear in other places following eviction. Council data show that repeat encampments at different locations by the same group of travellers have occurred before.
- 4.14 S62 powers are easier to do and are better in preventing further trespass within the local authority's area if persons can be moved onto a site within the area. If a suitable site is available within the local authority area, but persons refuse to leave or trespass on any land within the local authority area within 3 months, then an offence is committed. According to Wiltshire Police this would have a marked impact on not only dealing with the issue, but preventing reoffending and also quickly make Wiltshire an unattractive location to trespass as they could deal with the matter effectively. This was also confirmed by Dorset CC who operates an emergency stopping site. The provision of an emergency stopping site at Piddlehinton has resulted in a swift move of traveller encampments onto the new site under the legal powers held by the authority in collaboration with the police. Dorset CC officers confirmed that unauthorised encampments overall decreased since the site was put in place.
- 4.15 However in Wiltshire S62 powers cannot be used due to the lack of suitable sites, such as transit or emergency stopping places, where trespassers could be directed to.
- 4.16 In contrast, S.61 is only effective in preventing a person from returning to a specific location but does not stop them trespassing elsewhere.
- 4.17 Wiltshire Police provided rough statistics on dealing with unlawful encampments to give an idea about officer hours committed:
- For 2 months (June/July 2016) 30 unlawful encampments were recorded by the Police (21 in Wiltshire and 9 in Swindon) totalling approximately 600 Police hours (200 Wilts/400 Swindon)
 - Enforcement action was required on 7 occasions:
 - 5 in Wiltshire – approx. 140 hours
 - 2 in Swindon – approx. 235 hours (one very difficult group took over 200 hours)
- 4.18 These figures do not take into account any aspects outside of attending the site. Assuming that this is £50/hr (the Police charge £75/hr on events as this means working on rest days) this would equate to over £30,000 in 2 months.

- 4.19 Highway Enforcement colleagues advised that in the first three months of 2017, 17 unauthorised traveller encampments were reported resulting in 238 hours of officer time. The hourly rate of pay is £13.90 which results in total costs of £3,308. This does not include internal vehicle hire which has a recharge of £37 per day, and any clean-up costs.
- 4.20 In addition to officer time spent on dealing with encampments, they result in complaints from members of the public, especially where repeat encampments occur in the same location.

5. Summary

- 5.1 It is clear from the above that due to the lack of suitable sites, travellers do not have opportunities for short-term stay in Wiltshire when passing through the county. The lack of sites also reduces the ability of the Council and the Police to manage unauthorised encampments effectively. Assessing and meeting the accommodation needs of travellers is a national policy requirement for local authorities. The evidence shows that a network of ESPs would be an effective means of addressing this need in Wiltshire and to aid in managing unauthorised encampments. The following chapters set out how such a network will be brought forward.

6. Geographical Scope

- 6.1 This Strategy picks up the recommendations of the GTAA and considers the evidence gathered by the Council on the number and location of unauthorised encampments at Appendix A. Based on the Council's evidence a single stopping site should ideally be provided at or near Trowbridge, Devizes, Amesbury, Marlborough, and Chippenham. Again, the GTAA provides that the area around Trowbridge could be a broad location of an emergency stopping site.
- 6.2 The GTAA proposes provision of three emergency stopping sites in broad locations in Wiltshire (North; South; West) taking into account stakeholder evidence and key travelling routes in the county.
- 6.3 Based on the above this Strategy directs provision of a site in the north, south and west of the county as per 2014 GTAA in the first instance. The Strategy does not restrict site provision solely to these broad areas however as it needs to account for site availability constraints for example. So if additional sites at other locations are available and deliverable then they could be considered further. This also allows for more sites to come forward in the future should the need arise.
- 6.4 The suitability of sites will be tested using the methodology set out in Table 1 in the next Chapter.

7. Strategy implementation

Emergency stopping site requirements

- 7.1 There is currently no guidance available on requirements for emergency stopping places. Previously, local planning authorities were able to refer to 'Designing Gypsy and Traveller Sites Good Practice Guide'⁸. This document was rescinded by the Coalition Government but it can still provide a useful benchmark in the absence of any newer guidance. With this in mind, Wiltshire Council relies on its own interpretation of what is required. It also considers the recommendations in the 2014 GTAA.
- 7.2 Emergency stopping sites have different requirements to permanent sites in that access to essential services is not a priority. The 2008 DCLG Guidance states that emergency stopping sites should provide safe and convenient access to road networks and be located so as to cause minimum disruption to surrounding communities. When considering the suitability of different sites, the potential presence of young children and any risks that may arise due to adjoining land uses must be considered. This means that locations within easy reach of the main travelling routes will be preferred, and that they should be located outside settlements.
- 7.3 In terms of on-site infrastructure ESPs should be relatively basic in order to serve the purpose of a short stay for travellers. They should not be designed to encourage long stay. Effectively this would require equipping ESPs with hardstanding, fence and a skip for rubbish disposal.
- 7.4 In terms of spacing requirements, an emergency stopping pitch should be at least 250m² which is a suitable transit site pitch size evidenced in the Council's 2010 Gypsy & Traveller DPD site selection methodology, in the absence of any newer guidance.
- 7.5 There is no evidence about an appropriate number of pitches per site. The DCLG guidance advises that transit sites should not exceed 15 pitches to remain manageable. A similar figure could be applied to ESPs but a number of smaller sites would aid better in the management of large groups. Consequently a figure of 4-6 pitches would be more realistic.
- 7.6 In terms of total site size this would result in 1,500m² sites to host a maximum of 6 pitches, although additional space would normally be provided for landscaping and other requirements.
- 7.7 In terms of site selection the following methodology will be applied to find emergency stopping sites. Given the temporary nature of the sites, matters such as access, traffic, highway and health and safety are particularly relevant.

⁸ DCLG (2008)

Table 1: Site Selection Methodology for Emergency Stopping Sites

Criterion	Detail	Justification	Planning Policy and other evidence
Policy and environmental constraints	Sites should avoid any adverse impact on local/national designations (such as conservation areas and Areas of Outstanding Natural Beauty). Sites should avoid any hazardous areas (such as flood zones, contaminated land).	Candidate sites ought to be safe for users, and free of hazardous areas. Sites should avoid causing adverse impacts on local, national and international designations.	Gypsy and Traveller Site Allocations DPD Consultation Report 2010; Wiltshire Core Strategy Core Policy 47; PPTS Policies B, C, E
Site size	The site must meet space requirements for internal road(s) and parking and circulation space, and fire safety standards. The site should have additional space for facilities such as waste disposal.	There are no standards for emergency stopping site size. A transit pitch accounts for 250m ² and therefore represents the only benchmark	DCLG Guidance on Site Design (2008); Gypsy and Traveller Site Allocations DPD Consultation Report 2010
Safe and convenient access to the road network	The site should be near or adjacent to key travelling routes identified in the GTAA.	Proximity to key travelling routes is important as otherwise the site would not be easily accessible to travellers passing through Wiltshire.	Gypsy and Traveller Site Allocations DPD Consultation Report 2010; Wiltshire Core Strategy Core Policy 47; 2014 GTAA
Impact on the strategic road/highway network	The site should not have a detrimental impact on the safe and efficient operation of the strategic/highway road network, including junctions and land within the ownership of Highways England and/or Wiltshire Council required for operational purposes.		DCLG Guidance on Site Design (2008)
Vehicular access	The candidate site must be serviced by an independent vehicular access point that adheres to the Highway Authority's guidance and standards in terms of safe entry and egress. The road to and from the site must be of sufficient quality and size to enable access onto and off the site by heavy vehicles such as trailers.	The highway leading up to the site must be of sufficient width and standard to accommodate heavy vehicles. The site access must have sufficient visibility splays, and width to allow for safe access and exit.	Gypsy and Traveller Site Allocations DPD Consultation Report 2010; Wiltshire Core Strategy Core Policy 47
The site causes minimum disruption to surrounding communities	Access to candidate sites should avoid the need to use local roads within industrial areas, recognised commercial areas or housing areas. The site should not give rise to visual impacts or	The use of an emergency stopping site is assessed in terms of its impact on the character/ appearance of the surrounding area,	Gypsy and Traveller Site Allocations DPD Consultation Report 2010; Wiltshire Core

	pollution on surrounding land uses and other receptors. Space for a clear barrier around the site is required to prevent unauthorised extension to the site.	along with the impact on the residential amenity of nearby properties.	Strategy Core Policy 47; PPTS Policy B and C
Land quality	Brownfield land is preferred over greenfield land. Where no brownfield land is available, greenfield land of poor agricultural quality (Grade 3b or poorer) is preferred.	In the interest of protecting best and versatile agricultural land.	Wiltshire Core Strategy Core Policy 47; NPPF para. 111-112; PPTS Policy H
Health and safety	All routes for vehicles on the site, and for access to the site, must allow easy access for emergency vehicles and safe places for turning vehicles.		Wiltshire Core Strategy Core Policy 47; DCLG Guidance on Site Design (2008)
Deliverability	The ease of commitment to bringing sites forward and the timing of land release.	The timely delivery of emergency stopping sites is key to the overall success of the strategy.	-

7.8 The above methodology is robust but flexible enough to enable a balanced view on candidate ESPs as it is conceivable that not every selection criterion can be met; and land availability may be problematic. Input from expert officers will be sought in the assessments, and to establish how any identified harm caused by development can be mitigated. Assessments should include the pre-application process as this would enable a coordinated response and early engagement. The pre-application response would enable project delivery to be based on a sound assessment of costs per item required for candidate ESPs.

7.9 Appropriate consultation with gypsies and travellers will be undertaken as part of Strategy implementation.

Notional costs of site provision

7.10 In order to test the deliverability of candidate ESPs the associated costs and revenues need to be identified. As described above the sites would be relatively basic and include hardstanding, fence and rubbish disposal. Development costs for candidate sites will be established for sites on an individual basis and for this reason cost details cannot be estimated in advance. The below gives a broad provisional indication.

7.11 One-off costs for initial provision of a 6 pitch site would typically involve:

- (Pre-) Planning application (where required) and consultation⁹
- Engineering works to prepare the site for development
- Construction of hardstanding, skip area, fencing

⁹ This excludes officer time spent on the planning application process.

- Labour

- 7.12 Maintenance costs are difficult to estimate as this depends on how often a site is used and if damages or fly-tipping occur. Keeping sites relatively basic and providing a rubbish skip will aid in keeping costs manageable. In Dorset, an ESP has been operated for several years at Piddlehinton. The County Council confirmed that the number of unauthorised encampments has now significantly decreased.
- 7.13 In order to ensure a return from the use of sites setting a weekly charge could be considered. When the transit site was last open, the Council charged travellers £20 pound per week plus electricity (on a card meter). Dorset CC charges more for the use of their site. Some councils also ask for an initial bond as well before the travellers can move on to the site, for example £200.

Site delivery and management

- 7.14 Emergency stopping sites would be delivered and managed by the Council in order to ensure effective operation and management, and that sites are available when needed. Private emergency stopping site provision is considered to be unrealistic because of the experience of tensions between the permanent and temporary residents and concerns about community cohesion at Odstock and Oak Tree Field. There would also be uncertainty over pitch availability should private site owners retain pitches for personal friends and family fettering the authorities' ability to respond to incidents of unauthorised encampments.
- 7.15 There is no guidance how long emergency stopping places remain open during the year. The transit site at Odstock was open all year round. Dorset County Council's site at Piddlehinton is available from March-August but only used when travellers are directed to it upon discretion by the Traveller Liaison Service in collaboration with the Police. Staffs within the Traveller Liaison Team hold the keys for the site. Travellers need to sign a basic 'transit site agreement' which restricts stay to 28 days.
- 7.16 Based on the above, emergency stopping sites will be available between 1 April and 30 November (8 months) and open when required – i.e. when a group is moved onto a site or for travellers who voluntarily want to use sites as they travel through the area.
- 7.17 Suitable ESP sites will be delivered by the Council's Properties (Estates) Team and appointed contractors, as sites will be in Council ownership. Other teams involved in the planning and delivery of sites will be Finance, Planning and Legal Services. A cross-departmental project delivery group will be established to plan and implement sites.
- 7.18 ESP operation and maintenance will be undertaken by the Council's Highway Enforcement Team in cooperation with the Gypsy and Traveller Liaison Team, to provide the ESPs to travellers quickly when the need arises, and deal with any issues.

7.19 A project budget will be identified and allocated to the Council's Properties Team.

8. Monitoring and Strategy Revision

8.1 This Strategy will be 'owned' by the Traveller Reference Group and an annual monitoring report will be provided with input from Housing, Highways Enforcement and Planning officers. A report will be presented to Environment Select Committee as an annual update or upon request.

Appendix A – Number and location of encampments in Wiltshire (2016)

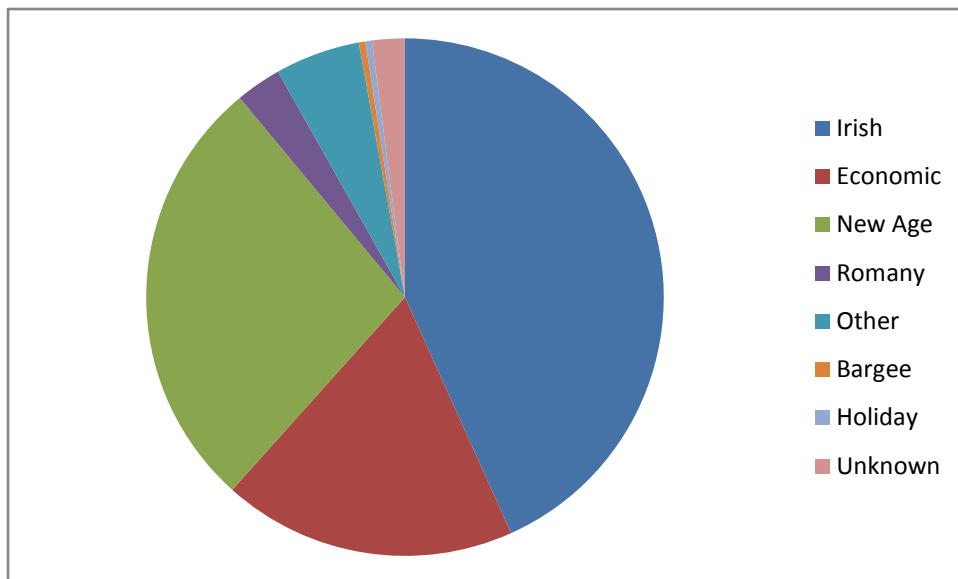
Table1: Unauthorised encampments by location 2012-16

	Ames- bury	Salis- bury	Chippen- ham	Marl- borough	Devizes (incl. Rowde)	Trowbridge	All other	Total
2012	6	19	0	3	11	3	22	64
2013	3	16	6	3	6	1	25	60
2014	4	7	4	4	7	6	20	52
2015	4	8	9	0	8	1	14	44
2016¹⁰	1	2	5	1	4	1	6	20
no date	2	0	0	0	0	0	2	4
Total 2012- 16	20	52	24	11	36	12	89	244

Source: Wiltshire Council Highway Enforcement Monitoring 2012-16

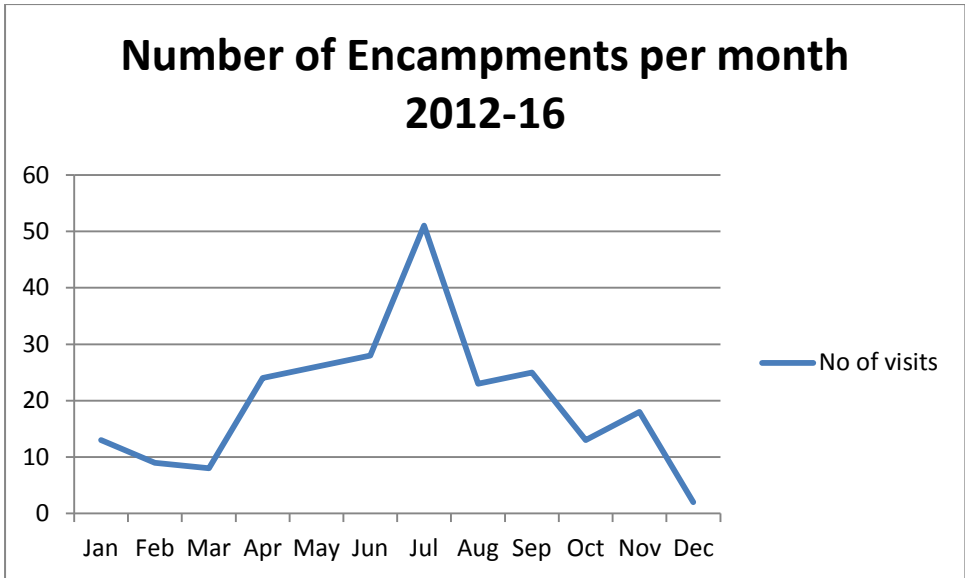
Settlements where more than 10 encampments were recorded in 2012-16 are listed above.

Figure 1: Encampments by ethnicity (all encampments = 244)



¹⁰ No monitoring data available for September-December 2016.

¹¹ 4 encampments were recorded with no date so they are not included here.



Source: Wiltshire Council Highway Enforcement Monitoring 2012-16

Wiltshire Council

Environment Select Committee

26 June 2017

Task Group Updates

1. Waste Contracts Task Group

Membership:

Cllr Peter Evans

Cllr Sven Hocking

Cllr Ruth Hopkinson

Cllr Bob Jones, MBE

Cllr Jacqui Lay

Cllr Nick Murry

Supporting Officer: Natalie Heritage

Terms of Reference:

1. To support the delivery of the Business Plan 2017-27 objective(s) of high recycling rates and reducing litter by monitoring, scrutinising and supporting:
 - a) A review of the council's commercial waste policy
 - b) Increased awareness of changes to waste collections
 - c) The implementation and performance of the council's waste contracts for collecting and managing waste and recyclables (Lot 1, Lot 3, Lot 4 and Lot 5 - commencing 30 July 2018)
 - d) The performance of the contract for managing council-owned HRCs (commenced October 2017 – Lot 2)
 - e) The potential development of services within the council's waste contracts.

2. To hold quarterly meetings to focus on the waste contracts (following their commencement), with further ad-hoc meetings convened, when appropriate, to consider other areas within the terms of reference above.

Recent activity:

As Cllr Robert Yuill (former Chairman of the task group) took up the position of Portfolio Holder for Waste, following [22 May Full Council](#), the task group will be electing a new Chairman at their forthcoming meeting on 20 June.

The task group are due to be receiving a presentation from the Principal Waste Services Officer, Vicki Harris, which will detail the KPIs for Lot 2 (the management of HRCs). The task group will then be undertaking a site visit to Trowbridge HRC

following their presentation briefing and a subsequent visit has been arranged to Trowbridge HRC on 21 June; to accommodate those members who were unable to attend 20 June visit.

Proposal:

That the Environment Select Committee endorse the task group electing another Chairman, following Cllr Yuill taking up the position of Portfolio Holder for Waste.

2. Hackney Carriage Late Night Tariffs

As resolved at [5 June 2018 Overview and Scrutiny Management Committee](#), it was agreed that the Environment Select Committee establish a task group to undertake a review on late night tariffs for Hackney carriages.

The following Terms of Reference have been proposed:

In the context of the Salisbury recovery effort and reports of high late-night fares being charged in the Salisbury area,

- 1. To investigate whether the current schedule of late-night tariffs for Hackney carriages, as adopted by the Licensing Committee in 2014,**
 - a) Is supportive of Wiltshire's night time economy (NTE)**
 - b) Is comparable to, and competitive with, night time centres in adjoining counties**
 - c) Provides a fair system across all parts of the county.**

To make any evidenced recommendations for improvement as appropriate

Proposal

- I. That the Environment Select Committee establish a task group to consider late night tariffs for Hackney carriages with the following Terms of Reference:

In the context of the Salisbury recovery effort and reports of high late-night fares being charged in the Salisbury area,

- a) To investigate whether the current schedule of late-night tariffs for Hackney carriages, as adopted by the Licensing Committee in 2014,*
- b) Is supportive of Wiltshire's night time economy (NTE)*
- c) Is comparable to, and competitive with, night time centres in adjoining counties*
- d) Provides a fair system across all parts of the county.*

To make any evidenced recommendations for improvement as appropriate

- II. Chairman of Environment Select Committee be given authority to determine the task group's membership

Environment Select Committee Forward Work Programme

Last updated 14 JUNE 2018

Task Group	Start Date	Final Report Expected
Waste Service Changes Task Group	February 2018	September 2019

Environment Select Committee – Forward Work Programme			Last updated 1 JUNE 2018		
Meeting Date	Item	Details / Purpose of Report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
26 Jun 2018	Wiltshire Council Waste Management Strategy	As resolved at 16 January ESC, the Committee to receive the Council's draft 'Waste Management Strategy' ahead of consideration and adoption by Cabinet and Full Council.	Tracy Carter	Cabinet Member for Highways, Transport and Waste	Vicki Harris, Amy Williams
26 Jun 2018	Development where it is needed	Following ESC-Executive Annual Meeting on Housing, it was agreed that the ESC receive a verbal briefing on employment land and how the relevant policy is implemented across Wiltshire	Tim Martienssen	Cabinet Member for Spatial Planning, Development Management and Property	Tim Martienssen
26 Jun 2018	Housing Board - Annual Report	For the Committee to consider a brief summary of the Housing Board's Annual Report, prior to Cabinet's consideration.	Alan Richell (Interim Director - Housing and Commercial Development)	Cabinet Member for Housing, Corporate Services, Arts, Heritage and Tourism	Ian Seeckts
26 Jun 2018	Eco Strategy	The Committee to receive information on the Council's current eco policies, in light of Full Council's resolution on the Business Plan in July 2017 to: 'To reaffirm our commitments to continue working within our policies on the Environment and Carbon reduction'.	Tim Martienssen	Cabinet Member for Spatial Planning, Development Management and Property	Tim Martienssen

Environment Select Committee – Forward Work Programme			Last updated 1 JUNE 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
26 Jun 2018	Traveller Reference Group	For the Committee to receive a brief update on the Traveller Reference Group and agree a way forward on a future timetable for regular updates	Tracy Daszkiewicz (Director - Public Health and Protection)	Cabinet Member for Spatial Planning, Development Management and Property	Steve Maddern
26 Jun 2018	Emergency Stopping Places	Brief information to be received by the Committee; in order for members to discuss the item ahead of Cabinet's consideration.	Tim Martienssen	Cabinet Member for Spatial Planning, Development Management and Property	Carolyn Gibson, Henning Totz
26 Jun 2018	Use of Plastics in Road Repairs, Re-Surfacing and Construction	Following a motion put forward by Cllrs Mathew and Oldrieve at Full Council on 22 May 2018 Full Council, the matter was referred to the Overview and Scrutiny Management Committee (OSMC). OSMC have now delegated the item to ESC, to consider the proposal using the evidence available.	Parvis Khansari, Tracy Carter	Cabinet Member for Highways, Transport and Waste	

Environment Select Committee – Forward Work Programme			Last updated 1 JUNE 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
26 Jun 2018	Housing Repairs and Maintenance Service	<p>The Environment Select Committee was due to consider the report on Housing Repairs and Maintenance Service report in June 2017, however, this report was deferred.</p> <p>The ESC Chairman agreed at a recent briefing meeting with the Head of Housing Strategy and Assets and the Cabinet Member for Corporate Services, Heritage, Arts, Tourism and Housing that scrutiny involvement at the present time would not add value.</p> <p>The Head of Housing Strategy and Assets is therefore invited to provide a brief update to the Committee on the report.</p>	Alan Richell (Interim Director - Housing and Commercial Development)	Cabinet Member for Housing, Corporate Services, Arts, Heritage and Tourism	Janet O'Brien
4 Sep 2018	Resident Engagement Strategy	For the Committee to receive an annual update, in the form of a report.	Alan Richell (Interim Director - Housing and Commercial Development)	Cabinet Member for Housing, Corporate Services, Arts, Heritage and Tourism	Nicole Smith

Environment Select Committee – Forward Work Programme			Last updated 1 JUNE 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
4 Sep 2018	Public Transport Review Update	As resolved at 21 November ESC, the Committee to receive an update from the Head of Passenger Transport on the progress with work on the integration of NEPTS and SEND and social care transport	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Jason Salter
4 Sep 2018	New Highways Term Consultancy Contract	As agreed at 16 May agenda setting meeting, the Committee to consider this item prior to Cabinet's consideration. Detail to be included on: the re-procurement of a new highways term consultancy contract when the current contract ends in December 2019.	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Steve Cross

Environment Select Committee – Forward Work Programme			Last updated 1 JUNE 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
4 Sep 2018	Well Managed Highway Infrastructure Review	<p>As agreed at 16 May agenda setting meeting, the Committee to receive this report ahead of Cabinet's consideration.</p> <p>The report to detail information on: revision of the Highways Inspection Manual in response to the new code of practice, especially with regard to potholes and defects</p>	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Peter Binley
4 Sep 2018	Reduced Road Casualties	As resolved at 13 March ESC, the Committee to receive a note following discussions with Somerset about the reduction in killed and seriously injured casualties in the county.	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Allan Creedy

Environment Select Committee – Forward Work Programme			Last updated 1 JUNE 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
6 Nov 2018	Highways Annual Review of Service	As resolved at 21 November 2017 ESC, the Committee agreed to continue to review the performance of the 'Highways' service area through the review of service annual report. At 16 January 2018 ESC, the Committee resolved that the development of the public satisfaction survey - for street scene key performance indicators - be part of the highways annual report. This public satisfaction survey to be included, as part of the annual report.	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Peter Binley

Environment Select Committee – Forward Work Programme			Last updated 1 JUNE 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
6 Nov 2018	Emissions	To investigate possible scrutiny involvement in Wiltshire’s emissions – as resolved at 13 March 2018 ESC, information to be provided relating to: air quality and the emissions issues around waste management processes; an explanation on air quality management plans; the process when areas of Wiltshire exceed air quality limits; lessons learned from one part of the County to the other in regard to minimising poor air quality.	Tracy Daszkiewicz (Director - Public Health and Protection)	Cabinet Member for Adult Social Care, Public Health and Public Protection	John Carter
12 Mar 2019	HIAMS: Streetworks	As resolved at 13 March ESC following the consideration of a report on 'Streetworks and Utilities Management', the Chairman to raise with the Committee from March 2019 whether they would wish to review how HIAMS has impacted on streetworks and, if so, information on such an item to be brought to Committee.	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Peter Binley

Environment Select Committee – Forward Work Programme			Last updated 1 JUNE 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
Not before 2nd Sep 2019	Highways Consultancy Contract	As resolved at 21 Nov 2017 ESC, for the Committee to receive a further update on the Highways Consultancy contract and the procurement process	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Peter Binley

Wiltshire Council

Environment Select Committee

26 June 2018

Briefing Note: Committee's request to consider potential scrutiny of the Council's plastic waste management policy

Background

As resolved at [1 May 2018](#) Environment Select Committee (ESC), the Committee agreed to consider the potential scrutiny of the Council's plastic waste management policy, as a part of their work around the [Government's 25-year Environment Plan](#) (hereafter referred to as "The Environment Plan").

Purpose

This Briefing Note is intended to inform members' view on whether additional actions in respect of plastic waste management be recommended for future action plans, for the waste management service.

Main Considerations

With the mobilisation of the new waste contracts on 30 July 2018, households will see changes to the materials that can be placed into the blue lidded bin. One element of this change will mean that plastic pots, tubs and trays will be collected for recycling at the kerbside from 30 July 2018 onwards.

Separately, as part of the Environment Plan, the Government have committed to reducing all avoidable plastic waste by 2042. For example, the Government recently opened a consultation on extending the 5p plastic bag charge to small retailers on a voluntary basis. Secondly, the government's waste action body will be looking at whether supermarkets can operate with "plastic-free aisles".

In light of this, the Committee may wish to consider potential scrutiny of the Council's plastic waste management policy, once the new waste contracts have commenced and there has been a sufficient "settling in" period. Additionally, it is anticipated that there will be enhanced national guidance for Local Authorities at this point too, as actions relating to plastics identified in the Environment Plan begin to become operational.

If the Committee does decide that further scrutiny into this area is necessary, it may be useful for the Committee to refer the work to the Waste Contracts Task Group, as an addition to their defined [Terms of Reference](#) (ToR).

Proposal

For the Environment Select Committee to agree a way forward on the potential scrutiny of the Council's plastic waste management policy, from January 2019, once

amendments to national guidance have been implemented and the Council's new waste contracts have been operational for a sufficient time period.

Report author: Natalie Heritage, Senior Scrutiny Officer. T: 01225 718062 E: Natalie.Heritage@wiltshire.gov.uk