

Friday, 24 September 2021

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ENVIRONMENT OVERVIEW AND SCRUTINY COMMITTEE

You are summoned to a meeting of the Environment Overview and Scrutiny Committee which will be held in the Council Chamber, Woodgreen, Witney OX28 1NB on **Thursday, 30 September 2021 at 2.00 pm.**



Giles Hughes
Chief Executive

To: Members of the Environment Overview and Scrutiny Committee

Councillors: Councillor Alaa Al-Yousuf (Chairman), Councillor Andrew Coles (Vice-Chair), Councillor Mike Cahill, Councillor Owen Collins, Councillor Rupert Dent, Councillor Harry Eaglestone, Councillor Ted Fenton, Councillor Andy Goodwin, Councillor Liz Leffman, Councillor Martin McBride, Councillor Alex Postan, Councillor Carl Rylett, Councillor Harry St John and Councillor Ben Woodruff

Recording of Proceedings – The law allows the public proceedings of Council, Cabinet, and Committee Meetings to be recorded, which includes filming as well as audio-recording. Photography is also permitted. By participating in this meeting, you are consenting to be filmed.

As a matter of courtesy, if you intend to record any part of the proceedings please let the Democratic Services officers know prior to the start of the meeting.

AGENDA

1. **Minutes of Previous meeting (Pages 5 - 8)**
To consider the minutes of the meeting held on 15 July 2021.
2. **Apologies for Absence and Temporary Appointments**
3. **Declarations of Interest**
To receive any declarations of interest from Councillors relating to items to be considered at the meeting, in accordance with the provisions of the Council's Local Code of Conduct, and any from Officers.
4. **Participation of the Public**
Purpose:
To receive any submissions from members of the public, in accordance with the Council's Rules of Procedure.
5. **Consideration of the introduction of Waste & Recycling Container Delivery Charging (Pages 9 - 18)**
Purpose:
To give the Committee the opportunity to comment on the Cabinet Report.
Recommendation:
That the Committee decides whether to express a view to the Cabinet meeting on 13 October 2021.
6. **Introduction of Charges at the Public Conveniences at New Street Car Park, Chipping Norton (Pages 19 - 22)**
Purpose:
To give the Committee the opportunity to comment on the Cabinet Report.
Recommendation:
That the Committee decides whether to express a view to the Cabinet meeting on 13 October 2021.
7. **Committee Work Programme 2021/22 (Pages 23 - 28)**
Purpose:
To provide the Committee with an updated Work Programme for 2021/2022.
Recommendation:
That the Committee notes the work programme, provides comment where needed and makes amendments where required.
8. **Cabinet Work Programme (Pages 29 - 36)**
Purpose:
To give the Committee the opportunity to comment on the Cabinet Work Programme - September to December 2021.
Recommendation:
That the Committee decides whether to express a view to the Cabinet on relevant issues in its Work Programme.

9. **Members' Questions**

Purpose:

To receive questions from Members relating to the work of the Environment Overview and Scrutiny Committee. In order to ensure that appropriate information is to hand at the meeting, Members may wish to give notice of any questions through the Committee Officer.

Recommendation:

That Members' questions be dealt with as appropriate.

(END)

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WEST OXFORDSHIRE DISTRICT COUNCIL

Minutes of the meeting of the
Environment Overview and Scrutiny Committee
Held in the Council Chambers at 2.00 pm on **Thursday, 15 July 2021**

PRESENT

Councillors: Councillor Andrew Coles (Vice-Chair), Councillor Joy Aitman, Councillor Julian Cooper, Councillor Harry Eaglestone, Councillor Ted Fenton, Councillor Andy Goodwin, Councillor Mark Johnson, Councillor Martin McBride, Councillor Alex Postan, Councillor Carl Rylett, Councillor Harry St John, Councillor Dean Temple and Councillor Ben Woodruff

Officers: Amy Bridgewater-Carnall (Senior Strategic Support Officer)

10 Minutes of Previous meeting

The minutes of the meeting held on 10 June 2021 were approved and signed by the Chairman as a correct record, subject to the following amendments:

Councillor Postan advised that under Minute Number 5 he had actually stated that there were three sources of flooding – run off, surge and risen water table. Furthermore, he felt that clearance upstream would increase the flow and mitigating this clearance downstream was essential to mitigate flooding.

Councillor Cooper requested that the following wording be added to the end of Minute Number 6 – Call-In of Cabinet Decision; Allocation of Parking Funds:

“Councillor Cooper made representations stating that the Environment Scrutiny Committee had agreed to something different than the April Cabinet.”

11 Apologies for Absence and Temporary Appointments

Councillor Temple substituted for Councillor Al-Yousuf, Councillor Cooper substituted for Councillor Leffman, Councillor Aitman substituted for Councillor Collins, and Councillor Johnson substituted for Councillor Dent.

Apologies for absence were received from the Group Manager – Commercial Development who was unable to attend due to the need to self-isolate. The meeting were advised that any queries would be forwarded to him for a response.

12 Declarations of Interest

There were no declarations of interest.

13 Participation of the Public

There was no participation of the public.

14 Council Priorities and Service Performance Report 2020-21 - Quarter Four

Members received a report from the Chief Executive which provided details of service performance during Quarter 4.

Councillor Coles introduced the report and stated that the report was a reflection on how well the Council and its officers had managed in extraordinary circumstances. He formally thanked all staff for their hard work.

15/July2021

Councillor St John highlighted the point he had raised at the Finance & Management Overview and Scrutiny Committee, stating that he felt the AONB and Oxfordshire 2050 Plan should be referenced in the 'What's on the Horizon' section of the report.

Councillor Postan advised that at a recent Growth Board Scrutiny Panel meeting there had been a strong recommendation that the 2050 Plan should contain a paragraph on Carbon Neutral Objectives.

Councillor McBride queried if the data relating to telephone calls response and abandonment could be broken down to show the variation of times throughout the day. He felt that this could be managed with adequate staffing levels at peak times. Councillor Coles reminded the meeting that this could be as result of lockdown resulting in an increase in the volume of calls with less staff available due to redeployment. He also reminded Members that there was a dedicated telephone number and email address for Councillor queries.

Having read the report and debated the performance, the Committee

Resolved that the report be noted.

15 Committee Work Programme 2020/2021

The Committee received a report which updated them on their Work Programme for 2021/22, attached at Annex I to the report.

Councillor Coles introduced the report and requested that an additional item relating to the Local Nature Partnership be added to the September programme prior to the project's 'go live' date.

Following the update at paragraph 2.4 of the report relating to the Review of OCC Section 19 report relating to the Christmas Floods 2020, the Chairman requested that officers contact Mr Cotton at OCC and remind him of the five commitments he agreed to at the previous meeting. The Cabinet Member, Councillor MacRae reported that he had written to colleagues at the County Council and requested updates accordingly.

Councillor Coles updated Members that an on-site meeting had been arranged with Councillor Sudbury, himself, Councillor Enright and other key individuals for 5 August 2021.

With regard to the Environment Agency, the Senior Strategic Support Officer advised that invitations had been extended but no response received as yet. Councillor Coles reported that he had met representatives from the Environment Agency on site at Emma's Dyke a fortnight ago, and had found the meeting constructive and informative. Officers agreed to follow up on the invitation for the September meeting.

15/July2021

Councillor St John expressed his disappointment that little seemed to have happened since the flooding event in December 2020 and felt that someone needed to accept responsibility for the lack of warning to residents.

The Committee noted that a report on the public toilets at Chipping Norton was due at Cabinet in October and agreed that this be added to the programme for September.

It was therefore,

Resolved that the Committee Work Programme be agreed with the following additions:

- a) The Local Nature Partnership be added to September 2021; and
- b) Charging at New Street Toilets, Chipping Norton be added to September 2021.

16 Cabinet Work Programme

The Committee considered the Cabinet Work Programme attached at Annex I to the report.

Councillor Postan queried whether the Environment Overview and Scrutiny Committee would be submitting a formal response to the Oxfordshire Plan 2050 and was advised that this would be added to the September meeting.

Resolved that the report be noted.

17 Members' Questions

Councillor Postan had submitted the following question, prior to the meeting:

"In view of the Swaffham Bulbeck experiment, could I ask the committee to set up a T&FG to identify a location in West Oxfordshire that would be suitable for a community heat source scheme"

The Chairman, Councillor Al-Yousuf had responded and advised that Councillor Postan speak to the Cabinet Member, Councillor Harvey and the Climate Change Manger, Ness Scott in the first instance. Councillor Postan advised that he had done this and was awaiting a response.

Following questions from Councillors Fenton and Woodruff regarding Electric Vehicle Charging Points, officers advised that the locations were detailed on the Council's website and would be circulated to members. It was noted that there was no cost fixed as yet.

Environment Overview and Scrutiny Committee

15/July2021

Councillor Goodwin raised a number of concerns relating to Thames Water and sewerage following a meeting with the Sustainability Director, other officers and residents. He queried the reporting process and asked how much WODC had tried to put pressure on Thames Water previously. Councillor Coles gave a brief update on the work undertaken by the Council, including inviting Thames Water to attend meetings and the involvement of the local MP. He assured Councillor Goodwin that the Council had tried to use all options available to them to resolve problems, however, the best route was for Members to raise any issues with the Cabinet Member and officers as soon as possible. It was agreed that more support was needed from Central Government with regard to drainage standards.

The meeting closed at 2.46 pm

CHAIRMAN

| | |
|--|--|
|  <p>WEST OXFORDSHIRE DISTRICT COUNCIL</p> | <p>WEST OXFORDSHIRE DISTRICT COUNCIL</p> |
| <p>Name and date</p> | <p>Environment Overview & Scrutiny Committee 30 September 2021</p> |
| <p>Report Number</p> | <p>Agenda Item No. 5</p> |
| <p>Subject</p> | <p>Cabinet report - Consideration of the introduction of Waste & Recycling Container Delivery Charging</p> |
| <p>Wards affected</p> | <p>All</p> |
| <p>Accountable member</p> | <p>Councillor Norman MacRae, Cabinet Member for Environment; Email: norman.macrae@westoxon.gov.uk</p> |
| <p>Accountable officer</p> | <p>Scott Williams, Business Manager – Contracts Email: scott.williams@publicagroup.uk</p> |
| <p>Summary/Purpose</p> | <p>To consider the Cabinet report which:</p> <ul style="list-style-type: none"> • outlines the results of a review which has been completed on the numbers and costs of delivering waste and recycling containers to households in the district, and • proposes options (2.4-2.11) to introduce a charge for container deliveries. |
| <p>Annexes</p> | <p>Annex A - Container Delivery Charging, Pricing Options Annex B - Container Delivery Charges in other Authorities</p> |
| <p>Recommendations</p> | <p>That the Committee decides whether to express a view to the Cabinet meeting on 13 October 2021.</p> |
| <p>Corporate priorities</p> | <p>If approved by Cabinet, the proposal contained within this report supports the Council priority: Climate Action - Leading the way in protecting and enhancing the environment by taking action locally on climate change and biodiversity.</p> |
| <p>Key Decision</p> | <p>No</p> |
| <p>Exempt</p> | <p>No</p> |
| <p>Consultees/ Consultation</p> | <p>The following people have all been consulted on this report and the detail contained within: Councillor Norman MacRae and Senior Council, Publica and Ubico officers.</p> |

1. BACKGROUND

- 1.1. West Oxfordshire District Council (WODC) uses a twin stream method of recycling collection from households in the district, whereby residents present their recycling materials in different containers, with the items being collected by Ubico Ltd.
- 1.2. It's important that recycling materials are segregated from residual waste (refuse) in accordance with the waste hierarchy, in order to maximise the amount of material which can be recycled.
- 1.3. To facilitate the separation of recyclables and for households to be able to access the recycling collection services, the Council provides free of charge - 1 x recycling box (for the presentation of glass bottles & jars), a blue lidded 240 litre bin (for presentation of paper, cardboard, cartons, mixed plastic bottles, pots, tubs & trays and cans & tins, and foil), and 2 x food waste containers (1 x internal 7 litre caddy & 1 x external 23 litre food waste bin) per property. The Council also provides 1 x 240 litre wheeled bin for refuse and 1 x 240 litre wheeled bin for households wishing to subscribe to the garden waste collection service.
- 1.4. In addition, residents can request additional containers if their household is regularly producing more recycling than their containers will hold, and deliveries of all containers are made by Ubico Ltd.
- 1.5. Whilst many requests for additional recycling containers will be genuine, officers are aware that some requests are not and particularly recycling boxes and kitchen caddies have been witnessed being used for other purposes - such as removal boxes, garden tool boxes and outdoor toy boxes, and there is evidence that a substantial number of recycling boxes are used at allotments.
- 1.6. In addition, there is evidence to suggest that certain households make repeated requests periodically for the same containers at considerable cost annually (£413,360 in 2020/21) to the Authority and ultimately the council tax payer, as well as having a negative impact on the environment due to an increase in CO2 emissions, as a result of the delivery of the new containers.
- 1.7. The Council achieves a good level of recycling and composting performance at 61% (2020/21) which it wants to maintain and improve upon, so is keen to provide the necessary containers for residents to take part. However, it is clear from the sustained numbers of requests, that there is a significant ongoing cost to the Council (in the revenue requirement to purchase the containers and for the deliveries completed by Ubico), as detailed in this report.
- 1.8. This is an issue facing a significant number of Councils and as long ago as 2011, many were already charging for the provision (or delivery) of receptacles. Examples of the range of Councils charging for this service and their charging levels are set out at [Annex B](#), which includes Cotswold District Council which introduced container delivery charging earlier this year.

2. MAIN POINTS

Demand

- 2.1. The ongoing demand for containers and the financial impact of this demand has led officers to review how the Council manages and finances the container service, so that Councillors can make informed decisions to manage demand and promote awareness of the costs of the service.

- 2.2. In 2020/21, the Council received requests for and delivered/issued over 24,891 containers. Residents are usually able to collect smaller containers from the Town Centre Shop in Witney and a small proportion of customers do take up that option, but this was closed for a large proportion of 2020/21 due to the Coronavirus pandemic lockdowns, so none were issued. A breakdown of the numbers of each type of container delivered, is outlined in the table below.

| 2020/21 | Green bins | Black bins | Recycling bins | External food caddy | Internal food caddy | Recycling Boxes | Total |
|-----------|------------|------------|----------------|---------------------|---------------------|-----------------|--------|
| Delivered | 2650 | 1846 | 7143 | 5112 | 2982 | 5158 | 24,891 |

Options

- 2.3. Based on evidence of what other authorities charge for containers ([Annex B](#)), the Council could introduce a charge for container purchases and deliveries, or solely for deliveries. However, with the waste and recycling service redesign coming up in 2024, there may be issues if the Council were to make changes to the service which meant that certain receptacles were no longer relevant for waste and recycling presentation, as residents who had 'purchased a container' would feel out of pocket. Therefore, for the purposes of this proposal, it is recommended that focus only be given to 'container delivery' charging where the Council still owns the containers.
- 2.4. The Council could introduce delivery charging for all refuse, recycling, food and garden waste replacement and additional containers. Alternatively, any combination of container deliveries for those waste streams could be charged for i.e. refuse, recycling and food waste containers.
- 2.5. As the Council already levies a charge for the garden waste service, it would be prudent not to charge for delivery of a bin to a new property which doesn't have one and purchases a licence. Although, a charge may be deemed appropriate for any households wanting an additional or replacement garden waste bin.
- 2.6. It would be recommended that new developments receive a free delivery of refuse, recycling and food waste container provision or those subscribing to the garden waste service and not having a bin, so that those residents could access the services however, any additional container requests would be subject to the delivery charges.
- 2.7. Where a household was to request multiple containers such as 1 x 240l refuse bin, 1 recycling box, and 1 of each of the kitchen caddies in a single order, then it would be prudent for the customer to only be charged for the highest single delivery charge item i.e. the 240l refuse bin – particularly as the delivery vehicle would be making a single trip.
- 2.8. When a container was stolen or was damaged by the Ubico crew, while making a collection, then it would be recommended that those customers would not be charged for the replacement to be delivered.
- 2.9. Container collections from the Town Centre Shop could be continued as an alternative option for residents to delivery charges, but having seen a significant increase in customers taking this option in Cotswold District Council when container delivery charges were introduced there, this would likely mean a net increase in demand at the Town Centre Shop and negative CO2 emissions through additional vehicular movements.
- 2.10. Alternatively, this option could be removed completely, which would free up some customer services resource and storage space at the Town Centre Shop. However, in which case, it

would not be anticipated that any savings made in this area would offer a cashable benefit to the authority as the function makes up only a part of the larger front of house role. On balance, it is recommended that containers should not be collected from the Town Centre Shop if the Cabinet is minded to introduce a charging scheme, as this only benefits residents who are able to travel to Witney and comes at an environmental disadvantage.

- 2.1.1. Having reviewed the charges being levied in other local authorities, there is a wide range within which the Council could choose to set delivery charges. For the purposes of this review and balancing the risks around not deterring residents from taking part in the recycling collection services, with offsetting some of the container purchase and delivery costs, pricing options with varying levels of income based on demand are presented at [Annex A](#).

Benefits

- 2.1.2. If approved, the introduction of container delivery charges would have the following benefits:
- Increase in income to offset some of the costs of container purchases and deliveries;
 - Likely reduction/removal of spurious requests for additional recycling containers and associated container revenue savings in lower demand;
 - Reduction in fuel usage by Ubico delivery teams and associated savings in delivery costs and a new reduction in CO₂ produced by Ubico, but also by residents if the option to collect smaller items from the Town Centre Shop is removed.

3. FINANCIAL IMPLICATIONS

- 3.1. In order to provide the containers and retain sufficient stock levels, the Council spent £214,804 on purchases in 2020/21. In addition, Ubico's costs of providing container deliveries were £198,556 in 2020/21. This means that the Council spent an estimated total of £413,360 on container purchasing and deliveries in 2020/21 and those costs don't take into account any administration or support costs undertaken by Publica.
- 3.2. Taking the 2020/21 usage numbers and assuming there would be a reduction in recycling and food waste container delivery demand, as a result of the implementation of delivery charges, through the predominant removal of spurious requests across the board (estimated at -10%), the delivery demand would be estimated to be;

| 2020/21 | Green bins | Black bins | Recycling bins | External food caddy | Internal food caddy | Recycling Boxes | Total |
|-----------|------------|------------|----------------|---------------------|---------------------|-----------------|--------|
| Delivered | N/A | N/A | N/A | 4140 | 2415 | 4178 | 24,401 |

- 3.3. Using the mid-point of charging rates as set out in [Annex A](#) multiplied by the numbers above, the estimated additional income would be;

| 2021/22 | Green bins | Black bins | Recycling bins | External food caddy | Internal food caddy | Recycling boxes | Total |
|-----------|------------|------------|----------------|---------------------|---------------------|-----------------|---------|
| Delivered | N/A* | N/A* | N/A* | £31,050 | £18,112 | £31,335 | £80,497 |

*assumes that the majority of requests for refuse, recycling and garden bins are from new customers and so delivery charge would not apply

- 3.4. If realised, the additional income derived from container delivery charging would contribute 40% to offsetting the costs of the Ubico container delivery service.
- 3.5. For comparison purposes, if the lower or higher charging rates presented in [Annex A](#) were used, then the estimated income would be £53,664 and £107,329 respectively.
- 3.6. With lower demand on containers, deliveries would be made in a shorter time period, thus improving the customer experience. However, as this resource would still be required, there are no identifiable cashable savings, which could be taken.

4. LEGAL IMPLICATIONS

- 4.1. The Council is required to collect household waste but it can dictate how the waste must be presented for collection. It can also introduce a charge for container deliveries as other Local Authorities have done and shown at [Annex B](#).
- 4.2. The current Environmental Services Policy does not have the facility to charge for the delivery of containers, however if approved by Cabinet, container delivery charges would be included and the policy updated.

5. RISK ASSESSMENT

- 5.1. The main risk associated with the introduction of container delivery charges as set out in this report would be to deter residents from participating in the recycling collection services to such an extent that it would negatively affect recycling performance and the income generated from recycling credits.
- 5.2. The majority of households already have provision of the necessary recycling containers and judging by the Council's performance, participation is high. So, whilst this is a risk to performance, in local authorities where similar schemes have been introduced there has not been a negative impact on recycling rates, so the risk is low and officers will monitor this risk and report any negative impact.
- 5.3. There is also a risk of increased work for the customer service team to process the payments however this would be largely if not completely offset by the reduction in calls as a result of the lower demand for additional containers with the predominant cessation of spurious requests. In addition, through effective use of the website, the ordering and payment process would be largely automated.
- 5.4. The introduction of the Environmental Services System with In-Cab technology will also allow for container deliveries to be managed more effectively.

6. EQUALITIES IMPACT

- 6.1. As part of the Environmental Services Policy, special dispensation can be given in certain circumstances to residents with disability/infirmity and already receiving an assisted collection. It is proposed that this clause be carried into any revision of the Environmental Services Policy to ensure that certain residents are not discriminated against with the implementation of container delivery charges as set out in this report.

7. CLIMATE CHANGE IMPLICATIONS

- 7.1. The introduction of container delivery charges is likely to reduce the mileage required to be completed by the Ubico container delivery crews through a reduction in demand, which would have a direct benefit in reducing the CO₂ produced for this element of the service.

7.2. In addition, it is likely that the Council would see container demand decrease, as a result of the predominant abolition of spurious requests, meaning that there would be a carbon saving in fewer containers having to be purchased by the authority and therefore produced by the associated manufacturers.

8. ALTERNATIVE OPTIONS

8.1. The Council could continue with the current practice of delivering the containers at no charge. However, there is a high demand and significant ongoing costs associated with this service, and it is highly likely that a proportion of requests are not genuine, so this option is not recommended.

9. BACKGROUND PAPERS

9.1. None.

| Annex A | | Container Delivery Charging - Pricing Options | | | | | | |
|--------------|--------------------------|---|-----------------|------|------|------------------|----------|----------|
| Option 1 | Container | Delivery Charge | No. of Requests | | | Estimated Income | | |
| Food Waste | 7L/23L Kitchen Caddy | £5 | 500 | 1000 | 2000 | £2,500 | £5,000 | £10,000 |
| | | | | | | | | |
| Recycling | 44L Recycling Box & Lid | £5 | 500 | 1000 | 2000 | £2,500 | £5,000 | £10,000 |
| | Blue Recycling Bin | £10 | 500 | 1000 | 2000 | £5,000 | £10,000 | £20,000 |
| | | | | | | | | |
| Garden Waste | 240L Garden Waste Bin | £10 | 500 | 1000 | 2000 | £5,000 | £10,000 | £20,000 |
| | | | | | | | | |
| Refuse | 240L Refuse Bin | £10 | 500 | 1000 | 2000 | £5,000 | £10,000 | £20,000 |
| | 360/660/1100L Refuse Bin | £20 | 500 | 1000 | 2000 | £10,000 | £20,000 | £40,000 |
| | | | | | | | | |
| | Total | | | | | £30,000 | £60,000 | £120,000 |
| | | | | | | | | |
| Option 2 | Container | Delivery Charge | No. of Requests | | | Estimated Income | | |
| Food Waste | 7L/23L Kitchen Caddy | £7.50 | 500 | 1000 | 2000 | £3,750 | £7,500 | £15,000 |
| | | | | | | | | |
| Recycling | 44L Recycling Box & Lid | £7.50 | 500 | 1000 | 2000 | £3,750 | £7,500 | £15,000 |
| | Blue Recycling Bin | £15.00 | 500 | 1000 | 2000 | £7,500 | £15,000 | £30,000 |
| | | | | | | | | |
| Garden Waste | 240L Garden Waste Bin | £15 | 500 | 1000 | 2000 | £7,500 | £15,000 | £30,000 |
| | | | | | | | | |
| Refuse | 240L Refuse Bin | £15 | 500 | 1000 | 2000 | £7,500 | £15,000 | £30,000 |
| | 360/660/1100L Refuse Bin | £30 | 500 | 1000 | 2000 | £15,000 | £30,000 | £60,000 |
| | | | | | | | | |
| | Total | | | | | £45,000 | £90,000 | £180,000 |
| | | | | | | | | |
| Option 3 | Container | Delivery Charge | No. of Requests | | | Estimated Income | | |
| Food Waste | 7L/23L Kitchen Caddy | £10 | 500 | 1000 | 2000 | £5,000 | £10,000 | £20,000 |
| | | | | | | | | |
| Recycling | 44L Recycling Box & Lid | £10 | 500 | 1000 | 2000 | £5,000 | £10,000 | £20,000 |
| | Blue Recycling Bin | £20 | 500 | 1000 | 2000 | £10,000 | £20,000 | £40,000 |
| | | | | | | | | |
| Garden Waste | 240L Garden Waste Bin | £20 | 500 | 1000 | 2000 | £10,000 | £20,000 | £40,000 |
| | | | | | | | | |
| Refuse | 240L Refuse Bin | £20 | 500 | 1000 | 2000 | £10,000 | £20,000 | £40,000 |
| | 360/660/1100L Refuse Bin | £40 | 500 | 1000 | 2000 | £20,000 | £40,000 | £80,000 |
| | | | | | | | | |
| | Total | | | | | £60,000 | £120,000 | £240,000 |

Container Delivery Charges in other Authorities

Container Charge (including administration & delivery)

| Authority | Container | Container Charge (including administration & delivery) | Recycling & Composting % |
|-------------------------------|---|--|--------------------------|
| Wigan Council | Replacement Black Bin | £36 | 45% |
| | Replacement Blue Bin | £36 | |
| | Replacement Brown Bin | £36 | |
| | Replacement Green Bin | £36 | |
| | Kitchen Caddy | free of charge | |
| | New Property Black bin | £66 | |
| | New Property Recycling bins (without a Black Bin) | £66 | |
| West Lindsey District Council | Black (refuse) wheeled bins | £33 | 36% |
| | Blue (recycling) wheeled bins | £33 | |
| Cheshire East Council | 240 litre bins | £30 | 54% |
| | 140 litre bins | £25 | |
| | 360 litre bins | £40 | |

Administration & Delivery Charge (only)

| Authority | Container | Administration & Delivery Charge (only) | Recycling & Composting % |
|--------------------------|---|---|--------------------------|
| Swindon Borough Council | 44 litre recycling box with lid | £7.00 | 40% |
| | 44 litre recycling box without lid | £5.00 | |
| | Lid only | £2.00 | |
| Stroud District Council | Green recycling wheelie bin | £10.00 | 59% |
| | Grey rubbish wheelie bin (replacement only) | £10.00 | |
| | Recycling box | £10.00 | |
| | Recycling bag | £10.00 | |
| Warwick District Council | All containers | £5 | 56% |

| Authority | Container | Administration & Delivery Charge (only) | Recycling & Composting % |
|-----------------------------------|------------------------------|---|--------------------------|
| Southampton City Council | 140 litre general waste bin | £30 | 28% (Recycling only) |
| | 240 litre general waste bin | £40 | |
| | 360 litre general waste bin | £50 | |
| Derbyshire Dales District Council | 140 litre grey bin | £21.25 | 57% |
| | 240 litre grey bin | £26.50 | |
| | 240 litre green bin | £15.90 | |
| | 240 litre blue recycling bin | free of charge | |
| | Kerbside or Kitchen Caddy | free of charge | |
| Cotswold District Council | Green recycling wheelie bin | £10 | 58% |
| | Grey rubbish wheelie bin | £10 | |
| | Recycling box | £5 | |
| | Recycling bag | £5 | |
| | Kitchen caddy/food waste bin | £5 | |

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|  <p>WEST OXFORDSHIRE DISTRICT COUNCIL</p> | <p>WEST OXFORDSHIRE DISTRICT COUNCIL</p> |
| <p>Name and date of Committee</p> | <p>Environment Overview & Scrutiny Committee 30 September 2021</p> |
| <p>Report Number</p> | <p>Agenda Item No. 6</p> |
| <p>Subject</p> | <p>Cabinet report - Introduction of Charges at the Public Conveniences at New Street Car Park, Chipping Norton</p> |
| <p>Ward affected</p> | <p>Chipping Norton</p> |
| <p>Accountable member</p> | <p>Councillor Norman MacRae Cabinet Member for Environment Email: norman.macrae@westoxon.gov.uk</p> |
| <p>Accountable officer</p> | <p>Mrs Maria Wheatley- Parking Services Manager Email: maria.wheatley@publicagroup.uk</p> |
| <p>Summary/Purpose</p> | <p>To consider the Cabinet report which: Considers the introduction of charges at the Public Conveniences at the New Street Car Park, Chipping Norton.</p> |
| <p>Annexes</p> | <p>None</p> |
| <p>Recommendation</p> | <p>That the Committee decides whether to express a view to the Cabinet meeting on 13 October 2021.</p> |
| <p>Corporate priorities</p> | <p>Modern Council Services and Sustainable Finance: Delivering excellent modern services whilst ensuring the financial sustainability of the Council</p> |
| <p>Key Decision</p> | <p>No</p> |
| <p>Exempt</p> | <p>No</p> |
| <p>Consultees/ Consultation</p> | <p>Cabinet Member and Senior Officers</p> |

1. BACKGROUND

- 1.1. The Council introduced charges in public conveniences 2004/05. All 12 sites were considered and only one site was excluded at that time. It is not clear why this site was excluded.
- 1.2. The majority of the other 11 sites are accessed from the street straight into the individual cubicle, and are therefore described as direct access. The site at New Street has entrance doors into shared spaces. The male entrance goes into a shared space with handwash basins etc with separate cubicle doors. The female entrance goes into a similar shared space with handwash etc with separate doors to the cubicles.
- 1.3. In 2004/5 when the charge of 10p was introduced it was considered that users would hold the doors open for the next person and there would be little income.
- 1.4. In 2014 the charge was increased to 20p but the site at New Street was not considered at that time.

2. MAIN POINTS

- 2.1. The provision of public conveniences is not a statutory function.
- 2.2. The council charges at all other sites including the alternative site in the Town Hall Chipping Norton.
- 2.3. The New Street public conveniences were used 17,169 times during 2019/20 and 19,563 times during 2020/21. It is inequitable for the council to charge for all other sites except this one.

3. FINANCIAL IMPLICATIONS

- 3.1. A quote has been sought to install two charging units at a cost of £3,800 including purchase and installation. There will be an additional cost of £416 per annum to collect and bank the cash. The total costs £4,216 can be met from the existing revenue budget. The annual revenue is estimated to be in the region of £3,200, (assuming a slight drop in usage due to the introduction of the charge).
- 3.2. The table below shows the year-end figures for the last 3 years district wide.

| | 2018/19 | 2019/20 | 2020/21 |
|-------------------|-----------------|-----------------|-----------------|
| Total expenditure | £203,413 | £207,782 | £184,973 |
| Total income | -£22,545 | -£20,419 | -£12,017 |
| Net cost | £180,868 | £187,363 | £172,956 |

4. LEGAL IMPLICATIONS

- 4.1. There are no legal implications.

5. RISK ASSESSMENT

- 5.1. There is a risk that, if the doors are held open for the next person, the income may drop from the estimated annual income.

6. EQUALITIES IMPACT

- 6.1. This action will not impact any groups, as there is a separate unit for those with a disability which can be accessed free of charge with a RADAR key.

7. ALTERNATIVE OPTIONS

7.1. Cabinet can decide to keep these facilities free of charge.

8. BACKGROUND PAPERS

8.1. None

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Agenda Item 7

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|  <p>WEST OXFORDSHIRE DISTRICT COUNCIL</p> | <p>WEST OXFORDSHIRE DISTRICT COUNCIL</p> |
| <p>Name and date of Committee</p> | <p>Environment Overview and Scrutiny Committee 30 September 2021</p> |
| <p>Report Number</p> | <p>Agenda Item No. 7</p> |
| <p>Subject</p> | <p>Committee Work Programme 2021/2022</p> |
| <p>Wards affected</p> | <p>All</p> |
| <p>Accountable member</p> | <p>Cllr Alaa Al-Yousuf, Chairman Environment Overview and Scrutiny Committee Email: alaa.alyousuf@westoxon.gov.uk</p> |
| <p>Accountable officer</p> | <p>Amy Bridgewater-Carnall, Senior Strategic Support Officer Tel: 01993 861522 Email: democratic.services@westoxon.gov.uk</p> |
| <p>Summary/Purpose</p> | <p>To provide the Committee with an update on its Work Programme 2021/22.</p> |
| <p>Annexes</p> | <p>Annex 1 - Work Programme for 2021/22</p> |
| <p>Recommendation</p> | <p>That the Committee notes the work programme, provides comment where needed.</p> |
| <p>Corporate priorities</p> | <p>To enable the Committee to review its Work Programme and support the Council's priorities to protect the environment whilst supporting the local economy, to meet the current and future needs of residents and to provide efficient and value for money services, whilst delivering quality front line services.</p> |
| <p>Key Decision</p> | <p>No</p> |
| <p>Exempt</p> | <p>No</p> |
| <p>Consultees/ Consultation</p> | <p>None</p> |

I. BACKGROUND

- 1.1. At the May meeting the Committee gave consideration to the development of its Work Programme for the year having regard to the changes to the approach to scrutiny work adopted by Council on 22 October 2008.

2. MAIN POINTS

- 2.1. Members are asked to consider the work programme, along with the Cabinet work programme, and decide if there are any items that they wish to scrutinise in particular.
- 2.2. Once considered, the Committee can decide whether to submit formal comments or recommendations to the Cabinet as they see fit.
- 2.3. In addition to the items contained in the Work Programme there will still be the opportunity to bring forward one-off reports and papers on particular issues of interest to the Committee but it will also be necessary to maintain a general overview of the ways in which external agencies are responding to community concerns. The inclusion of a standing agenda item for Members' questions also provides the opportunity to raise relevant issues.
- 2.4. Local Lead Flood Authority – update

At the last meeting, the Chairman requested that Officers contact Mr Cotton at OCC and remind him of the five commitments he agreed to at the previous meeting. Despite several attempts by Democratic Services to contact Mr Cotton, the most recent returned saying he was on leave until Monday 27 September 2021. Post publishing of the 30 September Agenda, if any further update is forthcoming, the Committee will be informed at the meeting.

A site visit was due to occur with Councillor Sudbury on 5 August 2021.

Environment Agency Representative

The Senior Strategic Support Officer advised that invitations had been extended and a response received from the Area Director – Thames. She agreed that it may be possible for a representative to attend a future meeting be requested clarity on what was required. In response, we included the minutes from previous meetings which covered the context and advised that the Committee would like clarification on the EA's role, particularly in the context of the flooding at Christmas. We were given the details for one of the Flood Risk Team Leaders and have extended an invitation. As yet, we are awaiting a response but will advise of any further progress at the meeting.

3. FINANCIAL IMPLICATIONS

- 3.1. There are no financial implications arising directly from this report.

4. LEGAL IMPLICATIONS

- 4.1. None

5. RISK ASSESSMENT

- 5.1. Not applicable.

6. CLIMATE CHANGE IMPLICATIONS

- 6.1. Whilst there may be climate change implications arising from specific items within the Work Programme, there are none arising directly from this report.

7. ALTERNATIVES/OPTIONS

- 7.1. In accordance with the Constitution of the Council, Committee has the power to investigate any matters it considers relevant to its work area, and to make recommendations to the Council, the Executive or any other Committee or Sub-Committee of the Council as it sees fit.

8. BACKGROUND PAPERS

- 8.1. None.

September 2021

| | Title | Format | Lead Officer / Cabinet Member | Next report / Anticipated Completion Date | Comments |
|---|--|----------------|--|---|--|
| 1 | Review of OCC Section 19 relating to the Christmas Floods 2020 | Written report | Bill Oddy / Councillor MacRae | Move to September 2021 | The Cabinet member, Councillor MacRae reported that he had written to colleagues at the County Council and requested updates accordingly. Democratic Staff made several attempts to contact Mr Cotton, with no response. |
| 2 | Riparian Ownership and flood risk WODC owned land | Verbal update | Bill Oddy / Councillor MacRae | Move to September 2021 | Site visit occurred 5th August 2021. |
| 3 | Approval of Charges for the Delivery of Waste & Recycling Containers | Cabinet Report | Bill Oddy / Councillor MacRae / Scott Williams | Report due to Cabinet 13 Oct 2021 | Committee decides whether to express a view to the Cabinet Committee due on 13 October 2021. |
| 4 | Approval of Charges for New Street Toilets | Cabinet Report | Councillor MacRae / Maria Wheatley | Report due to Cabinet 13 Oct 2021 | Committee decides whether to express a view to the Cabinet Committee due on 13 October 2021. |

| Regular Reports | Frequency | Next Meeting Date |
|---|---------------|--------------------------------------|
| Update on Carbon Action Plan – Ness Scott and Councillor Harvey (Cabinet Work Programme number 3) | Every meeting | May 2021 – to induct any new Members |
| Flood Prevention, Drainage & Sewerage Infrastructure Issues - Councillor MacRae / Laurence King | As required | |
| Air Quality | Annual report | TBC |

Suggestions for future workstreams:

| | | | | | |
|----|------------------------------|---------------|------------------|----------------------|---|
| I. | The Local Nature Partnership | Verbal Update | Councillor Coles | Update due September | Councillor Coles introduced the report and requested that an additional item relating to the Local Nature Partnership be added to the September programme prior to the project's 'go live' date. Update from Clare Mowbray - Giles Hughes of WODC is on the Steering Group of the LNP so may be able to give the Committee an update. |
|----|------------------------------|---------------|------------------|----------------------|---|

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WEST OXFORDSHIRE
DISTRICT COUNCIL

CABINET (EXECUTIVE) WORK PROGRAMME

INCORPORATING NOTICE OF DECISIONS PROPOSED TO BE TAKEN IN PRIVATE SESSION AND NOTICE OF INTENTION TO MAKE A KEY DECISION

SEPTEMBER – DECEMBER 2021

Published 14 September 2021

By virtue of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, local authorities are required to publish a notice setting out the key executive decisions that will be taken at least 28 days before such decisions are to be taken. The Regulations also require notice to be given of any matter where it is proposed that the public will be excluded during consideration of the matter.

This Forward Plan incorporates both of these requirements. In the interests of transparency, it also aims to include details of those items to be debated by the Cabinet that relate to either policy/budget formulation, matters which will be subject to a recommendation to the Council, and other matters due to be considered by the Cabinet. This programme covers a period of four months, and will be updated on a monthly basis. The timings of items may be subject to change.

It should be noted that although a date not less than 28 clear days after the date of this notice is given in each case, it is possible that matters may be rescheduled to a date which is different from that given provided, in the cases of key decisions and matters to be considered in private, that the 28 day notice has been given. In this regard, please note that agendas and reports for meetings of the Cabinet are made available on the Council's website at www.westoxon.gov.uk/meetings five working days in advance of the meeting in question. Please also note that the agendas for meetings of the Cabinet will also incorporate a necessary further notice which is required to be given in relation to matters likely to be considered with the public excluded.

There are circumstances where a key decision can be taken, or a matter may be considered in private, even though the 28 clear days notice has not been given. If that happens, notice of the matter and the reasons will be published on the council's website, and available from the Council Offices, Woodgreen, Witney, Oxon, OX28 1NB.

Key Decisions

The Regulations define a key decision as an executive decision which is likely –

- (a) to result in the relevant local authority incurring expenditure which is, or the making of savings which are, significant having regard to the relevant local authority's budget for the service or function to which the decision relates; or
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the area of the authority".

The Council has decided that a cost or saving of an amount greater than £50,000 is necessary to constitute expenditure or savings which are significant for the purposes of this definition.

Please note that if a matter is approved by the Council following a recommendation from the Cabinet, that decision will not be a key decision.

Matters To Be Considered in Private

The great majority of matters considered by the Council's Cabinet are considered in 'open session' when the public have the right to attend.

However, some matters are considered with the public excluded. The public may only be excluded if a resolution is passed to exclude them. The grounds for exclusion are limited to situations where confidential or exempt information may be disclosed to the public if present and, in most cases involving exempt information, where in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information. The definitions of these are set out in the Council's Constitution.

Documents and Queries

Copies of, or extracts from, documents listed in the programme and any which subsequently become available are (subject to any prohibition or restriction on their disclosure), obtainable from the following, and this contact information may also be used for any queries.

Democratic Services
West Oxfordshire District Council
Council Offices
Woodgreen
Witney
Oxon
OX28 1NB

Email: democratic.services@westoxon.gov.uk

Tel: 01993 861111

West Oxfordshire District Council: Executive Members 2020/21

| Name of Councillor | Title and Areas of Responsibility |
|---------------------------------|---|
| Michele Mead (Leader) | Leader of the Council: Policy Framework; Corporate Plan; Executive functions; Representation on Regional and National Bodies; Oxfordshire Partnership Board; Oxfordshire Growth Board; Oxfordshire Local Enterprise Partnership; Oxfordshire Leaders; Publica & Ubico; Democratic Services; and Communications |
| David Harvey (Deputy Leader) | Climate Change: Alternative energy; Biodiversity across the District; Carbon Neutral by 2030; Fossil fuel dependence reduction; and Local, National and County wide liaison on climate |
| Suzi Coul | Finance: Economic Development; Inward investment; Finance & Management; Council Tax and Benefits; Efficiency Agenda; Performance management of the Council; Business Development; Visitor economy; Asset management. |
| Merilyn Davies | Communities and Housing: Housing Allocations; Homelessness; Provision of Affordable Homes; Sheltered Housing accommodation; Safeguarding; Community Safety Partnership; Crime and Disorder; Neighbourhood Policing; Scrutiny of Police and Crime Commissioner; Voluntary sector engagement; Assets of Community Value; Community and Public Health; and Healthy Communities. |
| Jane Doughty | Customer Delivery: Parish and Town Liaison; Equality and Diversity; Customer Services; ICT and services; Health and Safety; Councillor Development; Broadband; Sports and Leisure Facilities; Public art; Community; Facilities Grants; and Community Revenue Grants. |
| Jeff Haine | Strategic Planning: Regional Spatial Strategy; Local Plan; Government planning policies and guidance; Conservation and Design; Design and Historic Environment; Landscape/Biodiversity; Strategic Housing; Development Management; and Ensuring planning policies meet 2030 requirement |
| Norman MacRae MBE | Environment: Car Parking; Waste Collection and Recycling; Street Scene (Cleansing, Litter and Grounds Maintenance); Energy Advice; Flood Alleviation; Environmental and Regulatory; Environmental Partnership |

For further information about the above and all members of the Council please see www.westoxon.gov.uk/councillors

| Item for Decision | Key Decision (Yes / No) | Likely to be Considered in Private (Yes / No) | Decision – Maker | Date of Decision | Cabinet Member | Lead Officer | Consultation | Background Documents |
|---|--------------------------------|--|-------------------------|-------------------------|-----------------------|--------------------------------|---------------------|-----------------------------|
| 1. Update on the Community Infrastructure Levy and decision to hold in abeyance in light of the government's planning reforms | Yes | No | Cabinet | 15 Sept 2021 | Councillor Haine | Chris Hargraves | | |
| 2. Consideration of 2021/22 Quarter One Performance Monitoring Report | No | No | Cabinet | 15 Sept 2021 | Councillor Mead | Mary-Ann Forrest | | |
| 3. To agree the Council's response to the MHCLG consultation "Creating a vision for the Oxford to Cambridge Arc" | No | No | Cabinet | 15 Sept 2021 | Councillor Haine | Chris Hargraves / Giles Hughes | | |
| 4. Consideration of 2021/22 Quarter One Financial Outturn | No | No | Cabinet | 15 Sept 2021 | Councillor Coul | Elizabeth Griffiths | | |
| 5. Approval of Section 13A Council Tax Discretionary Policy | No | No | Cabinet | 15 Sept 2021 | Councillor Coul | Mandy Fathers | | |

| Item for Decision | Key Decision (Yes / No) | Likely to be Considered in Private (Yes / No) | Decision – Maker | Date of Decision | Cabinet Member | Lead Officer | Consultation | Background Documents |
|---|-------------------------|---|------------------------|------------------------|-------------------|--------------------|--|----------------------|
| 6. Investment property in Poole - surrender and grant of new lease | Yes | Yes - under paragraph 3 of Schedule 12A | Cabinet | 13 Oct 2021 | Councillor Coul | Jasmine McWilliams | originally shown for July - negotiations ongoing and proposal awaited from existing tenant | |
| 7. Adoption of Affordable Housing Supplementary Planning Document | No | No | Cabinet | 13 Oct 2021 | Councillor Haine | Chris Hargraves | consultation draft and consultation responses Originally shown for September '21 | |
| 8. Approval of revised draft Developer Contributions Supplementary Planning Document for consultation | Yes | No | Cabinet | 13 Oct 2021 | Councillor Haine | Chris Hargraves | consultation draft and consultation responses Originally shown for September '21 | |
| 9. Approval for the introduction of charges at the public conveniences at New Street, Chipping Norton | No | No | Cabinet Council | 13 Oct 2021 TBC | Councillor MacRae | Maria Wheatley | To be considered by Environment O&S | |

| Item for Decision | Key Decision (Yes / No) | Likely to be Considered in Private (Yes / No) | Decision – Maker | Date of Decision | Cabinet Member | Lead Officer | Consultation | Background Documents |
|--|--------------------------------|--|-------------------------|-------------------------|------------------------------------|---------------------|-------------------------------------|------------------------------|
| 10. Approval of charges for the delivery of waste and recycling containers | No | No | Cabinet Council | 13 Oct 2021 TBC | Councillor MacRae | Scott Williams | To be considered by Environment O&S | |
| 11. Approval of the award of Enforcement Agent contract for external Bailiff services | No | No | Cabinet | 13 Oct 2021 | Councillor Coul | Mandy Fathers | | |
| 12. Allocation of funding to support option appraisal for site development - Hensington Road, Woodstock | No | No | Cabinet Council | 13 Oct 2021 TBC | Councillor Haine / Councillor Coul | Claire Locke | | |
| 13. Approval of upgrade to West Oxfordshire's public space CCTV provision and monitoring arrangements | Yes | No | Cabinet | 13 Oct 2021 | All relevant Cabinet Members | Andy Barge | | Previous performance reports |
| 14. Consideration of the traffic restrictions in Witney High Street implemented because of the covid-19 pandemic | No | No | Cabinet | 13 Oct 2021 | Councillor Mead | Will Barton | | |

| Item for Decision | Key Decision (Yes / No) | Likely to be Considered in Private (Yes / No) | Decision – Maker | Date of Decision | Cabinet Member | Lead Officer | Consultation | Background Documents |
|--|--------------------------------|--|-------------------------|-------------------------|-----------------------|------------------------------|---|-----------------------------|
| 15. Consideration of options for the future use of the Witney Town Centre Shop | Yes | No | Cabinet | 13 Oct 2021 | Councillor Mead | Jon Dearing / Lisa Cresswell | | |
| 16. Consideration of options for the future provision of legal services to the Council | Yes | No | Cabinet | 13 Oct 2021 | Councillor Mead | Giles Hughes | | |
| 17. Recommendation to accept updated Homeseeker Plus Policy following consultation | Yes | No | Cabinet | 10 Nov 2021 | Councillor Davies | Caroline Clissold | Existing policy and consultation document | |
| 18. Approval of policy for the use of the Internet and Social Media for investigations and enforcement | No | No | Cabinet | 10 Nov 2021 | Councillor Coul | Emma Cathcart | To be considered by Audit & GP Committee | |
| 19. Allocation of funding for installation of Electric Vehicle Charging Points | Yes | No | Cabinet Council | 10 Nov 2021 | Councillor Harvey | Claire Locke | | |

| Item for Decision | Key Decision (Yes / No) | Likely to be Considered in Private (Yes / No) | Decision – Maker | Date of Decision | Cabinet Member | Lead Officer | Consultation | Background Documents |
|--|--------------------------------|--|-------------------------|-------------------------|-----------------------|-------------------------------|---------------------|-----------------------------|
| 20.21/22 Community Facility Grant Awards – Round 2 | Yes | No | Cabinet | 10 Nov 2021 | Cllr Jane Doughty | Stuart Wilson Rachel Biles | None | None |
| 21. | | | | | | | | |