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Thursday 17 April 2014

To: Councillor Mick Martin, Portfolio Holder

David Bard  
Janet Lockwood  
Hazel Smith

Scrutiny and Overview Committee  
Opposition  
Opposition

Dear Sir / Madam

You are invited to attend the next meeting of **ENVIRONMENTAL SERVICES PORTFOLIO HOLDER'S MEETING**, which will be held in **MONKFIELD ROOM, FIRST FLOOR** at South Cambridgeshire Hall on **TUESDAY, 29 APRIL 2014 at 2.00 p.m.**

Yours faithfully  
**JEAN HUNTER**  
Chief Executive

**Requests for a large print agenda must be received at least 48 hours before the meeting.**

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<b>AGENDA</b>		<b>PAGES</b>
<b>PROCEDURAL ITEMS</b>		
<b>1. Declarations of Interest</b>		
<b>2. Minutes of Previous Meeting</b>	The Portfolio Holder is asked to sign the minutes of the meeting held on 14 January 2014 as a correct record.	<b>1 - 2</b>
<b>DECISION ITEMS</b>		
<b>3. Kerbside Textile Collection Trial</b>		<b>3 - 6</b>
<b>INFORMATION ITEMS</b>		
<b>4. Mobile Warden Scheme Grants 2014/15</b>		<b>7 - 10</b>
<b>STANDING ITEMS</b>		
<b>5. Forward Plan</b>	The Portfolio Holder will maintain, for agreement at each meeting, a Forward Plan identifying all matters relevant to the Portfolio: <ul style="list-style-type: none"><li>• Cross-border waste collection: Service Level Agreement with Cambridge City Council</li><li>• Joint Procurement of a Cambridgeshire Handy Person Scheme in July/August</li></ul>	

**6. Date of Next Meeting**

Members are asked to bring their diaries.

**OUR LONG-TERM VISION**

South Cambridgeshire will continue to be the best place to live, work and study in the country. Our district will demonstrate impressive and sustainable economic growth. Our residents will have a superb quality of life in an exceptionally beautiful, rural and green environment.

The Council will be recognised as consistently innovative and a high performer with a track record of delivering value for money by focusing on the priorities, needs and aspirations of our residents, parishes and businesses.

**OUR VALUES**

We will demonstrate our corporate values in all our actions. These are:

- Trust
- Mutual respect
- A commitment to improving services
- Customer service

## **GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL**

### **Notes to help those people visiting the South Cambridgeshire District Council offices**

While we try to make sure that you stay safe when visiting South Cambridgeshire Hall, you also have a responsibility for your own safety, and that of others.

#### **Security**

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- **Do not** re-enter the building until the officer in charge or the fire brigade confirms that it is safe to do so.

#### **First Aid**

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#### **Access for People with Disabilities**

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If a member of the public interrupts proceedings at a meeting, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room. If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared. The meeting will be suspended until order has been restored.

#### **Smoking**

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# Agenda Item 2

## SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of the Environmental Services Portfolio Holder's Meeting held on  
Tuesday, 14 January 2014 at 2.00 p.m.

Portfolio Holder: Mick Martin

### **Councillors in attendance:**

Scrutiny and Overview Committee monitors: David Bard

Opposition spokesmen: Janet Lockwood and Hazel Smith

### **Officers:**

Patrick Adams

Senior Democratic Services Officer

Myles Bebbington

Licensing Officer

Mike Hill

Health and Environmental Services Director

Paul Quigley

Head of Environment Commissioning

## **26. DECLARATIONS OF INTEREST**

None.

## **27. MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held on 26 November 2013 were agreed as a correct record.

It was noted that a review of the Independent Living Grants, referred to at the last meeting, would be carried out at the Leader's Portfolio Holder Meeting.

## **28. PROPOSED FEES AND CHARGES FOR ENVIRONMENTAL SERVICES 2014/15**

The Environmental Services Portfolio Holder introduced this report on the proposed fees and charges for Health and Environmental Services for the 2014/15 financial year. He explained that the statutory fees could not be amended and whilst discretionary fees could be changed he was minded to keep them in line with those levied by other local authorities in the area.

### **Houses in Multiple Occupation meeting the legal definitions**

The Environmental Services Portfolio Holder explained that a member of Orchard Park Community Council had suggested that a larger fee for multiple occupied houses could alleviate the problem of a lack of car parking spaces. However, he acknowledged that it was probable that the number of houses in multiple occupation was under-reported and an increase in fees would exacerbate this problem, with little or no effect on the car parking issue. After a brief discussion the Portfolio Holder agreed to not amend the figure in the report. It was suggested that concerns regarding the availability of car parking spaces in new communities be reported to Planning Policy.

### **Hackney carriage & private hire vehicle licensing**

The Head of Service, Environmental Health and Licensing explained that the proposed charges reflected the fact that the smaller operators provided the Council with more work per vehicle than the larger firms.

### **Caravan sites and mobile homes**

The Head of Service, Environmental Health and Licensing explained that legal advice was required to establish whether the Council could approve a fee for caravan sites and mobile homes on 1 April 2014. It was agreed that authority should be delegated to the Health and

Environmental Services Director, in consultation with the Environmental Services Portfolio Holder, to agree the proposed fee for caravan sites and mobile homes, if it transpired that the Council did not have the authority to levy such a charge along with the other amounts indicated in Appendix 1 on 1 April 2014.

The Environmental Services Portfolio Holder

**AGREED** the proposed fees and charges set out in Appendix 1 of the report and delegated authority to the Health and Environmental Services Director to agree the proposed fee for caravan sites and mobile homes, should the Council not have the authority to do so on 1 April 2014.

## 29. UPDATE ON SIGNIFICANT PROJECTS IN THE DIRECTORATE

The Director of Health and Environmental Services presented this report, which updated the Portfolio Holder on the current and planned projects across the Health & Environmental Services Directorate.

### **Impact on the service**

The Environmental Services Portfolio Holder commended officers within the section for the extra work being carried out in addition to their normal duties. He assured the meeting that the savings could be realised without a large impact on the service or its staffing levels. He expressed the hope that if there were any redundancies, none would be compulsory.

### **Waste Review**

The Environmental Services Portfolio Holder explained that the Business Improvement and Efficiency Programme Waste Review was a priority due to the amount of potential savings associated with the project.

### **Digitising drainage records and grants**

The project to digitise the records on the awarded drains was welcomed. It was noted that the Resource Officer was the project manager for the Grant Grabber project.

### **Medium Term Financial Strategy**

It was noted that setting the budget was impossible until the Government announced what the limit was for raising Council Tax without triggering a referendum.

The Environmental Services Portfolio Holder **NOTED** the report.

## 30. FORWARD PLAN

The Environmental Services Portfolio Holder requested that a report on the cross border waste working with Cambridge City Council be taken to his next meeting on 18 March 2014.

## 31. DATE OF NEXT MEETING

The Environmental Services Portfolio Holder **NOTED** that the next meetings would be held on:

- 18 March 2014 at 2pm
- 29 April 2014 at 2pm

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**The Meeting ended at 2.45 p.m.**

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# Agenda Item 3

## SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

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**REPORT TO:** Environmental Services Portfolio Holder  
**LEAD OFFICER:** Director Health and Environmental Services

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29 April 2014

### TEXTILE COLLECTION TRIAL

#### Purpose

1. To inform the Portfolio Holder of the Textile Collection Outline Business Case.
2. This is not a key decision but has been brought for consideration as part of the on-going BIEP waste and recycling review.

#### Recommendations

3. It is recommended that Portfolio Holder agrees that the:
  - 1) current textile collection trial ceases as soon as practicable;
  - 2) textile recycling banks continue to be provided along with promotional material and support for existing charity recycling banks;
  - 3) outline business case does not currently support a district wide collection of textiles as part of the blue bin scheme.

#### Reasons for Recommendations

4. Whilst a trial demonstrated the success of the collection methodology further work need to be undertaken to assess the financial viability. This has now been undertaken demonstrating a potential for operational costs to outweigh income.

#### Background

5. Having secured WRAP funding, a trial commenced in January 2013 to collect textiles in blue plastic sacks from 6,500 properties (one tenth of the district) using blue sacks which were collected at the same time as the blue bins.
6. As advised in the report of the 24 September 2013, the trial established the collection methodology but the financial feasibility needed to be assessed if the textile collections were to be rolled out district wide.

#### Considerations

7. Waste analysis indicated that textiles made up 4% of black bin waste giving a potential of 960 tonnes per annum district wide. However the 6.8 tonnes collected in the first 8 months only increased to 8 tonnes for the full year.
8. If we assume a similar take up of the trial scheme if the scheme were to be rolled out district wide, then we would anticipate collecting a total of around 80 tonnes of textiles per year. The revenue we would generate for this, from the textile re-processor, would be £34,000.

9. From resident feedback, we know that unauthorised collections of some of the blue bags containing textiles have been made by person(s) unknown. To attempt to stop this would require an unknown amount of officer time to establish sufficient evidence to bring a successful prosecution and this may have to be repeated if others decide to take bags of textiles placed out for SCDC to collect.
10. During the trial, the textiles were being separated and stored free of charge by Ameycespa, pending collection by the re-processor, Black Country Rag. Ameycespa have recently advised that if textile collections were expanded district wide they would need to recover their costs. They would need to employ at least one person, full time, to sort the bags of textiles from the paper (bags are collected and co-mingled with the paper on blue bin days). There would also be costs associated with storage and overheads. The total cost to SCDC would be £35,000.
11. With the likely income being negated by the predicted cost, alternative collection methods have been considered, see a) and b) below). If the bags of textiles could be kept separate from other materials then they would not need to be sorted and the Ameycespa costs avoided. Unfortunately neither of the two alternative methods are feasible.
  - a. Separate textile collections - The collection of textiles by using a small vehicle and driver would cost circa £50,000 p.a., assuming that one such van could get round the district in a fortnight; to match the frequency of blue bin collections. This would result in an additional cost.
  - b. Storage cage on RCVs - Another solution would have been to fix a storage cage to the chassis of the collection vehicles. The bags could be placed in this cage and transferred to a larger container at the depot. With the advent of the new 'Euro6' vehicle design requirements (reducing exhaust pollutants) additional vehicle equipment is now placed along the chassis by manufacturers and there is no longer any space for the proposed cage.
12. If the collections of textiles via blue bags were to cease, affected residents would be informed via a leaflet left in the handle of the blue bin, where blue sacks are seen, advising them that the service had now stopped and further textiles should not be placed out for collection by SCDC. Temporary arrangements would be put into place to collect this dwindling number of blue bags so that resident's efforts to recycle are not wasted.
13. The Marketing Group of RECAP have been given the approval to promote textile recycling by a campaign to encourage increased use of the existing textile recycling banks throughout the county.
14. Recent editions of trade publications have been reporting a global down turn in prices for re-used textile. It is not known how widespread this is or how long this will last but it does pose an additional risk to any potential income.

### **Options**

15. Option 1 – Roll out co-mingled textile collections district wide with
  - c. a small cost (circa £1,000 p.a.)
  - d. the risk of unbudgeted cost due to illegal collections of material placed for SCDC to collect; and
  - e. a reported period of volatile textile re-use prices.



16. Option 2 – Stop the textile trial, continue to provide textile recycling banks, promotional material and support for the existing charity recycling banks.

### **Implications**

17. In the writing of this report, taking into account financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, the following implications have been considered: -

#### ***Financial***

18. As contained in body of the report.

#### ***Risk Management***

19. As contained in body of the report.

### **Background Papers**

Textile Collection Trial Evaluation Report to Environmental Services Portfolio Holder dated 24 September 2013.

**Report Author:** Stuart Harwood-Clark – Head of Waste Operations  
Telephone: (01954) 713498

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# Agenda Item 4

## SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

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**REPORT TO:** Environmental Services Portfolio Holder

29 April 2014

**LEAD OFFICER:** Director Health and Environmental Services

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### **Mobile Warden Scheme: Grants 2014/15 Report on the Delegated Officer Decision**

#### **Purpose**

1. To inform the Portfolio Holder of the outcome of the officer delegated decision to award the grants for Mobile/Community Warden Schemes for 2014/15
2. This is not a key decision because the decision has been made under officer delegated powers, however the Portfolio Holder requested an update report showing the amount of grants awarded and the reasoning behind the allocations. It was also first published in the December 2013 Forward Plan.

#### **Recommendations**

3. It is recommended that the Portfolio Holder notes the grants awarded for the Mobile/Community Warden schemes as set out in the Table below

#### **Reasons for Recommendations**

4. The total budget available for the Mobile/Community Warden Schemes for 2014/15 is £18,550. The total amount requested from all the schemes totalled £26,200. The allocations to each scheme are made with reference to the following, using the grant application form:
  - The number of people benefitting from each scheme
  - The amount of financial reserves available to each scheme
  - The amount of funding requested by each scheme
  - The amount of funding allocated in previous years by the council to each scheme
  - The amount each scheme charges its clients

#### **Background**

5. Mobile/Community Wardens provide support for older people in the villages of South Cambridgeshire. In South Cambridgeshire there are 8 providers running 12 schemes covering 22 villages. Approximately 240 older people benefit directly across the schemes per year. The schemes support older people in a number of different ways and each scheme runs differently reflecting local need and resources. South Cambridgeshire District Council offers a grant to support these schemes.

#### **Considerations**

6. This year's scheme opened for applications in at the beginning of December 2013 and closed at the end of January 2014. A total of eight applications were received, covering 22 villages.
7. The funding has been allocated as per the table below based on the following rationale:

- Haslingfield is a scheme with surplus reserves, and £250 is all they request each year.
- There are seven schemes supported by Care Network based schemes and one Age UK Cambridgeshire scheme (which covers five separate schemes). Age UK Cambridgeshire has been allocated 54% of the total budget and serve 37% of the number of people benefiting from the schemes. Age UK Cambridgeshire Schemes are more expensive to run as the staff are paid employees of Age UK Cambridgeshire and therefore Age UK Cambridgeshire incur additional employee related expenditure compared to the other schemes which tend to rely on a self employed or volunteer model.
- A small increase has been made to Age UK Cambridgeshire schemes as they have increased the coverage of their small villages scheme to cover Carlton and also launched the Swavesey scheme last year.
- The Harston scheme asked for £3,950 but only serves eight clients. Their funding has been reduced to allow additional funding to be allocated to those schemes which have increased their client numbers. (Care Network will be asked to give additional support to the Harston Scheme to increase the number of clients served).
- The Council would wish to support all the schemes with the limited funding that is available, therefore it is a difficult balancing act to award the grants fairly as the amount requested totals £26,200 compared to the £18,550 available.

<b>Scheme</b>	<b>Grant Awarded 2014-15</b>	<b>Amount requested for 2014-15</b>
Milton Community Care Scheme	<b>£1,250</b>	£2000
Mordens & Litlington MWS	<b>£1,250</b>	£2000
Cottenham MWS	<b>£1,200</b>	£1,500
Harston & District Community Warden Scheme	<b>£800</b>	£3,950
Great Shelford MWS	<b>£1,200</b>	£1,200
Haslingfield Community Warden Scheme	<b>£250</b>	£250
Melbourn MWS	<b>£2,600</b>	£5,000
Histon & Impington (Age UK Cambridgeshire Scheme)	<b>£1,650</b>	£1,700
Teversham (Age UK Cambridgeshire Scheme)	<b>£1,700</b>	£1,700
Linton	<b>£2,400</b>	£2,500
Small Villages (Age UK Cambridgeshire Scheme)	<b>£3,000</b>	£3,100
Swavesey (Age UK Cambridgeshire Scheme)	<b>£1,250</b>	£1,300
<b>Total</b>	<b>£18,550</b>	£26,200

### **Options**

8. None – for information only

### **Implications**

9. In the writing of this report, taking into account financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, the following implications have been considered: -
10. There are no significant implications

### **Consultation responses (including from the Youth Council)**

11. The Portfolio Holder was consulted prior to the grants being awarded.

#### **Effect on Strategic Aims**

##### **Aim 1 – Wellbeing - Ensure that South Cambridgeshire continues to offer an outstanding quality of life for our residents**

12. The Mobile warden scheme enables older people to remain independent in their own homes for longer, and therefore improves the lives of not only the older person but also the community in which they live.

##### **Aim 2 – Partnerships - Work with partners to create opportunities for employment, enterprise, education and world-leading innovation**

13. As part funder to these schemes the Council is contributing to the wider community assets and enabling communities to sustain their schemes without relying on a single funder.

#### **Background Papers**

Where [the Local Authorities \(Executive Arrangements\) \(Meetings and Access to Information\) \(England\) Regulations 2012](#) require documents to be open to inspection by members of the public, they must be available for inspection: -

- (a) at all reasonable hours at the offices of South Cambridgeshire District Council;
- (b) on the Council's website; and
- (c) in the case of documents to be available for inspection pursuant to regulation 15, on payment of a reasonable fee required by the Council by the person seeking to inspect the documents at the offices of South Cambridgeshire District Council.

None

**Report Author:** Iain Green – Environmental Health Officer (Public Health Specialist)  
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