

**Town Hall, High Street,
Gosport, Hampshire
PO12 1EB**

Telephone: (023) 9258 4242
Fax: (023) 9254 5587
Please ask for: Catherine McDonald
Direct line: (023) 9254 5340
e-mail: catherine.mcdonald@gosport.gov.uk
Website: www.gosport.gov.uk

23 February 2007

S U M M O N S

MEETING: Community and Environment Board
DATE: 5 March 2007
TIME: 6.00pm
PLACE: Committee Room 1, Town Hall, Gosport
Democratic Services contact: Catherine McDonald

LINDA EDWARDS
BOROUGH SOLICITOR

MEMBERS OF THE BOARD

The Mayor (Councillor Mrs Cully) (ex-officio)
Councillor Cully (Chairman of Policy and Organisation Board) (ex-officio)

Councillor Wright (Chairman)
Councillor Mrs Wright (Vice-Chairman)

Councillor Ms Ballard	Councillor Dickson
Councillor Carr	Councillor Edgar
Councillor Champion	Councillor Kimber
Councillor Clinton	Councillor Smith

FIRE PRECAUTIONS

(To be read from the Chair if members of the public are present)

In the event of the fire alarm (continuous ringing) or bomb alert (intermittent ringing) sounding, please leave the room immediately.

Proceed downstairs by way of the main stairs or as directed by GBC staff, follow any of the emergency exit signs. People with disability or mobility issues please identify yourself to GBC staff who will assist in your evacuation of the building.

IMPORTANT NOTICE:

- **The Summons, Agenda and accompanying Reports can be provided in large print, on tape, in Braille or in other languages on request**
- If you are in a wheelchair or have difficulty in walking and require access to the Committee Room on the First Floor of the Town Hall for this meeting, assistance can be provided by Town Hall staff on request

If you require any of the services detailed above please ring the Direct Line for the Democratic Services Officer listed on the Summons (first page).

AGENDA

RECOMMENDED
MINUTE FORMAT

PART A ITEMS

1. APOLOGIES FOR NON-ATTENDANCE

2. DECLARATIONS OF INTEREST

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter, any personal or personal and prejudicial interest in any item(s) being considered at this meeting.

3. MINUTES OF THE MEETINGS OF THE COMMUNITY AND ENVIRONMENT BOARD HELD ON 8th and 22nd JANUARY 2007

To approve as a correct record the Minutes of the meetings of the Community and Environment Board held on 8th and 22nd January 2007 (copies herewith).

4. DEPUTATIONS – STANDING ORDER 3.5

(NOTE: The Board is required to receive a deputation(s) on a matter which is before the meeting of the Board provided that notice of the intended deputation and its object shall have been received by the Borough Solicitor by 12 noon on Thursday 1 March 2007. The total time for deputations in favour and against a proposal shall not exceed 10 minutes).

5. PUBLIC QUESTIONS – STANDING ORDER 3.6

(NOTE: The Board is required to allow a total of 15 minutes for questions from Members of the public on matters within the terms of reference of the Board provided that notice of such Question(s) shall have been submitted to the Borough Solicitor by 12 noon on Thursday 1 March 2007).

6. GROUNDWORK SOLENT

PART II

To receive a presentation from Tim Houghton, Executive Director of Groundwork Solent, and to update Members on the programme of work being carried out in the Borough.

Contact Officer:
David Martin
Ext 5512

7. ANN'S HILL CEMETERY – MEMORIAL TESTING

Part I

To inform Members of the reply received from the Health & Safety Executive (HSE) in response to the Council's request. The report further advises of action that the Council might consider within its legal responsibility as owner of the Cemetery.

Contact Officer:
David Martin
Ext. 5512

8. PROJECT INTEGRA CONSTITUTION

Part I

To seek approval for a revised and updated Constitution for the Project Integra Strategic Board.

Contact Officer:
Stevyn Ricketts
Ext. 5282

- | | | |
|-----|--|---|
| 9. | PROJECT INTEGRA ANNUAL ACTION PLAN 2007-2012
<i>To seek approval for the adoption of the Annual Action Plan 2007-2012 for the Partnership. Approval is sought in accordance with the current and revised Constitution.</i> | Part II
Contact Officer:
Stevyn Ricketts
Ext. 5282 |
| 10. | CONSIDERATION OF THE ADOPTION OF ALARM NOTIFICATION AREAS WITHIN THE DISTRICT OF GOSPORT BOROUGH COUNCIL

<i>The Clean Neighbourhoods and Environment Act 2005 gave Local Authorities the power to declare part or all of their district as an Alarm Notification Area. This power will only be enforceable if adopted by the Council. The purpose of this Report is to consider that power and to make recommendations to the Board in relation to its adoption.</i> | Part II

Contact Officer:
Mike Woods
Ext.5550 |
| 11. | CONTAMINATED LAND STRATEGY UPDATE

<i>To seek Member approval for the review of the Contaminated Land Strategy previously adopted by the Council.</i> | Part II

Contact Officer:
Mike Woods
Ext.5550 |
| 12. | ANY OTHER ITEMS
<i>which the Chairman determines should be considered, by reason of special circumstances, as a matter of urgency.</i> | |

A MEETING OF THE COMMUNITY AND ENVIRONMENT BOARD

WAS HELD ON 8 JANUARY 2007

The Mayor (Councillor Mrs Cully)(ex-officio)(P); Councillors Ms Ballard (P), Carr (P), Champion, Clinton, Dickson (P), Edgar (P), Kimber (P), Smith (P), Wright (P) and Mrs Wright (P)

In accordance with Standing Orders, it was reported that notice had been received that Councillors Allen and Carter would replace Councillors Champion and Clinton for this meeting.

27. APOLOGIES

Apologies for inability to attend the meeting were received on behalf of Councillors Champion and Clinton.

28. ELECTION OF CHAIRMAN

RESOLVED: That Councillor Wright be appointed Chairman of the Board.

29. ELECTION OF VICE-CHAIRMAN

RESOLVED: That Councillor Mrs Wright be appointed Vice-Chairman of the Board.

30. DECLARATIONS OF INTEREST

Councillors Edgar and Wright each declared a non-prejudicial interest in that any decision they made in respect of Agenda No. 8 – ‘High Street Improvements’ would not affect any decision made as a Hampshire County Councillor.

31. MINUTES

RESOLVED: That the Minutes of the Board meeting held on 30 October 2006 be approved and signed by the Chairman as a true and correct record.

32. DEPUTATIONS

It was reported that no deputations had been received.

33. PUBLIC QUESTIONS

No questions had been received from the public.

PART II

34. HIGH STREET IMPROVEMENTS

The Board received a report of the Head of Conservation and Design (a copy of which is affixed in the Minute Book as Appendix A), which provided Members with an update of the Town Centre improvements that had been completed during the first phase of works in Gosport High Street, in addition to further subsequent works that had been implemented.

It was reported that £79,841 remained from the original budget and the Town Centre Study Members Panel had recommended that refurbishment of the alleyways be undertaken from the remaining budget. The estimated cost of improvements to the alleyways, i.e. Hobbs Passage, Vigars Yard, Carters Yard and India Arms Yard, was in the region of £71,708.

Hobbs Passage required the most work and a sketch plan and photomontage were included with the report.

In answer to a question, Members were informed that should the Board approve the remaining budget to be used for work on the alleyways, the owners and landlords of the various properties abutting the alleyways would be invited to the Town Hall, in due course, to receive a presentation on the proposals for the refurbishment programme. This event would be hosted by the Mayor.

The Town Centre Study Members Panel also requested the Board to consider a phased delivery of the 'Islands of Enrichment' over the next three years, subject to budget approval. The cost of implementation for development of the three 'Islands of Enrichment' – Heritage, Maritime and Discovery – including fees, preliminaries and provisional costs, had been estimated at £248,040.

The Board's approval was sought to use the remaining budget to implement improvements to the alleyways in the Town Centre and, in addition, agreement was requested to the phasing of work on the 'Islands of Enrichment'.

RESOLVED: That

- (a) the progress made with the improvements to the Gosport Town Centre be noted;
- (b) the completion of the alleyway improvements, within the remaining budget, be approved; and
- (c) the phasing of the 'Islands of Enrichment' over the next three years and the inclusion within the draft capital programme of the required funding, totalling £248,000, be approved.

The meeting commenced at 6.00pm and concluded at 6.10pm

CHAIRMAN

A MEETING OF THE COMMUNITY AND ENVIRONMENT BOARD

WAS HELD ON 22 JANUARY 2007

The Mayor (Councillor Mrs Cully)(ex-officio)(P); Chairman of the Policy and Organisation Board (Councillor Cully) (ex-officio)(P), Councillors Ms Ballard (P), Carr (P), Champion (P), Clinton (P), Dickson, Edgar (P), Kimber (P), Smith (P), Wright (Chairman)(P) and Mrs Wright (P)

35. APOLOGIES

Apologies for inability to attend the meeting were received on behalf of Councillor Dickson.

36. DECLARATIONS OF INTEREST

There were no declarations of interest.

37. DEPUTATIONS

It was reported that no deputations had been received.

38. PUBLIC QUESTIONS

No questions had been received from the public.

PART II

39. BOARD BUDGET 2007-2008

Consideration was given to a report of the Financial Services Manager (a copy of which is affixed in the Minute Book as Appendix A), which summarised the Board's revised 2006/07 and 2007/08 budgets, including the Board's fees and charges for 2007/2008 and capital programme. The Board's budget recommendations would be forwarded to the Policy and Organisation Board for inclusion in the Council's overall budget proposals.

Members attention was drawn to a review of the operation of Gosport Market, which was mid-way through a 10 year agreement, and it was recommended that the existing arrangement for larger pitch sizes for the Tuesday market be extended for a further year and that no increase be made in the consent fee charged to stallholders in 2007/08 (now unchanged since 2002/03). Officers would re-examine the legislation under which the market was operated prior to the re-letting of the concession with a view to improving returns to the Council.

Members were advised that recommended fees and charges were set out within the draft Fees and Charges Book.

The draft Capital Programme 2006/7 to 2011/12 for the Board was included in the Budget Book that had been previously distributed.

RESOLVED: That

- (a) the Board recommend to the Policy and Organisation Board its requirements for:
 - the revenue budget (revised 2006/07 and estimate 2007/08);
 - the fees and charges for 2007/08;
 - the capital programme for 2006/07 to 2011/12; and
- (b) approval be given to regularise and extend for a further year the existing trial arrangements for larger Gosport Market pitch sizes on Tuesdays.

The meeting commenced at 6.00pm and concluded at 6.04pm

CHAIRMAN

AGENDA ITEM NO. 7

Board/Committee:	COMMUNITY AND ENVIRONMENT BOARD
Date of meeting:	5 MARCH 2007
Title:	ANN'S HILL CEMETERY – MEMORIAL TESTING
Author:	LEISURE & CULTURAL SERVICES MANAGER
Status:	FOR RECOMMENDATION TO FULL COUNCIL

Purpose

To inform Members of the reply received from the Health & Safety Executive (HSE) in response to the Council's request. The report further advises of action that the Council might consider within its legal responsibility as owner of the Cemetery.

Recommendation

The Board is requested to make a recommendation to Full Council as to its preferred course of action.

If the repair work as outlined in Section 2 of this report is approved, then it will be necessary to identify an appropriate virement during 2007/08 once expenditure figures can be quantified more accurately.

1. Background

- 1.1 At the meeting of the Board on Monday 30 October 2006, Members received a report outlining the process that had been undertaken at the Cemetery to test the stability of all memorials.
- 1.2 The Board also received representations from owners of some memorials.
- 1.3 The Board subsequently referred the matter to the meeting of the Council on 29 November 2006 for further consideration. At that meeting, it was agreed that the Chairman of the Board write to the Health and Safety Executive (HSE) requesting that the Executive meet the cost of repairs of the memorials that had failed to meet the required standards of stability.

2. Report

- 2.1 A reply from the HSE was received by the former Chairman of this Board in early January and passed to the Leisure & Cultural Services Manager for further report to Members.

- 2.2 A copy of the reply is attached to this report as Appendix A. In the letter, the key phrase reads "...I must therefore, on behalf of the HSE formally refuse your request for the funding requested..." Therefore, the matter is now brought back to this Board for further consideration.
- 2.3 The current situation in respect of memorials is shown in the following table. This indicates that, of the 1089 memorials that had failed to meet the required standards:-
- 157 memorials have been repaired by their owners;
609 contacts from the Cemetery records have been written to advising of the situation
932 memorials remain either in a temporary staked or laid down position
- 2.4 In order to meet its health and safety obligations, the Council has already taken temporary action to secure the identified memorials in a safe manner. As had been clarified to Members at the previous Board meeting, the responsibility for each memorial rests with the owner of that memorial.
- 2.5 It is likely that a significant number of memorials will not be able to be traced to an owner for various reasons e.g. family members have moved away with out leaving forwarding address; family members may have died without any further descendants. The Council are therefore left with a situation in which to consider action to make long term / permanent arrangements to ensure the on-going safety and stability of those memorials.
- 2.6 Any action taken by the Council to memorials for which it has no ownership responsibility should be the minimum required to meet its health and safety obligations. In this scenario, the Council would have to assess whether memorials 'temporarily staked' should be subject to a permanent arrangement e.g. use of a permanent support or a guaranteed means of re-fixing to the original base.
- 2.7 For those memorials currently in a 'laid down' position, it may be possible to design a suitable method of displaying the memorial in a permanent manner, albeit more prostrate than when originally erected. The key objective would be to ensure a fixed position that would not be liable to movement or further risk of falling over.
- 2.8 It has been estimated that, to undertake the minimum level of work as outlined in 2.6 and 2.7 would be in the order of £50 per memorial.
- 2.9 The work to "un-owned memorials" could be prioritised and planned over a period of time depending upon the risk posed by each one e.g. those 'laid down' are considered to pose the lowest risk at present.

- 2.10 All repairs, whether undertaken by the owner, or the Council as set out above, would need to be capable of meeting the National Association of Memorials Masons (NAMM) standard previously adopted by the Council e.g. the owner obtaining a guarantee from a registered memorial mason undertaking the work.
- 2.11 In the event that the Council decides to take action in respect of those memorials for which no current owner can be located, it will be necessary to seek a faculty from the Portsmouth Diocese for permission to undertake the work in the manner prescribed in a method statement submitted with the application.

3. Legal Considerations

- 3.1 As indicated in 2.4, the Council has a duty to meet its health and safety obligations. It has carried out the assessment, taken temporary measures and also contacted the owners of the memorials
- 3.2 The Council is now in a position to take steps in the circumstances set out above, to make the memorials safe on a more permanent basis and, as any cost to achieve this would be borne by the Council tax payer, it is important that any expenditure incurred on such works is prudent and no more than is required to address the health and safety risks.

4. Financial Implications

- 4.1 If the repair work as outlined in Section 2 of this report is approved, then it will be necessary to identify an appropriate virement during 2007/08 once expenditure figures can be quantified more accurately.

5. Risk Assessment

- 5.1 The Council has already fulfilled its health and safety obligations to undertake a stability test of all memorials in Ann's Hill Cemetery.
- 5.2 Furthermore, the Council has also taken steps, as part of the testing, to make secure, albeit in a temporary manner, those memorials that failed to meet the criteria of the test procedure.
- 5.3 The Council now has to consider a long term arrangement to ensure that the 'failed' memorials are secured on a more permanent basis.
- 5.4 Any financial implications arising from the decision to implement permanent arrangements could be programmed over a period of time to allow the Council to manage its budgets effectively.

6. Conclusions

- 6.1 The Council has received a reply from the HSE to the request that the Executive meets the cost of repairs to memorials that have failed to meet the standards for stability in Ann's Hill Cemetery. The HSE has declined to agree to this request.
- 6.2 The Council has to consider a more permanent arrangement for addressing the temporary measures that it had put in place to deal with the health and safety risks identified by the stability testing procedure.
- 6.3 Research by the officers has highlighted a significant number of memorials for which no current owners can be located.
- 6.4 The report identifies options that may be used to implement more permanent arrangements and that the cost is in the order of £50 per memorial.

Financial Services comments:	If approved, the expenditure can be phased over a number of years starting in 2007/08 and the expenditure will be limited to that which can be funded from identified virements.
Legal Services comments:	See section 3 of report. Under the Local Authorities Cemeteries Order 1977, the Council as Local Burial Authority has a number of powers including the removal of danger due to the conditions of tombstones and memorials, and the destruction of tombstones and memorials where the inscriptions are illegible or if they are neglected, subject to displaying and advertising their intention so to do.
Service Improvement Plan implications:	The proposed action is in the current Plan.
Corporate Plan:	In line with the Council's duties as a local authority to deliver good quality services in a safe and secure manner.
Risk Assessment:	As outlined in Section 5.
Background papers:	Report to Community & Environment Board 30 October 2006 Part 1 item to Meeting of Council 29 November 2006
Appendices / Enclosures:	
Appendix 'A'	Reply from Health & Safety Executive
Report Author / Lead Officer:	David Martin

AGENDA ITEM NO. 8

Board/Committee:	COMMUNITY AND ENVIRONMENT BOARD
Date of Meeting:	5 MARCH 2007
Title:	PROJECT INTEGRA CONSTITUTION
Author:	ENVIRONMENTAL SERVICES MANAGER
Status:	FOR RECOMMENDATION TO COUNCIL

Purpose

To seek approval for a revised and updated Constitution for the Project Integra Strategic Board.

Recommendation

That Council approves the revised Constitution for the Project Integra Strategic Board and that the Objectives of the Community and Environment Board are amended to include a reference to responsibility for Waste Management matters.

1 Background

- 1.1 At the last meeting of the Project Integra Management Board a report was received and approved from the Chief Executive's Working Group which is scheduled to go onto the HloWLGA Group on 29 September 2007. The report recommends that the Constitution be amended to reflect the new emphasis on clusters and the waste to resource agenda.
- 1.2 The Constitution has not been reviewed since its inception in 2001. The Project Integra Management Board has expressed a desire to do this for some time.
- 1.3 The Constitution will sit as one of three core documents which must all be approved by the partner authorities:
 - The Constitution
 - The Joint Municipal Waste Management Strategy (JMWMS)
 - The Approved Action Plan (updated annually)
- 1.4 It is also proposed to create a series of "Supplementary Documents to the Constitution" (SDCs) to pick up on those issues that were previously included in the MoU and other relevant protocols, financial arrangements, job descriptions etc. It is proposed that the Board may be able to amend, delete or add to the number of SDCs without the need to refer them to each authority for individual approval.

2 Nature of the Revision

- 2.1 The revisions are evolutionary and therefore the original structure of the Constitution has been kept so that proposed changes can be easily followed.
- 2.2 The revised Constitution is appended in “revision marked” mode. The revisions are shown in two colours but this was due to the fact they were made on different computer profiles. There is no significance to the colour scheme.
- 2.3 The draft picks up on the developments over the last 5 years, especially the emergence of the Material Resources Strategy (MRS) and the JMWMS. The draft also looks forward by recognising the potential role of clusters. The revisions intend to the strategic role of the Board in taking forward the municipal aspects of waste and recycling within the wider context of the MRS.
- 2.4 The fundamental nature of the Board as a Joint Committee is unaltered, as its *modus operandi*. It will continue to draw its mandate from an approved action plan, updated annually, and will require the full support of relevant partners where decisions are taken that have a financial impact on those partners.
- 2.5 A significant addition is the development of SDCs which will “repeal” and incorporate the relevant sections of the former MoU. These can be added to or amended in due course. The draft also incorporates a couple of amendments already agreed by the Board such as the appointment of the Hampshire County Council member as a Standing Deputy Chairman if he or she is not elected Chairman or Vice-Chairman.

3 Nature and Role of the PR&SC

- 3.1 This first draft does not substantially alter the role and function of the Committee or the qualifications for Committee members. The Committee considered the draft on 14 September and agreed with the following observations:
- 3.2 The role and the existence of the Committee has been raised and questioned from time to time since its inception. An early criticism was that the role duplicates that of the Board and does not add value. The Committee has made efforts to differentiate itself from the Board over the last couple of years and has concentrated more on policy formulation in this period (for example the paper on inter-authority payments also on this meeting’s agenda). It has exercised its “call in” powers on one occasion so far.

- 3.3 The Committee has an important role in maintaining interest and involvement in the partnership from a backbench perspective. It is also very helpful that councillors with an understanding of the partnership and its issues have been able to move from one body to the other at times when political control of partners has changed.
- 3.4 If the Committee did not exist then scrutiny of the Board would fall to individual authorities. While the current system does not preclude this (for example the HCC scrutiny review in 2005), it would arguably be more complex, resource intensive and harder for all partners to be able to contribute to any review on an equal basis.
- 3.5 Committee members were supportive of the Committee role's role continuing but noted that it is up to the Committee to add value to the partnership through appropriate scrutiny, particularly of individual and collective performance and in policy development.

4 Risk Assessment

- 4.1 Without Board approval the Council would be at risk of loss of benefits of the wider membership of Project Integra.

5 Conclusion

- 5.1 It was agreed by all authorities present at the Project Integra Management Board Annual General Meeting held on 11th January 2007 to adopt the updated Constitution.

Financial Services comments:	<p>There are no direct financial implications associated with the revised Constitution.</p> <p>As before, the Constitution does not permit the partnership to make any decisions that could give rise to financial or contractual implications for any partner authority without the support of the Board Member for that authority.</p>
Legal Services comments:	<p>The Constitution is described as building on the existing Memorandum of Understanding. However, there are some provisions which the Council needs to specifically consider. Firstly the Constitution as drafted only enables the Chairman of the Board with responsibility for Waste Management to be the Council's representative on the Project Integra Strategic Board and their deputy is also drawn from the Council's board. With regard to the Project Integra Review and Scrutiny Committee the Constitution allows any member other than the appointed Project Integra Board member and their deputy to be the Council's representative. Decisions of the Board are by a simple majority save where a proposal would give rise to contractual or financial implications for any Partner Authority a vote in favour of the proposal from the Board Member for that authority is required.</p> <p>It is for the Council to determine the term of office for their nominated members but as they have to meet the criteria set out above throughout their period of appointment it is suggested that these appointments are made by full Council at the beginning of each municipal year and whenever the nominated member ceases to meet the above criteria.</p> <p>One of the Supplementary Documents to the Constitution will be the job description of the appointed Executive Officer and others will cover such matters as operational protocols, financial arrangements or specifications either general or specific.</p>

Legal Services Comments (Continued)	Whilst the Council's Community and Environment Board terms of reference include arrangements for refuse collection and disposal if the Council agrees to the Constitution it would be advisable to include within the Objectives of the board responsibility for Waste Management matters.
Corporate Plan:	To work with other service providers and our community to share expertise, increase co-ordination and assess funding to achieve improved service delivery. Improved recycling with less waste created.
Risk Assessment:	The Council is at risk of not being included in the wider benefits of Integra.
Background papers:	None.
Appendices/Enclosures:	
Appendix 'A'	Project Integra Constitution.
Report author/ Lead Officer:	Stevyn Ricketts (ext 5282)

PROJECT INTEGRA STRATEGIC BOARD

CONSTITUTION

1. BACKGROUND

- 1.1. The partner authorities have been widely acknowledged for their cooperation since 1995 on an integrated waste management partnership programme, known as Project Integra. This has resulted in impressive facilities, generally high recycling performance, high diversion from landfill and a contribution to the fundamental shift in thinking from waste to resource management.
- 1.2. In order to further this agenda, in 2001 the partner authorities set up a Joint Committee (the Project Integra Management Board) in order to increase clarity, accountability and respond in a more effective and coordinated way to new challenges.
- 1.3. The effectiveness of the Board was reviewed during 2005/6 in parallel with the development of a Joint Municipal Waste Management Strategy (JMWMS). A number of important evolutions were agreed by the partner authorities. It was concluded that to underline its strategic, rather than operational role, the Board should become known as the Project Integra Strategic Board.
- 1.4. This revised Constitution for the Project Integra Strategic Board complements the JMWMS as one of three core documents underpinning the partnership. The third document is the rolling 5 year Action Plan, updated annually in accordance with this Constitution.
- 1.5. The JMWMS sets out the long term strategic aims of the partners. The Action Plan sets out priorities and how strategic aims will be delivered in the short to medium term. The Constitution sets out how decisions are made, scrutinised and supported.
- 1.6. For the purposes of the constitution the parties comprise:
 - ❑ Basingstoke & Deane Borough Council
 - ❑ East Hants District Council
 - ❑ Eastleigh Borough Council
 - ❑ Fareham Borough Council
 - ❑ Gosport Borough Council
 - ❑ Hampshire County Council
 - ❑ Hampshire Waste Services Ltd (a registered subsidiary of Veolia Environmental Services Ltd)
 - ❑ Hart District Council
 - ❑ Havant Borough Council
 - ❑ New Forest District Council

- ❑ Portsmouth City Council
- ❑ Rushmoor Borough Council
- ❑ Southampton City Council
- ❑ Test Valley Borough Council
- ❑ Winchester City Council

2. PURPOSE

- 2.1. The purpose of this Constitution is to set out in clear terms how the Project Integra Strategic Board operates and how decisions are made. It also sets out the role of the Policy Review and Scrutiny Committee and the Project Integra Executive.
- 2.2. The Constitution may be amended from time to time, where all Partner Authorities and HWS agree such amendments. The Board may propose amendments for consideration and approval in its Draft Action Plan.

3. DEFINITIONS

“Annual General Meeting” means the annual meeting referred to in Paragraph 10.1.

“Approved Action Plan” has the meaning given in Paragraph 13.3.

“Board” means the Project Integra Strategic Board.

“Board Member” means a person appointed to the Board under Paragraph 8.1.

“Executive Officer” means the officer designated for the purposes of Paragraph 16.1.

“Chairman” means the Board Member appointed as Chairman further to Paragraph 10.2.

“Cluster” means two or more partner authorities working on a collaborative basis.

“Committee” means the Policy Review and Scrutiny Committee.

“Committee Member” means a member of the Policy Review and Scrutiny Committee.

“Deputy” means a person appointed as a deputy member of the Board further to Paragraph 8.4.

“Draft Action Plan” has the meaning given in Paragraph 13.2.

“Functions” means the functions of the Board set out in Paragraph 6.

“HWS” means Hampshire Waste Services Limited.

Implementation Plan – A document approved by a partner authority setting out how the authority intends to implement Project Integra policy and achieve agreed targets.

“Joint Municipal Waste Management Strategy” means the current Strategy of that name as formally agreed and adopted by the Partner Authorities and submitted to DEFRA.

“More from Less” is the title of a stakeholder document produced in 2005. It can be downloaded from www.mrs-hampshire.org.uk.

“Objectives” means the objectives of the Board set out in Paragraph 5.

“Partner Authorities” means the local authorities set out in paragraph 1.6.

“Partner Authority’s Executive” means the Cabinet or other main executive body within the authority or the Chairman of the Committee or Board with responsibility for waste management.

“Policy Review and Scrutiny Committee” has the meaning given in Paragraph 15.

“Project Integra” means Hampshire’s integrated waste management partnership.

“Project Integra Executive” means the executive structure set up to support the Board, the Committee and the partnership.

“Recovery Economy” means an economy that uses and recovers material and energy resources in the most sustainable and efficient manner, with particular regard to minimising carbon emissions.

“Role of the Board Member” is as specified in Paragraph 9.

“Special Meeting” means a meeting convened under Paragraph 11.

“Standing Deputy Chairman” means the Hampshire County Council Board Member designated in accordance with paragraph 10.3.

“Supplementary Document to the Constitution” means a document as described and approved in accordance with paragraph 17.

“Vice-Chairman” means the Board Member appointed as Vice-Chairman further to Paragraph 10.2.

“Voting Member” means any Board Member other than that appointed by HWS.

“Valorisation” refers to the concept of optimising or increasing the value of waste by treating it or regarding it in some other fashion to give it added value. This could include treating it as an economic development resource and/or secondary raw material for industry.

4. VISION

By 2020, Hampshire will have a world class and sustainable material resources system that maximises efficient re-use and recycling and minimises the need for disposal.

5. AIMS & OBJECTIVES

The Objectives of the Board mirror those in the JMWMS as follows:

- 5.1 To deliver this overarching vision, the fundamental objective of the Project Integra Strategic Board is to provide a long-term solution for dealing with Hampshire's household waste in an environmentally sound, cost effective and reliable way. Success in achieving this depends on joint working between all the parties in the best interests of the community at large. Specifically, the aims of the Strategic Board are:
- 5.2 To deliver the relevant municipal waste and recycling elements of the Material Resources Strategy as set out in the stakeholder document 'More from Less';
- 5.3 Win the support and understanding of the wider public, leading to a change in behaviour towards material resources;
- 5.4 Make access to recycling and related facilities a positive experience for residents and businesses by improving the coverage of kerbside collection systems, implementing further material recovery streams and continuous improvement of services;
- 5.5 Improve the understanding of, and promote waste avoidance and minimisation.
- 5.6 Maximise value for money by considering the system as a whole;
- 5.7 To provide suitable and sufficient processing facilities for existing and new material streams;
- 5.8 Secure stable, sustainable and ethical markets for recovered materials and products;
- 5.9 Ensure each partner clearly understands its roles and responsibility for delivery; and
- 5.10 Meet the statutory obligations but at the same time maintain Hampshire at the forefront of the waste to resources agenda.

6. FUNCTIONS

The functions of the Board are as follows:

- 6.1. To develop a strategic policy framework within which the Partner Authorities can each discharge their functions as waste disposal authority or waste collection authority (as the case may be) and as set out in the Joint Municipal Waste Management Strategy and in other ways so as to achieve the Objectives.

- 6.2. To produce, for consideration and approval of the Partner Authorities, the Draft Action Plan and associated budget, and to implement the Approved Action Plan.
- 6.3. To discharge, on behalf of the Partner Authorities, their functions in respect of the making of arrangements for the recycling of waste, where such arrangements:
 - (a) Affect two or more of the Partner Authorities; and
 - (b) Have been authorised by all of the Partner Authorities by being specifically referred to in the Approved Action Plan.
- 6.4. To influence, advise and lobby government and other agencies, both nationally and internationally, where to do so is consistent with the Objectives.
- 6.5. To commission and promote research into matters relevant to the Objectives.
- 6.6. To develop proposals for the future development of Project Integra (to be included for consideration in the Draft Action Plan). Such proposals may include the creation of separate entities to undertake particular lines of activity, such as the commissioning of research, public awareness or behavioural change campaigns and the provision of training and consultancy services.
- 6.7. To develop proposals on how the Partner Authorities can discharge their functions in the field of resource management, promote a recovery economy, improve economic, social and environmental wellbeing in Hampshire and contribute to the achievement of sustainable development.
- 6.8. To promote opportunities for joint working, collaboration, efficiencies and economies of scale at an operational or management level within clusters and with other authorities inside and outside Hampshire.
- 6.9. To carry out such other activities calculated to facilitate, or which are conducive or incidental to the discharge of the Board's Functions in implementing the Approved Action Plan.

7. NAME AND LEGAL STATUS

- 7.1. The Board is a joint committee constituted by the Partner Authorities under Section 101(5) and 102(1) of the Local Government Act 1972. Its name is the "Project Integra Strategic Board". Meetings of the Board are subject to the provisions of the Local Government Act 1972, including provisions on access to information and meetings being held in public.
- 7.2. The area within which the Board is to exercise its authority is the administrative county of Hampshire together with the unitary authority areas of Portsmouth and Southampton.

8. COMPOSITION OF THE BOARD

- 8.1. The Board shall comprise 15 Members, being one Member appointed by each Partner Authority, and one co-opted Member representing HWS.

- 8.2. Each Partner Authority shall ensure that its appointed Board Member is a member of their executive, except where the Authority concerned:
- (a) has adopted a Mayor and council manager executive, in which case the Board Member may be the council manager or other officer, or
 - (b) is below the population threshold set by Government for the adoption of the Cabinet model. In this case, the Partner Authority shall ensure that the appointed Board Member is the Chairman of the authority's own Committee or Board with responsibility for waste management.
- 8.3. The representative of HWS shall be the Managing Director of Hampshire Waste Services Ltd, with the skills and qualities required to fulfil the role of the Board Member. The co-option of the representative in question shall be a matter for the approval of the Board.
- 8.4. Partner Authorities, and HWS, may each appoint another named person to act as a Deputy for their appointed Board Member. Where the appointed Board Member is unable to attend a meeting, their Deputy may attend and carry out their responsibilities, including, in the case of a Voting Member, voting in their absence. Those appointing a Deputy shall ensure that they meet the requirements of Paragraph 8.2 (a) or is a member of the Board referred to in PARAGRAPH 8.2 (b) or, where appropriate, Paragraph 8.3 above.
- 8.5. The term of office of a Board Member and any Deputy shall be determined by the appointing partner authority, provided that for the duration of that period they remain a person who is capable of being appointed to the Board in accordance with Paragraph 8.2 or, where appropriate, 8.3 above. Partner Authorities and HWS may change their appointed Board Member or Deputy at any time provided that written notice of any such change is provided to the Executive Officer, taking effect upon receipt.

9. ROLE OF THE BOARD MEMBER

The responsibilities of a Board Member are as follows:

- 9.1. To be committed to, and act as a champion for, the achievement of the objectives both within their own authority and in other arenas.
- 9.2. To be a good ambassador for the Board and for Project Integra.
- 9.3. To attend Board meetings, vote on items of business and make a positive contribution to the achievement of the Objectives.
- 9.4. To remain acquainted with emerging technologies and processes in the area of waste/resource management.
- 9.5. To act as an advocate for the Board in seeking the approval of their Partner Authority to the Draft Action Plan.

10. MEETINGS

- 10.1. The Board shall meet on a quarterly basis. The venue for meetings shall be determined by the Board. The Board shall hold an Annual General Meeting annually on one of the quarterly dates.
- 10.2. The Chairman and Vice-Chairman of the Board shall be appointed at the Annual General Meeting. Appointments take effect until the next Annual General Meeting. In the absence of the Chairman for any reason the responsibilities of the Chairman shall be discharged by the Vice-Chairman. A Chairman or Vice-Chairman may be re-elected to serve for another period of one year if that is the wish of the majority of the Board but should not normally serve in the same role for more than three consecutive years.
- 10.3. If the Chairman is for any reason unable to continue in the role, the Vice-Chairman shall automatically assume the role of Chairman until the next routine or special meeting of the Board, where a new Chairman shall be appointed.
- 10.4. Unless the Hampshire County Council Member is elected Chairman or Vice-Chairman in accordance with paragraph 10.2 above, the Hampshire County Council Board Member shall assume or resume the role of ex-officio Standing Deputy Chairman. The purpose of the position is to:
 - (i) provide assistance and advice to the Chairman and Vice-Chairman in the preparation of meeting agendas and other member events or communications
 - (ii) ensure the Hampshire County Council Member is fully informed of strategies and policies being formulated for consideration by the Strategic Board.The role reflects the unique responsibility of Hampshire County Council within the partnership. In all other respects the role is the same as other Voting Members.
- 10.5. A printed copy of the summons and agenda for each meeting and the minutes of the previous meeting, shall be despatched by the Executive Officer at least fourteen days before such meeting to each Board Member and, for information, to each Member of the Policy Review and Scrutiny Committee. The summons shall contain notice of all business, except urgent business, which is in the ordinary course or by direction of the Chairman or Executive Officer required to be brought before the Board.
- 10.6. If within ten minutes of the appointed time for the commencement of the meeting a quorum (that is four Voting Members) is not present, the meeting shall be dissolved. Any business not disposed of shall be considered at the next meeting.
- 10.7. The Chairman may invite any person to attend a meeting of the Board for the purpose of making a presentation, or participating in discussion, on any item relevant to the Board's Functions, where that person is able to provide a professional or commercial viewpoint, which the Chairman considers would be of assistance to the Board.
- 10.8. All decisions of the Board will be notified in writing to Board members, deputies and members and deputies of the Policy Review and Scrutiny Committee within five

working days of the Board meeting. Subject to paragraphs 15.8 and 15.9 below, any decision will take effect seven days after such notification has been given.

11. SPECIAL MEETINGS

- 11.1. The Chairman may summon a Special Meeting of the Board at any time.
- 11.2. A Special Meeting shall also be summoned on the requisition in writing of not less than four Voting Members, which requisition shall be delivered to the Executive Officer and shall specify the business to be considered at the Special Meeting.
- 11.3. The Executive Officer shall arrange for any Special Meeting to be held in accordance with the timetable in Paragraph 10.5 above.

12. DECISION MAKING

- 12.1. Voting Members shall be entitled to a vote on items of business considered by the Board (the Board Member appointed by HWS, as a co-opted member, is not permitted to vote by virtue of Section 13(1) of the Local Government and Housing Act 1989).
- 12.2. Subject to Paragraphs 12.4 and 13.3 below, every question shall be determined by the voices of those Voting Members present, provided that if there is a Voting Member who indicates dissent to this procedure then a vote by a show of hands shall take place. A simple majority shall be required.
- 12.3. In the event of there being an equal number of votes for and against a particular proposition, the Chairman shall have a casting vote.
- 12.4. Where the effect of a particular proposition, if adopted by the Board, would be to give rise to contractual or financial implications for any Partner Authority, then in addition to the normal requirement for a simple majority of votes, the vote of the Member appointed by that Partner Authority, in favour of the proposition, shall be required. Where a particular proposition does not have the support of the Members appointed by all Partner Authorities so affected, the proposition cannot be adopted by the Board.
- 12.5. Where the effect of a decision of the Board is that the Partner Authorities, or any of them, shall enter into contractual arrangements, the Partner Authorities so affected hereby delegate authority to complete the contractual documentation on their behalf (subject to Paragraph 12.6 below) to [insert name of designated lead authority], further to Section 101 Local Government Act 1972.
- 12.6. Where, further to a resolution of the Board, contractual arrangements are entered into by one of the Partner Authorities, as lead authority on behalf of itself and other authorities, the Partner Authorities so affected shall complete a legal agreement setting out the basis on which risks and liabilities are apportioned between them.

13. ACTION PLAN

- 13.1. At its Annual General Meeting, the Board shall consider and approve the Draft Action Plan.
- 13.2. The Draft Action Plan shall set out the strategy for the achievement of the Objectives over a rolling five year period. It will specify the activities to be undertaken, and arrangements to be entered into, in support of that strategy, together with a full assessment of the financial, resource, service, legal and contractual implications.
- 13.3. The Draft Action Plan shall contain a summary of each Partner Authority's own implementation plan which sets out how the authority will support Project Integra policy and contribute to collective targets and objectives.
- 13.4. The Draft Action Plan shall be considered by each of the Partner Authorities with a view to giving it their approval. On being approved by all of the Partner Authorities, the Draft Action Plan shall become the Approved Action Plan. A Partner Authority may approve the Draft Action Plan subject to a reservation in respect of any particular matter that it has concerns with. Where approval is given subject to such reservation, the Partner Authority's Voting Member is not entitled to vote on the matter in question when it is subsequently considered by the Board, and any resolution of the Board on the matter in question does not bind that Partner Authority.
- 13.5. The Board may consider and propose a draft amendment to the Approved Action Plan, where necessary to accommodate unforeseen circumstances, which have arisen which would assist the Board in achieving the Objectives. Any proposed amendment, which is agreed by the Board, shall then be submitted to the Partner Authorities for approval. On being approved by all the Partner Authorities, the amendment is then incorporated in the Approved Action Plan.

14. DELEGATION TO SUB-COMMITTEES AND OFFICERS

- 14.1. The Board and the Committee may arrange for any of its functions to be discharged by a sub-committee or by an officer of one of the Partner Authorities, provided that any such arrangements do not include delegation of matters falling within the scope of Paragraph 12.4 above or Paragraph 17 below, which shall remain the sole responsibility of the Board.
- 14.2. The Board and the Committee may appoint working groups of Members and officers to consider specific matters referred and report back to the Board.

15. POLICY REVIEW AND SCRUTINY COMMITTEE

- 15.1. The role of the Policy Review and Scrutiny Committee is to discharge the functions conferred by Section 21 of the Local Government Act 2000 in relation to the activities of the Board. In the exercise of these functions, the Policy Review and Scrutiny Committee shall:
 - (a) Review and/or scrutinise any decisions made or actions taken in connection with the discharge of any of the Board's Functions;

- (b) Make reports or recommendations to the Board in connection with the discharge of any of the Board's Functions;
- (c) Consider any relevant matter affecting the area or its inhabitants; and
- (d) Exercise the right to call in, for consideration, decisions made by the Board but not yet implemented.

15.2. In particular the Policy Review and Scrutiny Committee may:

- (a) Undertake policy reviews, in particular the review and suggested amendments to the Board's Draft Action Plan, Supplementary Documents to the Constitution and input into appropriate Community Plans or such other similar documents as the Board may wish to adopt or endorse.
- (b) Consider and advise on revisions to the Joint Municipal Waste Management Strategy.
- (c) Review decisions taken by the Board and/or Executive Officer and the performance of services provided directly or indirectly by the Board, including power to require members of the Board and relevant officers to attend before it to answer questions.
- (d) Formulate new policy proposals for consideration by the Board.
- (e) Review the level of financial resources to be included in annual service budgets and the overall level of the Board's aggregate budgets.
- (f) Review performance against target income and expenditure levels.
- (g) Prepare and submit to the Board annual programmes of work to be undertaken each year.

15.3. Notwithstanding the annual programme of work referred above, the Board could request the Committee to undertake a review of policy at any time. The Board may also work with the Committee to undertake reviews of existing policies or proposed development of new policies at any time.

15.4. The Policy Review and Scrutiny Committee shall comprise up to 17 Committee Members, being one Member appointed by each Partner Authority, one co-opted Member appointed by HWS, and up to two co-opted Members appointed by the Committee to represent relevant community interests or groups. Members may not include members of Partner Authority's Executive or be a deputy for the Board Member. Committee. Members shall have relevant knowledge of issues relating to waste or other resource management, and the skills and qualities required to assist the Committee in discharging its review and scrutiny functions.

15.5. Partner Authorities, and HWS, may each appoint another named person to act as a Deputy for their appointed Committee Member. Where the appointed Committee Member is unable to attend a meeting, their Deputy may attend and carry out their responsibilities, including, in the case of a Voting Committee Member, voting in

their absence. The Executive Officer shall be notified of any appointment of a Deputy, such notification taking effect upon receipt. Those appointing a Deputy shall ensure that they meet the requirements of Paragraph 15.4 above.

- 15.6. The term of office of a Committee Member and any Deputy shall be determined by the appointing partner authority, provided that for the duration of that period they remain a person who is capable of being appointed to the Committee in accordance with Paragraph 15.4 above). Partner Authorities and HWS may change their appointed Committee Member or Deputy at any time provided that written notice of any such change is provided to the Executive Officer, taking effect upon receipt.
- 15.7. The provisions in Paragraphs 10 (except para 10.4), 11 and 12.1 – 12.3 above shall apply to meetings of the Policy Review and Scrutiny Committee in the same way that they apply to meetings of the Board, with references to the Chairman, Vice-Chairman and Members of the Committee substituted for the references to the Chairman, Vice-Chairman and Members of the Board. In this context the term “Voting Members” shall be read as meaning the Committee Members appointed by the Partner Authorities.
- 15.8. Subject to Paragraph 15.9 below, a decision of the Board will be notified to Committee Members within five working days, and will take effect seven days after such notification has been given, unless in that period any four or more members of the Policy Review and Scrutiny Committee request a meeting of the Committee to review the decision. All action to implement the decision shall then be suspended, and a meeting of the Committee shall take place within 21 days from the date of receipt by the Executive Officer of the request for review of the decision. At the meeting the Committee shall decide whether to exercise the powers in Section 21(3) of the Local Government Act 2000 to recommend that the decision is reconsidered, or (in exceptional cases) to arrange for the review function to be exercised by any Partner Authority. Where the Committee so decides, the Board shall reconsider the decision and decide whether or not it should be changed. Subject to such reconsideration by the Board, the decision will then take effect.
- 15.9. The arrangements in Paragraph 15.8 shall not apply where the Chairman of the Committee agrees that it is the best interests of Project Integra for a decision of the Board to be implemented as a matter of urgency. In such cases the Board’s decision takes immediate effect.
- 15.10. Where any Member of the Committee or of any sub-committee so requests, arrangements shall be made for any matter relevant to the functions of the Committee or as the case may be, the sub-committee, to be included in the agenda for, and discussed at, a meeting of the Committee or sub-committee.

16. EXECUTIVE OFFICER AND PROFESSIONAL SUPPORT

- 16.1. The Board shall designate a named person to fulfil the function of Executive Officer. The responsibilities of the Executive Officer shall be set out in a job description approved by the Board as a Supplementary Document to the

Constitution. In respect of the business of the Board, its sub-committees, working groups, and the Policy Review and Scrutiny Committee, the role shall include :

- (a) To make all necessary arrangements for the convening of meetings.
- (b) To provide, or, where necessary, procure the provision of, all necessary advice on the technical, legal and financial implications of matters under consideration.
- (c) To bring attention to relevant matters which merit consideration.
- (d) To take and maintain minutes of meetings, and ensure that business at meetings is conducted in accordance with legal and constitutional requirements.
- (e) To be responsible for communications with other agencies, including the media.
- (f) To manage and co-ordinate the day-to-day affairs of the Board and its administrative support.

16.2. The Board shall obtain legal, financial and other professional advice as required.

16.3. The business address for all communications relating to the administration of the Board's affairs shall be determined by the Board.

17. SUPPLEMENTARY DOCUMENTS TO THE CONSTITUTION

17.1. Supplementary Documents to the Constitution (SDCs) set out agreements such as operational protocols, financial arrangements or specifications that the partner authorities have agreed to apply either generally or under specified circumstances.

17.2. The Board may from time to time consider amending, deleting or adding to the Supplementary Documents and may, subject to paragraphs 12.4 and 15.8 above and 17.3 below, approve such changes without the need to refer to each authority for individual approval.

17.3 Nothing in this Constitution shall empower or permit the Board to override contractual or legal arrangements agreed between partner authorities or between one or more partner authorities and third parties.

18. URGENT MATTERS

18.1. Subject to Paragraph 16.2, this Paragraph applies where the best interests of the Board require that action should be taken, or a decision made, on a matter which would normally fall to be considered by the Board in the exercise of its functions, but where such best interests would be compromised by the action, or decision, being deferred until the next meeting of the Board. In such cases the Executive Officer is authorised to take such action or decision, following consultation with the Legal Adviser, Chairman and Vice-Chairman. Any such action taken shall be reported to the next meeting of the Board.

- 18.2. Paragraph 18.1 does not apply to decisions falling within the scope of Paragraph 12.4 or 17.2.

19. CONDUCT AND EXPENSES OF MEMBERS

- 19.1. All Board and Committee Members shall observe at all times the provisions of the code of conduct, which, in due course, is adopted by their Partner Authority under Section 51 of the Local Government Act 2000. In the meantime, Members are required to observe the provisions of any existing code of conduct adopted by their Partner Authority or, where none exists, the National Code of Local Government Conduct.
- 19.2. Except as outlined in paragraphs 19.3 and 19.4 below, each Partner Authority shall be responsible for meeting any expenses to which any Board or Committee Member appointed by them, as their representative is entitled as a result of their attendance at duly authorised meetings. HWS are responsible for meeting any expenses incurred by their appointed representatives.
- 19.3. The Board shall meet appropriate expenses, properly incurred by the Board and Committee Chairman or Vice Chairman in relation to circumstances where they have represented the partnership rather than their individual authority. A summary of such expenditure shall be reported to the Board at the Quarterly meetings.
- 19.4. The Board shall meet appropriate expenses, properly incurred by the two (non-HWS) appointed co-opted members of the Policy Review and Scrutiny Committee.

20. LIABILITIES OF BOARD MEMBERS

- 20.1. Board Members have the same responsibilities and liabilities as those which apply when sitting on other committees and bodies as appointed representative on behalf of their authority. Where contractual arrangements are authorised by the Board, any liabilities arising under those arrangements will rest with the constituent Partner Authorities who are parties to those contractual arrangements. Indemnification for any liabilities, which do arise, is a matter between the Board Member and their Partner Authority. It is noted that under Section 101 of the Local Government Act 2000, the Secretary of State may by order make provision conferring power to local authorities to provide indemnities to some or all of their members and officers.

21. PRESS AND PUBLIC RELATIONS

- 21.1. The Board shall have power to issue such press releases and carry out such further publicity as it deems necessary for the furtherance of the Objectives, including the dissemination of information relating to the functions and workings of the Board, and any action taken or proposed to be taken for the benefit of the residents of Hampshire and other stakeholders.

22. ANNUAL CONFERENCE

- 22.1. The Board shall arrange for an annual meeting of persons interested in the development of Project Integra, to be known as the Annual Conference. A purpose

of the Annual Conference is to seek a broad range of views on the future development of policy. Each Partner Authority shall be invited to be represented by members and officers, as it considers appropriate, to speak and discuss issues under review. The Annual Conference will be held before the Annual General Meeting of the Board to enable views to be expressed on the Draft Action Plan.

Dated

2007

AGENDA ITEM NO. 9

Board/Committee:	COMMUNITY AND ENVIRONMENT BOARD
Date of Meeting:	5 MARCH 2007
Title:	PROJECT INTEGRA ANNUAL ACTION PLAN 2007-2012
Author:	ENVIRONMENTAL SERVICES MANAGER
Status:	FOR DECISION

Purpose

To seek approval for the adoption of the Annual Action Plan 2007-2012 for the Partnership. Approval is sought in accordance with the current and revised Constitution.

Recommendation

The Draft Annual Action Plan 2007-2012 be approved.

1 Background

- 1.1 The Annual Action plan is the mechanism by which the Board receives its mandate to work on behalf of the partnership. It also sets out the costs of running the Board and associated joint activities of the partnership.
- 1.2 Authorities may approve the Draft Action Plan unreservedly or may approve it subject to a reservation in respect of any particular matter that it has concerns with. Where approval is given subject to such reservation, the Partner Authority's voting Member is not entitled to vote on the matter in question when it is subsequently considered by the Board, and any resolution of the Board on the matter in question does not bind that Partner Authority.

2 Report

- 2.1 The partnership continues to stand out in the UK, not least by virtue of the high (81%) level of diversion from landfill now achieved, by far the highest of any County Grouping. With a recycling/composting rate of around 35% and an energy recovery rate of around 46%, less than a fifth of Municipal Household Waste is still landfilled, most of this being derived from the HRWC's.
- 2.2 Working together also allows ambitious projects such as the continuing development and targeting of the *Recycle for Hampshire* behavioural change campaign. The partnership now has a permanent *Material Analysis Facility* looking at variations in the quality and composition of material in various waste streams and

feeding back detailed information to the partners.

- 2.3 Income per tonne from the sale of recyclate of all types has shown strong growth due to buoyant markets for this material and, while these are dependent on global trading conditions, it is anticipated these will be sustained at this level for the period of the plan.
- 2.4 As the Action Plan indicates, there is however, still much to do. The cost of waste management is likely to significantly outstrip current levels of funding throughout the three year period of the Comprehensive Spending Review (CSR 07), so the imperative to seek to do things better and more cost efficiently is stronger than ever. Just as importantly, the Project Integra partnership gives everyone access to the process of identifying the future infrastructure and collection system needs and doing this in an holistic manner.

3 Risk Assessment

- 3.1 It is a requirement of the Project Integra constitution that each Local Authority within the partnership adopts the Business Plan. Without Board approval the Council would be at risk of loss of benefits of the wider membership of Project Integra.

4 Conclusion

- 4.1 It was agreed by all authorities present at the Project Integra Management Board Annual General Meeting held on 11th January 2007 to adopt the Draft Business Plan 2007 – 2012.

Financial Services comments:	<p>The Annual Action Plan proposes that the subscription for this authority in 2007/8 will be £13,487. This is based on the previous year's rate plus RPI.</p> <p>Income from the sale of recyclate processed through the MRF's in the current financial year for this authority will be payable in early 2007/08. These are estimated to be £65,357.36 for this authority.</p>
Legal Services comments:	None for the purposes of this report.
Service Improvement Plan implications:	No Implications.
Corporate Plan:	To work with other service providers and our community to share expertise, increase co-ordination and access funding to achieve improved service delivery. Improved recycling with less waste created.
Risk Assessment:	The Council is at risk of non compliance with the Project Integra Constitution should it not adopt the Business plan.
Background papers:	None.
Appendices/Enclosures:	
Appendix 'A'	Project Integra Draft Business Plan 2007 – 2012.
Report author/ Lead Officer:	Stevyn Ricketts (ext 5282)

Project Integra

Draft Action Plan

2007-2012



Consultation Draft approved by the
Project Integra Management Board
11 January 2007

1. CONTENTS

Section	Page Number
1. Contents	2
2. Executive Summary	3
3. Objectives, Priority Themes & Headline targets	5
4. Resources	9
5. Key Programmes	15
6. Performance	26
7. Risks	28
8. Contacts and other information	32

SECTION 2 – EXECUTIVE SUMMARY

Objectives and Overview

The partnership continues to face a wide variety of challenges through social, economic and environmental pressures. These include the increasing costs of municipal resource management, the drive for efficiency and accountability outlined in the 2006 Local Government white paper, the emerging carbon economy and, not least, keeping the public engaged and motivated against a higher level of expectation and scrutiny.

Priority actions for the period 2007-12 are summarised under three key themes:

1. Doing the basics better

The partnership places high emphasis on improving services, providing value for money, sharing of resources and best practice, consistent and effective communication, better understanding of variations in performance and methods for improvement.

Major programmes include continued development of the Materials Analysis Facility, Identifying and encouraging opportunities for joint working and reviewing inter-authority payments mechanisms for rewarding good practice.

2. Promoting Sustainable Consumption and Production

The partnership will continue to promote and facilitate the efficient use of material resources and energy, through its own activities and to encourage responsibility in the wider domestic and business community.

Major Programmes include the continuing Behavioural Change Strategy, the *Recycle for Hampshire* campaign, the *Small Changes Big Difference* waste minimisation programme, support to SMEs on recycling, and promotion of home composting and home food “digesters”.

3. Specifying further Infrastructure and collection systems

The partnership seeks better understanding of how materials flow through the local economy and thereby identify appropriate new processing and collection systems for the whole economy of Hampshire and to help deliver facilities on appropriate sites.

The major programme, as part of the wider MRS partnership, will procure, deliver and interpret detailed specialist advice and recommendations on the options and implications.

Performance

A new, wider range of performance indicators are proposed to measure waste avoidance, waste diversion, value for money and carbon impacts as well as just headline recycling rates.

Improvements are also made in presentation of comparative data between partners.

Resources

It is not clear yet what further external resources will be available beyond 2007/8, however the Project Integra will maintain its ability and readiness to make partnership bids for grants and targeted funds.

The base subscription for the Project Integra Executive and joint projects will be increased by inflation only, against a backdrop of increasing income from sale of recovered materials (in 2006/7, estimated at 42% up on previous year).

Risks

Risks, and how they change with time, continue to be assessed and mitigated through the independent executive function and the action programme.

SECTION 3 – OBJECTIVES, PRIORITY THEMES AND HEADLINE TARGETS

Key Objectives	Drivers
Economic and Organisational Objectives	
Reducing costs through efficiencies, economies of scale and joint working	Gershon, Lyons, LGWP, CSR07, HloWLGA
Promote sustainable procurement	MRS, LAA, EWS
Promoting economic development in Hampshire	MRS, LAA
Environment Objectives	
Climate change and carbon emissions	EU6thEAP, Stern Report, LGWP, EWS
Environmental Protection	EU6 th EAP, MRS, JMWMS
Material Flow Objectives	
Reducing overall waste arisings	EWS, MRS, LATS, LAA
Eliminating landfill of non-inert material	MRS, LATS, JMWMS
Reducing contamination of material for recycling	Markets, JMWMS, BCS
Increasing capture of material for recycling	MRS, JMWMS, BCS, LATS, LAA, SME, EWS
Increasing the range of materials that can be sustainably and economically recovered	MRS, Community, SME, EWS
Wider Social Objectives	
Promote personal and corporate responsibility for sustainable production & consumption	MRS, JMWMS, LAA, EWS

Key – see over

Key

Abbreviation	Definition or Explanation
BCS	Project Integra's Behavioural Change Strategy http://www.recycleforhampshire.org.uk/
Community	Pressure from the wider community for development of recycling and other services
CSR07	The Government's Comprehensive Spending Review 2007. This will set spending plans for 2008-09, 2009-10 and 2010-11. http://www.hm-treasury.gov.uk/spending_review/spend_index.cfm
EU 6 th EAP	The European Union's 6 th Environmental Action Programme 2002-12 http://ec.europa.eu/environment/newprg/index.htm
EWS	Review of England's Waste Strategy (expected early 2007). A draft strategy was published for consultation in 2006. http://www.defra.gov.uk/corporate/consult/wastestratereview/review-consult.pdf
Gershon	Efficiency Savings of 2.5% per year required by Government set out in the Spending Review 2004. http://www.hm-treasury.gov.uk/spending_review/spend_index.cfm
HloWLGA	Commitment to explore joint working agreed by the Hants & Isle of Wight Local Govt Association on 29 September 2006. Link to HloWLGA Report
JMWMS	Hampshire's Joint Municipal Waste Management Strategy http://www.integra.org.uk/board/index.html
LGWP	Local Govt White Paper October 2007 - Strong and Prosperous Communities http://www.communities.gov.uk/index.asp?id=1503999
LAA	Hampshire Local Area Agreement http://www3.hants.gov.uk/localareaagreement.htm
LATS	The Landfill Allowance Trading Scheme which translates the requirements of the Landfill Directive into UK law.
Lyons	The Lyons Inquiry into Local Government Structure and Finance http://www.lyonsinquiry.org.uk/
Markets	Increased quality of material demanded by reprocessors and national regulators such as the Environment Agency
MRS	Hampshire's Material Resources Strategy www.mrs-hampshire.org.uk
SME	Pressure from Small/Medium Sized enterprises for development of recycling and other services
Stern Report	The Stern Review on the economics of climate change link to HM Treasury / Stern Review

Priority Themes

The objectives in the previous section are determined by external forces such as EU and UK Govt policy, or by existing commitments to local initiatives such as the Material Resources Strategy or the Behavioural Change Strategy.

These objectives are wide ranging and some are potentially in conflict with others. Examples include:

- historically the demand for higher standards of environmental protection and more differentiated material flows has increased, rather than decreased, costs.
- In parts of the UK, the drive for high recycling rates has led to increased overall waste arisings.

The Board has therefore identified three priority themes to help keep the partnership focused on effective delivery in a complex environment. These are:

- Doing the basics better
- Promoting Sustainable Consumption and Production
- Specifying future infrastructure and collection systems.

Each part of the Board's work programme should therefore be identified with, and help to deliver, one or more of these priority themes.

Doing the Basics Better

This theme is concerned with:

- consistent and improving services to residents and other customers
- providing value for money
- effective sharing of resources and best practice across partners
- consistent and effective communication within authorities and between partners
- better understanding of performance, the reasons for variations and the methods for improvement
- maximising capture and quality of materials.

Promoting Sustainable Consumption and Production

This theme is concerned with:

- better design of products, homes and systems to optimise use of natural resources
- the need for improved sustainability throughout product life cycles (design, production, use, end of life etc)
- the need for actors throughout the process chain to take appropriate responsibility
- the minimisation or avoidance of waste at source
- the design of recycling or composting systems to capture the optimum amount of material regardless of source
- the minimisation of transport
- maximising access to recycling or composting systems where this is sustainable.

Specifying further Infrastructure and collection systems

This theme is concerned with:

- understanding how materials flow through the local economy
- identifying the types of technology available to recover materials and/or energy and their relative environmental and carbon impacts
- identifying the options for collection systems and their relative environmental and carbon impacts
- matching the required facilities to appropriate sites in accordance with the Minerals and Waste Development Framework
- consultation with stakeholders and the wider community
- having regard to all the above when specifying systems or facilities.

Headline Targets (Provisional)

The following provisional headline targets are suggested as a starting point for debate in early 2007 with a view to adopting firm targets when consensus has been reached. Some are blank due to lack of data at present.

Target description	Provisional target level	Achieve by:
1. kg residual waste / head / year	300 kg / head / year	2010
2. Kg head arisings (BVPI 84)	500 kg / head / year	2010
3. Landfill diversion	85% / 90 %	2010 / 2012
4. Average contamination input MRF	8%	2010
5. Capture of available recyclates	70%	2010
6. CO ₂ emissions per head	TBA	2010
7. % of SMEs known to recycle	TBA	2010
8. Kg recyclate per head	TBA	2010
9. Overall recycling/composting rate	40% (35% in urban areas)	2010

Key issues to Lobby Government

Use of a wider suite of performance indicators for resource management nationally to provide a more balanced view of overall sustainability and efficiency, including carbon impacts, and to discourage unsustainable practices.

Inclusion of the following in recycling performance indicators:

- an allowance for home composting,
- ferrous metal and other recovered material from incinerator bottom ash.

A requirement for developers to provide sustainable disposal facilities (such as home composters/digesters) in appropriate new-build housing developments.

SECTION 4 - RESOURCES

Resources

1. Revenue and Capital Costs of Services and Facilities

Waste Management costs to local authorities are met by a combination of Council Tax revenue and Government Grant to each individual partner. Waste Management (both waste collection and disposal) is currently included in the EPCS FSS block along with services such as libraries and sport. The EPCS FSS is currently calculated for authorities on the basis of resident population modified by top ups for Density, Deprivation and Additional Population. The WCA calculation is also modified in accordance with sparsity (degree of population density in rural areas).

The proportion funded by Government has not increased in proportion to rising costs over recent years, which has meant most of the burden has fallen on the Council Tax payer.

The Capital costs of developing the infrastructure are funded by the WDAs through the long term contract with HWS. HWS receive a fixed sum for operating each site, regardless of throughput and also a gate fee for each tonne of material processed. The gate fee varies according to a number of factors and the contract sets these out in detail.

Southampton and Portsmouth contribute to the overall disposal costs pro-rata according to the volume of waste derived from the cities.

2. Sale of Recyclable Materials

Income from the sale of materials is split 50:50 between HWS and the WCAs according to the tonnage of material delivered for processing. Table 2 shows the predicted income from sale of recyclate in 2006/7. The level of income has been rising considerably each year:-

2004/5 = £ 553,000
 2005/6 = £ 921,000
 2006/7 =£1,340,000

This is partly a reflection of the increase in recycling tonnages collected by partners but also the state of the market for recyclable materials has boosted prices per tonne.

3. Waste Performance and Efficiency Grant

From 2005/6, DEFRA introduced a **Waste Performance and Efficiency Grant** which was calculated based on the EPCS FSS formula (see above) and not linked to recycling performance. The WPEG in 2005/6 and 2006/7 was paid directly to

local authorities on a “targeted but not ring fenced” basis.

Fig 1	WPEG - Allocation (to nearest £'000)		
Authority	2005/6	2006/7	2007/8
Basingstoke	50	131	138
East Hants	36	93	98
Eastleigh	38	98	103
Fareham	35	92	96
Gosport	25	65	68
Hampshire	556	1456	1525
Hart	28	73	77
Havant	38	98	102
New Forest	56	145	152
Portsmouth	157	404	423
Rushmoor	30	76	80
Southampton	178	460	482
Test Valley	36	95	99
Winchester	37	99	103
Total	1300	3385	3546

In 2006 the Department for Communities and Local Government (DCLG) announced that the 2007/8 WPEG in two-tier areas would be “pooled centrally via the Local Area Agreement”. In effect this means that the sum total of the grant in the two tier areas would be paid to Hampshire County Council. HCC have indicated that it will distribute the grant to the WCAs according to the allocation above, but this has yet to be formally confirmed. The Guidance issued states that “the following new targets areas are mandatory in any LAA area where the Waste Performance and Efficiency Grant is received:

- Reduction in the percentage of municipal waste landfilled
- Increase in the percentage of municipal waste recycled”.

Details of the new targets are likely to be included in the new *England Waste Strategy*, expected early in 2007.

4. Recycling Credits

The Recycling Credit scheme was introduced in 1990 as an early (and then unique) policy lever to encourage recycling in two tier areas. Today the scheme has to operate with a number of other economic and regulatory measures designed to promote more sustainable waste management. The Government has signalled its intention to encourage LAs to move away from recycling credits as the primary system of inter-authority payments. It is likely that the scheme will be overhauled substantially or even replaced by the Government during the period of this plan.

In the meantime Recycling Credits are payments made by the WDA to help offset the costs of collecting recyclables. The sum involved reflects the cost avoided by the WDA by not having to landfill or otherwise dispose of the material. As part of the original PI Memorandum of Understanding, the WCAs agreed not to claim recycling credits for material processed through the MRF and composting sites. In

effect this is an “off balance sheet” contribution to the overall project costs. At current values this would represent around £2.9m.

Recycling Credits are paid by HCC in relation to material, such as glass and textiles, which is not processed through the contract with HWS. Recycling Credits are also paid voluntarily to third parties, such as charitable organisations for material diverted from the waste stream. HCC currently pay recycling credits of around £900,000 per year to WCAs and third parties.

5. Landfill Allowance Trading Scheme

From April 2005, the Government introduced a Landfill Trading Allowance Scheme which limits waste disposal authorities to a specific volume of biodegradable municipal waste which declines progressively year on year to 2020. Authorities which exceed their allocation must purchase the unused allocation from another authority or pay a fine of £150 per tonne. Hampshire WDAs are predicted to have a net surplus of allowances over their actual requirement until at least 2013/14. The following extract is from an Environment Agency Report on the landfill Allowances and Trading Schemes (LATS) – 2005/6.

HCC had the greatest individual surplus of allowances in 2005/6. It used only 94,361 tonnes of its allocation of 361,997 tonnes, leaving a surplus of 267,636 tonnes. This surplus was sold to other authorities. Hampshire used only 26 per cent of its allowance allocation for 2005/6 and, based on this performance, is likely to have surplus of allowances in the first Landfill Directive target year (2009/10).

HCC have indicated that LATS income is considered as a corporate resource and is therefore unavailable for redistributive inter-authority payments.

6. Cost of Contamination

Analysis of over 400 samples carried out during 2006 in Materials Analysis Facility at Alton showed that material collected at kerbside for recycling contains an average of around 10% of material outside the input specification for delivery to the MRFs.

Contamination is a cost to the WDA and to Veolia due to the physical effort of handling and sorting material only for it to be disposed of, and the overall capacity of the MRF to sort good quality materials is also affected.

On average, around half of the contamination consists of non-compliant, but potentially recyclable, materials such as textiles, glass and hard plastics. The remainder was black bag type waste. The degree of contamination varies from round to round and authority to authority (see the chapter on performance for more details).

From 2005/6 the income from sale of material from the MRFs payable to each authority has been adjusted to reflect the actual average contamination rate of their material. This means that authorities are rewarded for good performance rather than accepting an overall average level.

7. Project Integra Accounts and Reserves

The accounting year for Project Integra runs from 1 April – 31 March. The full year accounts for 2005/6 were reported to the Board meeting on 12 October 2006 <http://www.integra.org.uk/board/index.html> .

Project Integra currently holds £181,000 in reserves. £140,000 has been held as a buffer against contractual risk in the materials market. £25,000 was held in an account to loan to partners at the point when the system of funding switched to subscriptions. The reasons for holding these reserves no longer apply and on 12 October 2006 the Board agreed to release these to support the continuing Behavioural Change Strategy work in the period 2006-08.

£16,000 remains in reserve to support any future staff recruitment and appointment.

8. Subscriptions for 2007/08

Subscriptions will be held at the same level as the previous year plus an RPI figure. This is despite an additional expense of £5,000 per annum office accommodation for the Executive. Prior to this, the office accommodation has been provided as support in kind by HCC.

The details of subscriptions are shown in table 1.

9. Project Fund

Project Funding in 2007/8 will be allocated as follows:

£100K Behavioural change strategy
 £ 25K Work on Material flow planning
 £ 28K To be allocated to support other projects (to include carry forward from 2006/7).

10. BREW Funding for Efficiencies

£50K has been secured by the Hampshire Chief Executives to support Joint Working.

RESOURCES – TABLE 1

Project Integra - Funding the Executive - 2006/07

Contributions from LA's - based on rate per 1000 population

	<u>Collection</u> <u>07/08</u> <u>£ 83.08</u>	<u>Disposal</u> <u>07/08</u> <u>£ 19.08</u>	<u>07/08</u> <u>Total</u>	<u>Population</u>	<u>Project</u> <u>Funding</u> <u>£93.44</u>	<u>Total</u> <u>Funding</u>
Basingstoke	12,678.56	0.00	12,679.00	152,600	14,259.00	26,938.00
East Hampshire	9,089.35	0.00	9,089.00	109,400	10,222.00	19,311.00
Eastleigh	9,662.63	0.00	9,663.00	116,300	10,867.00	20,530.00
Fareham	8,981.34	0.00	8,981.00	108,100	10,101.00	19,082.00
Gosport	6,347.59	0.00	6,348.00	76,400	7,139.00	13,487.00
Hart	6,945.79	0.00	6,946.00	83,600	7,812.00	14,758.00
Havant	9,712.48	0.00	9,712.00	116,900	10,923.00	20,635.00
New Forest	14,082.68	0.00	14,083.00	169,500	15,838.00	29,921.00
Portsmouth (WCA/WDA)	15,528.33	3,566.18	19,095.00	186,900	17,464.00	36,559.00
Rushmoor	7,552.30	0.00	7,552.00	90,900	8,494.00	16,046.00
Southampton (WCA/WDA)	18,079.00	4,151.95	22,231.00	217,600	20,332.00	42,563.00
Test Valley	9,130.89	0.00	9,131.00	109,900	10,269.00	19,400.00
Winchester	8,914.88	0.00	8,915.00	107,300	10,026.00	18,941.00
HCC	0.00	23,675.30	23,675.00	1,240,800		23,675.00
HWS			3,905.00			
	136,705.84	31,393.43	172,005.00		153,746.00	325,751.00

RESOURCES – TABLE 2

MRF Income Forecast for 2006/07

	<u>Total Tonnes 2006/07</u>	<u>Total MRF Income 2006/07</u>
Basingstoke	9,737	
East Hants	9,274	
Eastleigh		114,654.02
Fareham		109,196.45
Gosport		112,924.79
Hart	9,590	
Havant	9,341	109,984.91
New Forest	5,551	65,357.36
Rushmoor	5,313	62,157.36
Test Valley	12,625	148,664.87
Winchester		
Portsmouth	5,625	66,236.24
Southampton	6,400	75,385.97
	6,831	80,432.06
Total	13,370	126,756.06
	13,832	157,436.76
Unit Rate		1,340,365
		11.77

SECTION 5 – KEY PROGRAMMES

Key Programmes 1 - Doing the Basics Better

1. Material Analysis Facility

Background

The Materials Analysis Facility (MAF) at Alton MRF came on line in the spring of 2006 fulfilling a long term aim of the partnership to have its own dedicated facility for detailed and sustained analysis of the composition of collected material streams. The first project lasted four months and looked at levels of contamination and contrary materials in collected recyclate in over 400 rounds. This represents just under half the total daily rounds in the county. The second project in the late autumn looked at how much recyclable material was still left in the residual stream.

Objective

The objective is to continue to use the MAF to analyse both recycling and residual streams, particularly in support of the continuing work to reduce contamination through the Behavioural Change Strategy and partners own implementation plans. It will also be used to assess changes as a result of individual authority changes such as the introduction of kerbside glass collection.

Method

The MAF operates like a mini-MRF, with manual sorting of samples weighing on average around 250kg. The material is sorted into predetermined categories.

Expected Outcomes

Data showing variations in contamination and residual waste composition in relation to different authorities, seasonal and system changes. The composition of MRF output material will also be periodically monitored.

Responsibility

The MAF is operated by Veolia Hampshire on behalf of the whole partnership. The programme of work is specified and overseen by a Steering Group (a sub-group of the Research Group) with multi-partner representation.

Budgetary Implications

The capital costs of the plant were met in full via a Defra grant in 2005/6. The annual running costs of £150K are divided three ways between HCC, Veolia and the remaining partners (£3.7K each). Depending on the internal work programme, a future option will be to market some of the capacity of the facility and use income to offset the operating costs.

Time scale

It is envisaged that the MAF will be a continuing project throughout the life of this action plan.

2. Cluster and Other joint Working Opportunities

Background

In September 2006, the HloWLGA approved a report from the Hampshire Chief Executives' Working Group on Project Integra. This supported the objective of seeking opportunities for groups of authorities to work more closely together.

Objective

The objective of this programme is to assist partners:-

- (a) to identify opportunities for cost savings through joint working, and
- (b) in practical implementation.

Method

The proposal is to develop a small project team including the Project Integra Executive Officer and the Head of Waste Management at HCC to undertake this work with dedicated support from a full time assistant. The post-holder will be responsible to the Executive Officer but would work closely with individual authorities.

Expected Outcomes

The project team will act as a catalyst for joint working opportunities. A Project Brief will be agreed in January 2007 with a view to bringing a comprehensive report to the Board and HloWLGA by January 2008.

Responsibility

The Project Team will work with the lead Chief Executive on on waste and recycling (Gordon Holdcroft, B&DBC) and Joint working (Will Godfrey, EHDC).

Budgetary Implications

It is proposed to fund the project team initially from £50K of BREW funding secured by the Hants Chief Executives. If the project continues to an implementation

phase, proposals for further funding will be brought to the Board.

Time scale

Initially one year (2007).

3. Inter-Authority Payments

Background

The Board has for some time wanted to review the financial arrangements underpinning the Memorandum of Understanding to establish whether they are still appropriate. A small number of partner authorities have also expressed concern that not all partners contribute in an equitable manner and have argued that those who perform best contribute more in real terms. This is based on the principle that increased recycling drives down WDA costs at the margin, therefore there is an opportunity cost of poor recycling performance.

Objective

The objective of this programme is to establish if introducing further financial incentives to the WCAs would assist in improving capture and quality rates.

Method

In October 2006 the Policy Review and Scrutiny Committee brought a proposal to the Board to consider three options for reviewing payments from HCC. The three options and their implications will be subject to further analysis.

Expected Outcomes

The Board should rule whether any change in the current arrangements would be beneficial in terms of driving and rewarding higher performance.

Responsibility

Executive Officer supported by Strategic Officers.

Budgetary Implications

Executive Officer core time.

Time scale

Early 2007, reporting to the Board in April 2007.

Key Programmes 2 - Promoting Sustainable Consumption and Production

1. Behavioural Change Strategy

Background

The *Recycle for Hampshire* Campaign was launched in March 2005 and formally evaluated one year on. The results showed that the campaign had been effective in changing attitudes to recycling and that the “doorstepping” aspects of the campaign had been particularly effective in reducing contamination of recyclates in the households visited. In October 2006, the Board agreed to continue to fund the campaign with particular emphasis on dealing with contamination.

Objective

The Behavioural Change Strategy aims to improve both capture and quality of recyclable materials through positive engagement in the community and with staff and crews involved in the service.

Methodology

The campaign has two main elements; a core programme covering the education outreach, support to partner authorities and general dissemination of information to the public, and a targeted programme of doorstepping and community engagement aimed at reducing contamination.

Three outreach officers have been recruited to deliver the education outreach programme in around 90 schools from January 2007 onwards. The programme aims to build a sustained relationship with the participating schools, including visits, a regular e-newsletter, an education website, an inter-school leader board and the promotion and expansion of the education resource toolkit.

Support and general communications will proceed via the RfH website, artwork, support of events, campaigns and system changes within each authority, advertising through Council’s own magazines and crew training.

The Board have agreed to specifically target those areas or rounds with high levels of contamination, identified by the Materials Analysis Facility. Research is being undertaken to identify the key factors contributing to the high levels of contamination, such as external or internal communication issues and operational policies and practices. This information will be used, in consultation with the authorities concerned, to determine how contamination should be addressed in each target area and to design the programme accordingly. It is expected that the programme will pilot techniques to address specific issues such as flats and high density dwellings, houses with multiple occupation, transient populations, such as students, as well as developing methods for information management, customer feedback and improving crew performance. This will lead to the production of a best practice toolkit, which will be made available to all partners

Expected Outcome

The core programme is designed to continue to promote recycling as normal behaviour. MORI carried out a survey of 1,400 Hampshire residents randomly selected from all districts six months before and six months into the programme. The number of residents who said they recycled everything that can be recycled increased from 37% to 43%. The number who either said they did not recycle much or at all, declined from 18% to 13%.

Contamination in doorstepped areas in the first phase decreased by 16%, and participation rose by up to 13% (mainly in non AWC areas).

It is hoped that with the focus on poor performing areas and issues, these results can be exceeded. We should aim to capture at least 70% of available recyclate with an average of less than 8% contamination across the county by 2010.

Responsibility

The BCS is managed by the Communications Team at HCC as part of the service level agreement with the Project Integra partnership. However, to succeed, it is an important principle that all partners actively embrace and support the programme.

Budgetary implications

The core programme is costed at £425K over two years (2006/7 and 2007/8) and is being funded through contributions from the PI Projects Fund (£100K in both 2006/7 and 2007/8). HCC are contributing £100K in the period and £125K has been carried forward from the previous programme.

The agreed allocation of funds for the core programme is as follows:

Core Activity	Budget
Education Project (including outreach officers x3)	£110,000
PR, Media and website	£25,000
Printed Materials	£100,000
Advertising / events	£40,000
Project Management / Salaries	£150,000
Total	£425,000

In addition the Board has agreed to release £165K of its reserves to support the direct engagement in higher contamination areas. A targeted programme of work is being worked up in consultation with the WCAs partners.

Time scale

The current phase of the programme is over two years from April 2006 – March 2008. Recommendations regarding the future of the programme will be brought to the Board in the autumn of 2007.

2. 'Small Changes...Big Difference' Project

Background

In 2004, Brook Lyndhurst consultants carried out research for Project Integra, looking into waste forecasting and best practice in waste minimisation. This led to an action plan for achieving practical waste minimisation in Hampshire. The "Small Changes...Big Difference" project has been developed following a successful funding bid to Defra's Waste and Resources Research and Development programme.

Objective

The main aim of the 'Small Changes...Big Difference' project is to test the application of theoretical behaviour change models at the ground level by encouraging householders in Hampshire to reduce the production of household waste. By engaging householders in a range of waste minimisation initiatives, the aim is to reduce household waste growth (within the project areas) to 1% to support cost-savings in waste collection and disposal. The project also takes the behavioural change strategy "beyond recycling".

Method

The behaviour change model chosen for application is more commonly known as the '4 E's' model: Engage, Encourage, Enable, and Exemplify. The project is targeting groups of householders undergoing significant 'moments of change' in their life (ie having a baby, reaching retirement), whereby they are actively seeking information and are likely to create more waste. Targeted householders are reached through working in partnership with Delivery Organisations; organisations whose members are undergoing these 'moments of change'. An initial pilot project was carried out to test the methodology before rolling out to the remaining 'moments of change' groups. A comprehensive monitoring programme of qualitative and quantitative techniques has been implemented.

Expected Outcomes

The project will use the evidence collected to help formulate realistic waste minimisation targets, develop a cost-effective business plan for delivering waste minimisation initiatives in Hampshire, and provide knowledge at a local/national/international level to support future waste prevention policy development and other sustainable development initiatives.

Responsibility

The project is being led by Hampshire County Council in partnership with Project Integra and Brook Lyndhurst consultants. The management of the project is overseen by the Steering Group consisting of Project Integra partner representatives, Defra's project manager, the chair of Project Integra's Research Group, and Dr Christine Thomas from the Open University. The project also seeks input from the virtual Advisory Group of leading experts in waste minimisation,

behaviour change, and communications.

Budgetary Implications

A total of £200,000 was received by Defra's Waste and Resources Research and Development programme to fund this project. The project has also received in-kind contributions (mainly staff time) from Hampshire County Council, Project Integra and Brook Lyndhurst consultants. The project has also attracted interest from ChangeLAB, an international think-tank on best practice of achieving behaviour change in the environmental field. An additional £17,000 was received from ChangeLAB to support the initial pilot project with the retired people.

Time scale

The funding timescale for the project is for two years (October 2005 until October 2007), however it is envisaged that by working in partnership with Delivery Organisations, part of the project will be able to sustain itself beyond the funding timescale.

3. WRAP Home Composting Campaign

Background

WRAP (the Waste and Resources Action Programme) launched a Home Composting Campaign in 2004 to establish Home Composting as a sustainable and low cost method to divert organic municipal waste from landfill. Fareham BC supported the campaign in 2004 and Portsmouth in 2006. The partnership has now agreed to work with WRAP on a county-wide scheme in 2007.

Objective

The programme has two aims:

- (a) to divert organic municipal waste from landfill
- (b) to establish a model for estimating the diversion per household from home composting which is robust enough to be recognised in recycling targets.

In Hampshire it is probable that organic material diverted from the household black bag stream will be diverted from the Energy Recovery Facilities. This will, in turn, free up capacity for other waste to be diverted from landfill to the ERFs, so the net effect is similar.

Methodology

Distribution of highly subsidised composting bins to the public. This will be promoted through a comprehensive PR and marketing campaign that communicates the end benefits to consumers as well as details for ordering and setting up the compost bin and on-going support and advice on composting to participating households.

Expected Outcome

WRAP estimate that for every household that takes up home composting for the first time, some 220kg of organic waste per year will be diverted from landfill. Existing users who add another bin can be expected to divert a further 60kg per year. Based on Fareham's experience, take up across the county could be expected to reach at least 20,000 units but may be up to 40,000. The higher figure equates to around 5,600 tonnes of material diverted, based on WRAP calculations.

Responsibility

WRAP are responsible for most aspects of the programme, including provision, storage, delivery and promotional materials. Liaison with WRAP is being undertaken on behalf of Project Integra partners by the Communications Team at HCC as part of the Service Level Agreement. Partners are expected to make an active commitment to the success of the scheme, specifically to support the WRAP marketing campaign, including adverts in council magazines, attendance at events and to support the data analysis.

Budgetary implications

WRAP are funding this scheme and there are no separate revenue or capital budgetary implications beyond the support outlined above. It is estimated that diversion of 5,600 tonnes of material from the residual waste stream would save approximately £168,000 per year on disposal charges.

Time scale

Jan-Dec 2007.

4. Assisting SMEs to reduce waste and recycle more

Background

The Hampshire MRS identified that household waste is a small part of the overall waste stream and that an effective strategy should aim to provide efficient and sustainable systems to capture material regardless of its source.

Many large companies are already addressing material flows and making arrangements to avoid material or have packaging collected for recycling. A number of SMEs are already doing the same and others have expressed interest in doing so. The main barriers to participation appear to be:

- (a) being unaware that services are available
- (b) the lack of a cost incentive to train staff etc to segregate material
- (c) the continuing low cost of conventional "lift and shift" disposal contracts means that there is no financial differential and in some cases recycling is still more expensive.

There is therefore a patchy approach to servicing SMEs across the county. Some

authorities such as NFDC and Eastleigh offer a direct service on request to businesses, others are directing enquiries to known external service providers in the county.

Other partners have indicated in their PIP an intention to review their service during 2007. It is expected that the England Waste Strategy 2007 will send strong signals to both businesses and local authorities

Objective

The objective is to improve understanding of material flows, market needs and help partners to help SMEs find a service that suits their situation. Although this is only one aspect of sustainable waste management, the aim will be to measure the number of SMEs that have taken up recycling / composting services.

Methodology

This projects links with the work on material flow planning (see section 3) but will go beyond this to build up a toolkit of help to businesses in finding the right solution for their needs. There will also be active input and evaluation of a number of initiatives, including trials in Portsmouth, Rushmoor and East Hampshire and a trial food waste collection service for the hospitality industry led by the Environment Agency.

Expected Outcome

An increase in the number of SMEs taking up recycling and a improved understanding of the collection and infrastructure needs to service this sector.

Responsibility

A number of partners are overseeing projects. A Commercial Waste Group will maintain an oversight of all projects and services in the county /region.

Budgetary implications

The EA project is being co-supported by WRAP and SEEDA. Project Integra support is limited to officer time at this stage, however it is likely that more dedicated support for this programme will be recommended to Members later in the year.

Time scale

Throughout the life of the Plan, reporting to the Board mid 2007/8 on the nature and scale of central support required in the future.

Key Programmes 3 - Specifying further infrastructure and collection systems

1. Material Flow Analysis

Background

The work undertaken to develop Hampshire's Material Resources Strategy (MRS) was comprehensive, involving a number of data gathering and evaluation exercises. These included a review of established and emerging technologies, an appraisal of the data relating to commercial waste flows and an analysis of the recycling opportunities for 12 different material streams (eg glass, paper, biowaste etc). The aim was to identify what would be required to achieve "stretching best practice".

This was both groundbreaking and helpful, however, the focus must move on to delivery and implementation. A more comprehensive materials flows analysis is now required to identify the preferred options and broad locations for 'new' and 'enhanced' waste infrastructure to deliver the MWDF and JMWMS.

Objective

The objective is to obtain a more detailed understanding of material flows to support decisions on future infrastructure provision. The work will not just concentrate on municipal waste but will identify flows of key materials across Hampshire and its borders regardless of source. The work will also identify the relative carbon and environmental impacts of various options to handle and process the material.

The work will also consider the inter-relationship between collection and processing options in a systemic way. It will also take into consideration the relative costs of potential future options.

Sustainability appraisal will be embedded into and inform the process throughout. Options will need to be developed and tested against sustainability objectives and will need to complement those in both the MWDF and JMWAMS.

Methodology

The task is complex and is currently being specified in detail. It is proposed to use an expert specialist consultancy with a good track record in this field to gather the data, undertake the analysis and produce both options and recommendations. This will be done under supervision and guidance of the Development Team at HCC.

Expected Outcome

By the end of 2007/08, we will have a comprehensive understanding of material flows and an analysis of the economic and environmental implications of collection and processing options. This will help support the specification of future facilities

and systems and any future planning applications.

Responsibility

This work will be procured from an external consultant. The project will be overseen by the MRS Steering Group and supervised on a day to day basis by the Development Manager at HCC.

Budgetary Implications

The estimated cost of this work is £150K–£200K. The Project Integra contribution will be £50K over two years (2006/7 and 2007/8) from Project funding. The remainder of the funding, and the project supervision, will be provided by HCC and the other MRS partners.

Time scale:

Substantial completion by December 2007.

Base performance based on published DEFRA data (December 2006)

LOCAL AUTHORITY	2003/04 BV82a+b (recycling+ composting rate)	2004/05 BV82a+b (Recycling + composting rate)	2005-06 BV82a(i) (recycling rate)	2005-06 BV82b(i) (composting rate)	2005-06 BV82 a+b (Recycling+ composting rate)	2005/06 target (revised)	percentage point increase on year (0405 to 0506) on recycling rate	2005/06 BV 86 Cost of waste collection per household	2004-05 BV84: kg of household waste collected per head of population	2005-06 BV84a: kg of household waste collected per head of population	BV 84b: percentage change from previous year in kg collected per head of population
Basingstoke	16.17	16.52	17.22	0.07	17.3	30	0.8	£51.44	400.5	404.1	0.89
East Hampshire	36.2	32.4	27.92	5.72	33.6	24	1.2	£42.12	339	339	0
Eastleigh	30.97	32.6	29.33	5.37	34.7	30	2.1	£49.45	349	351	0.57
Fareham	21.15	21.31	24.82	3.53	28.4	30	7.0	£45.36	398.6	379	-4.92
Gosport	15.3	22.8	22.38	1.23	23.6	27	0.8	£37.45	330.9	341.3	3.02
Hampshire	27.02	30.23	21.46	10.36	31.8	30	1.6		565	502	-4.92
Hart	16.8	23.53	21.05	4.3	25.4	30	1.8	£33.40	385	386	0.06
Havant	19	21.33	24	0	24.0	30	2.7	£48.52	381	359	-6
New Forest	24.44	24.61	25.26	1.14	26.4	30	1.8	£45.39	375	369	-5
Portsmouth	15.39	17.54	17.11	3.4	20.5	30	3.0	£50.82	449	443.8	-1.16
Rushmoor	16.7	19.03	19.75	1.86	21.6	24	2.6	£51.78	365	341	-3.81
Southampton	13.01	17.67	18.28	7.37	25.7	24	8.0	£61.79	476	426	-3.84
Test Valley	13.5	19.24	22.22	4.93	27.2	30	7.9	£67.60	408	400	-1.96
Winchester	17.85	18.04	18.88	1.31	20.2	30	2.2	£52.42	400	386.9	-3.2

WCA Performance Comparison Matrix

	recycling / compost rate (April- Sept 2006)	Contamin- ation rate (May-August 06)	Kg/head arisings (2005/6)	Collection cost per hh (2005/6)		
BDBC						
EHDC						
EBC						
FBC						
GBC						
HDC						
HBC						
NFDC						
PCC						
RBC						
SCC						
TVBC						
WCC						

KEY:
above 80th percentile (best)
60th-80th percentile
40th-60th percentile
20th-40th percentile
below 20th percentile (worst)

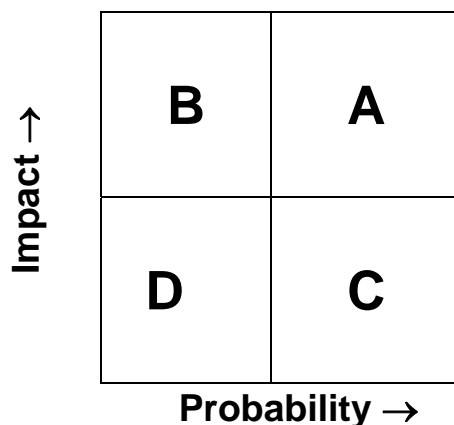
Explanation.

The range of WCA performance in Hants for each criteria was identified. The lowest was scored 0 and the highest 100. All other scores fall within one of the 5 bands. This gives an "at a glance" comparison across all criteria.

SECTION 7 – RISK MANAGEMENT

This is a basic overview of risk to the partnership and its management. It is not intended to be a highly detailed or exhaustive risk assessment.

A basic four box model can be used for quantifying risk and determining how it should be managed, based on a combination of the probability of an event occurring and the impact should it do so. A crude rating from 1-5 for Probability (P) and Impact (I) is given in relation to any risk identified. (1 is low and 5 is high). How the risk should be managed and prioritised is determined in relation to the quadrant it falls within.



Box A – High probability, high impact. Mitigation and/or contingency measures should be considered as an urgent priority if not already in place

Box B – Low probability, high impact. Business continuity measures should be considered and contingencies planned.

Box C – High probability, low impact. Should be mitigated by effective day to day management controls.

Box D – low probability, low impact. Should not be dealt with as a priority but reassessed periodically in case probability or impact increases over time.

Risk	P	I	Effect	Mitigation / contingency plan	How is this risk changing over time?
Perceived widening of the gap between best and worst performers	4	4	<ul style="list-style-type: none"> ▪ Tensions within partnership about contribution to the whole. ▪ Public perception ▪ Perception among peers. 	<ul style="list-style-type: none"> ▪ Measure and publish progress on a broad range of indicators not just recycling rate. ▪ Encourage and support constructive scrutiny and debate within all partners ▪ Maintain debate at Leader / Chief Exec as well as Board level. 	In the last two years more authorities have closed the gap to the better performers. This placing the focus on a smaller group of authorities at the wrong end of the table. The probability of this risk is arguably declining but the potential impact may be greater.
Failure to address contamination across whole process stream (operational and strategic risk)	2	4	<ul style="list-style-type: none"> ▪ Reduced “marketability” of recycle. ▪ Reduced income. 	<ul style="list-style-type: none"> • Continuing material analysis and early warning scheme • Quality control at key stages • Process chain approach • Behavioural change strategy will communicate why quality is important to households and employees. • Contamination rate apportioned to each authority 	Risk is reducing as authorities have all recognised this as a priority in Partner Implementation Plans. Implementation is, however, crucial.
Market for particular product collapses (operational risk)	1	5	<ul style="list-style-type: none"> ▪ Material diverted to disposal. ▪ Loss of income and increased cost per Tonne. Adverse impact on public perception of value of recycling. 	<ul style="list-style-type: none"> • Early warning through monitoring trends, relationships with WRAP, industry groups etc. • Strong relationships with processors • Maintain emphasis on quality • Develop contingency plans 	Risk continues to be low, based on global demand for all products but quality remains an important issue in the face of Environment Agency crackdowns and media interest in poor quality exports from other parts of the UK .

Risk	P	I	Effect	Mitigation / contingency plan	How is this risk changing over time?
Loss of key infrastructure (operational risk)	1	5	<ul style="list-style-type: none"> ▪ Loss of processing or disposal capacity ▪ Material diverted to other processing plant. 	<ul style="list-style-type: none"> • Develop contingency plans • Maintain relationships with other processors with surplus capacity in short to medium term. • Recognise need to quickly disseminate advice to householders 	Probability remains low as all infrastructure is working well and to design expectations.
Supermarkets offer incentives for packaging recovery (strategic risk)	3	3	<ul style="list-style-type: none"> ▪ Could lead to duplicate and inefficient systems. Reduced recovery via local authority systems 	<ul style="list-style-type: none"> • Consider this an opportunity to reduce public costs in long term • Continue dialogue with retailers to facilitate and promote integrated systems and share data. 	The probability of this scenario is increasing as predicted in previous plans. The approach to work with supermarkets such as Tesco remains a key mitigation factor.
Loss of Executive Officer (operational risk)	2	3	<ul style="list-style-type: none"> ▪ Places additional pressure on Strategy Officers pending replacement / review. ▪ Support to Board and to projects may be reduced. 	<ul style="list-style-type: none"> • <i>Either</i> short term secondment of another officer from within the partnership, • <i>or</i> division of work to Strategy Officers to work with Meetings Officers/ Legal advisor to cover Members Meetings and other obligations until new appointment made or superseded by other arrangements. 	No change from previous risk assessments

Risk	P	I	Effect	Mitigation / contingency plan	How is this risk changing over time?
One or more partners dropping out (political / strategic risk)	1	3	<ul style="list-style-type: none"> ▪ Would be viewed as retrograde step by Audit Commission with implications for CPA. ▪ Could increase case for Unitary waste authorities with reduced or more centralised democratic control. ▪ Adverse publicity. 	<ul style="list-style-type: none"> • Continue to build consensus through informal workshops and partner 1:1s. • Ensure transparency in all dealings. • Listen to concerns and respond to them. • Continue to demonstrate benefits and business case of the partnership . • Work to agreed Business Plan objectives and involve all partners in developing projects at early stage 	<p>Change in level of risk is difficult to assess as there is likely to be a strong political dimension to any such decision.</p> <p>Experience has shown that any <i>suggestion</i> of this nature is likely to be subject to considerable scrutiny before any final decision is made.</p> <p>Impact remains medium as it is probable that other partners would wish to continue.</p>
Failure of partnership to evolve and move forward	2	5	<ul style="list-style-type: none"> ▪ Loss of kudos as an exemplar. ▪ Failure to impact on wider issues such as SME recycling waste ▪ Project Integra is seen a flagship by Government, lack of progress will increase likelihood of intervention and case for unitary waste authority or utility approach. 	<ul style="list-style-type: none"> • Work to agreed MRS/ JMWMS objectives • Involve all partners in developing strategy and key projects at early stage. • Maintain links with Leaders and Chief Executives • Monitor PIPs and progress toward key targets • Contribute to and influence LAA and LPSA type agreements • Participate in wider networks and take opportunities to lobby and influence Govt. 	<p>No major change in probability or likely impact.</p>

SECTION 8 - CONTACTS AND OTHER INFORMATION

For further information about the activities of Project Integra visit www.integra.org.uk and www.recycleforhampshire.org.uk

Executive Officer:

Steve Read
Executive Officer, Project Integra
c/o The Old College
College Street
Petersfield
GU31 4AG
Tel 01730 235806, fax 01730 263622, mobile 07836 544686

e-mail steve.read@hants.gov.uk

Chairman of Management Board:

[Details of the Chairman will be added following the AGM]

AGENDA ITEM NO. 10

Board/Committee:	Community and Environment Board
Date of Meeting:	5 March 2007
Title:	Consideration of the adoption of Alarm Notification Areas within the district of Gosport Borough Council
Author:	Environmental Services Manager
Status:	FOR DECISION

Purpose

The Clean Neighbourhoods and Environment Act 2005 gave Local Authorities the power to declare part or all of their district as an Alarm Notification Area. This power will only be enforceable if adopted by the Council. The purpose of this Report is to consider that power and to make recommendations to the Board in relation to its adoption.

Recommendation

That the provisions relating to Alarm Registration Areas contained in the Clean Neighbourhoods and Environment Act 2005 are not adopted by Gosport Borough Council and that no Alarm Registration Area be declared within the area of the Authority.

Should the Board decide not to implement an Alarm registration area notice of the decision must be published in a local newspaper.

1 Background

- 1.1 In 2006 the Clean Neighbourhoods and Environment Act came into force including provisions (s69) which enabled local authorities to declare Alarm Registration Areas within part or all of the area of their districts.
- 1.2 The effect of these Areas is to require all persons who have intruder alarms on their property (responsible persons) to notify the Local Authority of the name, address and telephone number of a nominated key-holder in respect of the alarm.
- 1.3 If a person fails to register the key-holder details within 28 days of the Alarm Registration Area coming into effect or, for an alarm installed after that date, within 28 days of installation, they commit an offence.
- 1.4 The offence of non-notification carries either a fixed penalty notice payable within 14 days of issue or summary prosecution after that date.

- 1.5 The Act also requires that if a local authority decides not to implement an Alarm registration area within its district notice of the decision must be published in a local paper. For this reason and because the Council already operates a voluntary register of key holders it is appropriate to refer this matter to the board for its consideration

2 Report

- 2.1 The new provisions in The Clean Neighbourhoods and Environment Act 2005 permit local authorities to designate all or part of their district as an Alarm Notification Area. If the authority decides to do so, the Act sets out a procedure to be followed including advertising its intention, and consideration of any representations received.
- 2.2 In an Alarm Notification Area the person responsible for an alarm installation must register the name address and telephone number of a nominated key holder, who may be a key-holding company, with the local authority.
- 2.3 The key-holder must satisfy various requirements which are basically that they live within the vicinity of the premises, know how to silence the alarm and have sufficient keys to gain access to the alarm. They must also be in agreement with the nomination.
- 2.4 Failure to nominate a key-holder within 28 days of the declaration of an Alarm Notification Area or, for an alarm installed after that date, 28 days of the installation of an alarm is an offence.
- 2.5 If the Authority believes an offence has been committed it may offer the responsible person a fixed penalty notice which may be paid any time within the next 14 days.
- 2.6 After a period of 14 days if the fixed penalty has not been paid the authority may commence proceedings. The Act provides that the amount of the fixed penalty may be as determined by the Authority or if not so specified shall be £75.
- 2.7 The Act also specifies functions for which the receipts of the fixed penalty notices may be used; these are in connection with noise and nuisance. The responsible person must also be supplied with appropriate information relating to the use of penalty receipts

- 2.8 Over the past three years the number of complaints about persistently ringing intruder alarms received by Environmental Health has been relatively low, as set out below -

YEAR	Domestic	Commercial	Vehicle	Total
2003/4	8	4	0	12
2004/5	7	3	1	11
2005/6	3	5	0	8

- 2.9 At the present time the Environmental Health service maintains a partial register of key-holders which is updated and expanded on an informal basis as time and other service priorities permit. Lately it has not proved possible to devote many resources to this exercise.

The Human Rights of the responsible person and the nominated key-holder are not adversely affected by the proposals in this report except that they would be required by statute to nominate and notify a key-holder if the provisions were to be adopted.

The proposal has no impact on equal opportunities.

The most appropriate of the sustainability themes to be addressed by the report are :

- Number 3 : avoid creating air and water pollution and
- Number 14 : ways in which it might be possible to improve community safety.

Adopting the provisions would have an impact in reducing crime but only marginally. Not adopting the provisions could result in a level antisocial disturbance and disorder but as the figures show that is minimal.

There are no financial implications in adoption of the powers and the legal authority to adopt is contained in s69 of the Clean Neighbourhoods and Environment Act 2005.

3 Risk Assessment

- 3.1 There are no hazards attached to the decisions within this report which considers the application of statutory provisions to alarms within the Borough. Not making the area would provide a risk of noise generation but the figures show that risk to be small.

4 **Conclusion**

There is no absolute requirement to adopt the power contained within the Act and declare Alarm Notification Areas and the search of the complaints database shows that over the past three years there has been no significant number of complaints arising from the misfiring of alarms. In addition the Council operates a voluntary scheme for key holder registration. Consequently there seems to be no justification to change from the informal system.

Financial Services comments:	None from this report.
Legal Services comments:	The Clean Neighbourhoods and Environment Act 2005 empowers Local Authorities to designate Alarm Notification Areas. Whether to do so is a choice that each Local Authority will need to decide upon.
Service Improvement Plan implications:	This is a consideration of new legal powers and not provided for in the Service Improvement Plan.
Corporate Plan:	The alternatives impinge on the People section of the Corporate Plan mainly in relation to anti-social behaviour and crime against people.
Risk Assessment:	Low Risk
Background papers:	None.
Appendices/Enclosures:	None.
Report author/ Lead Officer:	M. S. Woods, 023 9254 5550 or mike.woods@gosport.gov.uk

AGENDA ITEM NO. 11

Board/Committee:	Community and Environment Board
Date of Meeting:	5 March 2007
Title:	Review of the Contaminated Land Strategy
Author:	Environmental Services Manager
Status:	FOR DECISION

Purpose

The purpose of this report is to seek approval for the review of the Contaminated Land Strategy previously adopted by the Council.

Recommendation

That the revised Contaminated Land Strategy is Adopted.

1 Background

- 1.1 Annex 3 of Government circular 01/2006, made under The Environmental Protection Act 1990, requires in Paragraph B12 that a local authority must set out its approach to dealing with contaminated land as a written strategy which it should formally adopt and publish.
- 1.2 The Council formally adopted such a strategy in June 2002 in the form of the Gosport Borough Council Contaminated Land Strategy.
- 1.3 Paragraph B13 of the annex also requires that the strategy is kept under periodic review.

2 Report

- 2.1 The Council is required to publish and formally adopt a contaminated land strategy under the terms of Part IIA of the Environmental Protection Act 1990 (as amended). This was achieved in 2002.
- 2.2 The strategy must also be kept under periodic review and it is such a periodic review that is the subject of this report.
- 2.3 The tables contained in the strategy have been updated to include the latest information available to the Council via the Census, the Environment Agency and others.
- 2.4 The strategy itself has also been updated to include the new regime applying to land contaminated by radioactivity which has recently been introduced by regulation. Such land is mostly dealt with in the same way as special sites, that is, by the Environment Agency, although the Council must first designate the land as contaminated.

- 2.5 Subsequent to the review of the strategy the original Statutory Consultees were consulted again in relation to the updated document. Only one comment was received namely from Fareham Borough Council in relation to the radioactive contamination regime and that has been incorporated in the final strategy document (Appendix A).

3 Risk Assessment

- 3.1 There is negligible risk attached to adopting this strategy. It is a statutory requirement for the authority to have a published strategy and the regime used to implement the strategy is contained in law, as is the system used to recover remediation costs.
- 3.2 If the updated report is not adopted the risk is that the Council will not comply with the requirement to review the strategy.

4 Conclusion

- 4.1 The views of the Statutory consultees who have responded to the consultation document have been taken into account and their comments have been incorporated.
- 4.2 The strategy has been updated to include reference to radioactive contamination of land.
- 4.3 The tables contained in the strategy have been updated to include the latest data available.

Financial Services comments:	None from this report.
Legal Services comments:	The Council is under a statutory duty to inspect its area for contaminated land and to produce a written contaminated land strategy, which it must formerly adopt and publish.
Service Improvement Plan implications:	<p>This revision of the contaminated land strategy has no Service Improvement Plan implications.</p> <p>It relates to the 18 themes on sustainable development in the following ways :-</p> <ul style="list-style-type: none"> • Theme 8 is impinged because treating contaminated land will ensure that the developments will not cause health problems to the local community; • Theme 2 is covered because waste generated by remediation works will have to be disposed of in a controlled way.
Corporate Plan:	The strategy falls within both the Places and the People heads of the Corporate Plan
Risk Assessment:	LOW
Background papers:	Previously adopted contaminated land strategy and report to the Community and Environment Board in May 2002
Appendices/Enclosures:	Appendix 'A'
	Revised and updated Gosport Borough Council Contaminated Land Strategy
Report author/ Lead Officer:	M. S. Woods, 023 9254 5509 or mike.woods@gosport.gov.uk

APPENDIX A

Gosport Borough Council Contaminated Land Strategy



CONTENTS

BACKGROUND	3
1 INTRODUCTION	6
2 CONTAMINATED LAND.....	6
3 ROLES AND RESPONSIBILITIES	7
4 DEVELOPMENT OF THE STRATEGY.....	8
5 THE LOCAL AUTHORITY AREA SUMMARY	8
6 ENVIRONMENTAL RECEPTORS.....	10
7 PREVIOUS ACTIVITY	11
8 OVERALL AIMS OF THE CONTAMINATED LAND STRATEGY.....	12
9 A STRATEGY FOR GOSPORT	12
10 INTERNAL MANAGEMENT ARRANGEMENTS FOR INSPECTION AND IDENTIFICATION.....	14
11 LIAISON ARRANGEMENTS	14
APPENDIX A	16
GEOGRAPHICAL, HISTORICAL AND OTHER DATA REGARDING THE GOSPORT AREA.....	16
APPENDIX B	22
IDENTIFICATION OF POTENTIALLY CONTAMINATED LAND	22
APPENDIX C	24
PROPOSED TIMETABLE FOR IMPLEMENTATION	24

BACKGROUND

The Council has a strategic role and responsibility to promote the economic, social and environmental well-being of the Borough and implement the Government's initiatives to modernise local government for the benefit of the local community.

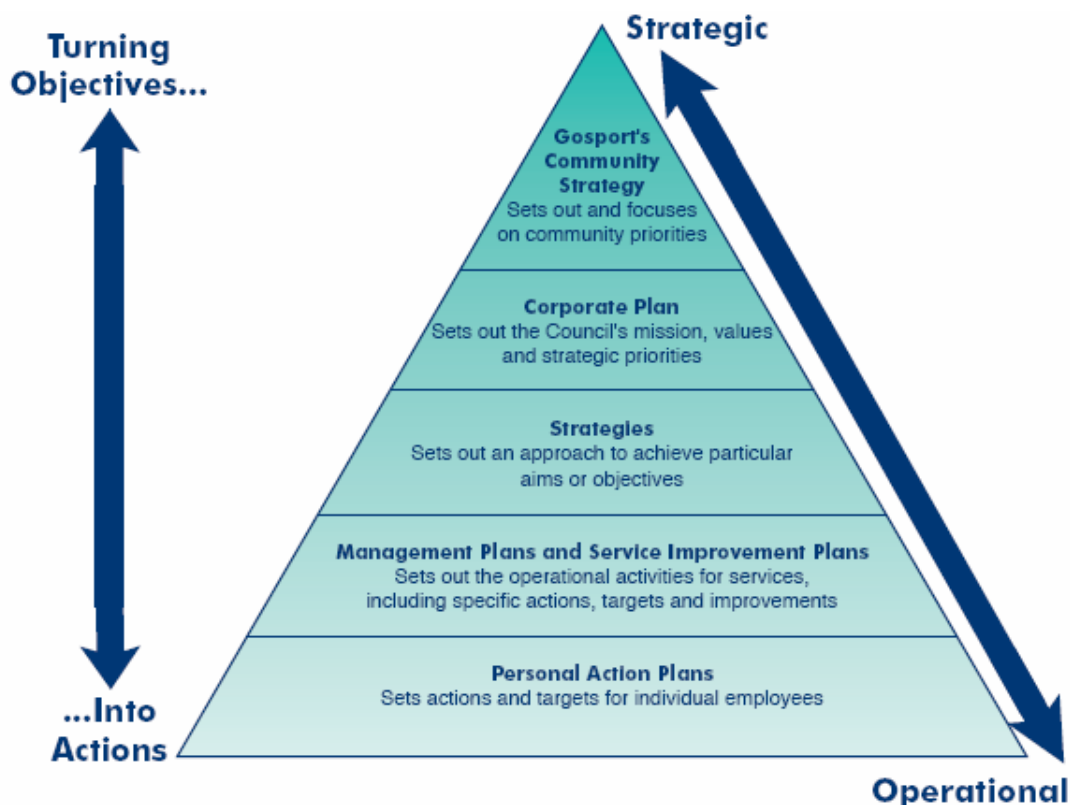
To achieve this the Council needs to respond to the needs and priorities of the community it serves. Following extensive consultations in 1998 the community's goals and priorities for 2000 and beyond were set out in a document called the Gosport Community Vision. The long term vision of the Council, its aims and objectives, set out in the Council's Corporate Plan, have all been prepared in the light of these aspirations and priorities.

A further community planning exercise in 2002 expanded the Community Vision to form a more embracing Community Strategy, to ensure that the Council continued to meet the needs of the community through a wider Local Strategic Partnership with other service providers and stakeholders in the community.

To fulfil its role and responsibilities the Council has defined its mission as:

"To work with our community to improve everyone's quality of life and deliver a sustainable future for the borough"

To deliver this mission the Council produces a variety of plans, strategies and documents to translate aims and objectives into specific targets and actions. The diagram below demonstrates how all these documents link together.



Further details on these links, related processes and the challenges that face the Council are set out in the Council's Management manual. This Plan also sets out the Council's strategic priorities, which are monitored and updated annually and designed to deliver the Community Vision and its mission.

In addition to the Corporate Plan, there are other key Council policy documents and strategies that are geared to address the identified priorities and objectives contained in the Community Vision and deliver the Council's mission. These ensure that the Council, at all levels, is establishing policies and delivering services geared to the needs of the community.

It is not only the Council's policies and projects developed through the principal actions that contribute to the delivery of its mission and the Community Vision. A substantial part of achieving these is the result of 'ongoing' services that the Council provides to the community. Similarly there are 'support' services within the Council that, although not directly undertaking projects or delivery of services to the community, contribute significantly to the effective and efficient running of the Council.

The Council's budget for the delivery of these services and actions is set out each year in the Gosport Borough Council Budget Book. In addition, the Council's Capital Strategy sets out the framework for how the capital projects are considered and prioritised to meet its mission and fulfil the Community Vision.

To ensure that all the Council services provide Best Value to the community, it has established a programme of continuous service reviews. Details of this process and the review programme are set out in the Council's Best Value Performance Plan.

The Council will continue to consult the community in a number of ways and any changes in the community's priorities, which are highlighted as a result of these consultations, will be reflected in reviews of the Council's policies and the annual review of the Corporate Plan. This community feedback will also be used to help prepare and prioritise the Council's projects, work programmes and budgets for the coming years in association with the review of the Corporate Plan.

To meet our challenges, the community's aspirations and achieve our mission, the Council has currently identified four strategic priorities. These are:

People

- fewer instances of anti-social behaviour
- Less crime against people
- Less crime against property.
- Improved health facilities
- Better leisure facilities and increased usage

Places

- **reduced congestion on the Gosport peninsula;**
- **improved access for the Gosport Peninsula;**
- **a high quality waterfront environment;**
- **a regenerated Rowner Village;**
- **improved recycling with less waste created;**
- **quality public areas and green spaces**

Prosperity

- ***Improved social inclusion;***
- ***better access to decent housing;***
- ***improved promotion of tourism opportunities;***
- ***a knowledge and skills base that matches the needs of local businesses;***
- ***increased investment in Gosport's economy***

Pursuit of Excellence

- ***more effective performance management;***
- ***enhanced customer service;***
- ***well trained and motivated staff delivering quality services;***
- ***more efficient and effective decision making processes.***

The Council considers and carefully integrates these strategic priorities into all its strategies and key policy documents to ensure that they, and the resultant projects and actions, are targeted towards achieving its mission and meeting the community's vision.

The purpose of this document is to set out and regularly review the Council's approach to dealing with contaminated land. It is aimed at members of the public, organisations and agencies, the Government, Council Members and staff and those interested in Gosport Borough Council's approach to contaminated land.

This Strategy helps to contribute to these strategic priorities by ensuring that land which is potentially or actually damaging to man or the environment is identified and dealt with and that such land is fit for the "current use" which is currently being made, or is likely to be made, consistent with planning consent and other factors set out in statutory guidance.

1 INTRODUCTION

Note : Technical terms and abbreviations are defined and explained in the Glossary

- 1.1 Councils have a duty under Part IIA of the Environmental Protection Act 1990 to produce a strategy for dealing with land within its area that is “contaminated land” as defined.¹
- 1.2 Councils must identify, prioritise and deal with contaminated land. The duties laid upon the Authority also include identification of the landowners and the persons responsible for the contamination.
- 1.3 A register of land that is contaminated must be maintained as required by the legislation and this register is publicly available.
- 1.4 This document sets out how Gosport Borough Council will deal with contaminated land within its area; Including where appropriate land contaminated by radioactive substances. Given the history of the Gosport peninsula, it is likely that contamination will have occurred due to previous industrial operations. Whether this has made the land contaminated as defined in the 1990 Act depends on a number of factors.
- 1.5 There have been instances where redevelopment sites have included areas of contamination which, had the developer not agreed to deal with the problem voluntarily, would have required enforcement action by the Council.

2 CONTAMINATED LAND

- 2.1 The definition of contaminated land also identifies the appropriate agency which must deal with it. Responsibility for the regulation of contaminated land is split between two enforcing authorities. The Council is the enforcing authority for many contaminated land sites but land which is designated a ‘Special Site’ is the responsibility of the Environment Agency.
- 2.2 Contaminated land is defined by section 78A(2) of the Environmental Protection Act, 1990 as -

“any land which appears to the local authority in whose area it is situated to be in such a condition, by reason of substances in, on or under the land, that –

¹ Throughout this document “contaminated land” has the meaning set out in section 78A(2) of the Environmental Protection Act 1990

a) significant harm is being caused or there is a significant possibility of such harm being caused; or

b) Pollution of Controlled Waters is being, or is likely to be, caused.”

It is this definition of Contaminated land that will be used throughout the strategy and which will form the basis of proposed consultant investigations of contaminated sites and any associated pollution linkages.

- 2.3 Land that is to be considered a ‘Special Site’ is defined by Regulations 2 and 3 and Schedule 1 of the Contaminated Land (England) Regulations 2000 or the Radioactive Contaminated Land (Modification of Enactments) (England) Regulations 2006. The definition is complex but includes land used by the oil refining industry, the pollution of controlled waters and also land occupied by the Ministry of Defence (but not land sold by the MOD into private ownership, which remains the responsibility of the local authority). In most cases land contaminated by virtue of radioactive substances will also be a special site. The Environment Agency is the enforcing authority in respect of Special Sites.
- 2.4 The definitions of ‘significant harm’ and ‘significant possibility of harm’ introduce the concept of a pollution linkage which must exist from a Source via a Pathway to a Receptor and it is only when these criteria are met that a site could be said to be ‘contaminated land’.
- 2.5 Implicit in the handling of contaminated land is the requirement that it is dealt with strategically and to this end sites identified will be dealt with on a risk-assessed basis

3 ROLES AND RESPONSIBILITIES

- 3.1 Responsibility for contaminated land is shared between the local authority and the Environment Agency as follows :

Key Responsibilities under Part IIA, Environmental Protection Act 1990

ENVIRONMENT AGENCY

Provide information to the Council on land contamination

Provide advice on the remediation of contaminated land

GOSPORT BOROUGH COUNCIL

Consult the Agency on pollution of controlled waters

ENVIRONMENT AGENCY**GOSPORT BOROUGH
COUNCIL**

Provide advice on identifying and dealing with pollution of controlled waters

Inspect their areas to identify contaminated land

Designation of Special Sites which transfer to the Agency

Ensure remediation of Special Sites

Ensure remediation of contaminated land

Maintain a register of Special Sites remediation

Maintain a register of contaminated land remediation

4 DEVELOPMENT OF THE STRATEGY

- 4.1 The Contaminated Land Strategy is developed within the Environmental Health Service following consultation. Originally the Environment Agency, Food Standards Agency, English Nature, the Health and Safety Executive and the Department for Environment, Food & Rural Affairs (DEFRA) as well as neighbouring authorities and other local interest groups were consulted on its contents. The purpose of these consultations was both to receive input from the consultees and to inform them of the Council's intentions with respect to the contaminated land issue.
- 4.2 Officers participate in the Contaminated Land Working Group which meets approximately every six weeks and includes representatives of every local authority in Hampshire together with the Environment Agency contaminated land specialists.

5 THE LOCAL AUTHORITY AREA SUMMARY

Population:	
Gosport Borough	76,415
30 mins drive time	720,000
60 mins drive time	2 million
90 mins drive time	16 million

Area	11 sq miles
Location	Portsmouth 15 miles (by road, 400 yards by ferry), Southampton 21 miles, London 70 miles, northern France 4 hours (via Portsmouth)
Number of Households	31,337
Average Household size	2.36
Home-owner occupation level	71.6%
Car ownership (i.e. at least one car/van per household)	75.3%
Age profile	
School age (0-15)	20.6%
Working age (16-64)	63.2%
Retirement Age (65+)	16.2%
Socio-Economic Classification:	
Large Employers and Higher Managerial Occupations	
Higher Professional Occupations	3.0%
Lower Managerial and Professional Occupations	3.2%
Intermediate Occupations	19.1%
Small employers and own account workers	11.4%
Lower supervisory and technical occupations	5.7%
Semi Routine Occupations	10.3%
Routine Occupations	13.0%
Never Worked	10.4%
Long Term Unemployed	1.5%
Full Time Students	0.7%
Not Classifiable for Other Reasons	4.9%
	16.8%
Occupation Groups:	
People aged 16-74 in employment working as: Managers and senior officials	11.1%
People aged 16-74 in employment working as: Professional occupations	6.9%
People aged 16-74 in employment working as: Associate professional and technical occupations	17.9%
People aged 16-74 in employment working as: Administrative and secretarial occupations	13.7%
People aged 16-74 in employment working as: Skilled	13.1%

trades occupations People aged 16-74 in employment working as:	7.9%
Personal service occupations People aged 16-74 in employment working as:	7.9%
Sales and customer service occupations People aged 16-74 in employment working as:	8.2%
Process; plant and machine operatives People aged 16-74 in employment working as:	13.4%
Elementary occupations	

Source: 2001 Census, Small Area Statistics: Crown Copyright

Further information on the area is given in Appendix A.

6 ENVIRONMENTAL RECEPTORS

- 6.1 The key environmental receptors for these sites can be ecosystems, surface water or groundwater. Both surface water and groundwater can also act as pathways to ecological receptors.
- 6.2 Rivers : the only designated river stretch (under the Surface Waters (River Ecosystem)(Classification) Regulations 1994) in the Gosport area is the River Alver. This scheme classifies the health of rivers according to a number index which runs from 1 to 5 with 1 being the best and 5 the worst. It takes into account a number of factors including amounts of dissolved oxygen and the BOD of the water. BOD is the biological Oxygen demand and is a measure of how much oxygen is used by biological action. This river has known problems of poor water quality and failure to meet water quality objectives. River classification scheme results are shown below –

River Quality Objective	River Ecosystem Result in 2001	River Ecosystem Result in 2002	River Ecosystem Result in 2003	River Ecosystem Result in 2004
4	5	5	5	5

Low flows are known to contribute to poor water quality, however some sites in the Alver catchment have the potential to be Part IIA Special Sites due to impacts from land with contamination upon the River Quality. This potential is being investigated at present by the EA on behalf of the Council. Over this period the rivers General Quality Assessment has been Grade E. This grade is based on assessment of macro invertebrate life (insect life etc.). For each river a predicted

number of species is calculated and assessment is carried out against that with grade A being the best and F being the worst. Grade E means the river performs at about 50% of what is predicted in terms of life

- 6.3 Marine Waters : the waters of the Solent and Portsmouth Harbour are heavily used for both industrial and recreational purposes. The Harbour is also of national importance for conservation interest, being a Site of Special Scientific Interest, a Special Protection Area under the Conservation (Natural Habitats etc.) Regulations 1994 and a Ramsar site. Ramsar sites are particularly important habitats on an international scale and were defined by international treaty (The Ramsar Convention)

There are two bathing waters (EC Bathing Waters Directive (76/160/EEC)) within the Gosport area, one at Lee-on-the-Solent and the other at Stokes Bay. Both are compliant with the mandatory standards of the Directive, however algal foam has, in the past, been observed in Stokes Bay and has been attributed to nutrient inputs from the River Alver. A revised Bathing Water Directive (2006/7/EC) has been passed by the EC and it terms will be applied at each of the bathing beaches

There are a number of other designations of marine waters in the Gosport area. There are designated Shellfish Waters at Spit Head and Portsmouth Harbour (EC Shellfish Waters Directive (79/923/EEC)). Portsmouth Harbour has been designated as a Sensitive Area (Eutrophic) under the Urban Waste Water Directive (91/271/EEC).

7 PREVIOUS ACTIVITY

- 7.1 Some contaminated sites within the Borough have already been dealt with through the development and planning process. The standard of remediation may not be sufficiently high to prevent them being determined as contaminated land under Part IIA, the former ICRL (The United Kingdom Interdepartmental Committee for the Redevelopment of Contaminated Land) values have now been repealed and are no longer valid. Remediation is now expected to comply with the CLEA (Contaminated Land Exposure Assessment) standards or be based on worked up site specific values where CLEA does not cover the particular contaminant in question. Site specific values should be worked up using the commonly used risk assessment methods such as SNIFFER, RISC human etc.

CLEA is a computer based prediction system developed by the Environment Agency for assessing risk from contamination in which effects are modelled mathematically to predict a guide value for the contaminant. SNIFFER (Scottish and Northern Ireland Forum for Environmental research) and the rest are alternative ways of working

up the figures which have different strengths and weaknesses. e.g. RISC-human is based on a Dutch model.

- 7.2 Other sites have been remediated by their existing owners although in some cases the process is incomplete. The caveat in 7.1 also applies. In that where no suitable SGV for a chemical exists a site specific value is found or worked up as appropriate.

8 OVERALL AIMS OF THE CONTAMINATED LAND STRATEGY

- 8.1 The Council is required to take a strategic approach to the management of the contaminated land issue. Attempting to deal with all contaminated land at once would prove impossible, not only from the point of view of expense but also because of the amount of time that officers would be diverted from other front line duties.
- 8.2 By assessing the risk posed to humans and to the environment the Council will ensure that the task of dealing with contaminated land is carried out within the resources available for it. This strategy will therefore aim to ensure that this work is rational, ordered and efficient. By seeking to ensure that the most serious problems are located and dealt with first it will also ensure that the subsequent remediation works are proportionate to the actual or potential risks that the contamination presents.
- 8.3 By identifying and ranking contaminated sites via risk assessment procedures it will also allow the requirements for detailed inspection of particular contaminated sites to be identified in the most efficient manner.

9 A STRATEGY FOR GOSPORT

- 9.1 Realistically, resources will determine the rate of progress achieved. It makes sense to use existing systems where these provide an effective means of control and remediation. The Council's strategy will therefore operate on two tracks.
- 9.2 The first track, involving the planning process, will be the continuation of those techniques which have already been used successfully in the past and which can usually be accommodated within existing resources. Some individual sites may require additional investment, such as specialist consultancy skills.
- 9.3 This provides an alternative to formal action and will remain the preferred option for remediation of contaminated land despite the prioritisation schedule identified by the survey. The development of these 'ad hoc' sites will be dealt with in consultation with the owner, developer and their consultants at that time. This work will be carried

out within the context of the Council's overall Community Strategy Which has Environmental Matters as one of its key issues

- 9.4 In fulfilling its responsibility the Council will, if necessary, enforce remediation schemes to ensure that land is fit for its intended use. It should be noted that making land fit for the purpose for which it is currently used might not avoid the need for further remediation if the use of the land subsequently changes.
- 9.5 The Authority will also ensure that land within its ownership is subjected to a program of remediation where necessary consistent with its intended use. E.g. land forming part of the Alver Valley
- 9.6 The second track is based on a risk-based, strategic approach to the identification of land which merits detailed individual inspection. The first step is to conduct a preliminary survey and risk assessment.
- 9.7 Preliminary Survey And Risk Assessment : In order to identify and prioritise the sites within the Borough which are contaminated it will be necessary to carry out a survey of both present and historical uses of land. The survey will identify sites where a pollution linkage exists and will pinpoint those where the receptor is human (and therefore human health could be affected by the contamination) as well as non-human receptors, i.e. controlled waters, ecosystems and property. It is vital therefore that all these sites are surveyed and that proper risk assessments are carried out on them in order to prioritise further investigation effort. The consideration of available evidence of actual significant harm or pollution of controlled waters will be the first step in the strategic approach to inspection. The first part of the survey has been carried out by contractors for the Council who have searched the available trade directories for the borough and have identified potentially contaminative businesses these have been marked on a layer and added to the Councils GIS system so that they may be easily identified

This remainder of the survey has been deferred until 2006/7. More information on the survey is in Appendix B.

- 9.8 The whole strategy will be kept under periodic review as required by Part 11A.

10 INTERNAL MANAGEMENT ARRANGEMENTS FOR INSPECTION AND IDENTIFICATION

- 10.1 It is intended that where the Council owns or leases land that is potentially contaminated it will be inspected according to the risk assessment identified by the survey and in co-operation with the relevant Service Unit Manager. Similar provisions will apply to land that may have been formerly owned by the Council.
- 10.2 All matters in relation to the inspection of potentially contaminated land, determining whether the land is contaminated, identification of the appropriate person(s), service of appropriate notices and apportionment of the cost of relevant works may be delegated to the Head of Environmental Health.
- 10.3 It is possible that when a site falls due for action according to its priority rating, and despite the best endeavours of the Authority, it will remain without an “appropriate person or persons” from whom to recover the expenses of remediation. Such a site will become what is known as an ‘orphan site’ and may become the responsibility of the Local Authority. In such circumstances it may be appropriate for the Council to apply for a Supported Capital Expenditure (Revenue) - SCE(R) grant or other appropriate grant to assist in defraying the expense of the remediation work. This, together with all other financial management, will be delegated to the Environmental Services Manager in consultation with the Financial Services Manager.

11 LIAISON ARRANGEMENTS

- 11.1 Arrangements for liaison with, and responding to, information from the owners or occupiers of land, and other relevant interested parties are contained within the “Local Authority Guide to the Application of Part IIA of the Environmental Protection Act 1990”. And the Model Procedures for the Management of Contaminated land (CLR11) issued by the Environment Agency. The relevant procedures will be followed in the Council’s future dealing over any site.
- 11.2 Arrangements for responding to information or complaints from members of the public, businesses and voluntary organisations will include an assessment of the site in question. This will enable the risk status of the site to be modified accordingly. In this way, the original risk assessment can be kept up to date. Subject to the nature of the information received a site may be reclassified up or down the risk rating scale. Information regarding remediation work carried out on the site will, subject to the details of the work conducted, enable the site to be “downgraded” in terms of contamination risk.

GLOSSARY

Controlled Water	<p>This is a body of water defined in the Water Resources Act to include the following types of waters –</p> <ul style="list-style-type: none">• Relevant territorial waters (<i>extends to the 3 mile limit</i>)• Coastal waters (<i>landward of the inshore limit of territorial water to the high water limit and to the freshwater limit of any river</i>)• Inland freshwaters (<i>include any river or other watercourse above the freshwater limit and any lake or pond which discharges directly or indirectly into such a watercourse</i>) <p>Groundwaters are waters contained in underground strata.</p>
Source	<p>A source is defined as contamination that is on in or under a piece of ground.</p>
Receptor	<p>A receptor is any living organism or ecological system of which it is part and in the case of man includes his property.</p>
Pathway	<p>This is a mechanism by which a contaminant may reach a receptor and do harm to that receptor.</p>
ICRCL	<p>Inter-Departmental Committee on the Reclamation of Contaminated Land. This was a committee of experts set up by the government who were tasked with setting clean-up limits on contaminated sites. They produced several documents containing limit values.</p>

APPENDIX A

**GEOGRAPHICAL, HISTORICAL AND OTHER DATA
REGARDING THE GOSPORT AREA**Geography

- A1 The Solent and our coastline are the result of thousands of years of geological change, reclamation and management by man. The Gosport peninsula, which is part of the coastal plain of south-east Hampshire, is formed by a series of gently curving beaches and gravel forelands to the south, and by the Portsmouth Harbour shoreline with its indented tidal creeks to the east.
- A2 The coastline is dominated by gravel and pebble beaches and is unusual in that, unlike most of the southern coast of England, erosion has been relatively insignificant. Offshore, between Browdown and Lee-on-the-Solent the remains of a prehistoric forest are still occasionally exposed by low tides. The original shoreline has gradually changed due to the movement of beach material cut off the mouth of the River Alver at Gomer, diverting it eastwards to enter the Solent at Gilkicker Point. The channel, which ran behind Stokes Bay, is now dry (apart from Gilkicker Lagoon) and the river has been diverted through an outfall near No. 2 Battery. The ridges in the gravel plains at Browdown and Gilkicker and the long spit on which H.M.S. Dolphin and Fort Blockhouse have been built, are products of wave and tidal action on the coastline. The Harbour itself and the creeks at Haslar and Forton are a result of rising sea levels after the Ice Age (about 7,500 – 10,000 years ago).
- A3 The soft sands and clays that underlie the Borough account for the low lying landscape of Gosport, with nowhere exceeding 15 metres above sea level. The valley of the River Alver and its small tributary valleys at Cherque Farm and Rowner are the only exceptions to the generally flat character of the peninsula. Again, during the various Ice Ages, flood waters spread a fine silty clay and gravels over the peninsula forming the basis for the deep, well drained and naturally fertile soils of Lee-on-the-Solent, Alverstoke and Privett. As temperatures increased, woodland spread across the coastal plain with forest of oak, elm, lime, ash and hazel forming a dense vegetation cover over the whole peninsula. The common lands at the Wildgrounds and Browdown are the remnants of this woodland and are now of major importance given their rare ecological value.

History before 1700

- A4 The improving climate and flat landscape first attracted groups of nomads in prehistoric times, whose stone tools are still found in the gravels at Lee-on-the-Solent, Browndown and along the shores of Portsmouth Harbour. Later, the more fertile soils attracted farmers who gradually cleared much of the forest.
- A5 The Parishes of Rowner and Stoake (Alwarestock) are mentioned in the Domesday Book of 1086. The earliest supposed record of the name Gosport was some years later, when Henry de Bois, Bishop of Winchester, on being rescued from a storm in the Solent asked what place had provided his haven. When told that it was Gosport (then a small fishing village) he remarked that it should from then on be known as God's Port. At this time, there were also hamlets at Forton, Bury, Brockhurst and Elson, but it was Alverstoke that was to form the peninsula's main religious and administrative centre for many years.
- A6 The establishment of a naval dockyard on the Portsmouth side of the harbour was probably the key factor in the development of the Gosport area. Although there is evidence of extensive boat building along the harbour shores, this had little impact on the Borough until the seventeenth century, by which time Gosport town had a Mayor and was granted two fairs a year by its own Charter.
- A7 In 1642, early in the Civil War, Lord Goring held Portsmouth for the King whilst the Parliamentarians, held Southsea, the Navy and Gosport. From a hastily positioned cannon on Gosport Hard the gunners severely damaged the Cathedral spire in Portsmouth which was being used as a lookout. Lord Goring surrendered next day, throwing the keys to the Town in the moat. The Cavaliers later had their revenge on Gosport by "firing" the Town with the loss of many houses (based on "The Story of Gosport", L.F. White).
- A8 In 1665 Charles II instructed that defences should be constructed to protect the dockyard from land borne attack. His Chief Engineer, Bernard de Gomme, designed a system of ramparts and a protecting moat that would have a significant effect on restricting the size of the town for the next hundred years.

The 18th Century

- A9 One of Gosport's most well known residents was Henry Cort (1740-1800) who had a forge near The Green in the Town. In 1783, he developed and patented the puddling and rolling process of manufacturing iron that was soon to revolutionise the iron industry in this country.
- A10 By 1760 the powder magazine in Portsmouth was considered a danger to the many people living nearby and the Board of Ordnance

purchased fields on the Gosport side of the harbour, known as Priddy's Hard. This area was fortified in 1748 and the present magazine and camber were built in 1771. The earlier defences to the Town were in very poor condition so the programme of rebuilding continued, enlarging the defended Town to link up with the new Priddy's Hard area on the opposite side of Forton lake. These, defences were not completed until 1803 and included a gateway leading to Haslar Hospital (1753).

- A11 Within the enlarged defences, privately owned buildings were used for supplying ships, although the area was later purchased by the Navy and would become the victualling yard now known as Royal Clarence Yard. Forton Mill, a tide mill, had been built nearby to provide flour and the remainder of this area was occupied by St. George Barracks. Between 1780 and 1830 the Town developed rapidly, producing some fine buildings, notably in Clarence Square. The tight streets around the Square however provided squalid living conditions and were often patrolled by the naval Press Gangs.

The 19th Century

- A12 Robert Cruikshank, a local entrepreneur, planned to develop a seaside spa on land east of the village of Alverstoke. From 1827 to 1831 Thomas Ellis Owen, his architect, designed The Crescent, described as "a piece of grand urban planning of the early nineteenth century....unsurpassed in Hampshire" (Pevsner, 1967). He also designed its flanking villas together with St. Marks Road, where the pump house was situated and a garden to the south of the development containing the Bath House (now demolished). The development, although popular with naval officers, was unfortunately never completed. The Crescent's formal gardens were restored to a Georgian design by the Borough Council and English Heritage in 1991.
- A13 The railway came to Gosport in 1841, the main station being in Spring Garden Lane, outside the fortifications. Prince Albert secured permission for a branch to Clarence Yard for Queen Victoria's use when travelling to Osborne House on the Isle of Wight. A branch line and pier to Stokes Bay were added in 1863 together with a ferry service. The last branch built was to Lee-on-the-Solent in 1894. The now disused railway lines are still evident as is the former terminus at Lee-on-the-Solent.
- A14 New Town (or Bingham Town as it was also known) was started in the 1840's and was the first major development outside the fortifications. The driving force behind this project was the Reverend Richard Bingham B.A., Vicar of Gosport Chapel (now Holy Trinity Church) and the second generation of a notorious local family. Bingham was also a publican, JP, entrepreneur and served six months in prison for fraud! The area has now been redeveloped but Joseph Street and Willis Road are reminders of that period.

- A15 In the early nineteenth century, the threat of a full scaled French invasion of the south coast under Napoleon III prompted thoughts of defence again and due to the advances made in artillery technology, the existing defences were considered inadequate to prevent the naval dockyard from coming under attack. An outer ring of defences ordered by Lord Palmerston was started in 1852 with five forts stretching across the peninsula from Gomer to Elson. The Stokes Bay Lines and accompanying Batteries were also constructed, together with Fort Gilkicker on the headland. In the 1880's the first Victorian terraced houses appeared at Hardway, New Town, Brockhurst and Clayhall between the two lines of fortification. By the end of the century the population had doubled, though fewer were living in the original fortified Town area.

The 20th Century

- A16 Boat building had been carried out in Gosport for centuries but probably reached its height between 1900 and 1939 when Camper and Nicholson was synonymous with quality yachts and their famous America Cup contenders for Sir Thomas Lipton (1914) and Tommy Sopwith (1928) in co-operation with the sailmakers Ratsey and Lapthorn. In 1976, Aldey Aluminium built Ted Heath's "Morning Cloud". Boats were also built and repaired at Ferrol Road and at Hardway.
- A17 In 1922 Gosport and Alverstoke Urban District Council became a Borough and annexed Rowner, a small agricultural hamlet centred around its thirteenth century church. The small seaside town of Lee-on-the-Solent was incorporated into the Borough in 1930.
- A18 During the Second World War, the Borough played a major role in supplying the Navy and providing the main submarine base. Grange airfield was used to train pilots and HMS Daedalus housed the "Swordfish" torpedo bombers and seaplanes. The Town area suffered considerable war damage during the blitzes of 1941 with more than half its houses damaged. By 1944, the whole area was bristling with activity and equipment as it provided a major embarkation centre for D-Day. Stokes Bay, Lee-on-the-Solent, Hardway and Gosport Town were all used in this massive operation.
- A19 The late 1960's brought redevelopment to the old Town area which swept away most of the older buildings in the Haslar Road area, Clarence Square and New Town. The old fortifications, originally breached in 1901 to build the school and library (now the Museum and SEARCH Education Centre), were completely removed from the south and west of the town and the moats filled.

The Present and the Future

- A20 Since the 1960's, views about town planning have changed dramatically and the Borough Council has been anxious to ensure the conservation of historic buildings, the town's rich defence and

maritime heritage and the natural habitats of the peninsula. There are now no fewer than fifteen Conservation Areas in Gosport, for example, and the Council has produced a Heritage Strategy to protect buildings of special architectural and historic interest.

- A21 With the dawning of the new Millennium there is now a terrific opportunity to open up the Gosport Waterfront to the public for the first time in centuries. The Renaissance of Portsmouth Harbour Millennium Scheme and the major development opportunities associated with the release of redundant military sites are good examples. Together these projects will rejuvenate Gosport, bringing new jobs and prosperity, as well as attractions and leisure facilities for residents and visitors alike. In short, the garrison town at the end of the peninsula is about to change as never before!

The Character of Gosport

- A22 The character of Gosport is greatly influenced by its geography and its position as a peninsula dividing the Solent and Portsmouth Harbour. Its tidal creeks are very distinctive, creating a special sense of identity. Although their margins have gradually been altered through reclamation over the years and adapted for a variety of uses, they remain open spaces essential to the character and identity of their surroundings.
- A23 The Alver Valley is characteristic of the "urban fringe" where urban and rural land uses meet to create a vivid edge to the built up area. The high quality of its varied landscape and its open links to the Hamble and Solent are major amenity assets to Gosport and a valuable reminder of the peninsula's former character.
- A24 Stokes Bay, with its sweeping line of trees forming an impressive backcloth, has probably the most natural appearance of any urban beach on the South Coast. No. 2 Battery and the remnants of the old fortifications are a vivid reminder of the Bay's military history and Stanley Park, together with Bay House and Alverbank House surviving in almost their original settings, add a sense of grandeur. Lee-on-the-Solent also has a fine coastline with the town centre, promenade and clifflands typifying the character of a 1930's seaside resort. The views across the Solent to the Isle of Wight and the New Forest shoreline are impressive and full of interest.
- A25 In Gosport itself, the Esplanade, with its distinctive tower block entrance to the Borough and Portsmouth Harbour, contrasts with and to some extent conceals some of the remaining delights of the High Street area. The short sea crossing between Portsmouth and Gosport has always been a great interest. In the early days, watermen rowed passengers across before steam ferries, such as the well-known "Vadne", became popular. Between 1840 and 1959 small vehicles could be carried across the water on the Floating Bridge to the Ferry Gardens. From the Gardens, the High Street,

with its mixture of Georgian, Victorian, Edwardian and modern buildings, forms a distinctive commercial and social centre to the town. Its intimate scale is exemplified by the narrow alleys that lead off the High Street, particularly Bemisters Lane.

- A26 These general qualities are strengthened by the impact of the naval and military history that surrounds the old town centre. The contribution of St. George Barracks, Royal Clarence Yard, St. Vincents and Walpole Park to the townscape and identity of Gosport is immeasurable. In addition, the remaining Palmerston forts at Elson, Brockhurst, Rowner and Grange (only Fort Gomer has not survived) provide a stark reminder of the perceived threats to Gosport and Portsmouth Harbour in the last century. The presence of Fort Brockhurst in particular alongside the main road into the Borough is impressive.
- A27 Elsewhere, the medieval origins of Alverstoke's street patterns are still apparent. Elson and Hardway have also retained elements of their traditional character, particularly with their views across the moorings in Portsmouth Harbour to Portsdown Hill and the South Downs. Rowner Church and Middle Barn Cottages offer a picturesque centre to the old village, lying in a mature green landscape of copse and open space. This setting contrasts greatly with the Navy's housing developments to the south.
- A28 More Information about the History of Gosport can be found at the Gosport Museum website –

<http://www.discoverycentres.co.uk/gosport/index.html>

APPENDIX B**IDENTIFICATION OF POTENTIALLY CONTAMINATED LAND**

- B1 As well as identifying the land uses which may result in possible contamination associated with the sites, the preliminary survey will also identify the relevant receptors. These are set out in Table A of Government Circular 2/2000 and identify the possible pathways by which the potential contamination may affect the receptors. Consultants appointed to carry out this survey will be expected to liaise both within the Council with information holding business units and also with external bodies such as the Environment Agency, the County Council and other appropriate data-holding organisations.
- B2 Potential data sources which will be examined include –
- Current and historic Ordnance Survey maps
 - Geological maps
 - Groundwater vulnerability maps
 - Historic trade directories
 - Planning records etc.
 - Registers and records held by Environmental Health Services
 - Waste management licence registers
 - Lists of closed landfill sites
 - Petroleum records
 - Current and past editions of Yellow Pages
 - Land use maps,
 - Records in the County Archive,
 - The Local Plan,
 - Aerial Photographs,
 - Sites and Monuments records,
 - Borehole logs.
- B3 Such records will not only assist in identifying possible sources of contamination but, when evaluated as part of the survey, will also indicate the existence of possible receptors of pollution and the likely pathways for its transmission. Evaluating the data gathered from these and other sources will therefore assist in the identification of all possible pollution linkages, the existence of which is necessary before land can be confirmed as contaminated for the purposes of the 1990 Act.
- B4 This survey will also go on to risk-assess the sites in a robust way and rank them in their order of importance. Using an appropriate model, risks to human health will be ranked first in order of priority and later the risk assessment will take account of the risks to the environment in a similar way.

- B5 Site Risk Assessment : Various models exist for the risk assessment of sites that are contaminated and the consultants will be expected to take them into account when ranking the sites in order of importance for follow up work of inspection and remediation. This will involve determining if action is necessary to bring them up to the standard necessary to make them fit for the purpose for which they are being used. In order to do this it may be necessary to either consult with the appropriate person (typically the land owner), to take samples to check the condition of the site or, if necessary, where there is a reasonable chance that a pollution linkage exists, by carrying out a visual inspection, limited sampling (of surface deposits) or in rare cases, intrusive sampling. The Council has statutory powers of entry to ensure access for these operations. In every case, however, the preferred route is for necessary investigations to be done in co-operation with the appropriate person.
- B6 The maps produced by the survey that will identify the sites and their respective priorities will then be entered onto a suitable computer system. This will enable checks of land to be carried out in respect of new planning applications so that new developments on potentially contaminated land are not missed. This has been done in respect of historical trade directories by the Councils consultants
- B7 The timescale for this process is subject to funding but is provisionally set for completion by the end of 2007. The slippage in this programme has essentially been due to the prevailing financial climate and the amount of resources it has been possible to allocate to the project whilst maintaining adequate cover on other front line services for which the Council is responsible. Some other Authorities find themselves in similar situations

APPENDIX C

PROVISIONAL TIMETABLE FOR IMPLEMENTATION SUBJECT TO BUDGET

	2001				2002				2003				2004			
Presentation to Council Management team			•													
Strategy passed to statutory consultees					•											
Comments received back from consultees					•											
Any necessary amendments incorporated						•										
Further report to Council Management Team						•										
Report to relevant Board/Committee						•										
Publish final strategy								•								
Request funds for initial survey								•								
Appoint consultants *												•				
Complete initial survey and risk assessment *													•			
Begin investigation/remediation works *															•	
Respond to planning consultations and advise on new builds on contaminated sites	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•

	2006				2007				2008				2009			
Review the strategy *		•				•				•				•		
Engage consultants to complete the survey of directories etc for possible contaminated sites		•	•													
Enter new layers onto GIS				•												
Examine the sites and risk assess them					•	•	•									
Produce list of risk assessed sites						•	•	•								
Progress the desk study of sites in risk assessed order									•	•	•	•				
Respond to planning consultations and advise on new builds on contaminated sites	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•

Copies of this document are available from the Town Hall upon request and for reference purposes on our website www.gosport.gov.uk. This document can be provided in large print, on tape, in Braille or in other languages upon request.

The Council is committed to a policy of non-discrimination in all aspects of its work. If you feel you have been unfairly treated in this respect, please write to the Chief Executive.

If you have any comments or questions relating to this document please contact
Mr Mike Woods Principal Environmental Health Officer , Gosport Borough Council, Town
Hall, High Street, Gosport, Hants PO12 1EB
or telephone (023) 9254 5509, or email mike.woods@gosport.gov.uk.

AGENDA ITEM NO. 12

Board/Committee:	COMMUNITY & ENVIRONMENT BOARD
Date of meeting:	5 MARCH 2007
Title:	PRIVETT PARK REPLACEMENT PAVILION (UPDATE)
Author:	LEISURE & CULTURAL
Status:	FOR DECISION

Purpose

To bring to Members' attention developments since the report presented to the Board in June 2006 and to seek approval for the acceptance of a tender for the replacement pavilion.

Recommendation

It is recommended that Members approve the acceptance of the lowest tender for the provision of a replacement pavilion for Gosport Borough Cricket Club.

1. Background

- 1.1 At the 12 June 2006 meeting of this Board a scheme to provide a two storey football / cricket pavilion was approved.
- 1.2 Potential funding for the scheme from the Council of £389,000 was identified and approved.
- 1.3 Assuming a Grant of £627,000 from the Football Foundation, the balance of the cost of that project was to be made up with grants secured by the Cricket Club of approximately £90,000. The Cricket Club has been unable to secure any of the £90,000 targeted.
- 1.4 In December 2006 the Cricket Club had a change of Committee membership and the Club decided that they did not wish to pursue the provision of a joint football / cricket pavilion.
- 1.5 The Club instead requested the provision of a modular design pavilion that would satisfy their requirements, whilst being cheaper and quicker to construct.
- 1.6 The cost of such a facility would bring it within the existing budget available and would assist the Club in retaining its current group of players and recommence generating an income through the bar.
- 1.7 Six companies were invited to tender with five tenders being received by the date and time specified. In alphabetical order the companies were:

1. Britspace
2. Integra
3. Modular
4. Rollalong
5. Thurston
6. Wernick

1.8 The tenders received in ascending value following clarification on inclusions / exclusions were:

1. £237,546
2. £258,899
3. £261,662
4. £290,532
5. £294,950

1.9 The tenders received have been analysed by Parker Torrington and they are satisfied that the lowest tender fulfils the Club's and the Council's requirements, (subject to approval by Planning officers).

1.10 In addition to the basic cost of the building itself there are demolition costs and additional ground works that need to be undertaken which are estimated to total approximately £135,000.

1.11 It is therefore estimated that the total cost of the provision of the replacement pavilion and associated ground works will come within the £389,000 budget available.

1.12 It is intended to allocate £169,000 from the Open Space Developer Contributions Sports Pitches Account, leaving a balance of £178,091 in the account for other schemes.

1.13 As the pavilion will also be used by the Alverstoke Tennis Club it is also proposed to allocate £51,000 Open Space Developer Contribution Other Sports Facilities to this scheme, leaving a balance of £396,321 in that account. This arrangement is not permitted under the present Lease of the pavilion and so a variation of the current Lease will be required or the grant of a new Lease formalised.

2. Risk Assessment

2.1 The proposed scheme addresses the previous risk associated with the levels of external funding not being secured.

2.2 The total estimated cost of providing the new pavilion is within the existing budget available.

- 2.3 The pavilion will be constructed in situ much sooner than a traditionally-built facility, thus reducing the risk of the Cricket Club losing more members and affecting the Club's viability.

3. Conclusion

- 3.1 Under the terms of the Lease the Council has with the Cricket Club, the Council is required to re-provide a pavilion facility for use by the Club.
- 3.2 The proposed pavilion is designed to meet the Club's requirements.
- 3.3 The pavilion can be provided within the existing budget.
- 3.4 The proposed pavilion provides a new facility within a shorter timescale than the alternative traditional build.
- 3.5 Subject to detailed discussions with Planning officers and the selected contractor, it is hoped that the order for the pavilion may be placed as soon as is practicable. It is hoped this will deliver the new facility as near as possible to the Cricket Club's requirements.

Financial Services comments:	<p>The approved capital programme includes GBC funding of £169,000 – comprising the insurance payment (£69,000) and £100,000 from the Council's capital receipts.</p> <p>This report identifies developer contributions of £220,000.</p> <p>The total estimated scheme cost identified in this report is £372,546 (paras 1.8 and 1.10) which can be funded from within the above provisions.</p> <p>If approved, the scheme will span over the end of the financial year with any under-spend in 2006/07 being carried forward to 2007/08.</p>
Legal Services comments:	<p>The current Lease of the pavilion is held by the Trustees of Gosport Cricket Club. The use as provided in the Lease is "as a cricket club". There is no mention of use by a tennis club and this is therefore not currently permitted. It will therefore be necessary for a variation of the Lease to be agreed between the Council and the Trustees, or for the surrender of the existing Lease and the grant of a new one permitting the proposed wider use.</p>
Service Improvement Plan implications:	<p>This action is within the Service Improvement Plan and would respond to the requirements of local cricket clubs and leagues.</p>
Corporate Plan:	<p>A new Pavilion would fall in line with the Council's Strategic Priority of providing better leisure facilities, increasing usage and reducing crime against property.</p>
Risk Assessment:	<p>See Section 2 of the Report</p>
Background papers:	<p>Community and Environment Board Report 12 June 2006</p>
Appendices / Enclosures:	<p>None</p>
Report Author / Lead Officer:	<p>Glen Wilkinson (Ext 5720)</p>