

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 19 JANUARY AND 4 FEBRUARY 2009

To approve as a correct record the Minutes of the meetings of the Community and Environment Board held on 19 January and 4 February 2009 (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 26 February 2009. 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 26 February 2009).

6. PROJECT INTEGRA ANNUAL ACTION PLAN
2009-2014

To seek approval for the adoption of the Project Integra Annual Action Plan 2009-2014 for the Partnership. Approval is sought in accordance with the Constitution.

Part II
Contact Officer:
Stevyn Ricketts
Ext. 5282

Continued

7. USE OF DEVELOPER CONTRIBUTIONS AT FORTON RECREATION GROUND, GROVE ROAD RECREATION GROUND, LEE-ON-THE-SOLENT RECREATION GROUND, WALPOLE PARK AND PRIVETT PARK

Parts II
Contact Officer:
Alan Gibson
Ext. 5721

To seek Board approval for the use of Developer Contributions for a range of improvements to Forton, Grove Road and Lee on the Solent Recreation Grounds, Walpole and Privett Parks.

8. PETANQUE PITCHES AT STOKES BAY

Part II
Contact Officer:
Mike Wheeler
Ext. 5421

To seek Board approval for the construction of petanque pitches together with a small refreshment area between the pitches and to seek the use of £20,000 of developer's contributions to finance the project.

9. NOISE MONITORING WORKING GROUP

Part II
Contact Officer:
Linda Edwards
Ext. 5400

To consider the report of the Overview and Scrutiny Committee.

10. CYCLE LANES WORKING GROUP

Part II
Contact Officer:
Linda Edwards
Ext. 5400

To consider the recommendations made by the Overview and Scrutiny Committee.

11. ANY OTHER ITEMS

which the Chairman determines should be considered, by reason of special circumstances, as a matter of urgency.

Please ask for:

Lisa Reade

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20 February 2009

S U M M O N S

MEETING: Community and Environment Board
DATE: 2 March 2009
TIME: 6.00pm
PLACE: Committee Room 1, Town Hall, Gosport
Democratic Services contact: Lisa Reade

LINDA EDWARDS
BOROUGH SOLICITOR

MEMBERS OF THE BOARD

Councillor Chegwyn (Chairman)
Councillor Smith (Vice Chairman)

Councillor Beavis	Councillor Langdon
Councillor Burgess	Councillor Murphy
Councillor Edgar	Councillor Salter
Councillor Mrs Forder	Councillor Wright

The Mayor (Councillor Kimber) (ex officio)

FIRE PRECAUTIONS

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

In the event of the fire alarm (single continuous sound) sounding, please leave the room immediately. Proceed downstairs by way of the main stairs or as directed by GBC staff, following 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:

- 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).

NOTE:

- i. Members are requested to note that if any member wishes to speak at the Board meeting then the Borough Solicitor is required to receive not less than 24 hours prior notice in writing or electronically and such notice shall indicate the agenda item or items on which the member wishes to speak.
- ii. Please note that mobile phones should be switched off for the duration of the meeting.

AGENDA ITEM NO. 6

Board/Committee:	COMMUNITY AND ENVIRONMENT BOARD
Date of Meeting:	2 MARCH 2009
Title:	PROJECT INTEGRA ANNUAL ACTION PLAN 2009-2014
Author:	ENVIRONMENTAL SERVICES MANAGER
Status:	FOR DECISION

Purpose

To seek approval for the adoption of the Project Integra Annual Action Plan 2009-2014 for the Partnership. Approval is sought in accordance with the Constitution.

Recommendation

The Draft Annual Action Plan 2009-2014 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 Project Integra partnership continues to take a lead within the UK by maintaining a high level of waste diversion from landfill. Currently on target to divert 85% of waste material and achieve a municipal waste recycling rate of 40%, the continued growth in these results support the key targets and drivers of the English Waste Strategy 2007.
- 2.2 The key targets in the business plan are:

New household waste recycling and composting national targets of at least

40% by 2010
45% by 2015
50% by 2020

New national targets for recovery of municipal waste
53% by 2010
67% by 2015
75% by 2020.

- 2.3 There is one exception however, the requirement to reduce residual household waste arisings to 225kg per person in 2020. Gosport currently is amongst the lowest producers of waste per head of population in Hampshire, with a figure of kg recorded in 07/08. To reduce this further will be challenging but could be achieved through a common approach.

- 2.4 Section 5 of the Action Plan identifies 5 strategic outcomes which will guide and focus the partnership's activities over the next 5 years. These are

- Sustainable and Ethical Recycling
Ensure progress towards meeting and exceeding the 40% recycling target in a sustainable way
- Eliminating Landfill
Eliminate the landfilling of waste. This reflects the scarcity of municipal landfill sites in Hampshire and the need to control steeply rising costs with the introduction of the Landfill Tax Escalator
- Commercial Materials Management
Focus more on dealing with commercial material alongside existing municipal waste in line with the Material Resources Strategy.
- Efficiencies/Value for Money
Deliver value for money through greater efficiencies and partnership working.
- Leadership and Influence
Focus effort on influencing behaviour in Hampshire through communication and education and at a national level through engagement with government and industry.

- 2.5 Maintenance of existing activities will contribute to these strategy outcomes.

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.

- 3.2 Adoption of the plan commits Gosport to striving to obtain a 40% recycling rate by 2010. A significant review of service provision, working practices and resources are required to allow for production of an individual partner improvement plan that will set out the operational activities to achieve this target.

4 Conclusion

- 4.1 It was agreed by all authorities present at the Project Integra Management Board Annual General Meeting held on 8 January 2009 to adopt the Draft Action Plan 2009 – 2014.

Financial Services comments:	Project Integra is funded by contributions from the partner authorities. Contributions are based on population and are divided into amounts for the costs of the Executive functions (which from this year includes Recycle for Hampshire) and a budget for projects. Gosport's contribution for 09/10 is £ 16,179.00.
Legal Services comments:	None for the purposes of this Report.
Service Improvement Plan implications:	Existing activities identified within the Service Improvement Plan support the desired outcomes of the Draft Action Plan.
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 Action Plan 2009 – 2014. 'It's Not Just Waste@
Report author: Lead Officer:	Stevyn Ricketts (ext 5282)

Project Integra

Action Plan

2009-2014

It's Not Just Waste

*Approved by the
Project Integra Strategic Board
on 8 January 2009*



Abbreviations

Abbreviation	Definition or Explanation
BVPIs	Best Value Performance Indicators
CAA	Comprehensive Area Assessment
CPA	Comprehensive Performance Assessment
CSR07	The Government's Comprehensive Spending Review 2007
EfW	Energy from Waste
HIOW	Hampshire and Isle of Wight Local Government Association
HWRC	Household Waste Recycling Centre
JMWMS	Hampshire's Joint Municipal Waste Management Strategy http://www.integra.org.uk/board/index.html
LAA	Local Area Agreement
MAF	Materials Analysis Facility
MWDF	Hampshire - Minerals & Waste Development Framework
MFP	Material Flow Planning
MRF	Materials Recycling Facility
MRS	Hampshire's Material Resources Strategy www.mrs-hampshire.org.uk
PUSH	Partnership for Urban South Hampshire
RPI	Retail Price Index
VFM	Value for Money
WCAs	Waste Collection Authorities
WDAs	Waste Disposal Authorities
WEEE Directive	Waste Electrical and Electronic Equipment
WRAP	Waste and Resources Action Programme

Executive Summary

Project Integra has delivered a world-class waste management infrastructure allied to effective collection services to 670,000 households – resulting in the highest landfill diversion rate in the UK. However, the partnership is now working in an increasingly complex strategic environment involving waste and materials management linked to economic growth and energy security. The partnership has to continue to adapt and move forward in order to deliver services to the public more sustainably as well as improving performance, efficiency and effectiveness under increasing financial pressures.

There are a large number of external factors and strategic drivers that impact on and affect the work of the partnership. A comprehensive list of these and the implications they may have for Project Integra are appended to the Action Plan.

Accordingly, the Project Integra Action Plan sets out the strategic outcomes which the partnership aims to deliver over the next 5 years in order to meet its long term objectives within this wider context. Each strategic outcome contains a number of specific work streams which the partnership will deliver over the next 12 months:

Strategic Outcome	Work Streams
Sustainable Recycling Project Integra aims to deliver high level performance at an acceptable level of cost and environmental impact whilst maintaining public support and participation. Waste avoidance is also included in this strategic outcome	<ul style="list-style-type: none">• Review the collection of different materials• Management of biowaste• Glass• Targeting Contamination and Process Efficiency• Review of Market Opportunities• New markets for materials
Eliminating Landfill Project Integra is committed to the eventual elimination of landfill in the context of the sustainable resource management agenda, scarce local capacity and steeply rising costs	<ul style="list-style-type: none">• Options for waste streams currently sent to landfill• Minerals and Waste Plan – Infrastructure planning

Strategic Outcome	Work Streams
<p>Commercial Materials Management</p> <p>Project Integra is seeking to provide or facilitate capacity to capture commercial recyclables in line with the national waste strategy and resource management agenda and to attract investment and achieve economies of scale.</p> <p>Action is dependent on Material Flow Planning to provide baseline data and infrastructure recommendations.</p>	<ul style="list-style-type: none"> • Delivering outcomes from the Material Flow Planning process and Waste Market Assessment – on current processing arrangements in Hampshire. • Examining opportunities for further facilities development and collection arrangements, including links to domestic waste collections.
<p>Efficiencies/Value for Money</p> <p>There is scope for joint working particularly in waste collection to achieve economies of scale such as optimising rounds and pooling resources</p>	<ul style="list-style-type: none"> • Sharing best practice and improving business processes • Joint working projects
<p>Leadership and Influence</p> <p>Project Integra has been successful in influencing the national agenda, securing external funding and delivering behavioural change locally. However, the partnership must continue to invest time and resources in this key strategic outcome in support of the other elements of the Action Plan</p>	<ul style="list-style-type: none"> • Effective communications • Maintaining Project Integra's profile

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1 Introduction

Over the last 15 years, Project Integra has delivered an internationally recognised collection and processing infrastructure to ensure a more sustainable approach to the management of waste in Hampshire. Already, a 40% municipal waste recycling rate and an 85% landfill diversion rate are on target to be achieved by the end of the 2008/9 financial year. However, much work remains to be done if the partnership is to provide a sustainable materials resources system and to minimise current and future cost pressures. In addition, the partnership needs to take account of the ever changing strategic context in which it is working and ensure that it rises to the challenge of the climate change and efficiency agendas which are at the heart of government policy.

This Action Plan sits alongside the Project Integra Constitution and the Hampshire Joint Municipal Waste Management Strategy (JMWMS), which are the three core documents that underpin the Project Integra partnership.

The purpose of this Action Plan is to:

- Set out the strategic context in which Project Integra is working, at local, regional, national and international level and the links to the partnership's own strategic objectives;
- Provide a framework to assist in the delivery of Project Integra's key strategic objectives over the next 5 years, to March 2014; and
- Set out the key work streams to be delivered by the partnership over the 12 months to March 2010.

2 Strategic Overview

The Project Integra partnership is required to operate within a complex political, economic, social and environmental context. The objectives of the partnership are governed both by a multitude of external factors, including European and UK Government policy, and by local initiatives such as Hampshire's Material Resources Strategy. These strategic drivers are outlined in more detail in Appendix 2, together with a summary of the implications these have for Project Integra.

The Project Integra partnership can make a telling contribution to these agendas, the key drivers for our work are:

The Waste Strategy for England 2007, which introduces more ambitious national targets to exceed the Landfill Directive obligations and aims for 50% recycling and composting, 75% municipal waste recovery and to cut per capita levels of residual waste in half, all by 2020. The strategy also makes more explicit the Government's intention that local authorities should include commercial waste recycling in their activities,

The 2007 Comprehensive Spending Review which requires annual net efficiency savings of 3% until at least 2011 and the **Local Government White Paper**, which proposes a greater role for local authorities as place shapers and a duty to co-operate between councils and with other partners. In addition, the government's commitment to continuing increases in **Landfill Tax** provide a major incentive to further reduce landfilling of Hampshire's waste – both municipal and commercial.

The recycling and sustainable development objectives of the **Local Area Agreements** for Hampshire, Portsmouth and Southampton and **Partnership for Urban South Hampshire**.

The **Materials Resources Strategy** (MRS) for Hampshire and Project Integra's **Joint Municipal Waste Management Strategy** (which aims to deliver the relevant municipal elements of the MRS). These strategies set ambitious targets and are helping to inform the Hampshire **Minerals and Waste Development Framework** which will set the planning context for the delivery of new infrastructure in the county.

The need for urgent action to mitigate the effects of **climate change** is an increasingly important context for our work.

These drivers establish the following strategic issues for Project Integra:

- to maintain and further develop services and infrastructure to meet recycling & waste reduction targets as well as future demand;
- to establish the extent to which commercial waste management can be supported by the partnership;

- to take into account impacts on climate change and carbon footprint; and
- to achieve these within a tight fiscal context.

3 The Role of Project Integra

The role of Project Integra is to provide a formal partnership approach and framework to deliver sustainable waste management in the context of Hampshire's Material Resources Strategy.

The key to Project Integra and its successes to date is the mutual support and co-operation that exists between all the partners and the delivery of sustainable management of municipal waste in Hampshire is dependent on the continuation of this close working.

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 co-ordinated way to new challenges.

The effectiveness of the Board was reviewed during 2005/6 in parallel with the development of the Joint Municipal Waste Management Strategy (JMWMS). A number of important evolutions were agreed by the partner authorities and the Constitution of the Board was amended. To underline its strategic, rather than operational, role the Board became the Project Integra Strategic Board. The objectives of the Board mirror those in the JMWMS: 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.

To enable the partnership to address its strategic objectives in a coherent way, Project Integra needs to adopt a more corporate approach than it has done in the past and fully explore the benefits and added value that closer partnership working will bring in terms of streamlining decision making, reducing duplication and contributing to improved performance and efficiency.

3.1 *Project Integra Core Values*

Project Integra has agreed the following core values:

- We are a partnership founded on the principle of collaboration. This approach has served Hampshire residents well for over 10 years and continues to be essential in a complex and fast-changing environment.
- We are a partnership that encourages two-way communication and where everyone has a say in what we do and how we do it.
- We explain to people why we do things, particularly when difficult or counter-intuitive decisions are made.
- We strive to be consistent in the messages we give to each other and to the wider community.

- We want to be seen as a leading example and therefore actively seek out and promote best practice.
- We aim to make objective decisions based on high quality, up to date data and we support our own research programme to assist with this.
- We see, and encourage everyone else to see, the matter we deal with as material and energy resources, not rubbish, refuse or waste.
- We encourage the view that dealing with these resources effectively is an issue for the whole community not just for particular organisations or individuals.
- We recognise the waste hierarchy and the proximity principle. Above all, however, we seek to achieve the *optimal* use of material and energy resources through a balance of the appropriate environmental, social and economic factors.
- To this end, we strive to produce and supply high quality materials for ethical and sustainable markets, where possible, in the UK.
- As a partnership, we accept that these core values can be challenged and changed, but only after significant and inclusive debate. They should be seen as a framework for moving forward in a consensual manner, not a barrier to progress.

4 Strategic Outcomes

Project Integra has identified five strategic outcomes which will guide and focus the partnership's activities over the next 5 years. These are:

- Sustainable and Ethical Recycling
- Eliminating Landfill
- Commercial Materials Management
- Efficiencies/Value for Money
- Leadership and Influence.

These strategic outcomes have been developed to take into account the strategic context in which Project Integra is working and specifically to:

- Ensure progress towards meeting and exceeding the 40% recycling target in a sustainable and ethical way;
- Eliminate the landfilling of waste. This reflects the scarcity of municipal landfill sites in Hampshire and the need to control steeply rising costs resulting from the Landfill Tax Escalator;
- Focus more on dealing with commercial material alongside existing municipal waste in line with the Material Resources Strategy and the broader scope of the 2007 Waste Strategy for England;
- Deliver better value for money through greater efficiencies and partnership working in the context of the challenging 2007 Comprehensive Spending Review requirements;
- Focus effort on influencing behaviour in Hampshire through communication and education and at a national level through engagement with government and industry.

Achievement of these outcomes will also contribute to the broader strategic goals of waste minimisation and the mitigation of greenhouse gas emissions from waste management activities in Hampshire.

4.1 *Sustainable and Ethical Recycling*

In order to reach and exceed its target recycling level of 40% by 2010, it is essential that Project Integra continues to develop sustainable collection and processing methods, maintain public support and seek new market opportunities. This strategic outcome is not about target chasing or recycling for its own sake at any price. Rather, sustainable recycling is an approach that seeks to balance high level performance on the one hand with cost, public acceptance and environmental impact on the other. Close attention needs to be paid to markets for secondary materials which affect both cost/affordability and environmental impact, the latter particularly related to road transport if markets are remote from Hampshire.

The key focus during the plan period will be on:

1. Improving performance by:
 - Maximising materials and market opportunities;
 - Tackling contamination and ensuring efficient processing; and
 - Communications with the public (see 4.5).

2. Improving systems by:
 - Reviewing the collection of different materials;
 - Reviewing input specifications for dry mixed recyclables and green waste;
 - Assessing the impact on infrastructure;
 - Assessing the impact on carbon emissions;
 - Assessing the impact on costs;
 - Seeking new markets for materials; and
 - Assessing the role of procurement.

This strategic outcome also encompasses waste avoidance through home composting and food waste digestion.

4.2 Elimination of Landfill

Project Integra has the highest landfill diversion rate in the country and is committed to the eventual elimination of landfill as far as this can be practicably achieved.

Work towards this will include:

- Review of options for waste streams currently sent to landfill;
- Review of collection systems in order to increase recycling and composting (see 4.1);
- Consideration of opportunities for increasing reuse;
- Development of approaches to waste prevention particularly through communications (see 4.5).

Further measures will be considered in the context of the Material Flow Planning process which will provide detailed information regarding the different streams of material resources in Hampshire and put forward recommendations for the best way to manage those resources, integrating domestic, commercial and industrial waste. The MFP process will inform the delivery of targets and key requirements set out in the Hampshire Minerals & Waste Development Framework (MWDF) 'core' Planning Strategy and the Joint Municipal Waste Management Strategy for Hampshire (JMWMS).

4.3 Commercial Materials Management

Local authorities have a duty to collect, process and dispose of domestic waste. This waste however represents only 19% of the total waste produced in the UK. Of the remaining waste streams by far the biggest proportion comes from the commercial and industrial sector.

Although councils are not directly accountable for commercial and industrial waste they do have a responsibility to provide local leadership to effectively influence markets for the benefits of their communities. This includes facilitating collection and processing to optimise the capture of recyclables from the commercial sector. Although not a duty, there is an expectation through the Waste Strategy for England 2007 that local authorities will

promote improved sustainable waste management services to small and medium enterprises across Hampshire.

The improved management of commercial and industrial waste will ensure a more environmentally sustainable economy. The certainties of supply from the municipal sector will also be attractive for private sector investors. Commercial material streams could also present opportunities for the delivery of the next generation of infrastructure through the release of private sector investment.

Accordingly, Project Integra is now seeking to provide or facilitate collection and processing capacity to optimise the capture of commercial/industrial recyclables. In addition, Project Integra is now seeking to facilitate and promote an improved sustainable waste management service to small and medium enterprises across Hampshire.

In order to deliver these objectives, a focus will be required on the following key areas during the lifetime of this Action Plan:

- Determining the waste volumes for the commercial and industrial sectors (Material Flow Planning and Waste Market Assessment);
- Assessing the feasibility of new services and infrastructure;
- Developing common policies for the collection and handling of materials;
- Producing marketing and information materials; and
- Infrastructure capacity planning.

During 2009/10 the focus will be on delivering outcomes from the Material Flow Plan and commercial market assessment processes and reviewing commercial collection arrangements.

4.4 Efficiencies/Value for Money

As part of the 2007 Comprehensive Spending Review, councils are collectively required to achieve 3% cash releasing efficiency gains each year between now and the end of 2010/11. Greater partnership working has been identified as a critical lever in the efficiency agenda and Project Integra has a long history of successful collaboration at countywide level. However, there is further scope for joint working particularly in waste collection arrangements through economies of scale such as optimising rounds and vehicle fleets and pooling management resources and expertise.

The purpose of this strategic objective is to ensure that Project Integra remains focused on the efficiency agenda in order to deliver more for customers in a challenging financial context.

There are 2 key elements to this strategic outcome:

- Sharing best practice and improving business processes; and
- Joint working on waste.

4.5 Leadership and Influence

Project Integra has been successful in the past in influencing both public behaviour locally and at a national policy level. Having been acknowledged as a best practice example of partnership working in waste management, Project Integra has, to date, secured over £12m in direct Government funding to develop collection and processing infrastructure. However, it is vital that the partnership continues to invest time and resources in this key strategic outcome in support of all the other elements of the Action Plan.

There are 2 key elements to this strategic outcome:

- Effective communication with the public, business community and other stakeholders locally, using a strategy founded on clear objectives and delivering consistent messages with one voice; and
- Maintaining Project Integra's profile nationally, influencing the national policy debate, securing external funding and promoting the sustainable production and consumption agenda.

5 Key Work Streams

A separate table is provided for each work stream, providing details of the high level priorities identified.

A detailed delivery plan incorporating timescales and responsibilities will be developed in conjunction with the Partner Implementation Plans (PIPs).

5.1 Sustainable and Ethical Recycling

Action	Responsibility & Timescale
Review of progress in 2008/9	
Progress on the Action Plan for 2008/9 will be reported, including: <ul style="list-style-type: none"> • Home composting • Food waste digester trials • Food waste collection trials • Work of the MAF • Marketing of materials • Garden waste review. 	
Review collection of different materials	
This review is to link in to the Material Flow Planning Process, data from which will allow analysis of collection systems.	
Management of biowaste	
Review of options for support & promotion of home composting.	
Actions following report of garden waste working group.	
Evaluation of options for food waste using the Materials Flow Planning and results from trials of digesters and the evaluation of doorstep collections (including the Eastleigh system).	

Action	Responsibility & Timescale
Glass	
Targeting contamination and process efficiency	
<p>Reduce contamination levels in mixed dry recycle:</p> <ul style="list-style-type: none"> Continued use of MAF data to monitor contamination trends and target resources accordingly Use of the MAF to examine MRF residues and assess efficiency of processing Linkage into communications plan which expects to set specific targets 	
Review of market opportunities	
<p>Secondary materials markets are ever changing. Project Integra will continue to monitor trends and changes and keep abreast of new developments.</p>	
New markets for materials	
<p>New legislation on batteries offers opportunities to increase the separate collection of these items. Results of trials carried out will be reviewed and opportunities for a co-ordinated approach explored.</p>	
<p>Additional opportunities for the collection of textiles and shoes will be explored.</p>	
<p>Collection of Tetrapaks using banks is being trialed in Test Valley. The results will be reviewed.</p>	

5.2 Eliminating Landfill

Action	Responsibility & Timescale
Review of progress in 2008/9	
<p>Progress on the Action Plan for 2008/9 will be reported, including:</p> <ul style="list-style-type: none"> • HWRC trade waste controls • Blue Haze transfer station • Shredding of non-recyclable waste from HWRCs • Processing of incinerator bottom ash. 	
Waste streams currently sent to landfill	
<p>Evaluate approaches for the treatment of wastes such as:</p> <ul style="list-style-type: none"> • street cleansing • bulky household items • litter bin waste 	
Minerals and Waste Plan – Infrastructure Planning	
<p>The Minerals and Waste Core Strategy was adopted in the summer of 2007. The next stages of the project include consultation on the Site Allocation Process and preparation of the Hampshire Waste Management Plan.</p> <p>The Material Flow Planning work currently being undertaken will form part of the evidence base for the Hampshire Waste Management Plan which will identify sites and locations for managing Hampshire's resources in the future.</p>	

5.3 Commercial Materials Management

Action	Responsibility & Timescale
Review of progress in 2008/9	
Progress on the Action Plan for 2008/9 will be reported.	
Trade waste recycling	
<p>A summary report will bring together the results of the C&I pilots in Hampshire, as well as any examples of district DSOs collecting, to outline best practice, problems encountered, and lessons learned;</p> <p>The report will suggest ways in which collection authorities could facilitate commercial collections, with implications on landfill, costs and processing facilities.</p>	
Deliver data and market analysis outcomes	
<p>Material Flow Planning data now provides information on overall volumes and material streams in Hampshire, estimates on levels of materials that can be recycled and potential scenarios for collection and processing of material;</p> <p>A Waste Market Assessment will provide information (spatial & operational) on current processing arrangements in Hampshire, landfill, recycling, energy recovery;</p> <p>Using the above information a Commercial and Industrial Gap Analysis will then be carried out to identify opportunities for further facilities development, including links to domestic waste, barriers for delivery etc;</p> <p>This information will also be used to update the Hampshire Minerals and Waste Development Framework and will, where appropriate, inform the further development of District Local Development Frameworks.</p>	

5.4 Efficiencies/Value for Money

Action	Responsibility & Timescale
Review of progress in 2008/9	
Progress on the Action Plan for 2008/9 will be reported.	
Sharing best practice and improving business processes	
A review of what Project Integra is will be carried out to ensure that its role remains clear and relevant to the partner authorities.	
A review and re-assessment of all Project Integra sub groups and working groups and their terms of reference will be completed in the light of the above to ensure clear accountability, communication and reporting, avoidance of duplication and best use of resources.	
Measures of performance used within Project Integra will be reviewed in order to ensure that these are appropriate to support the reviews and discussions that form part of this Action Plan.	
Joint working projects	
<p>Joint working is being considered by two groups of authorities:</p> <ul style="list-style-type: none"> • Joint working on core refuse and recycling services within Basingstoke and Deane, Hart, Test Valley, Havant, East Hampshire, Winchester and Portsmouth; • Joint working on peripheral services within New Forest, Southampton, Gosport and Eastleigh. <p>Project Integra is not currently supporting these projects financially or overseeing their delivery, but expects lessons and opportunities to be shared with the rest of the partnership in due course.</p>	

5.5 Leadership and Influence.

Action	Responsibility & Timescale
Review of progress in 2008/9	
<p>Progress on the Action Plan for 2008/9 will be reported, in particular:</p> <ul style="list-style-type: none"> • The review of Recycle for Hampshire • Education and communications work • Awards entered • Speaking engagements 	
Effective communication	
Development of a communications action plan (in line with the communications strategy).	
Further development of the 'Love Food, Hate Waste' national campaign on a Hampshire wide basis, as part of our waste minimisation and communication plan.	
Maintaining Project Integra's profile	
An audit of regional and national bodies dealing with waste issues to ascertain Project Integra's level of participation, and look for possibilities to increase our influence.	
Continuing to look for opportunities for Project Integra to enter National Awards and present at conferences.	
Continuing Project Integra's contribution to the debate on national waste issues and looking for opportunities to expand our role in this respect.	

6 Resources

Project Integra is funded by contributions from the partner authorities. Contributions are based on population and are divided into amounts for the costs of the Executive functions (which from this year includes Recycle for Hampshire) and a budget for projects.

The contributions for 2009/10 are shown in Table 1 the income received by partners from the sale of dry mixed recyclables in 2008/9 is shown in Table 2.

Figure 1: Project Integra Groups

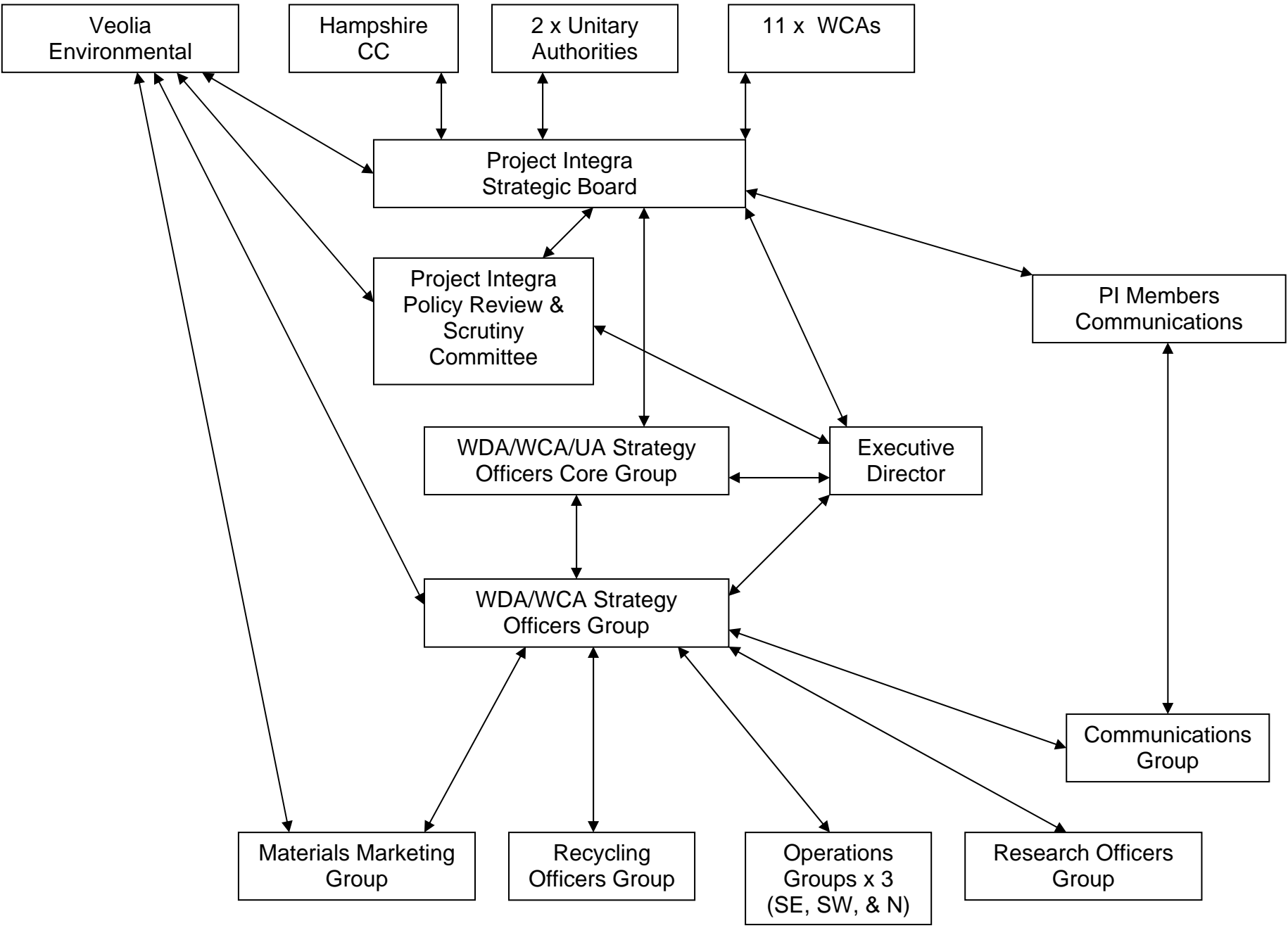


Table 1: Contributions from Project Integra Partners 2009/10

		<u>Project Integra Executive</u>			<u>Project Funding</u>	<u>Recycle for Hants</u>	<u>Total Funding</u>	<u>MAF 09/10</u>	<u>Overall Total</u>
	<u>Population</u>	<u>Collection 09/10</u>	<u>Disposal 09/10</u>	<u>09/10 Total</u>					
		<u>£ 90.21</u>	<u>£ 20.71</u>		<u>£30.39</u>	<u>£91.16</u>			
Basingstoke	152,600	13,766.00	0.00	13,766.00	4,637.00	13,912.00	32,315.00	5,303.36	37,618.36
East Hampshire	109,400	9,869.00	0.00	9,869.00	3,324.00	9,973.00	23,166.00	5,303.36	28,469.36
Eastleigh	116,300	10,491.00	0.00	10,491.00	3,534.00	10,602.00	24,627.00	5,303.36	29,930.36
Fareham	108,100	9,752.00	0.00	9,752.00	3,285.00	9,855.00	22,892.00	5,303.36	28,195.36
Gosport	76,400	6,892.00	0.00	6,892.00	2,322.00	6,965.00	16,179.00	5,303.36	21,482.36
Hart	83,600	7,542.00	0.00	7,542.00	2,540.00	7,621.00	17,703.00	5,303.36	23,006.36
Havant	116,900	10,546.00	0.00	10,546.00	3,552.00	10,657.00	24,755.00	5,303.36	30,058.36
New Forest	169,500	15,291.00	0.00	15,291.00	5,151.00	15,452.00	35,894.00	5,303.36	41,197.36
Portsmouth	186,900	16,860.00	3,871.00	20,731.00	5,679.00	17,038.00	43,448.00	13,136.74	56,584.74
Rushmoor	90,900	8,200.00	0.00	8,200.00	2,762.00	8,287.00	19,249.00	5,303.36	24,552.36
Southampton	217,600	19,630.00	4,506.00	24,136.00	6,612.00	19,837.00	50,585.00	14,481.74	65,066.74
Test Valley	109,900	9,914.00	0.00	9,914.00	3,340.00	10,019.00	23,273.00	5,303.36	28,576.36
Winchester	107,300	9,680.00	0.00	9,680.00	3,261.00	9,782.00	22,723.00	5,303.36	28,026.36
HCC	1,240,800	0.00	25,697.00	25,697.00	-	-	25,697.00	-	25,697.00
HWS				4,069.00			4,069.00	-	4,069.00
		148,433.00	34,074.00	186,576.00	50,000.00	150,000.00	386,575.00	85,955.44	472,530.44

Table 2: Income from Sale of Dry Mixed Recyclables 2008/9 (Estimated)

To be added at the end of the year when the detailed workplan is added.

7 Targets and Performance

Project Integra's performance, measured by the 2007/8 national Best Value Performance Indicators, is summarised in the table in Appendix 3.

A report on the partnership's progress and performance in delivering the work streams outlined in this Action Plan will be presented to each meeting of the Project Integra Strategic Board and Policy Review & Scrutiny Committee as the basis of a performance management framework to be implemented over the next 12 months.

Each Project Integra partner will be invited to produce their own Partner Implementation Plan for the 2009/10 financial year which will be added as appendices to the Action Plan once they have been completed and approved.

8 Risk Management

The table below sets out an initial assessment of the main risks to the delivery of the work streams in this Action Plan and the actions or processes in place to mitigate those risks.

Risk Description	Likelihood	Impact	Actions Proposed/Taken to Reduce Risk
1. There are inadequate resources to meet all priorities that have been identified.	Medium	High	The Executive Director is to carry out a review of all Project Integra sub groups and working groups and their terms of reference to ensure clear accountability and delivery of objectives.
2. Loss of influence and leadership in the national context.	Medium	High	The success of Project Integra in this context is dependent on clear communications and education. The development of a clear and robust communications strategy will improve the prospects of delivering Project Integra's objectives in this arena.
3. Poor internal communication, leading to reduced efficiency and effectiveness.	Medium	High	The sharing best practice/ improving business processes work stream is designed to improve internal communications and ensure a consistent approach is delivered.

9 Conclusion

Project Integra has been recognised as a model for partnership working to deliver more sustainable waste management. However, the partnership is working in an increasingly complex strategic context and must continue to adapt and move forward in order to deliver sustainable resource management and improve its performance, efficiency and effectiveness at a time when financial pressures are increasing.

The key drivers include the Waste Strategy for England 2007, Hampshire Materials Resources Strategy and Local Area Agreements, all of which set out ambitions for enhanced waste reduction, recycling and landfill avoidance and a broadening of action beyond Project Integra's initial focus on household waste. In addition financial pressures on authorities means that efficiency and partnership working are increasingly important and influencing the debate on funding for future infrastructure.

By setting out the complex strategic context in which Project Integra is working and outlining five resultant key strategic outcomes:

- Sustainable and ethical recycling;
- Eliminating landfill;
- Commercial materials management;
- Efficiencies/value for money; and
- Leadership and influence,

this Action Plan will help focus and direct the work of the partnership over the next five years.

Within each of the 5 key strategic outcomes, there are a series of work streams on which the partnership will focus its efforts during 2009-2010.

Delivery of these work streams will enable the partnership to further improve performance and efficiency; plan and develop infrastructure to meet the long-term objective of eliminating landfill and delivering sustainable resource management; and providing an effective approach to communications to deliver further behavioural change in Hampshire and influence wider policy making.

Further information is available from:

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Appendix 1

Summary of Waste Collection Arrangements 2008/9

	Residual waste	Mixed dry recyclables	Glass	Garden waste	Food waste	Trade waste	Trade recycling	Contractual arrangements	Demographics
Basingstoke & Deane	W	F		F		D		Veolia 2011	
East Hampshire	F	F	M	F				Veolia 2011	
Eastleigh	F	F	M	W	W		T	In-house	
Fareham	F	F		F				In-house	
Gosport	F	F		F				Verdant 2009	
Hart	F	F	F	F				In-house	
Havant	F	F		F				In-house	
New Forest	W	W		F		D	D	In-house	
Portsmouth	W	F						Veolia 2011	
Rushmoor	W	F	F	F				Veolia 2016	
Southampton	W	F		F			T	In-house	
Test Valley	F	F		F				In-house	
Winchester	F	F		F				Serco 2011	

	Included in council tax – bins or boxes	W – weekly
	Included in council tax – sacks	F - fortnightly
	Chargeable service - sacks	M - monthly
	Chargeable service	T – on trial
	Bring banks only	D – with domestic

Mixed	
Majority rural	
Majority urban	

Appendix 2

Strategic Context

The Waste Framework Directive

The European Council of Ministers adopted a revised version of the 1975 Waste Framework Directive in October 2008. The aim is to encourage the prevention, reuse and recycling of waste as well as simplifying existing legislation. The new Directive must be implemented in UK law within 2 years. Key points include:

- 50% target for household waste recycling and reuse by 2020;
- 70% target for recycling and reuse of non-hazardous construction and demolition (C&D) waste by 2020;
- The five-step hierarchy of waste management options, with waste prevention as the preferred option, and then reuse, recycling, recovery (including energy recovery) and safe disposal, in descending order (see Figure 2);
- Member States must design and implement waste prevention programmes, and the Commission is set to report periodically on progress concerning waste prevention

Implications for Project Integra

- *The target recycling and reuse is the same as for England's Waste Strategy and less than that in the Joint Municipal Waste Management Strategy (JMWMS);*
- *The waste hierarchy is the same as that used in England's Waste Strategy; however, the Directive includes a definition of recovery such that only incineration facilities operating above a defined level can be classed as recovery facilities;*
- *There is likely to be an increased focus on waste prevention nationally. This is an identified priority in the JMWMS but is an area where relatively little activity has taken place.*

Waste Strategy for England 2007

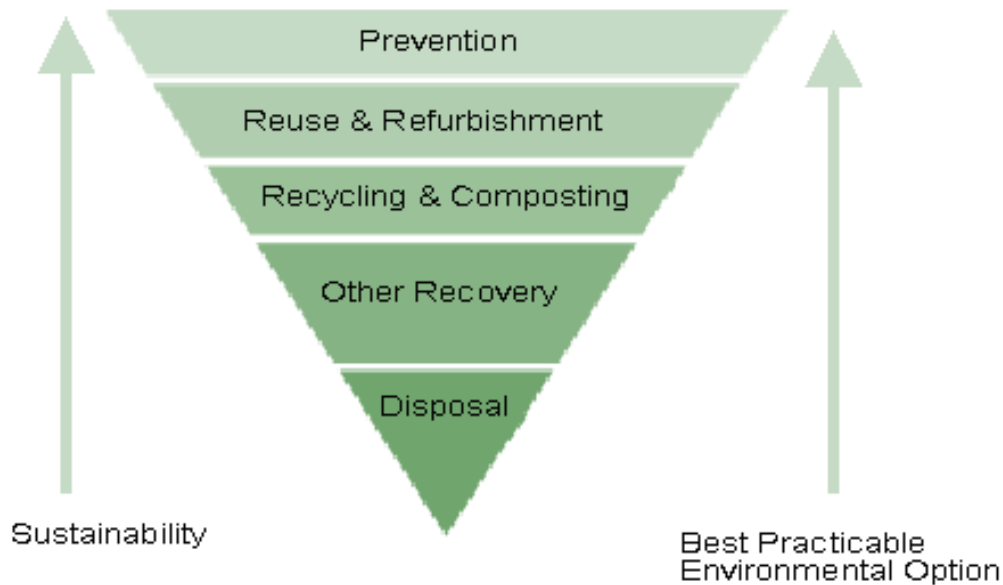
The Government's strategic approach to waste management continues to be driven by European policy and directives. However, Project Integra has been able to significantly influence the debate in the UK and the first national waste strategy in 2000 was largely based on the principles and approach adopted by the partnership. The new Waste Strategy for England 2007 builds on the previous strategy by introducing the following key objectives:

- To decouple waste growth (in all sectors) from economic growth and put more emphasis on waste prevention and re-use. (This objective is in line with the primary objective of the **EU's Sixth Environment Action Programme**);
- To meet and exceed the **EU Landfill Directive** diversion targets for biodegradable municipal waste;
- To increase diversion from landfill of non-municipal waste and secure better integration of treatment for municipal and non-municipal waste;

- To secure the investment in infrastructure needed to divert waste from landfill and for the management of hazardous waste;
- To get the most environmental benefit from that investment, through increased recycling of resources and recovery of energy from residual waste using a mix of technologies.

The waste strategy embraces the principles contained in the waste hierarchy which gives priority to waste avoidance, re-use and recycling or composting, followed by energy recovery from any remaining residual waste and landfilling only as a last resort. This is summarised in Figure 2.

Figure 2: The Waste Hierarchy



Key targets within the Waste Strategy include:

- To reduce the amount of household waste not re-used, recycled or composted from over 22 million tonnes in 2000 to 16 million tonnes in 2010 with an aspiration to reduce it to 12 million tonnes in 2020 – a reduction of 45%. This is equivalent to a fall of 50% per person (from 450 kg per person in 2000 to 225 kg in 2020);
- New household waste recycling and composting national targets of at least:
 - 40% by 2010
 - 45% by 2015
 - 50% by 2020
- New national targets for recovery of municipal waste:
 - 53% by 2010
 - 67% by 2015
 - 75% by 2020.

Implications for Project Integra

- *In most cases, Project Integra's ambitions already exceed the new national targets that have been set;*
- *An important exception to this is the target to reduce residual household waste arisings to 225kg per person in 2020 - this represents a significant challenge;*
- *The requirement for local authorities to take a wider role, including helping local businesses to secure effective and appropriate waste and recycling arrangements;*
- *Possible future powers to provide incentives to householders to reduce and recycle their waste (see Climate Change Bill below)*

Household Waste Recycling Act

This Act requires English waste collection authorities to provide a collection service for at least two types of recyclable waste to all households by 31 December 2010 unless the cost of doing this would be unreasonably high or comparable alternative arrangements are available.

Implications for Project Integra

- *The BVPI results for 2007/08 include performance against BV 91b (% of households with doorstep collections of two or more materials). All but one of the Project Integra authorities report performance of 95% or more and four report 100%;*
- *Although the gap from these to 100% may be small, achieving this requires concentrated work to provide services – or alternatives to 'difficult' properties such as flats and households in multiple occupation.*

Landfill

Landfill Allowances Trading Scheme

The Landfill Allowance Trading Scheme (LATS) is intended as a tool to enable the UK to meet European targets set by Article 5 of the Landfill Directive for the amounts of biodegradable waste sent to landfill. Each local Waste Disposal Authority (WDA) in England has been given an allocation for the amount of biodegradable waste they can send to landfill (a landfill allowance allows an authority to landfill one tonne of biodegradable waste). The individual allocations decrease annually so that collectively England will meet the targets set in the Landfill Directive.

Under the Waste and Emissions Trading (WET) Act, each WDA can trade allowances (by buying, selling or, in certain years, banking them or borrowing from future years) in order to stay within their allocation. Those failing to stay within their allocation face the possibility of incurring large fines.

Landfill Tax

The landfill tax is charged on each tonne of material sent to landfill, a lower rate applies to inert material (e.g. rubble). The current (2008/9) rate of tax is £32 per tonne and is set to rise to £40 per tonne in April 2009 and £48 per tonne in April 2010. The 2008 pre-budget report confirmed these increases

and indicated the government expects the rate of tax to continue to increase beyond 20010/11.

Implications for Project Integra

- *As a result of the investments in recycling and incineration facilities HCC, PCC and SCC, as the WDAs, have a surplus of landfill allowances and expect this position to continue;*
- *As a result of their policy of minimising landfill the WDAs have one of the lowest rates of landfill for municipal waste in the UK and so their exposure to these increases is less than most. The tax increases reinforce Project Integra's strategic priority of further reducing landfill;*
- *Waste disposal will become increasingly expensive for businesses – making implementation of waste reductions and recycling schemes more financially attractive.*

Batteries Directive

The EU Batteries Directive is due to become UK law shortly. The Directive states that by 2012 at least 25% by weight of all portable batteries put on the market for the first time in the UK need to be collected for recycling and this target increases to 45% by 2016. These are very challenging targets as the current collection rate in the UK is estimated to be between 2 and 3% (2007).

WRAP has carried out trials of different approaches to the collection of portable batteries (kerbside collection, community drop-off, retail take-back, postal). Eastleigh participated in both the kerbside and retail take-back collection trials. The highest per capita collection rates were achieved by the kerbside schemes.

Implications for Project Integra

- *The Batteries Directive is a producer responsibility directive. Local Authorities, though not in any way obligated under the Batteries Directive to participate in or finance battery collection schemes, may wish to be involved in collecting batteries;*
- *A mechanism will be needed to reimburse local authorities for their additional costs but at the same time local authorities will need an incentive to manage total costs effectively.*

Climate Change

One of the key drivers for change is a requirement to deliver significant reductions in carbon emissions. This is at the heart of the Government's Waste Strategy for England 2007.

Intergovernmental Panel on Climate Change

In its Fourth Assessment Report released in 2007, the Intergovernmental Panel on Climate Change issued a stark warning that urgent action is needed to both adapt to the effects of climate change that are already inevitable and to mitigate greenhouse gas emissions. The panel notes that sustainable development can enhance both our capacity to adapt and mitigate climate change, reducing both our emissions and our vulnerability to climate change.

In addition, the panel notes that, while post consumer waste is a small contributor to global greenhouse gas emissions, the waste sector can positively contribute to greenhouse gas mitigation at low cost and promote sustainable development. The panel identifies a number of key mitigation practices and technologies currently commercially available, including:

- Landfill methane recovery;
- Incineration with energy recovery;
- Composting of organic waste; and
- Recycling and waste minimisation.

Stern Report

The Stern Report, commissioned by the UK Government and published in 2007, examines the economics of climate change and concludes that mitigation – taking strong action to reduce greenhouse gas emissions – must be viewed as an investment. In response, the Government has expressed a commitment to address both the causes and consequences of climate change in the Climate Change Bill.

Climate Change Bill

The Climate Change Bill, which was introduced to Parliament on 14 November 2007, will create a new approach to managing and responding to climate change in the UK.

This Bill puts into statute the UK's targets to reduce carbon dioxide emissions through domestic and international action by at least 60 per cent by 2050 and 26-32 per cent by 2020, against a 1990 baseline. The Bill will have a greater direct impact on the UK's emissions by, amongst other things, providing a power to pilot local authority incentives for household waste minimisation and recycling in five local authority areas.

Implications for Project Integra

- *Nationally there has been little interest from authorities in operating one of the 'incentives pilots'; Project Integra is no different;*
- *It is likely that we will increasingly need to consider our activities and future options in waste management with reference to climate change.*

The Local Government Agenda

There is a strong focus in local government on reducing costs through efficiencies, economies of scale and joint working in the local government sector. In addition, the role of local authorities as place shapers and key contributors to the well-being of citizens, the development of sustainable communities and partnership working are recurring themes.

The Lyons Inquiry into local government identifies 4 areas where local government has a significant role to play:

- Providing safe and secure places to live;
- Helping to foster greater prosperity;

- Reducing our environmental impact by encouraging more sustainable lifestyles through engagement with citizens and performance of statutory functions; and
- Addressing levels of public trust and satisfaction.

The Local Government White Paper includes proposals for a new performance framework that will cut the number of national performance indicators to 200, and targets to around 50 and replace CPA with new assessment arrangements (see below). In addition, the White Paper proposes an enhanced role for councils as strategic leaders and place-shapers through stronger Local Strategic Partnerships and next-generation Local Area Agreements (LAAs) with wider scope and importance, and a duty to co-operate between councils and local partners.

In 2009 **Comprehensive Area Assessment (CAA)**, which supersedes the Comprehensive Performance Assessment for local government continues to seek assurances from local authorities about how well-run local public services are and how effectively they use taxpayers' money. CAA also aims to be more relevant to local people by focusing on issues that are important to their community and the development of a shared view about the challenges facing an area, such as, for example, waste management, energy, climate change and sustainable environment.

This focus on outcomes for local people requires CAA to look across councils and others responsible for local public services, which are increasingly expected to work in partnership to tackle the challenges facing their communities.

The need for a greater partnership approach is also echoed in the Government's **2007 Comprehensive Spending Review (CSR07)**. The three year Government funding settlement requires all public services to achieve at least 3% net cash-releasing value for money gains per year between 2008 and 2011. Enhanced efficiency is essential to maintain and enhance service quality in the years ahead, while staying within the resources to be allocated for the CSR07 period.

Implications for Project Integra

- *Increasing financial pressures on partner authorities will mean consideration of the cost benefits and efficiencies to be achieved when considering the development of additional recycling services;*
- *Projects relating to efficiency and the achievement of savings from waste services have particular relevance.*

Local Area Agreements

Hampshire

A new Local Area Agreement (LAA) for Hampshire for 2008 – 2011 has been agreed. This forms the central performance monitoring basis for HCC and its partners through the new Comprehensive Area Assessment.

The LAA comprises 8 themes, one of which is Environment (priority G).

Within this theme there are three improvement priorities:

- To use material resources more efficiently;
- Mitigate progress of Climate Change; and
- Adapt to consequences of Climate Change.

The first priority is most directly significant to Project Integra (who is listed as a delivery partner) which has one national target and one local target:

- **NI 193: Percentage of municipal waste landfilled**
to reduce performance progressively from a baseline of 15% progressively to 12% in 2011;
- **Local Indicator G1: Household waste recycled and composted**
Increasing performance in recycling and composting by the Hampshire Districts and aiming for a target linked to the overall Project Integra Plan of 35% performance in urban areas and 40% in rural areas.

Climate change mitigation is also an important consideration to be taken into account in partnership activities.

Portsmouth

Portsmouth's LAA runs from 2008/9 – 2010/11 and comprises 10 Priorities. Priority 5 is to 'Make Portsmouth an attractive and sustainable city'.

The main targets relevant to Project Integra are:

- **Increased recycling and composting** (NB definition of this target is different to the NI as it includes additional materials recovered)
Progressively increasing performance up to 34% in 2010/11
- **NI 193: Percentage of municipal waste landfilled**
Progressively reducing to 12.4% in 2010/11.

Southampton

Southampton's LAA runs from 2007/8 – 2009/10 and comprises 4 themes, including Safer and Stronger Communities. Key Outcome 7 is 'To improve the city's environment and people's views about the quality of life within their neighbourhoods'.

The main targets relevant to Project Integra are:

- **Reduction in the percentage of municipal waste landfilled**
Aiming for 22.10% by 2009/10 – this is now covered by NI 193
- **Increase in the percentage of municipal waste recycled**
Aiming for 27.28% by 2009/10.

Implications for Project Integra

- *There is consensus on the priority measures for all Project Integra authorities:*
- *Reducing waste going to landfill; and*
- *Increasing reuse, recycling and composting, these are consistent with the Joint Municipal Waste Management Strategy (see below)*
- *Consider the mitigation of climate change in all partner activities.*

Partnership for Urban South Hampshire (PUSH)

PUSH is a formal partnership of eleven local authorities in South Hampshire. The main aim of PUSH is the delivery of a strategy for economic-led growth in

the sub region between now and 2026, to make South Hampshire more prosperous, attractive and sustainable and offering a better quality of life.

PUSH aims to deliver a strategy for economic growth that is environmentally sustainable and the partnership has established a Sustainability Group to ensure that the principles of sustainability will inform and determine the nature of key development proposals during the lifetime of the strategy. These principles include, amongst others:

- stabilisation and reduction in the use of resources
- net self-sufficiency in resource recycling and waste handling
- joint decision making on targets for resource usage and planning for resource management infrastructure
- planning that takes into account necessary mitigation and adaptation measures with regard to climate change.

Implications for Project Integra

- *The work of the Project Integra partnership supports the key PUSH objective of sustainable economic growth in the sub-region by ensuring the effective management of municipal and commercial materials.*

Materials Resources Strategy (MRS)

At the beginning of 2005 Hampshire County Council, Portsmouth City Council, Southampton City Council and Project Integra jointly facilitated the development of the Hampshire Materials Resources Strategy (MRS). The development process resulted in the publication of 'More from Less', a synopsis of seventeen months of stakeholder dialogue which articulates stakeholders' aspirations on issues related to natural resources, minerals and wastes. More From Less is intended as a primary reference point to guide and integrate 3 key work areas:

- Production of the statutory Joint Minerals and Waste Development Framework;
- Development of plans for managing municipal waste under Project Integra; and
- Implementation of societal change objectives via the Hampshire Natural Resources Initiative.

In effect the MRS represents an extension to the Community Strategies in Hampshire with a focus on natural resources. Key themes from these Community Strategies include: protecting and enhancing Hampshire's environment, supporting Hampshire's economy, preparing for global warming, reducing the causes of environmental damage, minimising waste production, maximising recycling, re-use and composting through new practices and education and publicity campaigns, disposing of residual waste locally by sustainable means, improving urban design and combating fly-tipping.

'More from Less' identifies a number of outcomes which stakeholders wished to see delivered:

- Achieving behaviour change that maximises reuse, recycling and recovery;

- Reducing overall year on year waste growth to 1% by 2010 and 0.5% by 2020;
- Achieving an overall recycling rate of 60% by 2020 for **all** Hampshire's waste (not just household);
- Optimising the cost of recycling to public and private sectors;
- Achieving net self-sufficiency in dealing with all waste arisings by 2016;
- Maximising materials and energy recovery from unavoidable waste;
- Reducing use of landfill for all waste materials to a minimum practicable level by 2020;
- Reducing demand for new minerals to minimum practicable levels, with extraction of sand and gravel from land reduced as far as practicable;
- New sites and facilities provided meeting needs in a sustainable efficient way;
- Providing a supportive policy framework and involving all sectors of the community in delivering solutions and change.

Dealing with construction waste more effectively and ensuring much higher levels of recycling and minimisation of waste is a key priority for Hampshire County Council. Working with partners such as WRAP and PUSH the County Council have been developing best practice and putting in place appropriate policies in the Minerals and Waste Development Framework, to assist in achieving a more sustainable approach to resource use related to development activity.

Implications for Project Integra

- *More From Less identifies that a key issue for Project Integra is to maximise affordability and value for money for the council tax payers, including optimizing recycling performance across the Project Integra partnership, and maximising cost efficiencies through economies of scale and joint working.*

Hampshire Joint Municipal Waste Management Strategy (JMWMS)

The JMWMS has been produced by Project Integra with the vision that 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. It has been developed in the context of Hampshire's Material Resources Strategy. It is also closely linked to the Minerals and Waste Core Strategy (see below), as both have been developed in parallel, using 'More from Less' as a reference point and using similar sustainability objectives and appraisal techniques.

Aims of the JMWMS:

- To deliver the relevant municipal elements of the Material Resources Strategy;
- Win the support and understanding of the wider public;
- Make access to recycling and related facilities a positive experience for residents and businesses;

- Improve the understanding of, and contain the year on year growth in material resources generated by household consumption;
- Maximise value for money by considering the system as a whole;
- To provide suitable and sufficient processing facilities for existing and new material streams;
- Secure stable, sustainable and ethical markets for recovered materials and products;
- Ensure each partner clearly understands its roles and responsibility for delivery; and
- Meet statutory obligations and maintain Hampshire at the forefront of the waste to resources agenda.

JMWMS will deliver these aims using the following preferred approach:

Collection – Kerbside collection of dry mixed recyclables, glass and textiles; promote home composting and the use of food digesters; introduce chargeable kerbside green waste collections and facilitate the provision of enhanced waste electrical and electronic equipment (WEEE) ‘bring’ facilities at household waste recycling centres (HWRCs).

Commercial Recycling – Provide / facilitate collection and processing capacity to optimise the capture of recyclables from the commercial sector (recyclables that are similar in nature to those arising from the municipal waste stream).

Waste Growth – MRS and Regional Waste Strategy targets – reduce growth to 1% per annum by 2010 and 0.5% pa by 2020.

Treatment of Residual – Thermal treatment (EfW) of at least 420,000 tonnes per annum with excess residual waste being sent to landfill in the short term and further treatment in the long term.

Landfill – Pre-process all household waste with residues only to landfill (and minimum organics to landfill).

Implications for Project Integra

- *JMWMS states that the Project Integra partners will seek to positively contribute to the achievement of the following MRS recycling and composting targets for all waste:*
 - *50% by 2010*
 - *55% by 2015*
 - *60% by 2020.*
- *Whilst Hampshire is clearly ‘ahead of the game’ in the UK waste management context, there are a number of important developments that dictate that we cannot rest on our laurels. In municipal waste management terms, the key challenges ahead can be summarised as follows:*
 - *Waste volumes have increased significantly over the assumptions on which Project Integra was based. Population growth and new development will exacerbate this problem in the years ahead;*
 - *The understanding of what can be achieved in recycling terms, together with community aspirations, has increased;*

- *Landfill costs have risen significantly and will continue to rise through increases in Landfill Tax, increasingly making landfill the option of 'last resort' in both environmental and financial terms; and*
- *All of the above point to a trend of increasing revenue costs for waste management for the next decade and beyond, highlighting the need for innovative approaches to contain costs / generate revenue.*
- *In addition an important complementary agenda has opened which recognises that waste management should not be an end in itself, but considered as part of the much wider climate change and sustainability agenda. There is increasing recognition that waste management can act as a catalyst to achieve wider objectives such as sustainable communities if plans are developed in an innovative way and integrated with other services from the outset.*
- *The partnership has a potential opportunity to fully adopt the material resources philosophy in an integrated sustainability solution. The aim would be to maximise linkages with wider objectives and use the need for new waste systems as a catalyst for overcoming traditional barriers to implementing new approaches. In this context, it represents a step-change in relation to the current Project Integra approach:*
 - *New infrastructure developed for recyclable/residual waste with provision for recyclable / residual waste (potentially including commercial and industrial (C&I));*
 - *The integration of waste, local energy production and sustainable transport;*
 - *Potential integration of some commercial and industrial waste streams and the creation of additional C&I waste capacity;*
 - *The development of combined heat and power infrastructure, with an emphasis on new development; and*
 - *The formation of new delivery structures to deliver these integrated solutions.*
- *The wide scope of this work would require high capital investment although there is scope for this to be shared with developers and other service providers. As this is a new approach, the revenue costs are uncertain at this stage although they would be expected to offer best value in the longer term as energy and raw material prices are predicted to increase in long-term global markets.*
- *The JMWMS was adopted in April 2006, there is a commitment to review the Strategy after five years.*

Minerals and Waste Development Framework

The Core Strategy of the Minerals and Waste Development Framework (MWDF) sets out a long-term spatial vision for minerals and waste planning in Hampshire and will contain the primary policies and proposals to deliver that vision:

“By 2020, Hampshire will have a world class and sustainable material resources system that maximizes both the efficient use of primary materials and the reuse and recycling of wastes, and minimises the need for disposal.”

The overall approach is based on principles of improving resource efficiency by improving the sustainable design of new building, progressively slowing the pace of waste growth and maximising the recovery of value from wastes prior to landfill.

As far as possible, waste will be managed near to where it is produced and in accordance with the waste hierarchy. Value will be recovered through technically advanced re-use, recycling and composting processes, or failing that, through the recovery of energy and / or materials from the waste. The amount of waste going to landfill will be very limited in quantity and biodegradable content.

Implications for Project Integra

- *Both the MWDF (see above) and the JMWMS are significantly based on data and principles established in the MRS (see above), this ensures consistency between these two strategic approaches.*

Local Public, Social and Market Pressures

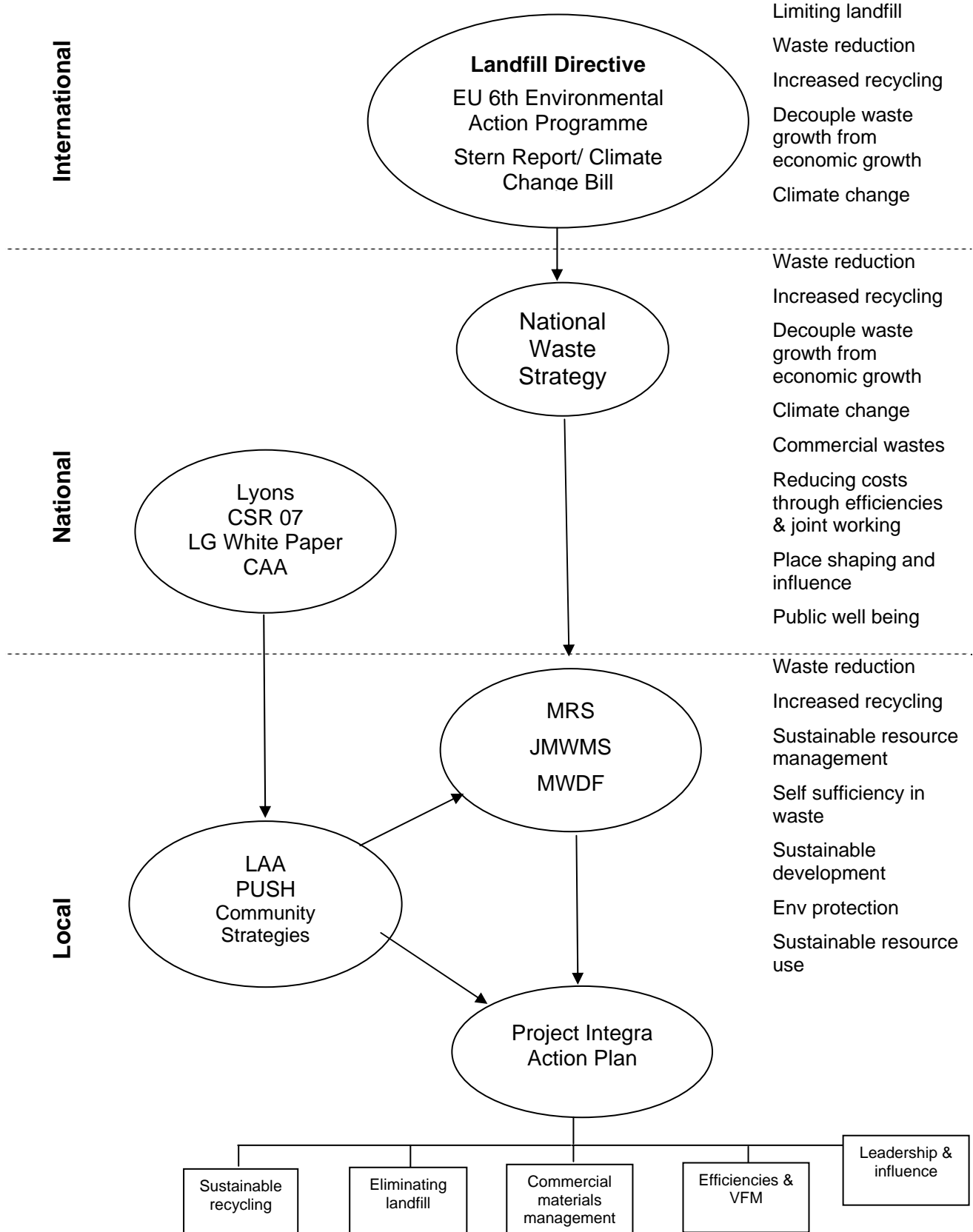
There remains continued pressure from the public in Hampshire to continue to increase the range of materials that can be recovered for recycling. Tetrapak recycling is a good example of the difficulties that this presents in terms of ensuring that the financial and sustainability issues are well understood by both the public and the media.

The partnership benefits from the sale of recyclables, the value of which is dependent on changing market conditions both nationally and internationally. The rapid economic growth of countries like China and India has had a global effect on resource use and commodity prices - stimulating the market for secondary raw materials but also pushing up fuel prices. The recent economic downturn has seen demand and prices for many secondary materials drop dramatically.

Implications for Project Integra

- *The recent reductions in secondary materials markets are likely to increase net costs of providing recycling services in 2009/10 compared to 2008/9, the implications of this will vary between authorities;*
- *If current market conditions persist then this issue is likely to achieve a high public profile – managing this positively will be important to ensure that there is a limited adverse affect on the significant public support for recycling that exists in Hampshire;*
- *The partnership will continue to monitor market activity and is committed to supplying high quality secondary materials in order to ensure sustainable markets and income.*

Figure 3: Project Integra Action Plan: Summary of Strategic Context



Appendix 3 Performance 2007/8

LOCAL AUTHORITY	2005-06 BV82 a+b (Recycling+ composting rate %)	2006/07 BV82 a+b (Recycling+ composting rate %)	2007-08 BV82 a(i) (Recycling rate %)	2007-08 BV82b(i) (composting rate %)	2007/08 BV82 a+b (Recycling+ composting rate %)	Statutory recycling target %	Percentage point increase on year (0607 to 0708) on recycling rate	2007/08 BV 86 Cost of waste collection per household	2007-08 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 & Deane	17.3	19.91	22.03	0.95	22.98	30	3.07	£51.30	392	-2.84
East Hampshire	33.6	34.83	32.30	5.79	38.09	24	3.26	£56.86	345	1.10
Eastleigh	34.7	37.46	32.60	6.53	39.13	30	1.67	£54.53	343	-2.09
Fareham	28.4	38.37	28.65	13.40	42.05	30	3.68	£46.66	361	1.65
Gosport	23.6	24.10	24.44	1.42	25.86	27	1.76	£40.05	342	-0.75
Hampshire	31.8	36.74	27.11	12.73	39.84	30	3.1	N/A	510	-1.30
Hart	25.4	30.85	34.06	5.55	39.61	30	8.76	£56.05	363	-3.51
Havant	24.0	30.31	31.68	0.49	32.17	30	1.86	£40.54	332	-0.52
New Forest	26.4	28.71	30.26	2.94	33.20	30	4.49	£45.88	364	-5.86
Portsmouth	20.5	23.03	20.48	4.00	24.48	30	1.45	£46.75	404	-5.14
Rushmoor	21.6	22.47	22.76	3.02	25.78	24	3.31	£59.53	362	-0.22
Southampton	25.7	25.51	19.28	7.86	27.14	24	1.63	£58.07	441	-4.84
Test Valley	27.2	27.01	28.87	6.22	35.09	30	8.08	£51.26	372	-3.34
Winchester	20.2	24.26	28.25	7.75	36.00	30	11.74	£63.95	374	-1.28
All England Average					34.50			£53.07		-8.22
All England Top Quartile										
English District Average										
English District Top Quartile										

Appendix 4

Map of Project Integra's Waste Management Infrastructure

Board/Committee:	COMMUNITY AND ENVIRONMENT BOARD
Date of meeting:	MONDAY 2 MARCH 2009
Title:	USE OF DEVELOPER CONTRIBUTIONS AT: FORTON RECREATION GROUND, GROVE ROAD RECREATION GROUND, LEE ON THE SOLENT RECREATION GROUND, WALPOLE PARK AND PRIVETT PARK
Author:	LEISURE & CULTURAL SERVICES MANAGER
Status:	FOR DECISION

Purpose

To seek Board approval for the use of Developer Contributions for a range of improvements to Forton, Grove Road and Lee on the Solent Recreation Grounds, Walpole and Privett Parks

Recommendation

The Board is recommended to approve the use of Developer Contributions for a range of improvements to Forton Road, Grove Road and Lee on the Solent Recreation Grounds, Walpole and Privett Parks.

1. Background

- 1.1 Each of the recreation areas listed has a set of leisure / sports facilities which have been installed in the last few years as part of a gradual upgrade of facilities around the Borough. However, they are all limited on their times of use in late Autumn, Winter and early Spring periods when dark evenings prevail.
- 1.2 The report seeks to address these problems by adding to and enhancing the infrastructure of the facilities by the installation of lighting to extend the times of use and therefore increase even further the benefits to the communities which they serve.
- 1.3 As well as lighting the specific playing areas, the schemes will be designed to light the approaches to / from the facilities so that ease of access and safety of users can be improved.

2.0 REPORT

- 2.1 The proposals seek to assist in addressing the issues identified in Section 1 by providing 'timed' lighting to the facilities, along with 'light sensor-activated' lighting to the pathways leading to them.

- 2.2 The pathway lighting would be operational 24 hours per day and would operate via light sensors. However, the lighting to the MUGA Units would operate via timers, and notices on site would advise that lights are switched off at a specific time e.g. 7.30 p.m.
- 2.3 Due to the nature of proposals, it is possible to fund the improvements from the Other Sports Facilities Fund of Developer Contributions. The specific costs of the schemes are identified in Section 3, Financial Implications.

3.0 FINANCIAL IMPLICATIONS

- 3.1 The above proposals each meet the criteria for funds to be allocated from 'Other Sports Facilities' Developer Contributions. There are funds available of £349,222 with an additional £46,880 for development not yet started.
- 3.2 If approved, the proposed schemes would enable increased use to be made of the leisure facilities available, together with increased safety and security for users of the open space and therefore meet the funding criteria.

The capital programme for 2009/10 includes at item 37 'Provide lighting to pathways with Leisure Parks, Gardens and Open Spaces' at an estimated cost of £73,000 and assumes that the use of developer contributions to fund this scheme will be approved. This capital programme item is for the Lee on the Solent and Privett Park recreation areas which are now estimated below to cost £87,000. The Forton Rec, Grove Road and Walpole Park recreation areas are in addition to this.

The specific costs for each scheme are as follows:

Recreation Area	Cost £
Forton Recreation Ground	15,000
Grove Road Recreation Ground	18,000
Lee on the Solent Recreation Ground	42,000
Walpole Park	55,000
Privett Park	45,000

4.0 RISK ASSESSMENT

- 4.1 The current situation provides a range of recreation facilities but which are available for use at limited times on darker evenings due to inadequate lighting.

- 4.2 There is also the potential for accidents to occur and assaults or criminal damage to take place undetected, raising concerns for health and safety.
- 4.3 From previous experience, the existing facilities have proved to be popular with the local communities. The proposals will build on this by improving and extending the usage of the facilities during darker evenings.
- 4.4 Use of timers and sensors will ensure the hours of use are managed so that local residents are not unduly affected by playing of games late at night.

5.0 ENVIRONMENTAL IMPLICATIONS

- 5.1 The proposals to install lighting will require use of electricity to power the lights and contribute to some light pollution in the specific area.
- 5.2 There is a need to increase safety for members of the public when using Council facilities and walking through the areas in dark conditions.
- 5.3 The selection of lighting provision that is sustainable and efficient, together with use of timer controls and sensors, will seek to minimise the effects on the environment.

6.0 CONCLUSIONS

- 6.1 The report proposes the installation of lighting to the leisure facilities and access routes within the recreation grounds / parks identified.
- 6.2 The proposed schemes seek to provide improved quality and amount of use for recreational activity and to address safety concerns that have been identified for local residents.
- 6.3 Appropriate measures will be designed into the schemes to address the few environmental concerns that have been identified from the installation of lighting.
- 6.4 All of the proposals meet the criteria to allow them to be funded from 'Other Sports Facilities' Developer Contributions.

Financial implications:	Paragraph 3.3 refers.
Legal implications:	As the proposals set out in the Report are intended to secure an increase in the use and safety of the recreation facilities, they would appear to be within the permitted use of planning developer contributions.
Service Improvement Plan implications:	The work will need to be included within the current plan.
Corporate Plan	The proposal is in line with the Council's Strategic Priority for "Better leisure facilities with increased usage".
Risk Assessment	A Risk Assessment has been completed.
Background papers:	Nil
Appendices/Enclosures:	Nil
Report author/Lead Officer:	Alan Gibson.

Agenda item no. 8

Board/Committee:	COMMUNITY AND ENVIRONMENT BOARD
Date of meeting:	MONDAY 2 MARCH 2009
Title:	PETANQUE PITCHES AT STOKES BAY
Author:	LEISURE & CULTURAL SERVICES MANAGER
Status:	FOR DECISION

Purpose

- (i) to seek Board approval for the construction of petanque pitches together with a small refreshment area between the pitches
- (ii) to seek the use of £20,000 of developer's contributions to finance the project.

Recommendation

The Board is recommended to;

- (i) Approve the construction of the petanque pitches, refreshment area and planter boxes as indicated on Drawing No. E355.
- (ii) Approve the use of developer's contributions to fund the cost of constructing this facility, currently estimated at £20,000.
- (iii) Approve the grant of a new Lease to the current lessees of Pebbles Bistro, of the additional area referred to in the Report on terms to be agreed.

1. Background

- 1.1 Members will be aware that Stokes Bay has benefited from a number of improvements in recent years including the refurbishment of Stokes Bay Paddling pool (2005) and resurfacing of the central car park (2008).
- 1.2 It has been suggested that, as part of the ongoing initiative to improve the seafront, the provision of petanque pitches would generate further interest for residents and visitors.
- 1.3 Consideration has been given to several possible sites for the petanque pitches within the Town but the concrete hardstanding adjacent to Pebbles Bistro is the preferred location.
- 1.4 If this proposal is to succeed, it is considered essential to have someone in attendance to:
 - (i) act as a "caretaker" by ensuring that the pitches are litter free and tidy
 - (ii) have a supply of boules that can be hired out to would-be participants.

To this end the proprietors of Pebbles Bistro have indicated a willingness to be involved with the project.

- 1.5 2009 will feature the 50th Anniversary of the Twinning Partnership between Gosport and Royan. As the game of Boules has French derivation, it would be appropriate if such provision could coincide with the 50th celebrations scheduled for May 2009.

2. Report

- 2.1 In order to further enhance the development it is proposed to create an area for a few tables and chairs between the pitches where players and/or spectators can take refreshments. It is proposed to grant a new Lease of this additional area to run concurrently with the existing Lease as a *quid pro quo* for their supervision of the petanque pitches.
- 2.2 The cost of the construction of the petanque pitches, refreshment area and planter boxes as shown on Drawing No. E355, is estimated at £20,000.
- 2.3 If the Board chooses to implement the recommendation of this report it would seem an appropriate time to do so in time for the 50th Anniversary of the Town's twinning with Royan, to be celebrated in May this year.

3. Financial Implications

- 3.1 There is no budgetary provision in the Council's draft budget for 2009/10 for either the construction or ongoing running costs. If approved, the use of developer contributions will meet the former and the successful introduction of the arrangements at 2.1, the latter.
- 3.2 The above proposal meets the criteria for funds to be allocated from 'Other Sports Facilities' Developer Contributions. There are funds available of £349,222 with an additional £46,880 for development not yet started.
- 3.3 The cost of implementing this scheme is estimated at £20,000.

4. Risk Assessment

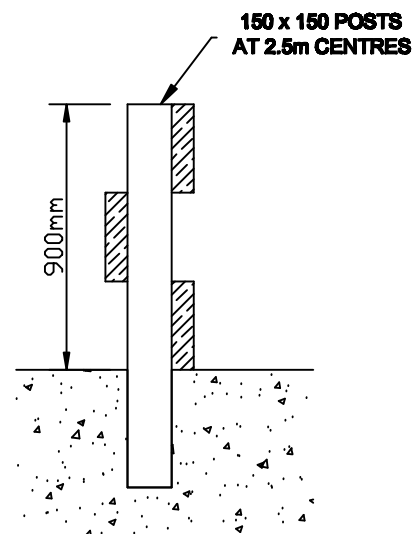
- 4.1 Petanque is considered to be a fairly gentle activity and consequently the risk of injury to either participants or spectators is considered to be negligible.

5. Conclusions

- 5.1 The provision of petanque pitches at Stokes Bay would enhance the Leisure facilities and provide a suitably gentle activity in a pleasant location.

- 5.2 The new pitches can be provided at modest cost with the use of Developer Contributions.
- 5.3 The opportunity arises to provide the facility in conjunction with the celebration of the 50th Anniversary for the Twinning with Royan.

Financial implications:	Paragraph 3.1 refers.
Legal implications:	As the proposals set out in the Report are intended to secure an increase in the use of the recreation facilities, they would appear to be within the permitted use of planning developer contributions.
Service Improvement Plan implications:	The action would need to be added to the current Plan
Corporate Plan	People – Better leisure facilities and increased usage
Risk Assessment	As covered in Section 4 of the Report
Background papers:	N/A
Appendices/Enclosures:	Drawing E.355
Report Author	Mike Wheeler



END FENCE DETAIL
SCALE : 1:25

WAR
MEMORIAL

END FENCE
(SEE DETAIL)

CAR PARK

PEBBLES

CAFE SEATING PAVED AREA
7m x 9m APPROX

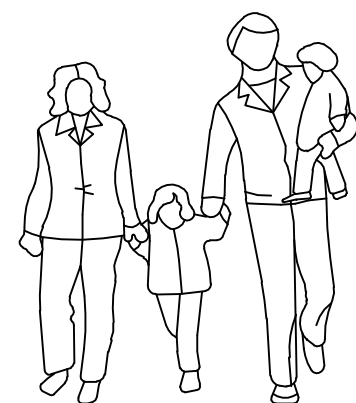
LOW LEVEL PLANTER
APPROX 450mm HEIGHT

PLAN
SCALE : 1:500

END FENCE

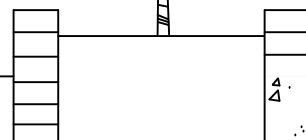
PC

SLIPWAY

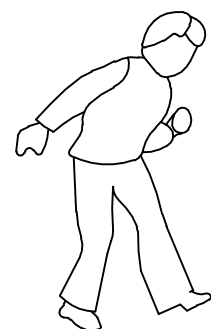


PROMENADE

450mm



2m



GRIT PLAYING SURFACE

EDGE BOARD

SHINGLE BEACH

EXISTING CONCRETE HARDSTANDING

9m

CROSS SECTION
SCALE : 1:50

Title : **PROPOSED PETANQUE PITCHES - STOKES BAY PROMENADE**

ENGINEERING GROUP
TOWN HALL
HIGH STREET
GOSPORT
HANTS. PO12 1EB

Tel: 023 9258 4242

Fax: 023 9254 5593

GOSPORT
BOROUGH COUNCIL



Scale : As shown

Date : JAN 09

Drawn : MG

Checked : MW

Revision :

Drawing No : E355

Agenda item no. 9

Board/Committee:	Community and Environment Board
Date of meeting:	2 March 2009
Title:	Noise Monitoring Working Group
Author:	Borough Solicitor
Status:	For Information

Purpose

To consider the report of the Overview and Scrutiny Committee.

1.0 Background

- 1.1 At its meeting on 5 June 2008, the Overview and Scrutiny Committee considered a report of the Environmental Services Manager which outlined key legislation, areas of work and processes related to noise nuisance.
- 1.2 The view was expressed that the service available did not match the expectations of the public in that noise problems were not dealt with by the Police and Council staff were often not available.
- 1.3 Members were advised that more people nowadays had access to powerful equipment. The climate was changing and the level of tolerance had fallen.
- 1.4 Members felt that this area of work should be scrutinised by a working group.
- 1.5 The Committee decided to undertake a scrutiny of Noise Nuisance and a working group of 4 members was established to undertake this investigation and report back to the Committee with their findings. The members of the Noise Monitoring Working Group were Councillors Allen, Forder, Edwards and Salter.

2.0 Report

- 2.1 The report of the Noise Monitoring Working Group was submitted to the Overview and Scrutiny Committee on 29 January 2009 where the recommendation was agreed.
- 2.2 These recommendations are now submitted to the Community and Environment Board for approval.

3.0 Risk assessment

- 3.1 There are no risks associated with the recommendation. A full risk assessment regarding out of hours noise services will be included in the report to the Community and Environment Board.

Financial implications:	None for the purposes of this report.
Legal implications:	None for the purposes of this report.
Service Improvement Plan implications:	If approved, the subsequent report will be added to the prevailing Service Improvement Plan.
Corporate Plan:	
Risk Assessment:	See paragraph 3.1 of this report.
Background papers:	
Appendices/Enclosures:	Appendix A – report of the Noise Monitoring Working Group to the Overview and Scrutiny Committee on 29 January 2009.
Report Author/Lead Officer:	Linda Edwards

Report of the Overview and Scrutiny Committee Noise monitoring working group Gosport Borough Council

Working Group members:

Cllr R Allen (Chair) Cllr R. Forder, Cllr K. Edwards. Cllr M. Salter.

Officers : Charles Harman, Dave Palmer, Catherine McDonald

Also present: Mr N Hince of Hart District Council.

- 1) The Noise Monitoring Group working group was tasked to investigate the possible requirement for the introduction of an “out of hours noise monitoring service”. The main area of concern was incident of noise disturbance from domestic premises and in particular those incidents that may require a timely response out of hours by an enforcement officer with requisite powers to deal with an ongoing incident.
- 2) The working group considered the question: Does the present service level provision meet with expectation and demand from residents who need to access assistance when noise disturbance is unacceptable and intrusive?
- 3) Complaints to the council and an analysis of 101 calls in respect of noise disturbance indicate that there is an identifiable gap in service provision from either the police or from the council in respect of out of hours noise disturbance.
- 4) Police policy will not extend to attending noise disturbance unless it constitutes a breach of the peace. Noise contained within a premises is not considered a police matter unless the disturbance actually spills out onto the public highway. *(An exception to this is in the case of a monitored alarm activation when police attendance is requested by the monitoring company. Unmonitored alarms will not be responded to unless there is evidence from a neighbour or other witness that a burglary is currently under way).*
- 5) Gosport Borough Council provides a noise monitoring service that will investigate continual and habitual noise disturbance as in the incidence of a barking dog, DIY activity or other noise pollution that occurs on a regular basis. This is achieved by means of a diary that is completed by complainants *NB – Officers have discretion to skip this stage if the case warrants a different response*) and can involve the installation of noise monitoring equipment. Analysis of diary evidence and of the recordings will determine the course of action that is taken by the Council. These are set in out in the Gosport Borough Council’s Generic Enforcement Policy and the Standard Operating Procedure.
- 6) In view of the lack of knowledge available regarding the effectiveness, desirability and value with regard to costs of providing an out of hours service for Gosport residents it was determined that the working group would request information from Hart District Council an authority similar in size to Gosport although with demographic differences, that does have an “Out of Hours Noise

Monitoring Service” in place. We must express our appreciation for the assistance that was provided by Hart District Council and especially to Mr Neil Hince who took the time and trouble to travel to Gosport to answer questions from the working group.

- 7) The working group had prepared a number of questions that were considered relevant, these being provided in advance to Mr Hince. A list of those questions is included as part of the minutes of the meeting attached to this report..
- 8) Hart District Council had previously cut their out of hours noise monitoring service because of budgetary considerations, but it had been considered expedient to reintroduce the service when perceived public satisfaction levels indicated that it was necessary to satisfy the expectations of service provision by customers of the authority.
- 9) Present services are provided at weekends and bank holidays to cover the times within which incidents requiring attendance of an enforcement officer are most likely to occur.
- 10) Emphasis was placed on the requirement for enforcement officers have to be fully trained to deal with the type of incidents that can be anticipated and to work on a rota basis that entails a flat rate payment for the period of standby duty plus and incident payment. A full kit of equipment and necessary forms etc is carried by the duty officer.
- 11) Hart District Council have a dedicated telephone number and are directed to a call centre manned by operators that will deal with calls using scripted material and employing a points based system to determine the priority requirement for attendance before calling out the duty officer.
- 12) When Gosport did have an “Out of Hours Noise Monitoring Service”, the procedure was for the duty officer to “field” the call and then only pass it to the EHO when relevant criteria was met. It is felt that this procedure should be resurrected if an “Out of Hours Noise Monitoring Service” is reintroduced in Gosport.
- 13) Costings analysis provided by Hart District Council are provided as Appendix C
- 14) The implications of “Lone Working” should be fully examined. It is the opinion of the working group that officers cannot be required to attend noisy premises incidents unaccompanied.
- 15) Standard Procedures document from Hart District Council provided as Appendix B
- 16) Evidence was heard from Mr Charles Harman in respect of the present remedies available within the social housing arrangements. These include warning letters right through to legal procedures to secure repossession of a property where tenancy agreements are continually breached and are the cause of complaint and nuisance.
- 17) The members of the working group discussed relevant matters surrounding the set questions and it was established that the service provided by Hart District Council was considered to be one that was essential to the positive public perception of the authority and that an earlier attempt to demote the service in a cost cutting exercise had resulted in the necessity for reinstatement.
- 18) Conclusions:
 - a: The members of the working group are in agreement that there is a definable requirement for an “Out of Hours Noise Service” in Gosport and that the model at present active in Hart District would prove useful as a template if there is approval to provide this service in Gosport.

b: There was some concern that the “rota” system for officers employed by Hart Council was too reliant on officers volunteering on an ad hoc basis. It was the feeling amongst the working group that this system would not be reliable and that a standard type rota system be employed. *(There is recognition present Environmental Health staffing levels do provide sufficient capacity to take on additional services. That it may necessary to look at alternatives such as employment of contractors).*

c: There is a legitimate concern that we can no longer rely on police intervention when residents have cause for complaint in respect of noise related incidents and especially when those incidents are adversely affecting the rights that people have to reasonably enjoy the peace and tranquillity of their home where late night activities are being pursued without due regard for those rights.

20. Recommendation:

That

the Community and Environment board authorise The head Of Environmental Health to prepare a full report on the options towards the introduction of an “Out of hours noise monitoring service”, for consideration by the board.

Appendix A.

**NOTES OF THE MEETING OF THE
NOISE MONITORING WORKING GROUP
HELD AT 3.00 PM ON 29 OCTOBER 2008**

Membership: Councillors Allen (P), Edwards, Forder (P) and Salter (P)

Officers: David Palmer, Charles Harman and Catherine McDonald

Also in attendance from 4.00 pm: Neil Hince, Hart District Council

5. Apologies

Apologies for inability to attend the meeting were received from Councillor Edwards and the Borough Solicitor.

6. Election of Chairman

It was felt that it was appropriate to elect a Chairman to take a lead in the question and answer session with the officer from Hart District Council. It was agreed that Councillor Allen be elected Chairman.

7. Consideration of questions to be put to the Representative from Hart District Council

Councillor Allen (RA) stated that Members should agree the questions they wished to ask Mr Hince before he arrived at 4.00 pm. It was intended that, from the questions asked and the answers given, a set of recommendations could be drafted for further consideration by the Working Group before being put forward to the Overview and Scrutiny Committee.

Councillor Forder (RF) and David Palmer (DP) had previously had a discussion on suitable questions to ask Neil Hince (NH) and a list of questions, shown below, had been emailed to Members and to NH so that he could prepare his response.

1. How many noise complaints does your service receive and how many of these result in an officer attending outside normal working hours?
2. Apart from active, ongoing cases, your service accepts new complaints outside office hours in respect of noisy parties or misfiring alarms only. What is the unmet demand for the service?
3. Your service is provided only at weekends. How many complaints do you receive and how well does this profile match the weekend working arrangement?
4. How much does the service cost your Council and what does this cover?
5. How many officers are involved and what competencies do they require?
6. What health and safety issues have you encountered and how have you overcome them?
7. How do you measure the effectiveness of the service? What is your opinion of it and is it valued by your staff and the public?
8. Have you identified any indirect benefits? For example, do noise investigations sometimes reveal intelligence on other issues which lead to totally different interventions and outcomes? Can you give some examples?
9. Has the out of hours service generated good PR for your Council? Can you give any examples?
10. You make use of a call centre. What other issues does this handle and how effective do you find it?
11. What would your Council miss if the existing out of hours services was abolished and what problems do you think this would cause?

12. We are aware that local authorities make little or no use of the Night Noise Offence in the Noise Act 1996. What is your opinion on this matter?

13. Does your Council have a formal Noise Policy? If so, is it based on a national model such as that published by the Chartered Institute of Environmental Health?

RA suggested that he put the questions to NH initially but, should the answers received raise further issues, Members and officers should feel free to ask further questions and take part in subsequent discussions.

Members discussed the list of questions and the information that they would be seeking from NH. The issues they wished to clarify included the reasons behind Hart Council introducing the service and setting it up in its current form; the costs involved; the effectiveness of using a call centre; the customer satisfaction level achieved by the service; the percentage of noise nuisance calls received out of hours and whether this was during the week or weekend; the number of calls received that actually do require an immediate response; and the number of officers on duty at any one time;

Members considered the information supplied by DP on the noise nuisance calls received by GBC. They were interested to learn that 22 properties accounted for a third of calls during a three month period. 93% of calls were reporting nuisance outside working hours and 63% of calls received referred to the period Friday evening to early Sunday morning.

The differing statutory actions and processes that could be initiated by Housing Services and Environmental Health Services were also clarified to Members by CH and DP. If a GBC tenant was causing continued noise nuisance their tenancy could be downgraded or terminated. EH officers had the power to confiscate the causes of loud music such as amplifiers, CD players and other equipment. They could issue a Noise Abatement Notice and, in the case of repeat offenders, apply for an Anti Social Behaviour Order.

It was also noted that investigations into noise nuisance sometimes led to intelligence being gathered on alcohol abuse, drug use and other criminal activities. The information would be passed on to other agencies for appropriate action.

Members were advised that calls to the 101 number were usually the result of noise nuisance over a sustained period rather than a one off event. If a party went on past midnight and was very noisy then a call may be received as a result of this. Sometimes, calls concerning noise nuisance were actually the result of deteriorating relationships between neighbours, the original cause of which was not related to noise.

It was recognised that the Police would not get involved in noise nuisance incidents unless it was clear that a public order offence was also taking place with the situation escalating into violence. However, the Police did provide backup when requested both to EH officers, for example when attending a property to confiscate equipment and to Housing officers, for example if a tenant was to be evicted and violent behaviour could result.

Calls to the Police about noise nuisance were referred to the 101 Service. Conversely, calls to the 101 Service on public order matters where it was deemed Police action would be required, were referred to the Police. The Police would also respond to a monitored burglar alarm sounding but not to an alarm that was not monitored unless they received a call from a neighbour saying that intruders could be seen gaining access to the property.

Information provided by DP demonstrated that most authorities within Hampshire provide an Out of Hours service to respond to noise complaints but, due to cost, many only provided a weekend service. Complaints received out of hours during the week were logged by the duty officer and dealt with the next day. There were also usually restrictions over the type of call that would be accepted out of hours. Very few councils provided a fully responsive, 24/7 service.

Neil Hince joined the meeting at 4.00 pm.

RA welcomed NH to the meeting and introduced Members and officers to him.

RA posed question 1 to NH and he replied that Hart was a borough of similar size to Gosport with a population of approximately 90,000 and a residential and commercial noise monitoring service. They received between 500 – 600 complaints per year.

RA advised that the Working Group were interested in the effects of loud parties and night noise and, as per question 2 on the list, did NH think that the weekend service provided by Hart matched demand? NH explained that Hart's Out of Hours Service had been removed three years previously and then set up again 18 months ago on a different basis with weekend only cover. This had been a political decision and the budget available had been £15,000. The service had been tailored to match the budget which would not meet a full time service. However, it would cover a service operating from 6pm on Friday to 8am on Monday morning and also statutory bank holidays.

RA asked how complaints received out of hours during the week were dealt with. NH replied that they used a call centre which also handled calls for other services. The call centre operator would log the call and pass the details to the duty officer to action the following day. Callers would be advised that there would be no direct response. When the out of hours service was in operation at the weekend, the call operators would continue to monitor the calls to ascertain if an immediate response was required or if it could be left for the duty officer the following day. If a complaint was received that did require an immediate response, the duty officer would be called on their mobile phone by the call centre operator.

RA asked how many of the calls received during the week were of a type that would have provoked a direct response had they been received over a weekend when the out of hours service was in operation. NH advised that advertising by the Council had meant that most residents were aware that the service only operated at weekends. This meant that only 3 or 4 calls would be received during the week. NH confirmed that advertising had been an important part of the success of the service.

NH was asked whether his Council had experienced adverse public relations through the withdrawal of the out of hours service. He replied that the service had been withdrawn for financial reasons as there was no statutory duty to retain it. However, Members had regretted the loss of the service and it had been reinstated but on a different basis. Originally, it had been a 7 day a week service with one officer being on duty all week with a mobile phone for receiving calls. It had been a burden on officers with low financial reward and the officers had not been happy with this arrangement. The budget for the service at that time had been lower than it was now.

DP pointed out that some Councils operate a service late at night but not into the early hours of the morning. NH replied that they were looking at the budget and the service to see if it matched the level of service demanded. He passed round a table showing the type and number of calls received from May 2008 to date.

RA asked whether the Hart service kept up with demand and RH advised that there were seasonal differences in demand. In warm summer weather more people had parties outside prompting complaints and bank holidays also lead to an increase in calls. Some calls were repeat calls to the same event. It was a reactive service and so it was difficult to monitor demand.

RA asked for NH's comments on the Health and Safety aspects of running the service. He agreed that it was a high risk activity for staff. When the service had been set up a procedure had been put in place for officers to follow. The duty officer worked alone and had to use their discretion. They had to report to the CCTV Room when they were going out, letting them know where they were going. They had to report in when they had returned. They could ask for Police back up if they felt it necessary and the Police would attend as requested. Officers were instructed to walk away from a situation rather than put themselves in danger.

RA commented that officers needed to be well trained and briefed to carry out the service. NH confirmed that each officer had to look at the Risk Management and Health and Safety documentation and sign to say they had done so. If an officer did not report back to the CCTV room when expected, the Police would be called. Officers were also issued with personal attack alarms and protective clothing. He suggested that GBC would need to put controls in place if carrying out an out of hours service.

RA asked if regular 'washup' meetings were held and NH confirmed that review meetings were held each

week and feedback was given by the officer on duty.

DP asked if duty officers visited premises and whether this was just for monitoring purposes. NH advised that officers did visit premises and gain entry and this was where they were at risk. If they felt there was a risk they could call the Police. DP pointed out that once they were inside a premises and the door was shut they would be at risk. Had they had any serious problems? NH stated that officers were told to act sensibly and not to enter a building unless they had an escape route. The matter was left to their discretion and they were under no pressure to put themselves at risk.

RF asked NH if he had personally operated the out of hours service. He confirmed that he had but it was mainly the EH officers. Only trained, experienced staff operated the service. They were trained to talk to people and deal with potentially unpleasant situations. They had not experienced serious problems so far.

NH was asked how many staff operated the out of hours service and how the rota was set up. He confirmed they had between 3 and 8 staff operating the service. It was not written into their contracts and the rota was manned on a voluntary basis. Anyone who wanted to be could be trained to take part in the rota. They would receive £150 for being on duty for the weekend and £24 per hour plus a mileage allowance for the period of time they were called out.

Question 8 from the above list was put to NH. He replied that there were generally no direct intelligence benefits from the service. If the duty officer saw drugs in a premises then that would be reported to the appropriate office the next day.

RA stated that CH had talked about downgrading tenancies if Council tenants caused a noise nuisance. NH stated that their Housing Association had a separate noise monitoring policy and that the EH officers would not become involved in issues regarding Housing Association tenants.

When questioned about measuring the effectiveness of the noise monitoring service, NH replied they did not specifically monitor out of hours complaints. Feedback was only obtained through the standard Council customer services monitoring process. Although the service was not statutory, it was very useful to people who were being subjected to noise nuisance, for example an alarm going off late at night. It would reflect badly on the Council if the service was stopped when it was provided for a budget of £15,000.

NH also stated that, if a property had been served with a noise abatement notice and another noisy party occurred, it would reflect badly on the Council if action could not be taken immediately. It also provided a useful witness to the event who could provide information to the case officer to be followed up.

MS asked what percentage of call-outs resulted in prosecution and NH replied that very few as this was only a last resort. Most people did not breach a noise abatement notice. However, if the service did not exist then complaints could not be substantiated.

MS asked whether duty officers remained on site to ensure music did not start up again. NH advised that they would remain for a period to ensure that the music did not restart and they would make sure an alarm was turned off before leaving the area if that had been the cause of the complaint.

NH provided copies of Hart's "Environmental Health Standard Procedures – The Out of Hours Emergency Noise Service" and a copy of their "Environmental Health Standard Procedures – Lone Working Procedure for the Out of Hours Emergency Noise Service". He emphasised the importance of training for relevant officers should GBC implement an out of hours service.

Members considered that the information NH had provided on budget provision was significant in that Hart's service was designed to be provided within an identified budget. Being clear about the extent of the service that could be provided and making sure residents were clear about this would prevent residents' expectations being raised beyond the capabilities of the service, which could lead to customer dissatisfaction.

NH provided an indication of the costs, including call handling charges from the call centre. The budget provided this year for the service had been cut to £12,000 but he said that it would incur a £3,000

overspend. This clearly indicated that £15,000 was the realistic budget provision for the service that Hart provided. The costs incurred depended on the number of calls received and the number of call-outs officers had to attend. However, NH did consider it important to be firm and have a detailed procedure in place so that demands for the service to widen beyond its budget capability were prevented.

CH queried whether Hart had a programme of EH officers visiting schools to try and educate young people to prevent noise nuisance offences occurring in the first place. NH replied that their budget for undertaking educational visits was limited but they did carry out some. He did not feel this impacted on the budget for call-outs for the out of hours service. The results of education on today's children would not impact until a few years' time.

DP asked whether Hart made use of the Night Noise Offence legislation contained in the Noise Act 1996. NH stated that they did not consider this provision in any detail. He considered it more appropriate for a larger, urban authority. His officers were trained to use their professional judgement in dealing with noise offences.

RA thanked NH for his attendance at the meeting and for answering the questions put to him. NH replied that he would be pleased to answer any further questions that Members had and that they could liaise with him through DP.

NH left the meeting.

Members expressed their appreciation for all the information that NH had supplied to them which gave a good starting point for devising an appropriate scheme for Gosport, should the decision be made to take this forward. The points they particularly noted were:

- the need to set a budget and tailor the service to fit
- the screening of calls so that officers were not called out unnecessarily
- a process for prioritising calls should more than one complaint be received at the same time
- educating the public so that they knew the limits of the service provided
- working out how appropriate weekend cover could be provided

DP said that he thought relying on volunteers to man an out of hours service would be problematic. When GBC had operated a service in the past, the rota had been worked out well in advance. He also stated that there were only 6 current EH staff who could be called upon to man an out of hours service.

DP advised that the call centre used by Hart was employed to cover other services and their costs had not been included in the £15,000 budget. GBC did not have a call centre handling out of hours calls for its services.

RA proposed that he would liaise with DP and draft a report to be brought to a future meeting of the Noise Monitoring Working Group for agreement, following which it would be referred on to the Overview and Scrutiny for further consideration. Members were in agreement with this course of action.

The meeting concluded at 5.10 pm.

Appendix B

Hart District Council
Environmental Health Standard Procedures Doc E1/8
TITLE – THE OUT OF HOURS EMERGENCY NOISE SERVICE

ENVIRONMENTAL HEALTH STANDARD PROCEDURES

E1/8

TITLE – THE OUT OF HOURS EMERGENCY NOISE SERVICE

EH Procedure	- E
Category	- 1
Sub Category	-
Number	- 8
Key Words	Out of Hours

CATEGORY - ACOUSTICS AND VIBRATION

SUB CATEGORY -

Date of Issue	12/06/08	Master Storage	- Q: EH Subjects
Produced by	Patricia Hughes	Ref/File Name	- E 1_8
Revision No		Authorised by	- Richard Haddad

1. Purpose

1.1. The object of this guide is to give advice on the steps to be undertaken when on the Environmental Health out-of-hours emergency service.

2. Scope

2.1. This guidance applies to all officers who take part in the Environmental Health out-of-hours emergency service. This guidance should be read in conjunction with the procedures on dealing with car alarms, dealing with house alarms, gaining a warrant to enter premises and seizure of equipment.

3. Definitions and References

- 3.1. [Environmental Protection Act 1990](#)
- 3.2. [Noise and Statutory Nuisance Act 1993](#)
- 3.3. [Noise Act 1996](#)
- 3.4. [Control of Pollution Act 1974](#)

4. HOURS OF OPERATION OF THE SERVICE

4.1. The hours of the out-of-hours service are: -

- 6pm Friday to 8.30am Monday
- PLUS all Bank Holidays

5. THE ROTA

5.1. The rota is located next to the sign in/out board for the Commercial team.
The frequency that each officer is on call depends on the number of officers on the rota. Typically in an five week period each officer will cover one weekend duty.

5.2. Should an Officer wish to swap their duty with another officer it is their responsibility to find a volunteer. Ideally this should be arranged in the preceding month. The officer must update the rota and, where appropriate, notify other staff members/CCTV of such changes.

6. STANDBY CASE

6.1. The standby case comprises:

- standby mobile telephone and charger
- Street atlas
- personal alarm
- a torch
- spare PACE notebook
- disposable ear plugs (used when dealing with alarms)
- pens
- Bible & oath (plus non-denomination oath)
- USB Drive containing electronic versions of procedures
- an A4 lever arch file containing
 - Complaint log sheets
 - "Acorn" referrals and Notices served
 - Useful contact numbers
 - Car alarm guide, blank Notices and letter templates
 - House alarm guide, blank Notices and letter templates
 - Blank Warrant and accompanying Information Forms
 - Carbon paper
 - Seizure Receipt for Goods form and Information sheet for people disposed of sound equipment.
 - High visibility jacket
 - Sellotape/pins/clear document wallets

6.2. It is strongly recommended that the case be checked for all its contents before the officer leaves the office. It is also strongly recommended that on reaching home, they should ensure that the mobile phone and spare battery are charged up and ready for use, if not, they should be put on to charge.

7. CALL HANDLING

7.1. Customers who call the Councils 01252 622122 number out-of-hours are advised to call a different number to access the out of hours services. Calls then go through to an out-of-hours contact centre.

7.2. The out of hours contact centre staff log the details of the call and will text or ring the Duty Officer (DO) if they believe the issue requires an EH response.

If the DO has not responded within 20 minutes to the text message, the contact centre staff are to telephone.

7.3. The standby mobile telephone (07831 200950), must be switched on and carried by the case officer at all times out-of-hours.

7.4. All calls, whether deemed to be an emergency or not, must be logged on the standby log sheet. For jobs that need follow-up action the duty officer is to ensure the complaint is entered the next working day and passed to the relevant team/officer.

8. KEY RESPONSIBILITIES

8.1. The duty officer will:

8.1.1. Have the out-of-hours mobile phone switched on and close by at all times outside the normal office opening hours of the Council.

8.1.2. Have ready access to the out of hours standby case at all times.

8.1.3. Respond to all complaints passed to them by the call centre within 15 minutes. Officers must remember to withhold their number when phoning any customer.

8.1.4. Take appropriate action to deal with the emergency. See “Dealing with Calls to the Service” for further details.

8.1.5. Abide by the Council’s Alcohol and Drugs Policy (see staff handbook).

8.1.6. Remain within 1 hours travel time of the Council Offices when on duty.

8.1.7. Where the DO receives a call and/or makes a visit they shall record the details on the standby log sheet contained within the file or enter the details directly onto Uniform (using Citrix token). The DO will add details of any calls or visits to the IVA screen for that case before passing the record sheets to the appropriate CO.

9. DEALING WITH CALLS TO THE SERVICE

9.1. There are five categories of calls which may come through to the Environmental Health Out-of-Hours Emergency Service;

- 1) cases which need immediate action (see below),
- 2) calls which may be actioned at the discretion of the officer,
- 3) calls which need to be referred to another agency,
- 4) calls where you need to call for help
- 5) calls where advice should be given and the call logged and passed through to the relevant team the next working day.

CATEGORY OF CASE	CASE EXAMPLES
Cases which need immediate action	Noise nuisance cases listed on the Acorn referral/notice list (see appendix 1 for referral form). A noisy party causing widespread nuisance or Police referral Vehicle or premises alarms
Calls which may be actioned at the discretion of the officer	Regular parties (one complainant)
Calls which need to be referred to another agency	H&S emergency where HSE enforce (factories etc) Stray dogs
Calls where you need help	Raves/seizure of equipment/closure of noisy premises
Calls where advice to be given and call logged for next working day	Gypsies New noise complaints which can be actioned in normal working hours. Anything else not listed above!

10. DEALING WITH THE COMPLAINANT

- 10.1. Get as much information from the complainant regarding the nature of the problem, how long it has been going on, whether they have reported it previously to the Council and/or Police (if so ask at what time – ask if they have an incident number). Obviously get addresses of both the complainant and the address being complained about.
- 10.2. If the complainant is unwilling to provide their contact details, advise them that all complaints to the Council are confidential, if they still refuse, advise them we are under no obligation to investigate anonymous complaints.
- 10.3. If, once you have gained as much information as possible from the complainant, you are of the opinion that the case is not an emergency (see table above) advise the complainant that the call is logged and will be referred to the appropriate team for action on the next working day.
- 10.4. If the case is verified as an emergency, the DO should advise the complainant of the actions they intend to take e.g. calling the Police, seeking additional help etc. Where you intend to visit, advise the complainant at what time you believe you will be on site (this should be within one hour if possible).
- 10.5. In all new cases involving noise, where immediate action is required, the DO should contact the Police to find out if they have already attended and

if they have, take a view on their findings and decide what action, if any, is required

- 10.6. Dependant on the nature of the case, if the Police have not already attended you should ask them to visit in accordance Hampshire Constabulary Memorandum 02/98 (dated 23/2/98) page 1 (such cases would include suspected raves, vehicle and premises alarms). If the Police are unable to attend, assess the level of risk and if in any doubt whatsoever, do not go. For health and safety, it may be best that you meet the Police at a site some distance from the problem property. Please refer to procedure E1_11 for further details.
- 10.7. Once on site, the actions taken by the case officer will depend on the circumstances. There are procedural guidance notes on the actions to be taken to deal with vehicle and premises alarms within the standby file. If you need the advice (or back up) of another member of staff, try Richard Haddad (07773 782689) or Iris Thompson (07710 103462). Phone numbers for all standby officers are kept in standby file.
- 10.8. The DO is to take advice from the Police on the suitability of taking action whilst on site. The DO's safety is paramount, remember, an abatement notice can always be served the next working day and a sleepless night for the neighbours is not so urgent that you should put yourself at risk of physical harm.
- 10.9. If the Police are attending with you and have to leave for whatever reason, unless you are satisfied that you can complete your action quickly, without incident and without compromising your safety, you should abandon your action immediately.
- 10.10. If the case officer needs work in default to be carried out they should contact the relevant contractor (a list of contractors is held in the standby file)
- 10.11. If the work in default requires entering premises, you will need a Warrant.

11. PERSONAL SAFETY

- 11.1. Please refer to E1_11

12. PAYMENT

- 12.1. Payment is in accordance with the overtime policy and claims should be made on a monthly basis to the Principal Environmental Health Officer (Commercial) or Head of Service (Commercial)
- 12.2. If the DO has had to attend site or the Council Offices or take other action other than respond by telephone to the emergency, overtime payment will be paid. Details of such additional work shall be recorded on the overtime claim form. Where the duty officer needs to use a car, mileage

allowance will be paid at the council's current car allowance rates, and should be claimed on the monthly mileage claim form. Mileage will start from the location from which the DO has to begin the journey for work purposes. Where work is telephone based, but exceeds half an hour, overtime will be paid in increments of half an hour at the normal rates

13. **Referrals to the Out of Hours Service**

13.1 Officers can, with the permission of their manager, refer cases to the Out of Hours Service, using the form set out in appendix 1. Details which **must be** included are:-

- Map of location
- Exact instruction of what you wish the OOH to do
- Personal safety notes
- Copies of any notices (if applicable)

13.2 It is the responsibility of the referring officer to review the case, on a minimum of a six monthly basis, to ensure that referral to the OOH service remains a proportionate and appropriate method for investigating the case.

14. **Out of Hours Case**

14.1 In addition to the regular review of referral cases, the PEHO will review the contents of the case on an annual basis to ensure that all information remains current and ensuring data on the USB Drive is also up to date.

No	Date	Brief Description of Revision
0	12/06/08	Original
1		

Appendix 1

OUT OF HOURS EMERGENCY NOISE SERVICE 'BREACH OF NOTICE' and 'PASSWORD ACCESS' CASES

Subject of Complaint		Complainant(s)	
Name:		Name:	
Address:		Address:	
Tel:		Tel:	
Case Background Info		Personal Safety Concerns: Yes/No	
		Details:	
		Instructions to Duty Officer (see also updates on reverse)	
Additional Information: <ul style="list-style-type: none"> • Notice Attached • Location Map 	✓	Case Officer	
		Date to OOH File	
		Review Date (max 6 months)	

DETAILS OF VISITS/CASE OFFICER UPDATES

[illegible]

Appendix C

Invoice Dated	NET	VAT	GROSS	Minutes
1st Qtr April – June 2008				
30/04/2008	306.00	53.55	359.55	256 minutes & s.charge.
31/05/2008	275.00	48.13	323.13	225 minutes & s.charge
30/06/2008	329.19	57.61	386.80	308.62 mins & s.charge.
30/04/2008	21.27	3.72	24.99	0845 Inbound calls & s.charge.
31/05/2008	21.11	3.69	24.80	0845 Inbound calls & s.charge.
30/06/2008	20.63	3.61	24.24	0845 inbound calls & s.charge
Totals	973.20	170.31	1143.51	
2nd Quarter July- Sep 08				
31/07/2008	282.14	49.37	331.51	269.07 minutes & s.charge
31/07/2008	22.34	3.91	26.25	0845 Inbound calls & s.charge
31/08/2008	376.17	65.83	442.00	345.69 minutes & s.charge
31/08/2008	22.62	3.96	26.58	0845 Inbound calls & s.charge.
30/09/2008	282.75	49.49	332.24	271.92 minutes & s.charge.
30/09/2008	24.38	4.27	28.65	0845 Inbound Calls & s.charge.
Totals	1010.40	176.83	1187.23	

Agenda item no. 10

Board/Committee:	Community and Environment Board
Date of meeting:	2 March 2009
Title:	Cycle Lanes Working Group
Author:	Borough Solicitor
Status:	For Decision

Purpose

To consider the recommendations made by the Overview and Scrutiny Committee.

Recommendations

- a) The Council engage with Hampshire County Council (HCC) on the issue of funding for, and promotion of, the cycle lane network in Gosport Borough via the HCC Area Director for Transport and the Hampshire Action Team Forum;
- b) The Council, via the Community and Environment Board, include the 5 schemes set out in Paragraph 4.1.1 of the report to the Overview and Scrutiny Committee (attached as Appendix A) as priorities for improvements and to request for them to be included in the next Local Transport Plan;
- c) The Council write to the Area Manager of Hampshire Highways regarding the problems with the inspection regime and standards of shrub clearance;
- d) Gosport Transport and Sustainability Partnership (GTSP) continue to lead on promoting cycling and the production of promotional material, maps and secure cycle parking; GBC will support GTSP in this role; and
- e) Improvements be made to the website as suggested in this report, consistent with the initiatives of the GTSP.
- f) The Chairman make arrangements to send copies of the report to the County Director of Environment and the relevant County Council Executive Member

1.0 Background

- 1.1 At its meeting on 5 June 2008, the Overview and Scrutiny Committee considered a briefing note by the Chief Executive which advised Members that one of the areas the Local Strategic Partnership had decided to concentrate on was transport, including the improvement of cycle lanes, particularly those leading in and out of the Borough. In 2005 the Council requested the County Council to consider a number of schemes in their Transport Plan, but only a minority of these received funding.
- 1.2 The Committee decided to undertake a scrutiny of Cycle Lanes and a working group of 4 members was established to undertake this investigation and report back to the Committee with their findings. The members of the Cycle Lanes Working Group were Councillors Beavis, Dickson, Mrs Forder and Mrs Salter.

2.0 Report

- 2.1 The report of the Cycle Lanes Working Group was submitted to the Overview and Scrutiny Committee on 29 January 2009 where the recommendations were agreed.
- 2.2 These recommendations are now submitted to the Community and Environment Board for approval.

Financial implications:	None for the purposes of this report.
Legal implications:	None for the purposes of this report.
Service Improvement Plan implications:	No provision is made for work in current Service Improvement Plans.
Corporate Plan:	
Risk Assessment:	Not applicable.
Background papers:	
Appendices/Enclosures:	Appendix A – report of the Cycle Lanes Working Group to the Overview and Scrutiny Committee on 29 January 2009.
Report Author/Lead Officer:	Linda Edwards

OVERVIEW AND SCRUTINY COMMITTEE
29 JANUARY 2009

REPORT OF THE CYCLE LANES WORKING
GROUP

Contents

Background
Scoping Report
Consultation
Issues
Conclusions
Recommendations

Membership

Councillor Beavis
Councillor Dickson
Councillor Mrs Forder
Councillor Mrs Salter

Supporting Officers:

Mark Simmonds
David Duckett
Chris Wrein

Appendices

- Appendix 1 - Letter to Hampshire County Council
- Appendix 2 - Reply from Hampshire County Council
- Appendix 3 - List of Recommendations for the Website
- Appendix 4 - Summary of Groundwork Solent's Remit and Work
- Appendix 5 - Presentation by Tim Houghton of Groundwork Solent

Cycle Lanes Scrutiny Report

1.0 BACKGROUND

- | | | |
|-----|---|--|
| 1.1 | At its meeting on 5 June 2008, the Overview and Scrutiny Committee considered a briefing note by the Chief Executive which advised Members that one of the areas the Local Strategic Partnership had decided to concentrate on was transport, including the improvement of cycle lanes, particularly those leading in and out of the Borough. In 2005 the Council requested the County Council to | consider a number of schemes in their Transport Plan, but only a minority of these received funding. |
| 1.2 | The Committee decided to undertake a scrutiny of Cycle Lanes and a working group of 4 members was established to undertake this investigation and report back to the Committee with their findings. The members of the working group were | |

Councillors Beavis, Dickson, Mrs Forder and Mrs Salter.

- 1.3 The working group met for the first time on 23 July 2008 and held its final meeting on 13 January 2009.
- 1.4 This report has been written to provide members of the Overview and Scrutiny Committee with the recommendations of the Working Group and a summary of the investigation.



2.0 SCOPING REPORT

- 2.1 The Working Group began their work by identifying the key issues on which to focus. The aim was to understand how cycling is used in the borough as a means of travel to work and school, funding of the network, what improvements may be needed and how use of the network could be further encouraged.
- 2.2 The issues to be investigated by the Working Group were identified as follows:-
1. The identification of priorities for improvements to the cycle lane network and funding.
 2. Maintenance of the network.
 3. Promotion of the network.

3.0 CONSULTATIONS

- 3.1 Dave Duckett, Gosport Borough Council, Head of Traffic Management attended all the meetings of the working group and provided information on the following:-

- extent of the network in the borough
- usage of the network
- funding
- maintenance
- safety concerns
- promotion of the network

In addition the following information was provided:-

That according to the 2001 census 10.7% of journeys to work by Gosport residents were made by bicycle compared to 6.5% by bus. A more recent study of commuters, conducted by MVA on behalf of the Council (using a much smaller sample) indicated that cycling was the main mode of travel for 20% of trips to work within the Borough compared to bus use at 3%. What is clear is that within Gosport the cycle is the second choice of travel mode to the car. Cycling is far more popular within Gosport than other Districts and this should be reflected in the investment made in cycle facilities.

3.2 Hampshire County Council

The Working Group issued an invitation to Hampshire County Council, the Highway Authority, to attend a meeting of the Working Group (Appendix 1) as they were advised that there was no specific budget in the Local Transport Plan for cycle lanes. The Working Group also wanted to understand HCC's current policies and priorities to enable them to put forward

schemes which were more likely to be funded by HCC. HCC were also asked to provide details of their inspection regime and repairs.

They declined to attend (Appendix 2)

- 3.3 Tim Houghton, Executive Director of Groundwork Solent, attended the Working Group meeting on 13 January 2009 and made a very useful presentation. A briefing note prepared by him is annexed to this Report as Appendix 4, together with a copy of the slides to his presentation as Appendix 5.

4.0 ISSUES

4.1 Improvements to the Cycle Lane Network and Funding

- 4.1.1 It was clear from the information provided by Mr Duckett that a significant number of journeys made to destinations within and outside the borough were undertaken by bicycle. A large number of these were to go to work or school or to go shopping. The Working group identified and prioritised improvements to the network based on safety and usage. Five priority areas were agreed:

Holbrook to Tichborne Way.

Despite the welcome provision of cycle lanes on Fareham Road it remains a relatively hostile environment for cycling due to the high volumes of traffic. Extending the cycle route along the old railway line beyond Holbrook and into Bridgemary would provide a more attractive route. It would be convenient to Rowner and Bridgemary commuters and would further encourage cycling

to employment areas, especially places along the Fareham Road and further afield in Fareham.

The County Council's current draft proposals for the BRT include the extension of the existing cycle track from Holbrook playing fields northwards to Tichborne Way on a shared path running between the Forest Way homes and the railway corridor. The Working Group believes that the BRT provides an opportunity to further extend the cycle track within the railway corridor into Bridgemary, initially to facilitate improved local access.

The longer term aspiration of HCC is to extend the bus way to Fareham railway station, and if this was a shared use corridor (either with a separate cycle track, or shared use of the busway) it would encourage cycling to Fareham by providing an alternative to the very intimidating roads and junctions of the northern sector of A32 and Quay Street roundabout appealing to a wide range of cyclists.

However, HCC advise that accommodating cycling within, or alongside the busway, raises a number of issues and conflicts of interest, primarily those of safety.

The difficulties of providing a separate cycle track in the available space are acknowledged. However the Working Group remain of the view that merits of cycling outweigh other considerations. The opportunity to accommodate cycling, now or later, should not be lost and that serious consideration must be given to the potential for shared use.

Newgate Lane.

An attractive off road cycle route is provided alongside Broom Way from Cherque Way to Peel Common and is well used for the journey to Crofton School. However cycling to other destinations along this route is limited. Journeys to work northwards along Newgate Lane are minimal because the road is narrow, bendy and heavily trafficked. An independent cycle track alongside or offset from the road is desirable to provide safer cycling and encourage more cycling, especially to the wide range of employment in the Speedfields, which includes retail and industrial parks and HMS Collingwood.

Gomer Lane and Stokes Bay No.2 Battery.

To further encourage cycling to Bay House School and the proposed new leisure facilities it is desirable to enhance the existing off road cycling facilities

A cycle route throughout Stokes bay is desirable to complete the coastal route between LOS and Stokes Bay and link with the route on the old railway line to the town centre. This will provide an attractive route to Bay House school and an attractive alternative to Privett Road and Bury Road which is heavily trafficked in peak hours. It will also encourage cycling for leisure which often leads to cycling for utility purposes.

As a first stage improvements to access to the beach from Gomer lane are recommended. Stokes Bay Road is narrow and increasingly trafficked. An off road route in the public open space and a refuge to assist in crossing to the beach and Bay House Cabin is

desirable. This would also assist access to the existing bus stops.

Browndown Road

The measures suggested for Browndown Road and currently being pursued in association with the proposed re-development of Bay House School playing fields and, subject to the Council approving the planning application, should be delivered at the developer's expense. They comprise the narrowing of the carriageway and a widening of the existing cycle track in the vicinity of the site access and Alver Bridge; the extension of the 30 mph speed limit further west into Browndown Road; and some speed reduction measures at the exit of the roundabout onto Browndown Road. Measures are also being considered to improve pedestrian and cycle crossing facilities across Gomer Lane, south of the bus lay-by.

Lee on the Solent, Marine Parade East and West

It is recommended that the coastal route should be completed from the centre of Lee on Solent to the sailing club by the provision of an off road cycle track in the Clifflands public open space, positioned adjacent the existing footway. The cycle route should also be continued along Marine Parade West within public open space or utilising the existing wide footway for shared use. It is acknowledged that it is important to provide continuity in the route and good safe access, and the crossing of the car parks and the bus stop area will also need careful consideration

There is a serious safety concern about the way in which the cycle

way ends at Portsmouth Road at the point where the road narrows on a dangerous bend by the Lee sailing club compound.

4.2 Maintenance of the Network

4.2.1 The Working Group looked at the maintenance of the cycle ways, including signage and secure cycle parking.

4.2.2 The Working Group felt that signage was adequate. However, secure cycle parking was found to be inadequate and particularly at the main transport hubs such as the ferry and the BRT scheme. This was an issue that needed to be addressed to maintain the number of trips undertaken by cycle.

4.2.3 GBC's Streetscene cleans the cycle paths on a weekly basis. If a member of the public reports debris/glass the team will be contacted and arrange for removal.

4.2.4 The Working Group carried out inspections and found that shrub clearance was not satisfactory (Hampshire County Council responsibility).

4.3 Promotion of the Network

4.3.1 The Working Group found that GBC's website did not contain up to date information on the cycle lane network in the borough and importantly in the wider area. A list of recommendations is given in Appendix 3.

4.3.2 To assist with dealing with cycle theft a link to the Home Office Website should be provided.

4.3.3 The Gosport Transport and Sustainability Partnership (GTSP)

are currently setting up a travel website ("Travel Gosport") and it is hoped that GBC's website would be updated to include more information and links for cycling.

4.3.4 Groundwork Solent also carries out work with youth groups and in schools to promote cycling and cycling safety and is in the process of publishing up dated cycle network maps.



5.0 CONCLUSIONS

5.1 Unlike other parts of Hampshire cycling is an important mode of travel for workers, shoppers and schoolchildren in Gosport without which congestion in the area may increase.

5.2 HCC have in the past made significant investment in the cycle lane network in the borough, although current investment is low. In order to ensure that this past investment is not wasted and to tackle congestion in the area it is important that further investment is made in the cycle lane network, including dealing with secure cycle parking.

5.3 Cycling also brings health benefits and it is important that funding is made available for promotional activities to encourage residents to cycle on a regular basis.

- 5.4 The Working Group would like to thank Tim Houghton, Mark Simmonds, Dave Duckett and Chris Wrein for contributing their time and advice to the scrutiny.

6.0 RECOMMENDATIONS

- 6.1 The Council engages with HCC on the issue of funding for, and promotion of, the cycle lane network in Gosport Borough via the HCC Area Director for Transport and the Hampshire Action Team Forum
- 6.2 The Council, via the Community and Environment Board, include the 5 schemes set out in Paragraph 4.1.1 of this Report as priorities for improvements and for them to be included in the next Local Transport Plan.
- 6.3 The Council write to the Area Manager of Hampshire Highways regarding the problems with the inspection regime and standards of shrub clearance.
- 6.4 GTSP continue to lead on promoting cycling and the production of promotional material, maps and secure cycle parking.

GBC will support GTSP in this role.

- 6.5 Improvements are made to the website as suggested in this report, consistent with the initiatives of the GTSP.



CYCLE LANES WORKING GROUP
6th NOVEMBER, 2008

**NOTES ON POSSIBLE IMPROVEMENTS
TO THE BOROUGH COUNCIL WEBSITE**

The Existing Site

The Borough's website is very basic at present in common with several other Districts. It simply contains our cycle map (which is presently being updated by Groundwork) and a link to Cycling in Hampshire. This is an HCC website which provides a much wider range of information on -

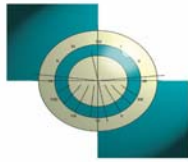
- other cycling maps and leaflets
- cycling events
- cycle training and road safety
- the Highway Code
- educational resources
- books on cycling
- links to other cycling sites including local and national cycling organisations, cycling information websites and District Council cycling web sites

Possible Improvements

1. Our site would benefit from a brief narrative and several pictures identifying the existence of an extensive network of cycle routes as shown on the map.
2. Reference could be made to Gosport's terrain and favourable climate which makes it ideally suited to cycling.
3. We could include some statistics on cycle use and perhaps the length of existing routes.
4. We could note that it is already a popular mode of travel to work, a cheap way of avoiding traffic congestion and keeping fit.
5. We could highlight the link from the town centre to Stokes Bay and the route linking Stokes Bay to Lee on the Solent. Also the existence of the old railway line from the Town centre to Holbrook and the route from Holbrook via Priddy's Hard and Explosion to the Town centre. These can be enjoyed for pleasure as well as other trips.
6. We could also note the popularity of the ferry and the fact that this provides a convenient route to Portsmouth for work, shopping and leisure.
7. We could point out the Borough is not the Highway Authority and not responsible for the provision of cycling facilities in the public highway - but note that as local planning authority we do seek to enhance the local network in association with new developments and give Cherque Farm as an example.
8. We can add :-
 - a) our cycle parking standards when they are complete as advice to developers.

- b) links to local cycling organisations - if there are any still in existence
- c) a list of local cycle shops
- d) a contact number and e-mail address in Streetscene for cycle track cleansing and removal of glass
- e) contacts or links to HCC for other maintenance issues e.g potholes, repairs to signs.
- f) a reference to the BMX track and other facilities in the parks that are open to BMX bikes
- g) identify parks and other public space open to cyclists e.g Leesland Park
- h) perhaps a reference to Alver Valley

D Duckett, Head of Traffic Management



The Gosport Partnership
" Working Together For The Gosport Community "

Gosport Transport & Sustainability Partnership

Briefing note by Mr Tim Houghton (Executive Director
Groundwork Solent) 12 Dec 08.

Tim Houghton chairs the Gosport Transport and Sustainability partnership (GTSP) which is a sub group of the Gosport Partnership Board (Gosport LSP). The sustainable community strategy for Gosport has 2 shared priorities - creating local jobs for local people and reducing congestion. (Health inequalities will shortly be added as a 3rd priority which is also relevant to cycling).

The role of the GTSP is to try and reduce congestion.

GTSP is doing this through trying to change and influencing travel behaviour. An action plan is promoting alternatives to car use (and in particular single occupancy car journeys during rush hour), championing the needs of Gosport in the sub region, supporting funding bids for infrastructure, and working with Transport for South Hampshire and HCC on their agenda to 'reduce' the need to travel. GTSP has also identified some priority areas for focusing time and effort on.

The action plan includes;

- Setting up a dedicated travel website (likely to be called Travel Gosport) which gives people information about journeys in and out of and across the Borough - travel options, journey times, distances, timetables and costs etc. Importantly we are also working to create a useable car share facility for people travelling to similar locations for work of which we know there are a substantial number.
- Producing a positive news campaign to promote alternative means of transport in Gosport. We want to put banners up on A32 to remind drivers sitting in traffic queues of the alternatives. GTSP are working with HCC and GBC on this and are in discussion with the News about a local campaign and competition to get children and schools to help design the banners. Fareham LSP/officers are also interested in extending this into their Borough.
- Encouraging cycling - we are producing new cycle maps for Gosport, Portsmouth, Fareham and Havant. This is being led by Groundwork with funding from our Home to Hub initiative which in turn is funded by SEEDA. The Portsmouth map is printed. Gosport map is next and is well on the way. We also want to improve the safety of cycling as the accident rate is still too high compared to Hampshire- wide and national averages. In particular GTSP want to improve visibility of cyclists at night - working with young people to encourage them to have lights and hi-vis clothing and to encourage more training through schemes such as 'Bikeability' which is being delivered in 4 schools in the Borough. We're talking to schools and youth councils about cycling and we may be able to fund some free hi-viz vests/bands and possibly some lights to make it safer.

GTSP priority areas - which may lead onto other actions in the future include:

- Raising awareness and giving more and better information about travel options. (There are a lot of alternatives but information is confusing or difficult to find).
- Concentrate on commuter journeys as these have biggest impact on congestion. GTSP are actively supporting the BRT and have previously raised concerns and written to GOSE requesting a rethink of FBC's decision to allow the Tesco development at Quay St roundabout
- Engaging with PCT, bus operator and others to look at what can be done to improve transport options for people needing to get to QA and other more local healthcare facilities.
- Promoting the ferry. Ferry usage (especially for cyclists) has started to show signs of decline in numbers and we need to address this.
- Engaging with young people to try and change behaviours at an early age. The youth Council want to do more to promote bus travel to young people and are trying to set up a touring bus to visit secondary schools and improve communication and understanding between the needs of young people and concerns that the bus company and their drivers have about young people using buses.

The GTSP is well attended - a list of members is below. Meeting 6 - 8 weeks helps maintain momentum and focusing on those small changes and modest investments as described above which we believe can have most impact. There is no formal protocol for members being appointed. Currently Cllr Langdon attends because of his knowledge of Transport issues in Gosport and role as rep on TfSH, but all members can attend.

Groundwork has been running the Home to Hub programme in SE Hampshire for the last 2 years. This has helped to fund cycle storage in local businesses and at stations etc and the maps as outlined above. We think we are close to agreeing a second programme of Home to Hub with SEEDA and should hear in December. Home to Hub concentrates on helping people get from where they live to where they work and to transport interchanges. The next phase will enable us to put more investment and time into influencing travel behaviour and we're keen to continue to promote cycling. The proposed redevelopment of the Bus Station and the interchange with the ferry including the provision of better cycle storage at the ferry could be a focus for this.

GTSP have also undertaken some initial feasibility work looking at two interrelated social enterprise projects. Consideration is being given to setting up a cycle hire facility mainly targeting tourists but which could also benefit casual commuters and others who want to hire/borrow bikes on a flexible basis. Also to setting up something like a 'Bikes for All' initiative which would engage young people in collecting and repairing bikes for reuse - combining training for youngsters with a sustainable travel agenda. This has all sorts of potential spin off benefits and opportunities....

GTSP are also working with other organisations on some aspects of green travel planning. GBC Officers have offered advice and input into GBC's green travel planning which of course is likely to include cycling.

Gosport Transport & Sustainability Partnership

Current members and invitees

Members / invitees	Organisation / representing
Kathy Azopardi	Portsmouth Cycling Forum
Nick Farthing	Sustrans – Hampshire & IOW/Chamber of Commerce
Paul Fuller	Operations Manager, Gosport Ferry Company
Jo Hamilton (notes)	LSP Coordinator
Tim Houghton	Groundwork Solent, (Chair)
Mike Jeffrey	GBC Development Services Manager – Transport & Planning
Cllr Peter Langdon	Gosport Borough Council (GBC) Vice Chair of Gosport Transportation and Planning Sub-Board and on Transport for South Hants Committee
Andy MacLean	Hampshire County Council (HCC), Transport Team Leader South
David Miles	Gosport Voluntary Action
Jim Weeks	CTC Fareham area local rep
Darren Hall	DSTL Travel Plan Coordinator
Charlotte Barrett	Highways Agency
Paul Robinson	Highways Agency
Jayne Rodgers	Portsmouth City Council, Transport & Sustainability Officer
Des Hobson	Fareham & Gosport HAT, HCC
Mark Turner	Commercial Director, First Group
Robert Crosley	
Fran Buxey	Hampshire PCT
Malcolm Page	Station Development Manager, South West Trains

Links to Schools - Summary of Selection Criteria Summary

	Link to School	Does it work as a bona-fide stand alone link to one or more schools? Will it be safe, popular, useful and bring about real change? Has all the required information been supplied?	Answers must be Yes
Connectivity	Connect2	Does it deliver integral sections of a C2 scheme (not sections which are loosely attached or an add-on)? Does the C2 Steering Committee support this proposal?	Must select at least One (Connect 2 = Strong Plus)
	NCN	Does it include, improve, or link to National Route?	
	Local Route	Does it include, improve, or link to wider local walking and cycling networks?	
Supportive of Other Projects	Active Travel	Does it support an Active Travel project, or other key Sustrans initiative?	
	CDT	Bids within Cycling Demonstration Towns will not be supported in the early stages. Later bids might be appropriate to support CDTs that need extra help.	See note
	Bike It	Is there a Bikelt Officer working with the LA and based nearby? Is the school already a Bikelt school, or has it applied for Bikelt status.	A strong Plus
	Bikeability	Does the council adopt the Cycling England Bikeability training programme, or is this practiced (or planned to be practiced) in at least the principal school/s?	Answer must be Yes
Deliver ability	Support	What is the level of support in the school and the community?	Must be High

Links to Schools

Scheme Selection Process for 2008/09 – Briefing Note for English Regions.

Cycling England is likely to make £23M available over the next 3 years. This currently excludes London.

Application Process

Please ask applicants to submit bids using the revised 2008/09 Application Form. Please note in particular some key requirements new for 2008:

In general

- Map at *50k scale* must be included (in addition to any other maps or plans)

Relating to the main school/s

- Map of pupil postcode plots, or if not available, school catchment area map (or if school has no catchment, the map must help to assess usefulness to the school).
- Bikeability training should ideally be adopted, agreed or planned for at least the principal school

Applications must be countersigned by the Regional Director or Area Manager, but they must be endorsed by the Regional Director, who will be expected to visit the scheme with the sponsor, be responsible for managing the scheme to completion to the required standard and signing it off on completion.

Meetings to select suitable Links to Schools schemes will be “Teleconference” style and will be held at prearranged times on a monthly basis. The dates and times will be circulated to those with schemes being considered. Please could managers involved be available by telephone on the day in case of further queries.

Criteria for selection

See summary table below

Grants / Value for Money

The level of grant we can offer is up to 50%. The average over the years so far is about 33%. Better value schemes are more likely to be approved.

Approval / Rejection

A letter of approval will be issued from Sustrans Head Office outlining the amount of the grant, key conditions and timescale. Included will be the MoU and grant claim form.

Sustrans Head Office will issue a letter of rejection to unsuccessful projects.

Memorandum of Understanding

The MoU has been slightly revised to reflect the above changes, but otherwise remains unchanged. We will be keeping to its requirements.

DfT Grant Conditions

- Each project must make satisfactory progress (defined as being work commenced on site) by the end of March following grant approval.
- Those *not* complete by the March following *must* be completed within a reasonable agreed time (usually by the Summer following).
- The grant offer expires if work is *still* not complete by the end of the following March.

Signing off schemes on Completion

Regional Directors must be satisfied that the scheme complies with all the original application details, including technical standards, before signing off claims for payment.

Area Managers will try to visit completed schemes to ensure that quality standards have been adhered to before releasing payment. Otherwise, assessment will be made using photographic evidence. These should illustrate the schemes key features, continuity and general quality standard, and show it complete and open to use by the public. Your photos **MUST** accompany every final claim.

As before, the level of grant will be linked to the final outturn cost of the scheme which must be filled in on the claim form.

Technical Standards

These will be enforced rigorously in the coming years, and schemes with sub-standard details (for example non-flush kerbs) may have payment refused.

The sources for the agreed technical standards will be;

- NCN Guidelines
- Greenway Design Guide
- Links to Schools specific technical checklist (see below)

Signing

All schemes must be signed, including signing to and from the school gates.

Summary of Selection Criteria

	Link to School	Does it work as a bona-fide stand alone link to one or more schools? Will it be safe, popular, useful and bring about real change? Has all the required information been supplied?	Answers must be Yes
Connectivity	Connect2	Does it deliver integral sections of a C2 scheme (not sections which are loosely attached or an add-on)? Does the C2 Steering Committee support this proposal?	Must select at least One (Connect 2 = Strong Plus)
	NCN	Does it include, improve, or link to National Route?	
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	CDT	Bids within Cycling Demonstration Towns will not be supported in the early stages. Later bids might be appropriate to support CDTs that need extra help.	See note
	Bike It	Is there a Bikelt Officer working with the LA and based nearby? Is the school already a Bikelt school, or has it applied for Bikelt status.	A strong Plus
	Bikeability	Does the council adopt the Cycling England Bikeability training programme, or is this practiced (or planned to be practiced) in at least the principal school/s?	A strong Plus
Deliverability	Support	What is the level of support in the school and the community?	Must be High

Links to Schools Technical Checklist

General:

Routes created should be built to the standards and current best practise as set out by Sustrans Limited and from time to time updated by them. Attention should be paid to the Connect2 Greenway Design Guide, National Cycle Network: Guidelines and Practical Details (Issue 2 1997) and the Cycling England Design Checklist, paying particular attention to the following:

On carriage way solutions:

Speed reduction – necessary speed reduction measures to be applied to on-carriage way sections of the route.

For further information visit <http://www.cyclingengland.co.uk/documents/A.02.pdf>

Traffic-Calming – are traffic calming measures pedestrian and cyclist friendly – do they provide a dynamic envelope for the cyclist?

For further information visit <http://www.cyclingengland.co.uk/documents/A.03.pdf>
And <http://www.cyclingengland.co.uk/documents/A.04.pdf>

Exemptions from Traffic-Regulation Orders (TRO)– are cyclists exempt from any TROs along the proposed link? These should include one-way streets, banned turns, road closures and pedestrianised areas

For further information visit <http://www.cyclingengland.co.uk/documents/A.05.pdf> ,
<http://www.cyclingengland.co.uk/documents/A.06.pdf> and
<http://www.cyclingengland.co.uk/documents/A.07.pdf>

Signal controlled junctions – pedestrians and cyclist phases to be included at signalised junctions and to be given priority over all motorised traffic as appropriate. Advanced Stop Lines for cyclists to be incorporated at all signalised junctions.

For further information visit <http://www.cyclingengland.co.uk/documents/A.08.pdf> and
<http://www.cyclingengland.co.uk/documents/A.09.pdf>

Cycle Lanes – cycle lanes should be continuous, made conspicuous across side roads at junctions and not abandon cyclists where roads become narrow, for example at right turning lanes.

For further information visit: <http://www.cyclingengland.co.uk/documents/A.11.pdf>

Off-carriageway solutions:

Width – in general paths should be for shared pedestrian and cyclist use and built 2.5m to 3.0m wide as considered appropriate

Continuity – in order to ensure that traffic-free routes are as convenient as possible cycle tracks should have priority crossing at side roads where daily traffic-flows are less than 2000 vehicles per day. Cycle tracks to have priority crossings across other roads where the speeds are less than 30 mph and traffic flows are no more than 4000 vehicles per day.

For further information visit: <http://www.cyclingengland.co.uk/documents/B.02.pdf> and <http://www.cyclingengland.co.uk/documents/B.03.pdf>

Flush Kerbs – flush kerbs (+/- 6mm) to be provided at all transition points and should be wide enough to allow cyclists to turn on and off the carriageway without the need to pull out onto the path of vehicles going in the same direction.

For further information visit: <http://www.cyclingengland.co.uk/documents/B.06.pdf>

Access and Speed Controls – there should be an assumption against the use of access gates and speed controls for bicycles unless there is a proven need otherwise.

For further information visit: <http://www.cyclingengland.co.uk/documents/B.08.pdf>

Lighting – traffic-free routes that are to be used after dark must be lit and all lighting columns must be set back from the path and not placed within the surfaced width.

For further information visit: <http://www.cyclingengland.co.uk/documents/C.10.pdf>

10. Further Information in Support of Application

Continue on separate sheet, if necessary



please return to your local Sustrans Manager:
or to
Links to Schools
Sustrans
National Cycle Network Centre
2 Cathedral Square
College Green
Bristol
BS1 5DD
E
robin.lapworth@sustrans.org.uk
0117 9268893
www.sustrans.org.uk

Ref / Programme:

Application for Links to Schools Funding

This form can be printed (A3 landscape) or completed electronically. Post supporting documents if they are not available electronically. Please use separate forms if you have more than one project. Send applications or requests for forms to robin.lapworth@sustrans.org.uk.

1. Contact Details:

Local Authority:	LA Contact:
	Jobtitle:
	Email:
	Tel:
	Fax:
	Address:

2. Project Summary:

Name and Location of Project:	Name of Schools:	DfES No.	Bike It	Bikeability					
	[I]								
	[II]								
	[III]								
	[IV]								
Key Town:	[V]								
NCN No.:		CDT:		Connect2:		ATC:		Other:	

3. Costs and Grant Sought:

Please note that grants awarded are generally proportional to project costs.

Estimate of cost of project:*	£
Funds already allocated from:	
[1]	£
[2]	£
[3]	£
[4]	£
Total of Matching Funds:	£
Grant Sought:	£

%	
---	--

*Please ensure that the estimated project costs above are for relevant works (for example, cycling/walking related). Please acknowledge in this application any works included in the above costs that might not happen during the programme timescale, e.g. that are still subject to planning consents, public consultation, external audits etc.

4. Schedule:

Estimated Start date:	Comments:
Estimated Completion date:	Comments:

Please qualify these dates if the scheme is multi-location. In each case, specify the earliest start date and latest finish date that applies.

5. Signatures:

Local Authority Officer

Date:

(The conditions of acceptance of this grant are attached to a separate Memorandum of Understanding, which will be signed by both parties on approval of this application).

Sustrans Local Manager

Date:

6. Description of Works

If the scheme is **multi-location**, please describe all relevant works and continue as necessary in the “**Further Information**” box on final page.

6.1

Routes																															
Location	<table><tr><th colspan="3">Off Road</th></tr><tr><td>New footway</td><td>New shared path</td><td>New cycle path</td></tr><tr><td></td><td></td><td></td></tr><tr><td colspan="3">Total Off Road:</td></tr><tr><td colspan="3">m</td></tr><tr><th colspan="3">On Road</th></tr><tr><td>Traffic Calming</td><td>Cycle Lanes</td><td>Other</td></tr><tr><td></td><td></td><td></td></tr><tr><td colspan="3">Total On Road:</td></tr><tr><td colspan="3">m</td></tr></table>	Off Road			New footway	New shared path	New cycle path				Total Off Road:			m			On Road			Traffic Calming	Cycle Lanes	Other				Total On Road:			m		
Off Road																															
New footway	New shared path	New cycle path																													
Total Off Road:																															
m																															
On Road																															
Traffic Calming	Cycle Lanes	Other																													
Total On Road:																															
m																															
Description of Works																															
Local Name of Link																															

Crossings (please mark type and location on accompanying map)

Type	Number and Locations
(zebra, toucan, raised table, bridge, other)	

7. Schools

Please provide evidence of how the schools affected are supportive of cycling, and of the aims of this scheme:

8. Maps

Please supply a 1:50,000 scale marked overview plan of the proposed links using the following colour key. Please supply other supporting maps or plans as appropriate.

Open & signed National / Regional / Local cycle route	Red
NCN / Reg / Local route to be built in this phase	Green
Existing open school links	Blue
School links to be opened in this phase	Yellow

(please enclose maps – or forward electronically).

9. Additional Information:

Please confirm the following

Technical Standards, Quality, Usefulness and Maintenance			
[1]	The project is multi-focussed; suitable for walkers, cyclists and people with disabilities.	Yes	No
[2]	the project includes: existing lighting / new lighting / no lighting		
[3]	that lamp and sign columns do not / will not obstruct wheelchairs, blind and partially sighted people or cyclists	Yes	No
[4]	If safety / security is an issue please describe how this will be addressed		
[5]	that flush kerbs will be provided for wheelchair users and cyclists at all carriageway crossings	Yes	No
[6]	the route will be signed as NCN or link to NCN, as appropriate	Yes	No
[7]	the route will be signed as part of a Cycling Demonstration Town project, or Connect2. Please say which.	CDT:	Connect2:
[8]	free public access is / will be available at all times	Yes	No
[9]	if public access is limited, please explain why		
[10]	whether project is to be adopted as highway	Yes	No
[11]	if not adopted, who will maintain project?		
Monitoring			
[12]	route usage monitoring will be undertaken	Yes	No
[13]	the applicant's usage monitoring results will be made available	Yes	No
Cross-cutting Themes			
[14]	please give details of other local or national programmes that could have their development helped through funding this scheme (for example Local Health Programmes, Liveable Neighbourhoods, Regeneration Schemes, TravelSmart, GORide).		
Communications / Public Information			
[15]	that you will support media coverage	Yes	No
[16]	that you will acknowledge the funder (Cycling England)	Yes	No
[17]	there will be an opening event	Yes	No
	That the new route will be publicised through:		
[18]	A Local (Free) Map	Yes	No
[19]	Interpretation Signs	Yes	No
[20]	Website	Yes	No
[21]	Other (please describe)		
Memorandum of Understanding			
[22]	That the applicant will be willing to enter into a Memorandum of Understanding for delivery of the Links to Schools Programme	Yes	No

Sustrans and Cycling England - Delivering the Links to Schools programme

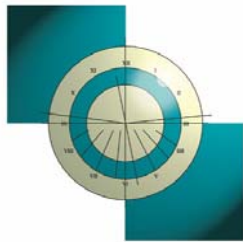
Sustrans, the UK's leading sustainable transport charity, launched its Links to Schools programme in September 2004 with a £10 million grant from the Department for Transport. It has since received funding through Cycling England.

The Links to Schools project is closely related to the Government's wider Travelling to School initiative. Through this programme, the Government is seeking to reduce the proportion of home to school journeys by private car in order to cut congestion and pollution, and allow many more pupils to take regular exercise. Through the initiative, all schools should have a robust school travel plan in place by the end of the decade.

Sustrans and Safe Routes to Schools

The vision of Sustrans' through its Safe Routes to Schools team is to create a safe route to school for every child, and make walking and cycling the natural choice. The team supports schools, parents, governors and local authorities with a helpline, newsletters, information sheets, website, training, presentations, national conferences and events. contact: schools@sustrans.org.uk

Gosport's Transport & Sustainability Partnership



The Gosport Partnership

" Working Together For The Gosport Community "

Our sustainable community strategy

In 2026 we will be proud of Gosport – a fantastic place to live, work and visit

- Create local jobs
- Tackle congestion



Reducing traffic congestion

Transport & Sustainability Partnership to help reduce congestion through changing and influencing travel behaviour

- Promoting alternatives to car use
- Championing the needs of Gosport
- Supporting funding bids for infrastructure and local initiatives
- Working with TfSH to reduce the need to travel
- Action plan and priority areas



Reducing traffic congestion

Action plan



86% OF CAR JOURNEYS TO WORK ARE DRIVER ONLY

Reducing traffic congestion

Action plan

- **Travel website**
 - Distances and times
 - Travel options
 - Timetables and price
 - Car share
- **Encouraging cycling**
 - New cycle maps
 - Hi visibility
 - Training
- **Positive news**
 - We can make a difference
- **Banners and signs on A32**



Reducing traffic congestion Priorities

- **Information & awareness**
 - we want your ideas
- **Access to QA & healthcare**
- **Commuting journeys**
 - supporting the BRT
 - Quay St concerns
- **Promoting the ferry**
- **Engaging young people**



Please let us have your views

Tim Houghton

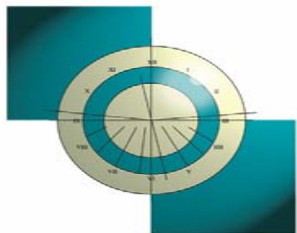
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The Gosport Partnership

" Working Together For The Gosport Community "

Questions and comments

