

AGENDA

Page No

1. MINUTES

To confirm the decisions of the meeting held on 10 April 2018 (CA.58 - CA.63), previously circulated.

2. APOLOGIES FOR ABSENCE

Resources Management

3. ASYLUM SEEKERS DISPERSAL

1 - 6

The Home Office has written to the Chief Executives of all North Yorkshire Local Authorities seeking agreement to participate in the national Asylum Dispersal Scheme as part of a national push to widen dispersal. This request is not to be confused with the Government's programme for resettlement of Syrian Refugees, who are not classed as 'asylum seekers' and for whom completely separate arrangements have been made. This report seeks consideration of this request.

In accepting the recommendation, Cabinet will support and participate in the North Yorkshire Asylum Seekers Dispersal scheme, subject to the conditions as set out in Annex A of the report.

Relevant Ward(s): All Wards

4. MAKING A DIFFERENCE GRANTS

7 - 16

This report seeks consideration of the recommendations of the 'Making a Difference' grants scheme panels as detailed within Annex A of the report.

In accepting the recommendation, Cabinet will approve the grants proposed in Annex A of the report.

Relevant Ward(s): All Wards

Policy and Strategy

5. WASTE AND RECYCLING COLLECTION POLICY

17 - 36

This report seeks approval of the revised Waste and Recycling Collection Policy attached at Annex A of the report. The original policy attached at Annex B of the report was approved in December 2016 and updated in August 2017 following the introduction of the new recycling service and the planned introduction of Garden Waste charging. The policy now requires further updates to clarify the service the Authority now provides and to reduce confusion to the public.

In accepting the recommendation, Cabinet will approve and recommend to Council that the revised Waste and Recycling Collection Policy attached at Annex A of the report be adopted.

Relevant Ward(s): All Wards

Policy Implementation

6. PUBLIC OPEN SPACE, SPORT AND RECREATION ACTION PLANS

37 - 40

This report seeks consideration of a refreshed Public Open Space, Sport and Recreation Action Plan for Stillington Area Parish.

In accepting the recommendation, the refreshed Public Open Space, Sport and Recreation Action Plan for Stillington Area Parish attached at Annex B of the report will be approved.

Relevant Ward(s): Huby Ward

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HAMBLETON DISTRICT COUNCIL

Report To: Cabinet
5 June 2018

Subject: **ASYLUM SEEKER DISPERSAL**

All Wards
Portfolio Holder for Planning: Councillor D A Webster

1.0 PURPOSE AND BACKGROUND:

- 1.1 The Home Office has written to the Chief Executives of all North Yorkshire Local Authorities seeking agreement to participate in the national Asylum Dispersal Scheme as part of a national push to widen dispersal. This request is not to be confused with the Government's programme for resettlement of Syrian Refugees, who are not classed as 'asylum seekers' and for whom completely separate arrangements have been made.
- 1.2 An asylum seeker is a person who has left their country and formally applied for asylum in another country but whose application has not yet been concluded. Home Office statistics indicate that there were 33,000 asylum seekers who were awaiting a decision on their status by the Home Office by the end of 2016. During this application assessment period, asylum seekers cannot work, they have no access to public sector housing and social security support. Those asylum seekers who are deemed to be 'destitute' are provided with both accommodation and a small weekly living allowance by the Home Office.
- 1.3 Ten local authorities in the Yorkshire and Humber region (including all in West and South Yorkshire plus Hull City Council) currently act as 'asylum dispersal areas' and ninety across the UK. The Yorkshire and Humber scheme was contracted out to G4S in 2012 and runs until 2019. Under these contracting arrangements the role of the participating authority within the actual dispersal process is limited.
- 1.4 On arrival asylum seekers are placed in short-term hostel accommodation, staying on average around three weeks and the Home Office vet and check their credentials during this period. Those who are deemed to be destitute are then provided with 'dispersal' accommodation and or/subsistence support. G4S is contracted by the Home Office to identify suitable accommodation within the agreed dispersal area. Accommodation is most likely to be leased from private sector landlords and is often in the form of a House in Multiple Occupation.
- 1.5 The asylum seeker remains in the accommodation whilst their application is considered (usually about six months). During this period they receive a weekly allowance to support their needs. If successful, the asylum seeker will be granted refugee status and then have the same rights as UK citizens. The provision of accommodation by G4S is ended and they are referred to the Local Housing authority under the homelessness legislation for accommodation.
- 1.6 If unsuccessful, the asylum seekers generally enter an appeal process which may last a further eighteen months, during which time they remain under the control of G4S and continue to receive financial and other relevant support. If the appeal process is unsuccessful the asylum seeker will be asked to leave the UK. They are evicted from the dispersal accommodation and have no recourse to public funds or housing from that date.

2.0 HOME OFFICE REQUEST TO PARTICIPATE:

- 2.1 A request has been made to every local authority within North Yorkshire to agree to participate as a 'dispersal area'. In practical terms this means giving consent for G4S to explore potential opportunities to acquire or lease suitable accommodation to be used as dispersal accommodation. Whilst this is currently a request, it should be noted that the Secretary of State has the power to 'instruct co-operation and support' from local authorities.
- 2.2 Although there is the potential threat of future imposition, regardless of the wishes of North Yorkshire Councils, the Home Office has indicated a willingness to enter into negotiations which would be based on the proposal set out in Annex A to this report.
- 2.3 All the North Yorkshire local authorities, upper and lower tier, have participated in discussions which have culminated in a proposal which each local authority is now being asked to consider. Progress on these negotiations was considered by the York, North Yorkshire and East Riding Housing Board on 23 April 2018. The Board agreed 'in principle' to the proposal as negotiated subject to agreement from each district or borough.
- 2.4 Details of this proposal are set out at Annex A, the key elements include:
- the total number of asylum seekers accepted will not exceed 50 across North Yorkshire within an initial 2 year period;
 - of the 50 individuals accepted in this period, no more than 20 will be placed in any single district/borough;
 - G4S (and any future contractors) will only use properties that have been individually and specifically agreed in advance as suitable in writing by the relevant District Council and County Council - there can be no exceptions to this commitment.
- 2.5 The proposal will not be binding to any local authority which has explicitly opted out of participation in the dispersal scheme. Where this is the case any subsequent local agreement or otherwise will be a matter for the relevant District Council and North Yorkshire County Council with the Housing Partnership taking no further part.

3.0 LINK TO COUNCIL PRIORITIES:

- 3.1 The proposal does not relate to a Council priority but is a response to a global humanitarian crisis.

4.0 RISK ASSESSMENT:

- 4.1 The key risk in approving the recommendation is set out below:

| Risk | Implication | Prob* | Imp* | Total | Preventative action |
|---|-----------------------------------|--------------|-------------|--------------|--|
| The Council agrees to participate and all 20 individuals are dispersed to Hambleton | Cost implications and staff time. | 3 | 4 | 12 | The draft proposal places a 20 person cap on the numbers placed in any one district - request that the cap is lowered. |

4.2 The risk in not approving the recommendation is set out below:

| Risk | Implication | Prob* | Imp* | Total | Preventative action |
|---|---|--------------|-------------|--------------|----------------------------|
| The Council does not agree to participate and the Secretary of State may impose dispersal | The Council may lose some of the mitigation and control that has been negotiated e.g. on the 20 individual cap. | 4 | 4 | 16 | Agree to participate |

5.0 FINANCIAL IMPLICATIONS:

- 5.1 No funding is provided from the Government to Councils to cover any costs associated with asylum seekers.
- 5.2 There are no direct financial implications for the Council that arise at this stage from the proposed scheme. There will however, be indirect cost implications for the Council including staff time alongside potential costs associated with provision of temporary accommodation and homelessness. These costs are not covered by the Government and are difficult to estimate but could be in the region of £4,000 for each asylum seeker who goes through the homelessness process.
- 5.3 If the Council is minded to approve this scheme, the homelessness budget will be closely monitored during 2018/19 and any required cost changes will be reported at the earliest opportunity as part of the quarterly revenue monitoring process.

6.0 LEGAL IMPLICATIONS:

- 6.1 There are no legal implications associated with this report.

7.0 EQUALITY/DIVERSITY ISSUES:

- 7.1 A key element of the local response will be to work in partnership to tackle equality and diversity issues.

8.0 RECOMMENDATION:

- 8.1 It is recommended that Cabinet supports and participates in the North Yorkshire Asylum Seekers Dispersal scheme subject to the conditions set out in Annex A of this report.

HELEN KEMP
DIRECTOR OF ECONOMY AND PLANNING

Background papers: None
Author ref: SWT
Contact: Sue Walters Thompson
Housing and Planning Policy Manager
01609 767176

050618 Asylum Seekers Dispersal

Asylum Dispersal Scheme Proposal for North Yorkshire

General conditions

The York, North Yorkshire and East Riding Housing Board will agree to participate in the Asylum Dispersal Scheme subject to the following conditions:

- Asylum seekers in North Yorkshire will not commence until the arrangements for the maximum numbers, support, liaison and management have been agreed in writing with the Partnership.
- No changes will be made to the arrangements for the maximum numbers support, liaison and management without prior agreement in writing from the Housing Partnership.
- G4S (and any future contractors) will only use properties that have been individually and specifically agreed in advance as suitable in writing by both the relevant District Council and North Yorkshire County Council - there can be no exceptions to this commitment.
- Prior to agreement being given by the local authorities:
- G4S (and any future contractor) will give the full postal address of the proposed properties and details of how the said properties will be used (e.g. families/single people, maximum number etc).
- The relevant District Council and North Yorkshire County Council will consider issues such as availability of school places, impact on the local schools, community tensions, access via a safe and reasonable walk to essential service (e.g. food shops, GP, schools) and public transport that will enable people to reasonably get to Leeds for asylum interviews.
- G4S (and any future contractors) will comply with the 'bedroom standard' – a separate bedroom shall be allocated to the following persons:
 - a) A person living together as a husband and wife or civil partners (whether that person is of the same sex or the opposite sex).
 - b) A person aged 18 years or more.
 - c) Two persons of the same age aged 10 years to 17 years.
 - d) Two persons (whether of the same sex or not) aged less than 10 years.
 - e) Two persons of the same sex where one person is between 10 years and 17 years and the other is aged less than 10 years.
 - f) Any person aged under 17 years in any case where he or she cannot be paired with another occupier of the dwelling so as to fall within c), d) or e) above.
- Families and single people are not placed in the same block of flats.

Conditions- scale and management

The following conditions will apply:

- The total number of asylum seekers accepted under this proposal will not exceed 50 throughout North Yorkshire within an initial 2 year period.
- Of the 50 individuals accepted within this period, no more than 20 asylum seekers will be placed in any single district/borough.
- After the 2 year period has elapsed under this agreement, it will be reviewed by the Housing Partnership but no further commitments can be made in this respect.
- Taking into account conditions specified in paragraph 1.4, each individual District/ Borough Council and the County Council will specify the type of placements which will be acceptable given local conditions- singles or families or both - and this will be strictly adhered to by G4S (or a future contractor).

- Prior to any placements G4S (or a future contractor) will confirm in writing to the relevant District/Borough Council and the County Council clear and robust management /support arrangements including as a minimum:
 - a) 1 locally based support worker (within 40 miles of the placement town/settlement) per 50 asylum seekers.
 - b) Contact details for the support worker/s and co-ordinating manager.
 - c) Specified response times - not exceeding 12 working hours.
 - d) Provision of out of hours/emergency service.
 - e) As a minimum, 1 liaison meeting per week between the co-ordinating manager and the nominated District/Borough Council and County Council representative/s.

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HAMBLETON DISTRICT COUNCIL

Report To: Cabinet
5 June 2018

Subject: MAKING A DIFFERENCE GRANTS

All Wards
Portfolio Holder for Leisure: Mrs B S Fortune

1.0 PURPOSE AND BACKGROUND:

- 1.1 In February 2018 Cabinet agreed to allocate £125,000 from the One-Off Fund for the 2018/19 'Making a Difference' grants scheme.
- 1.2 Applications to the fund were to be considered by elected members from each of the five sub-areas and prioritised against a £25,000 budget allocation (£125,000 across all five areas).
- 1.3 The grant scheme was launched on 7 February 2018 with a closing date of 29 March 2018. Overall 46 applications were received requesting a total of £215,976.65.
- 1.4 Five decision making panels made up of elected members from each of the sub-areas convened in April/May to consider the applications and to assess their merit against the grant criteria (Annex B). Each decision has been documented and a final set of recommendations is presented at Annex A.

2.0 LINK TO COUNCIL PRIORITIES

- 2.1 The Making a Difference grant criteria stipulate that all projects must contribute to at least one of the Council priorities.

3.0 RISK ASSESSMENT:

- 3.1 There are no risks associated with this report.

4.0 FINANCIAL IMPLICATIONS AND EFFICIENCIES:

- 4.1 Grant allocations total £124,558.93 of the £125,000 budget for the Making a Difference programme.
- 4.2 All the grants awarded will be to legitimate, constituted bodies with their own bank accounts and they will be required to submit proof of expenditure before payments are released.
- 4.3 All grant holders are informed that the grant cannot be increased under any circumstances and terms and conditions (Annex C) are signed to this effect.
- 4.4 Any funds that are allocated to the grant applicant and are not spent should be returned to the Council by the grant recipient. This is included within the terms and conditions (Annex C).

5.0 LEGAL IMPLICATIONS:

5.1 Each grant holder must adhere to a set of terms and conditions. This ensures the grant is spent correctly, that any legal requirements are met, that the grant is properly publicised and Hambleton District Council is acknowledged accordingly, and that the grant is closely monitored.

6.0 EQUALITY/DIVERSITY ISSUES:

6.1 The Making a Difference grants are open to all eligible organisations that are not-for-profit, formally constituted, possess a bank account and whose proposed projects will benefit the community in Hambleton.

6.2 The awarded grants take into account equality and diversity to ensure that the schemes and their benefits are open to all members of the community.

7.0 RECOMMENDATIONS:

7.1 It is recommended that the grants proposed in Annex A are approved.

PAUL STAINES
DIRECTOR OF LEISURE AND ENVIRONMENT

Background papers: Making a Difference Grant application process and criteria 2018

Author ref: SL

Contact: Steven Lister
Head of Service for Leisure and Environment
Direct Line No: 01069 767033

MAKING A DIFFERENCE GRANT – PANEL RECOMMENDATIONS FOR APPROVAL

Bedale

| Project Name | Organisation | Amount requested | Amount recommended |
|---|--|------------------|--------------------|
| Swing Park Improvements - resurfacing, equipment and signage | Tanfield Parish Council | £2,176.00 | £1,500.00 |
| Bedale Athletic Sports Association clubhouse improvements | Bedale Athletic & Sports Association | £11,067.00 | £3,000.00 |
| Purchase of digital projector, screen and display boards | Blue Sky Thinking | £1,020.00 | £1,000.00 |
| Energy efficiency and warmth for all: insulation and heating system | Kirkby Fleetham Village Hall Charity | £15,000.00 | £7,500.00 |
| Bedale Litter Busters purchase of tongs and bulbs | Bedale & Villages Community Forum | £1,000.00 | £1,000.00 |
| Town Sign | Bedale & Villages Community Forum | £1,000.00 | £1,000.00 |
| Snape Institute interior improvements: curtains and redecoration | Snape Institute Management Committee | £5,000.00 | £4,000.00 |
| Snape Playing Field regeneration project: aerial runway | Snape with Thorp Parish Council | £2,936.00 | £2,000.00 |
| Purchase and installation of a defibrillator at Bedale Hall | Bedale Town Council | £1,500.00 | £1,000.00 |
| Start-up office equipment: computer, printer and office furniture | Leeming Bar Community Hub | £1,088.00 | £1,000.00 |
| 3 parish noticeboards | Tanfield Parish Council | £1,100.00 | £1,000.00 |
| 2 seats in Londonderry; planters and bulbs | Exelby, Leeming & Londonderry Parish Council | £1,210.95 | £1,000.00 |
| Total | | | £25,000.00 |

Easingwold

| Project Name | Organisation | Amount requested | Amount recommended |
|--|---|-------------------------|---------------------------|
| Village hall refurbishment: installation of a kitchen | Coxwold Playing Fields Association | £24,985.00 | £4,300.00 |
| Winter warmer hall refurbishment: heating system, insulation, interior decoration and lighting | Tholthorpe Village Hall | £3,203.00 | £3,200.00 |
| Installation of disabled toilets and lowering of pulpit and lectern at All Saints Church | Newton on Ouse Parochial Church Council | £2,000.00 | £2,000.00 |
| Outdoor Centre redevelopment: construction of a timber building | 1st Easingwold Scout Group | £10,000.00 | £5,000.00 |
| Printing of circular walks and cycling leaflets for distribution across Easingwold | Easingwold Tourist Information | £1,135.20 | £1,000.00 |
| Drainage improvements at the Multi-use Games Area | Husthwaite Parish Council | £1,000.00 | £1,000.00 |
| Acoustic improvements: purchase of acoustic panels and blackout curtains | Shipton Space Café & Cinema | £6,594.00 | £4,250.00 |
| Purchase and installation of swings at Alne play area. | Alne Parish Leisure Association | £7,920.00 | £4,250.00 |
| Total | | | £25,000.00 |

Northallerton

| Project Name | Organisation | Amount requested | Amount recommended |
|---|--------------------------------------|-------------------------|---------------------------|
| Renovation of the Church Kitchen - new worktops, cupboard space and boiler | Brompton Methodist Church | £5,000.00 | £4,000.00 |
| Purchase and Installation of a new team building 'Basket Game' at Applegarth Park | Northallerton Town Council | £4,042.50 | £2,000.00 |
| Wireless broadband connection & a new heating system at the Village Hall | Kirby Sigston Village Hall Committee | £1,170.00 | £1,170.00 |

| Project Name | Organisation | Amount requested | Amount recommended |
|---|--|-------------------------|---------------------------|
| Romanby Remembers' Re-dedication service and Picnic in the Park | Romanby Parish Council | £1,500.00 | £1,500.00 |
| Village Hall Refurbishment Phase 2: New heating, toilets, windows and plastering | Rountons Village Hall | £17,500.00 | £5,745.00 |
| Herriot Bereavement Service - delivery of 360 one-to-one 'bereavement support' sessions | Herriot Hospice Homecare | £9,000.00 | £2,000.00 |
| Purchase of a 'Kit Bag for Life' (Defibrillator, bag and bespoke storage unit) | Northallerton Community First Responders | £1,085.00 | £1,085.00 |
| Purchase and Installation of 15 Public Access Defibrillators across Northallerton | Restarting Hearts in Northallerton | £10,000.00 | £7,500.00 |
| Total | | | £25,000.00 |

Stokesley

| Project Name | Organisation | Amount requested | Amount recommended |
|---|---|-------------------------|---------------------------|
| Purchase and installation of play equipment at the Watson Scout Centre | North Yorkshire Scout Council | £4,911.00 | £4,500.00 |
| Purchase and installation of a replacement heating system | Great Ayton Village Hall | £4,250.00 | £4,000.00 |
| Purchase of a catering dishwasher | Parochial Church Council of Great Ayton | £1,665.00 | £1,665.00 |
| Design, printing and promotion of Parish Plan 10 year update | Potto Parish Plan Steering Group | £1,000.00 | £1,000.00 |
| Installation of a changing place facility | Yatton House Society | £6,775.00 | £5,165.00 |
| Renovation of Waterfall Park: new path, picnic tables and bulb planting | Moor Sustainable CIC | £4,298.00 | £4,298.00 |

| | | | |
|---|--|-----------|-------------------|
| Purchase and installation of a replacement heating system | St Joseph's Church Hall, Stokesley | £2,372.07 | £2,372.00 |
| Purchase and installation of an off-road bike track at the Community Play Space | Battersby Junction Community Association | £2,000.00 | £2,000.00 |
| Total | | | £25,000.00 |

Thirsk

| Project Name | Organisation | Amount requested | Amount recommended |
|---|---|-------------------------|---------------------------|
| The purchase and installation of a defibrillator and training for Club Members | Thirsk Tennis Club | £1,420.00 | £1,420.00 |
| The Digital Clock' - IT Training Programme for those supported by the Clock | The Clock (Yorkshire) Ltd | £6,225.00 | £6,225.00 |
| The purchase and installation of a defibrillator and training for local residents | Thormanby Parish Meeting | £2,025.00 | £2,025.00 |
| Carlton Lodge improvement and development | North Yorkshire Youth Ltd. | £2,927.43 | £2,927.43 |
| Defibrillator provision at Thirsk and Sowerby Town Hall | Thirsk and Sowerby Town Hall Management Committee | £2,416.50 | £2,416.50 |
| Village Hall Flat Roof Refurbishment | Dalton Village Hall Committee | £3,645.00 | £3,645.00 |
| Topcliffe.net Website Re-design | Topcliffe Parish Council | £1,100.00 | £1,100.00 |
| Spread the Minibus Word! | Thirsk & District Community Minibus Association | £4,800.00 | £4,800.00 |
| Total | | | £24,558.93 |



Making a Difference Grant 2018: Guidance Notes

The following guidance notes are designed to help assess each grant application on its relative merits, identify how well each project helps support the Council's four priorities and how each project demonstrates value for money. The principal of the grants programme is that it makes a genuine difference to the quality of life for residents of Hambleton. These notes help determine which applications will make the most difference.

Factors to consider

- **Impact on the community**
Each applicant has been asked to explain what difference their project will make. Consider which project(s) will have the greatest impact to the quality of life for residents.
- **Evidence of need.**
Applicants have been asked to demonstrate a genuine community need for the project. This could be evidenced in a Parish Plan, an Area Partnership Community Plan or through user group consultation.
- **Council priorities**
Each application must meet at least one of the Council's priorities:
 - Driving economic vitality
 - Enhancing health and wellbeing
 - Caring for the environment
 - Providing a special place to live
- **The percentage of the total project cost applied for**
The maximum grant available is 75% of the total project cost with the expectation that the applicant will secure *at least* 25% of the project cost from other fundraising activity. Those with a smaller percentage may represent better value for money.
- **The number of beneficiaries supported per Council £1**
Each applicant has been asked to estimate how many people will benefit should the application be successful. The lower the cost per beneficiary, the greater the community benefit per capita and may offer greater value for money depending on the type of project.
- **The long term impact of each project**
Some projects are short term pilots that provide an immediate response to an acute need, whilst others are capital projects that that will bring long term benefit beyond the lifespan of the grant programme. Consider which project(s) will have the biggest long term impact.

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General Terms and Conditions of Grant Approval 2018/19

1. The project proceeds in accordance with the details submitted in your application.
2. The Hambleton District Council (HDC) Communities Team is informed immediately of any significant changes to the project.
3. Grant aid is offered for a specific financial year, 5 June 2018 to 31 March 2019 and, therefore the project must be completed and grant claimed prior to 22 March 2019.
4. The applicant must acknowledge the support of the Hambleton District Council as follows:
 - a) permanent signage (for capital works)
 - b) in any publicity received prior to and after the event (ie media, parish magazine and press opportunities with HDC Ward Members)
 - c) for capital build schemes a promotional plaque can be requested.

The HDC logo below must be used for any publicity.

Project supported by



It is available electronically from the Communities Team on 01609 767212 or communities@hambleton.gov.uk

5. All statutory and other legal approvals required for the project - such as planning permission - must be obtained prior to the start of the project.
6. All equipment and materials installed or works undertaken shall comply with relevant British/ European Standards.
7. The project must at all times conform to the relevant statutory obligations. In particular, all steps should be taken to ensure the health, safety and welfare of all persons involved in the project. The project must not unlawfully discriminate against any person on the grounds of sex, race, age, disability or religion.
8. The grant value will not be increased to cover any additional costs related to the project.



9. Funds should be claimed using the council's claim form in accordance with the conditions stipulated therein.
10. It is the grant recipients responsibility to return to the council any allocated funds that are not spent within 6 months of the project completion.
11. Applicants must submit an end of grant monitoring report to ensure the terms and conditions of the offer are being met in a form approved by the council. The council reserves the right to inspect any works completed, or equipment purchased, to ensure that projects have been completed in accordance with the original application.
12. Applicants will be responsible for establishing the VAT position in respect of project payments. Any monies paid by the council are deemed to include VAT where it is deemed due.
13. If the grant is awarded for building or land the applicant must be in possession of a lease of a minimum of 5 years.
14. The grant shall be repaid in the following circumstances:
 - a) If during the period of five years beginning with the day on which the last part of the grant is paid, the applicant disposes of his/her interest in the property by way of sale, exchange or lease for a term of not less than five years (where a capital grant has been awarded).
 - b) The funding from other sources identified in the grant application is not realised.
 - c) Any other condition is breached or not complied with.
15. The amount of grant to be repaid is as follows:
 - a) Asset disposed of after 1 year: 75%
Asset disposed of after 2 year: 60%
Asset disposed of after 3 year: 50%
Asset disposed of after 4 year: 40%
Asset disposed of after 5 year: 30%
 - b) In respect of Condition 14b or 14c the full amount of the grant.
16. All applicants and all members of an applicant club/association/group are jointly and severally liable for repayment of the grant.
17. The equipment/facilities must be available for use by members of the public at all reasonable times.
18. Membership of the applicant club/association/group shall continue to be open to all members of the community.
19. The applicant club/association/group must continue to be a voluntary non-profit making organisation in the district of Hambleton with a formal operating committee.
20. The council reserves the right to withdraw grant aid at any time but this will not be exercised without good reason.

HAMBLETON DISTRICT COUNCIL

Report To: Cabinet
5 June 2018

Subject: **WASTE AND RECYCLING POLICY**

All Wards
Portfolio Holder for Environment Health, Waste and Recycling: Councillor S Watson

1.0 PURPOSE AND BACKGROUND:

- 1.1 This report seeks approval of the revised Waste and Recycling Collection Policy (Annex A). The original policy (Annex B) was approved in December 2015 and updated in September 2016 following the introduction of the new recycling service and the planned introduction of Garden Waste charging. The Policy now requires further updates to clarify the service we provide and to reduce confusion to the public.
- 1.2 The updated policy incorporates the 3 strikes policy for contaminated recycling bins, where a series of measures up to and including non-collection of bins is mandated. There are less significant changes to wording on garden waste charging and vocabulary/terminology changes to help clarify the service. Other minor changes around containers, access roads and assisted collections are referred to but do not constitute a change in policy.

2.0 LINK TO COUNCIL PRIORITIES:

- 2.1 The revised policy continues to support the following aims and objectives in the Council Plan under the Caring for the Environment Priority:
- Achieve a minimum customer satisfaction rating of 90% for the Council's waste collection service.
 - Maintain overall kerbside collected waste at 412 kg/ph/year.
 - Maintain a recycling rate of 47% (including garden waste)

3.0 RISK ASSESSMENT:

- 3.1 There are no risks associated with this revised policy.

4.0 FINANCIAL IMPLICATIONS:

- 4.1 There are no financial implications with this proposal.

5.0 LEGAL IMPLICATIONS:

- 5.1 There are no legal implications with this proposal.

6.0 EQUALITY/DIVERSITY ISSUES

- 6.1 Equality and Diversity Issues have been considered however there are no issues associated with this report.

7.0 RECOMMENDATION:

- 7.1 That Cabinet approves and recommends to Council that the Revised Waste and Recycling Collection Policy as set out in Annex 'A' be adopted.

PAUL STAINES
DIRECTOR OF LEISURE AND ENVIRONMENT

Background papers: Annex 'A' Revised Waste and Recycling Collection Policy May 2018
Annex 'B' Waste and recycling collection policy August 2016

Author ref: TF

Contact: Tracey Flint - Recycling Officer 01609 788105

WASTE AND RECYCLING COLLECTION POLICY

August 2016 – revised June 2018

Introduction

Hambleton District Council's Waste and Recycling Collection Policy aims to ensure that waste and recycling services operate effectively and efficiently in order to maximise recycling and reduce the amount of waste going to landfill.

It provides a set of rules and standards that the authority uses to deliver all collections in an efficient, effective and customer focused way. It takes into account the need to protect the health and safety of the public and the staff who operate the scheme.

As part of the Waste Strategy 2016-26, the council is committed to providing a collection service to all properties. A new recycling system was introduced in February 2016 and charges for collecting garden waste commenced in April 2017.

The policy supports these new collection systems as well as the alternate weekly collections. It lays out policies and procedures that are clearly defined to avoid any uncertainty for residents, Members and officers.

Under the terms of the Environmental Protection Act 1990, Hambleton District Council is classed as a Waste Collection Authority and as such, under Section 45(1), has a statutory duty to collect household waste from all domestic properties.

Under Section 46(4) of the Act, the council has specific powers to stipulate:

- the size and type of the collection receptacles
- where the receptacles must be placed for collecting and emptying
- the materials or items which may or may not be placed within the receptacles.

This document outlines how the district council delivers the domestic refuse, garden waste and recycling collection services. It details the actions required by householders to fully participate in the services and recycle as much as possible.

The policy covers:

- containers
- additional containers
- putting out containers
- frequency of collections
- missed collections
- servicing of flats
- access and storage
- rural properties
- extra waste
- contamination
- assisted collections
- services to other organisations

Containers

Each household is provided with the following:

- 1 x 240 litre black wheeled bin for general waste. Only waste produced by a householder on a normal day to day basis should be placed in this wheeled bin. It should not contain non-standard items such as bulky waste, excessively heavy or hazardous items, or any commercial waste
- 1 x 240 litre black wheeled bin with a blue lid for mixed household recycling. All materials should be rinsed clean and contain no food or liquid waste. Plastic bottles and boxes should be squashed. Currently acceptable materials include:
 - Paper
 - Cardboard - NB: polystyrene or other packing material must be removed and disposed of in the general waste bin
 - Plastic bottles, pots, tubs and trays
 - Metal food tins, drink cans
 - Paper based cartons
- 1 x 55 litre blue recycling box for glass bottles and jars only.

For householders subscribing to the garden waste service::

- 1 x 240 litre green wheeled bin for garden waste. It should not contain card, food waste or dog waste. .Additional licences can be purchased if more bins are required.

The majority of domestic properties within Hambleton will use these containers. Only properties where the council consider it is impractical to use them will get alternative containers. This will primarily be assessed on health and safety or access grounds. Alternative options will include a box and a variety of sacks, or communal recycling wheeled bins.

Any request to provide new containers due to damage should be made to the council's Customer Services team.

Wheeled bins damaged by the collection crews will be repaired or replaced free of charge. Replacement blue recycling boxes are available for collection from council offices and leisure centres.

Residents are encouraged to personalise containers if they wish, providing it remains clear which material it is for.

When residents move home they must leave all containers at the property ready for the new occupant to use.

Residents are responsible for the storage, safe keeping and cleaning of refuse, recycling and garden waste containers provided by the council.

Residents of new properties will receive two wheeled bins: one for general refuse, one for recycling and a blue box for recycling. These are provided and paid for by the developer. Residents must contact the district council if they wish to subscribe to the garden waste collection service - a green wheeled bin will be provided free of charge when a licence has been purchased.

Additional Containers

Householders can request additional wheeled bins to assist with recycling.

Additional garden waste bins are also available – however a licence must be purchased for each additional bin.

Where a household of seven or more produces general waste or recycling which cannot be accommodated in a 240 litre wheeled bin an additional bin may be offered, providing every effort to maximise recycling has been made.

Where a member of a household has medical needs and produces waste which will not fit into the 240 litre wheeled bin, an additional bin may be offered. Residents are required to complete an application form for this service

Extra recycling should be flat-packed as much as possible. Any abuse of the system may result in removal of the extra containers.

Additional refuse and recycling wheeled bins are subject to the council being satisfied that service provision is warranted and this will be reviewed on a regular basis.

Putting Out Containers

Refuse, recycling and garden waste containers must be presented at the boundary of the property nearest the kerbside or the designated collection point by 6am on the day of collection, and taken back within the property boundary on the same day. Residents must put their containers out for collection no earlier than the evening before collection day. Wheeled bin lids should be closed to prevent littering and the contents getting wet.

Garden waste bins (or sacks in exceptional circumstances) will only be collected from residents subscribing to the garden waste service.

Residents will be notified by letter or email of any change in collection day. Site visits will be undertaken in all areas where the authority has concerns over health and safety.

Residents are encouraged to use the recycling wheeled bin and garden waste service as much as possible. Failure to use the correct container does not mean recyclables and garden waste can be disposed of in the general waste black wheeled bin. The Environmental Protection Act 1990 states that the collection authority may allocate the quantity and type of containers, as well as where they are to be collected from. The authority can specify what goes into each container.

Containers should be put out for collection every fortnight and residents should not stockpile material.

Extra recycling should be contained in dry cardboard boxes or in recycling sacks available from council offices. Any abuse of the system may result in removal of the containers.

Frequency of collection

The council will make collections fortnightly. During Bank Holiday weeks, collections will usually be a day late. For example, if the normal collection day is a Friday the collection will be made on a Saturday instead. The council may make exceptions to this rule, such as during the Christmas period. Where collection dates are changed householders will be notified. Collections will normally be made on Good Friday.

The council will communicate collection arrangements throughout the year and over Bank Holiday periods.

Details of collection arrangements are available on the website and may also be issued in other formats - such as on tags attached to bins. Visit hambleton.gov.uk for details.

Missed collections

Containers should be put out for collection by 6am on the day of collection.

Bins and boxes reported as missed by the resident will not be collected if the vehicle has passed the property and the container is not out. This can be verified by vehicle tracking and through on board cameras. The responsibility for disposal of the waste will then fall to the householder.

When significant numbers of containers are not collected due to obstructions such as road closures or in adverse weather conditions, these incidents will be logged by the crews and if possible alternative arrangements for collection will be made as soon as possible.

There will be no reimbursement for garden waste bins we have been unable to collect however additional garden waste sacks may be available to use until the next collection.

If householders do not present their waste or recycling bins for collection in accordance with council requirements, they have the following options:

- Take the waste to a NYCC Household Waste Recycling Centre
- Store the waste until the next collection day.

If additional recycling is placed dry and secure for collection on the next scheduled collection day, the crew will collect all materials. Clear recycling sacks are available from council offices for the storage of excess recycling.

Servicing of flats

The council will usually supply flats with communal wheeled bins. These may be 1100, 660 or 240 litres in capacity.

The council will endeavour to work with all residents to encourage recycling. However it is the responsibility of all residents to ensure the recycling bins contain the correct items. Contamination may result in the removal of the recycling service.

Generally, communal containers are moved to and from the storage area for collection by the collection crew. Residents are responsible for ensuring crews can access these easily to remove the containers safely. If there is no access or the access is unsafe, the crew will be unable to collect until the next scheduled collection.

If waste is not in the allocated containers it will not be collected from communal bin areas. . Subject to correct use of existing containers, when additional containers are required, they can be supplied on request.

The council will assess collections from flats on an individual basis and visits will be carried out where necessary.

Access and storage issues

The council will assess properties identified with access or storage issues on an individual basis. Alternative recycling provision may be offered following an individual assessment made by the council.

Only those properties where the council considers it impractical to use the preferred bin and box system will be issued with alternative containers. This will primarily be assessed on health and safety or access grounds. Alternative options may include a box and disposable sack or communal recycling wheeled bins.

Servicing of rural properties

Hambleton is a largely rural area with many properties located at the end of lanes which are not always easily accessible for refuse collection vehicles. Where there are less than three properties up a lane, collections will normally be from the lane end. Whilst containers will be issued for these collection points, residents are responsible for depositing their waste and recycling into them for collection at the lane end.

Where possible, when three or more properties are located on a lane, a collection from the boundary of the property nearest the kerbside will be provided. The following criteria must be met at all times and will be assessed by a council officer to see if:

- permission has been granted from the authorised residents to use a private lane and with the understanding that the Council will not accept any liability for damage to the lane by council vehicles.
- the lane is in good condition so as not to cause damage to the vehicles.
- suitable passing places are available
- a suitable turning area is available
- there are no overhanging branches or cables
- there are no safety risks for the crews and public.

Continued failure to meet the criteria will mean the introduction of a collection point at the lane end.

Extra Waste

With the exception of recycling the council will not collect extra waste placed next to the bins.

Extra general waste does not support waste minimisation principles or encourage residents to maximise recycling.

- Residents who are unable to contain their refuse within the waste bin are encouraged to recycle as much as possible. If they still have waste they cannot contain within

their wheeled bin it can be taken to their nearest NYCC Household Waste Recycling Centre.

- The council will provide householders with advice on how to reduce waste and may increase their recycling provision on request. Advice may also be given if issues have been reported via the collection crews.
- If the householder continues to present additional waste the council may take appropriate enforcement action.
- Exceptions may apply during inclement weather and occasionally during the Christmas period, when instructions and advice will be provided by the council.
- Wheeled bin lids should be kept closed to prevent items escaping and littering, control vermin and flies, and to prevent the contents getting wet.

Additional Recycling

The council encourages households to maximise the quantity of materials for recycling. Residents that have additional recycling which exceeds the capacity of their recycling containers should leave it in a suitable cardboard box, or in the case of large boxes flattened, and left next to or under the wheeled bin or box, taking care to avoid causing any trip hazards. Wet materials will not be collected. Materials will not be collected in inappropriate receptacles such as black or opaque plastic bags.

Residents generating extra recycling on a regular basis can request an additional recycling wheeled bin or box. Clear sacks for mixed recycling are available from council offices, these are the only types of plastic bag which can be used for recycling. Containers should be put out for collection every fortnight and material should not be stockpiled. Material should be flat-packed as much as possible. Any abuse of the system may result in removal of the extra containers.

Additional Garden Waste

Only garden waste from subscribing homes will be collected. All waste must be within the wheeled bin supplied by Hambleton District Council - no other garden waste will be taken.

Additional garden waste bins are also available – however a licence must be purchased for each additional bin.

Overloaded bins

When a wheeled bin or box is overloaded either by weight or volume of material, it will be rejected at the discretion of the crew and will not be emptied. An explanation notice will be left on overloaded containers. The resident will be expected to remove items and the sticker before the next collection.

Contamination

Contamination of recycling containers costs money as it has to be removed from the recycling chain by contractors before the materials can be re-processed.

All waste must be placed in council approved containers to ensure it can be safely collected from the collection point.

The council will reject the collection of refuse, recycling and garden waste receptacles for the following reasons:

- Overloaded wheeled bin, box or other container
- Wrong containers out – e.g. black bin out on a garden waste week
- Wheeled bin is too heavy to lift - it contains heavy waste, such as construction, DIY or soil
- Contamination of general, garden waste or recycling materials.

It is not acceptable for garden waste and recycling materials to be placed in the black wheeled bin.

Contaminated wheeled bins or boxes will not be emptied. The council will follow the following procedure when repeated contamination of recycling bins occurs:

- **First contamination:** a leaflet will be hand delivered to the household by the refuse crew stating why the bin or box has not been emptied. It is the responsibility of the householder to remove the contamination and dispose of it in the correct manner. The council will not return to collect until the next scheduled collection day.
- **Second contamination:** bin or box will not be emptied and a letter will be issued to the property detailing the expected standards.
- **Third contamination:** bin or box will not be emptied and a further letter will be issued warning the service will be removed if the contamination does not cease.
- **Fourth contamination:** bin or box will not be emptied and a letter issued informing the resident that the service is being removed as a result of the repeated contamination. If after three months the resident wishes to resume the recycling service the council may provide clear sacks for a three month period in order to monitor the contents. If after that time contamination continues the service will be withdrawn completely.

Where contamination affects communal bins and there are continued problems the bins may be replaced with individual containers for residents.

The following are some of the items that will be treated as contamination in the recycling bin or box and result in the container not being emptied:-

| Bin | Box |
|---|---|
| <ul style="list-style-type: none"> • Plastic packaging such as biscuit wrappers, crisp packets, cellophane • Plastic bags • Clothing and textiles • Black plastic of any variety • Rigid plastics, such as toys etc • Solid metal items, such as padlocks or car parts • Packaging soiled with food or liquids | <ul style="list-style-type: none"> • Pyrex glass in blue box • Greenhouse glass • Ceramics • Drinking glasses • Spectacles |

| | |
|---|--|
| <ul style="list-style-type: none"> • Polystyrene packaging • Glass in the wheeled bin • Wet cardboard • Nappies | |
|---|--|

N.B. This list is not exhaustive and should be read in conjunction with the councils website for the most up to date information.

Assisted Collections

Residents unable to move their wheeled bins, box or sack to the required collection point because of ill health, infirmity or disability and who are unable to gain assistance with this task, can apply to be placed on the assisted collection register. In order to qualify, an application form must be completed and each case will be considered on its merits. Home visits or telephone interviews may be carried out where necessary and the application, if successful, will be subject to regular review.

- Assisted collections are subject to the council being satisfied that service provision is warranted and the decision of the supervising officer will be final.
- Residents on the assisted collection register will have their wheeled bins and box collected and returned to an agreed location.
- If the householder's circumstances change, the resident must inform the council as soon as possible.

Services to other organisations

If required schools and village halls are provided with two clearly marked 240 litre wheeled bins one for glass and one for mixed materials. A 240 litre bin for garden waste is also available but as with households a charge is made for collection. There are no collection charges for refuse or recycling.

Collections are on the same basis as households, on alternate weeks and bins must be put out for collection at the allocated collection point.

Where additional general waste collections are requested the council will make a charge for providing extra bin capacity.

Recycling services for other organisations, including sports clubs and charities, will be decided on an individual basis.

The council does not provide a service for commercial premises.

WASTE AND RECYCLING COLLECTION POLICY

August 2016 – revised June 2018

Introduction

Hambleton District Council's Waste and Recycling Collection Policy aims to ensure that waste and recycling services operate effectively and efficiently in order to maximise recycling and reduce the amount of waste going to landfill.

It provides a set of rules and standards that the authority uses to deliver all collections in an efficient, effective and customer focused way. It takes into account the need to protect the health and safety of the public and the staff who operate the scheme.

As part of the Waste Strategy 2016-26, the council is committed to providing a **full**-collection service to all properties. A new recycling system was introduced in February 2016 and ~~changes to the~~charges for collecting garden waste ~~scheme will be implemented~~commenced in April 2017.

The policy supports these new collection systems as well as the alternate weekly collections. It lays out policies and procedures that are clearly defined to avoid any uncertainty for residents, Members and officers.

Under the terms of the Environmental Protection Act 1990, Hambleton District Council is classed as a Waste Collection Authority and as such, under Section 45(1), has a statutory duty to collect household waste from all domestic properties.

Under Section 46(4) of the Act, the council has specific powers to stipulate:

- the size and type of the collection receptacles
- where the receptacles must be placed for collecting and emptying
- the materials or items which may or may not be placed within the receptacles.

~~The Controlled Waste Regulations 2012 gives waste collection authorities the power to charge for the collection of garden waste. This power will be used to introduce charges in Hambleton in April 2017.~~

This document outlines how the district council delivers the domestic refuse, garden waste and recycling collection services. It details the actions required by householders to fully participate in the services and recycle as much as possible.

The policy covers:

- | | |
|--------------------------------|-----------------------------------|
| • <u>containers</u> | • additional bins |
| • <u>additional containers</u> | • <u>frequency of collections</u> |
| • putting out containers | • <u>missed collections</u> |

- servicing of flats
- access and storage
- rural properties
- extra waste
- contamination
- assisted collections
- services to schools and village halls other organisations

Containers

Each household is provided with the following:

- 1 x 240 litre black wheeled bin for general waste. Only waste produced by a householder on a normal day to day basis should be placed in this wheeled bin. It should not contain non-standard items such as bulky waste, excessively heavy or hazardous items, or any commercial waste
- 1 x 240 litre black wheeled bin with a blue lid for mixed household recycling. All materials should be rinsed clean and contain no food or liquid waste. ~~Items- Plastic bottles and boxes should be washed and squashed, and boxes must not contain leftover food or liquids.~~ Currently acceptable materials include:
 - Paper
 - Cardboard - - NB: polystyrene or other packing material must be removed and disposed of separately in the general waste bin
 - Plastic bottles, pots, tubs and trays
 - Metal food tins, drink cans
 - Paper based cartons
- 1 x 55 litre blue recycling box for glass bottles and jars. ~~Pyrex and ceramics are not accepted. only.~~

~~From April 2017 for~~

For householders subscribing to the garden waste service:::

- 1 x 240 litre green wheeled bin for garden waste. It should not contain card, food waste or dog waste. Additional licences can be purchased if more bins are available required.

The majority of domestic properties within Hambleton will use these containers. Only properties where the council consider it is impractical to use them will get alternative containers. This will primarily be assessed on health and safety or access grounds. Alternative options will include a box and a variety of sacks, or communal recycling wheeled bins.

Any request to provide ~~a new wheeled bin or recycling box~~ containers due to damage should be made to the council's Customer Services ~~Team~~ team.

Wheeled bins damaged by the collection crews will be repaired or replaced free of charge. Replacement blue recycling boxes are available for collection from council offices and leisure centres. ~~containers will be delivered as soon as possible after the request has been made.~~

Residents ~~may~~ are encouraged to personalise containers if they wish, ~~provided~~ providing it remains clear which material it is for.

When residents move home they must leave all containers at the property ready for the new occupant to use.

Residents are responsible for the storage, safe keeping and cleaning of refuse, recycling and greengarden waste containers provided by the council.

Residents ~~on~~ of new estates/properties will receive two ~~black~~-wheeled bins; ~~one of which has a blue lid for general refuse, one for recycling~~ and a blue box, ~~for recycling~~. These are provided and paid for by the developer. Residents must contact the ~~District Council~~district council if they wish to subscribe to the garden waste collection service ~~from April 2017 - the~~ a green wheeled bin will be provided free of charge when a licence has been purchased.

Additional ~~Bins~~Containers

Householders can request additional wheeled bins to assist with recycling ~~or disposing of general waste.~~

Additional garden waste bins are also available ~~--~~ however ~~there is a charge and there is no discount for multiple bins.~~ a licence must be purchased for each additional bin.

Where a household of seven or more produces general waste or recycling which cannot be accommodated in a 240 litre wheeled bin an additional bin may be offered, providing every effort to maximise recycling has been made.

Where a member of a household has medical needs and produces waste which will not fit into the 240 litre wheeled bin ~~already provided~~, an additional bin may be offered. Residents are required to complete an application form for this service.

~~An additional recycling wheeled bin or box will be provided on request, for households with seven or more occupants or where there is a large amount of recycle.~~

~~Containers should be put out for collection every fortnight and residents should not stockpile material.~~ Extra recycling should be flat-packed as much as possible. Any abuse of the system may result in removal of the extra containers.

Additional refuse and recycling wheeled bins are subject to the council being satisfied that service provision is warranted. and this will be reviewed on a regular basis.

~~The council will review households which regularly have additional wheeled bins capacity.~~

Putting Out Containers

Refuse, recycling and garden waste containers must be presented at the edge/boundary of the property's curtilage/property nearest the kerbside or ~~to~~ the designated collection point by 6am on the day of collection, and taken back within the property boundary on the same day. Residents must put their containers out for collection no earlier than the evening before collection day. Wheeled bin lids should be closed to prevent littering and the contents getting wet.

~~From April 2017 only garden waste from subscribing households~~ Garden waste bins (or sacks in exceptional circumstances) will only be collected, ~~and where possible scheduled~~

~~refuse and recycling collections will not be undertaken in~~ from residents subscribing to the same week garden waste service.

Residents will be notified by letter or email of any change ~~of~~in collection day. Site visits will be undertaken in all areas where the authority has concerns over health and safety.

Residents are encouraged to use the recycling wheeled bin and garden waste service as much as possible. Failure to use the correct container does not mean recyclables and garden waste can be disposed of in the general waste black wheeled bin. The Environmental Protection Act 1990 states that the collection authority may allocate the quantity and type of containers, as well as where they are to be collected from. The authority can specify what goes into each container.

Containers should be put out for collection every fortnight and residents should not stockpile material.

Extra recycling should be contained in dry cardboard boxes or in recycling sacks available from council offices. Any abuse of the system may result in removal of the containers.

Frequency of collection

The council will ~~collect household refuse, recycling and garden waste~~ from April 2017 from subscribing homes only ~~make collections~~ fortnightly. During Bank Holiday weeks, collections will usually be a day late. For example, if the normal collection day is a Friday the collection will be made on a Saturday instead. The council may make exceptions to this rule, such as during the Christmas period. Where collection dates are changed householders will be notified. Collections will normally be made on Good Friday.

The council will communicate collection arrangements throughout the year and over ~~bank holiday~~Bank Holiday periods.

Details of collection arrangements are available on the website and may also be issued in other formats - such as on tags attached to bins. Visit hambleton.gov.uk for details.

Missed collections

Containers should be ~~presented~~put out for collection by 6am on the day of collection.

Bins and boxes reported as missed by the resident ~~cannot~~will not be collected if the vehicle has passed the property and the container is not out. This can be verified by vehicle tracking and through on board cameras. The responsibility for disposal of the waste will then fall to the householder.

~~Refuse and recycling~~When significant numbers of containers ~~which~~ are not collected due to obstructions such as road closures or ~~parked~~in adverse weather conditions, these incidents will be logged by the ~~crew.~~ Where crews and if possible, another attempt to collect alternative arrangements for collection will be made ~~and the council will liaise with other organisations~~ as necessary soon as possible.

~~Garden waste bins may not be collected due to severe weather conditions - high winds, flooding, snow and ice.~~ There ~~is~~will be no reimbursement for ~~this~~ but garden waste bins we

~~have been unable to collect however~~ additional garden waste sacks may be available to use until the next collection.

If householders do not present their waste or ~~recyclables~~recycling bins for collection in accordance with council requirements, they have the following options:

- Take the waste to a NYCC Household Waste Recycling Centre
- Store the waste until the next collection day.

If ~~excess recyclables are presented safely~~additional recycling is placed dry and suitably secure for collection on the next scheduled collection day, the crew will collect all materials ~~left out~~. Clear recycling sacks are available from council offices for the storage of excess recycling.

Servicing of flats

The council will usually supply flats with communal wheeled bins. These may be 1100, 660 or 240 litres in capacity.

~~Where residents of flats do not separate their waste for recycling, the~~ The council will endeavour to work with ~~them all residents~~ to encourage recycling. However it is the responsibility of all residents to ensure the recycling bins contain the correct items. Contamination may result in the removal of the recycling service.

Generally, communal containers are moved to and from the storage area for collection by the collection crew. Residents are responsible for ensuring ~~crew~~crews can access these easily to remove the containers safely. If there is no access, or unsafe~~the~~ access is unsafe, the crew will be unable to collect ~~and may not be able to return~~ until the next scheduled collection.

No self waste is not in the allocated containers it will not be collected from communal bin areas. Subject to correct use of existing containers, when additional ~~receptacles~~containers are required, they can be supplied on request.

The council will assess collections from flats on an individual basis. ~~Home~~ and visits will be carried out where necessary.

Access and storage issues

The council will assess properties identified with access or storage issues on an individual basis. Alternative recycling provision may be offered following an independentindividual assessment made by the council.

Only those properties where the council considers it impractical to use the preferred bin and box system will be issued with alternative containers. This will primarily be assessed on health and safety or access grounds. Alternative options may include a box and disposable sack, or communal recycling wheeled bins.

Servicing of rural properties

Hambleton is a largely rural area with many properties located at the end of lanes which are not always easily accessible for refuse collection vehicles. Where there are less than three ~~or less~~ properties up a lane, ~~the collection~~collections will normally be from the lane end.

Whilst containers will be issued for these collection points, residents are responsible for depositing their waste and recycling into them for collection at the lane end.

Where possible, when three or more properties are located on a lane, a collection from the curtilage boundary of the property nearest the kerbside will be provided. The following criteria must be met at all times and will be assessed by a council officer to see if:

- permission has been granted from the authorised residents to use a private lane and with the understanding that the Council will not accept any liability for damage to the lane by council vehicles.
 - the lane is in good condition so as not to cause damage to the vehicles.
 - suitable passing places are available
 - a suitable turning area is available
 - there are no overhanging branches or cables
-
- there are no safety risks for the crews and public.

Continued failure to meet the criteria will mean the introduction of a collection point at the lane end.

Extra Waste

~~The~~ With the exception of recycling the council will not collect ~~any~~ extra ~~household~~ waste placed next to the bins.

Extra general waste ~~bin~~.

~~This extra waste~~ does not support waste minimisation principles, or encourage residents to maximise recycling.

- Residents who are unable to contain their refuse within the waste bin are encouraged to recycle as much as possible. If they still have waste they cannot contain within their wheeled bin it can be taken to their nearest NYCC Household Waste Recycling Centre.
- The council will provide householders with advice on how to reduce ~~their~~ waste and may increase their recycling provision on request. Advice may also be given if issues have been reported via the collection crews.
- If the householder continues to present ~~side~~ additional waste the council may take appropriate enforcement action.
- Exceptions may apply during inclement weather and occasionally during the Christmas period, when instructions and advice will be provided by the council.
- ~~When presented for collection, wheeled~~ Wheeled bin lids should be kept closed to prevent items escaping and littering, ~~controlling~~ control vermin and flies, and to prevent ~~items~~ the contents getting wet.

~~With the introduction of charges for green waste from April 2017 there will no longer be a special collection of Christmas trees in January – they will be collected from subscribing households only on the first collection of each year.~~

Additional Recycling

The council encourages households to maximise the quantity of materials for recycling.

Residents that have additional ~~recyclables~~recycling which ~~exceed~~exceeds the capacity of their recycling containers should ~~present~~leave it in a suitable cardboard box, or in the case of large boxes flattened, and ~~leave it securely~~left next to or under the wheeled bin or box, taking care to avoid causing any trip hazards. ~~Black or opaque bags~~Wet materials will not be collected. Materials will not be collected in inappropriate receptacles such as black or opaque plastic bags.

Residents ~~with~~generating extra ~~recyclable material~~recycling on a regular basis can request an additional recycling wheeled bin or box. Clear sacks for mixed recycling are available from council offices: these are the only types of plastic bag which can be used for recycling. Containers should be put out for collection every fortnight and material should not be stockpiled. Material should be flat-packed as much as possible. Any abuse of the system may result in removal of the extra containers.

Additional Garden Waste

Only garden waste from subscribing homes will be collected. All waste must be within the wheeled bin ~~or garden waste sacks~~ supplied by Hambleton District Council - no other garden waste will be taken. ~~From April 2017 only garden waste from subscribing homes will be collected.~~

Additional garden waste bins are also available – however a licence must be purchased for each additional bin.

Overloaded bins

When a wheeled bin or box is ~~presented~~overloaded, either by weight or volume of material, it will be rejected at the discretion of the ~~operator~~crew and will not be emptied. An explanation notice will be left on overloaded containers. The resident will be expected to remove items and the sticker before the next collection.

Contamination

~~Developing awareness and having an educational approach to environmental issues is important to help residents understand their role in assisting with improved recycling and operating an efficient service.~~

Contamination of recycling containers costs money as it has to be removed from the recycling chain by contractors before the materials can be re-processed.

All waste must be ~~presented~~placed in council approved containers to ensure it can be safely collected from the kerbside collection point.

The council will reject the collection of refuse, recycling and garden waste receptacles for the following reasons:

- Overloaded wheeled bin, box or other container
- ~~wrong~~Wrong containers ~~presented out~~ – e.g. black bin out on a green garden waste week
- Wheeled bin is too heavy to lift - it contains heavy waste, such as construction, DIY or soil
- Contamination of general, garden waste or recycling materials.

It is not acceptable for

~~Contaminated general~~, garden waste ~~or~~and recycling materials to be placed in the black wheeled bin.

Contaminated wheeled bins or boxes will not be emptied. ~~A notice~~The council will be left on the bin or box follow the following procedure when repeated contamination of recycling bins occurs:

- First contamination: a leaflet will be hand delivered to the household by the refuse crew stating why ~~it~~the bin or box has not been emptied. It is the responsibility of the householder to remove the contamination and dispose of it in the correct manner. The council will not return to collect until the next scheduled collection day.
- ~~The council~~ Second contamination: bin or box will not return to collect until the next scheduled collection day. If the non-compliance continues, be emptied and a letter will be issued to the property detailing the expected standards. ~~Further non-compliance may see the container~~
- Third contamination: bin or box will not be emptied and a further letter will be issued warning the service will be removed, leaving if the contamination does not cease.
- Fourth contamination: bin or box will not be emptied and a letter issued informing the resident to arrange disposal. If that the service is not acceptable for garden waste and being removed as a result of the repeated contamination. If after three months the resident wishes to resume the recycling materials service the council may provide clear sacks for a three month period in order to be deposited in the black wheeled bin. monitor the contents. If after that time contamination continues the service will be withdrawn completely.

Where contamination affects communal bins and there are continued problems the bins may be replaced with individual containers for residents.

The following are some of the items that will be treated as contamination in the recycling bin or box:- and result in the container not being emptied:-

- ~~Pyrex glass~~
- ~~Greenhouse glass~~
- ~~Rigid plastics, such as toys~~
- ~~Solid metal items, such as padlocks or car parts~~
- ~~Packaging heavily soiled with food or liquids~~
- ~~Polystyrene packaging~~
- ~~Polythene sheet or carrier bags~~

| <u>Bin</u> | <u>Box</u> |
|--|----------------------------------|
| • <u>Plastic packaging such as biscuit</u> | • <u>Pyrex glass in blue box</u> |

| | |
|---|--|
| <ul style="list-style-type: none"> • <u>wrappers, crisp packets, cellophane</u> • <u>Plastic bags</u> • <u>Clothing and textiles</u> • <u>Black plastic of any variety</u> • <u>Rigid plastics, such as toys etc</u> • <u>Solid metal items, such as padlocks or car parts</u> • <u>Packaging soiled with food or liquids</u> • <u>Polystyrene packaging</u> • <u>Glass in the wheeled bin</u> • <u>Wet cardboard</u> • <u>Nappies</u> | <ul style="list-style-type: none"> • <u>Greenhouse glass</u> • <u>Ceramics</u> • <u>Drinking glasses</u> • <u>Spectacles</u> |
|---|--|

N.B. This list is not exhaustive and should be read in conjunction with the councils website for the most up to date information.

Assisted Collections

Residents unable to ~~transport~~move their wheeled ~~bin~~bins, box or sack to the required collection point because of ill health, infirmity or disability ~~–and without other adults over the age of 16 in the household able and who are unable to assist them – will gain assistance with this task, can apply to~~ be placed on the ‘assisted ~~collection~~collection register ~~upon request.~~

~~A simple. In order to qualify, an~~ application form must be completed ~~in order to qualify~~ and each case will be considered on its merits. Home visits or telephone interviews may be carried out where necessary and the application, if successful, will be subject to regular review.

- Assisted collections are subject to the council being satisfied that service provision is warranted and the decision of the supervising officer will be final.
- Residents on the assisted collection register will have their wheeled bins and box collected and returned to an agreed location.
- ~~• A part service is also offered, as some residents may be able to collect empty containers.~~
- If the householder’s circumstances change, the resident must inform the council as soon as possible.
- ~~• The council will review the assisted collection register every two years.~~
- ~~• The decision of the supervising officer will be final.~~

Services to ~~Other Organisations~~other organisations

~~Schools~~If required schools and village halls are provided with two clearly marked 240 litre wheeled bins one for glass and one for mixed materials, ~~if required. They are clearly marked for their target materials.~~

~~They are in addition to a 240 litre wheeled bin for refuse.~~ A 240 litre bin for garden waste is also available but as with households a charge will be made ~~from April 2017~~for collection. There are no collection charges for refuse or recycling.

Collections are on the same basis as households~~–~~, on alternate weeks ~~–~~and ~~the~~ bins must be put out for collection at the allocated collection point. ~~There is no collection charge for refuse or recycling.~~

Where additional general waste collections are requested the council will make a charge for providing extra bin capacity.

Recycling services for other organisations~~–~~, including sports clubs and charities~~–~~, will be decided on an individual basis.

The council does not provide a service for commercial premises.

HAMBLETON DISTRICT COUNCIL

Report To: Cabinet
5 June 2018

**Subject: PUBLIC OPEN SPACE, SPORT AND RECREATION SUB AREA ACTION PLAN
– STILLINGTON**

Huby Ward
Portfolio Holder for Customer and Leisure Services: Councillor Mrs B S Fortune

1.0 PURPOSE AND BACKGROUND:

- 1.1 The Council's policy is to consider and where appropriate endorse Public Open Space, Sport and Recreation Sub Area Action Plans to provide a more strategic and efficient process for allocating future Section 106 monies (see Annex A) for public open space, sport or recreation.
- 1.2 The purpose of this report is to endorse the refreshed Public Open Space, Sport and Recreation Action Plan for Stillington Area Parish.
- 1.3 During the transition period between Section 106 fund allocations for public open space and the implementation of the Community Infrastructure Levy, action plans will continue to be submitted for the purpose of allocating remaining Section 106 developer contributions and to identify community priorities for open space, sport and recreation that can be shared with Parish Councils to help forward plans for spending CIL contributions that they receive.
- 1.4 The Council's policy states that each Action Plan must:
 - Include details of what public open space, sport and recreation is already provided in the parish
 - Have given consideration to any public open space, sport and recreation projects that are included in the local Community or Parish Plan (if available)
 - Include details of any consultation with community groups that manage public open space, sport or recreation facilities that has helped identify future need
 - Meet the obligations of Public Open Space, Sport and Recreation Supplementary Planning Document
 - Have been consulted with the Elected Members for the parish concerned
 - Be signed off by the Director (Leisure and Environment)

The Action Plan detailed in 1.2 meets these criteria.

- 1.5 A copy of the Action Plan detailed in 1.2 is available at Annex B.

2.0 LINK TO COUNCIL PRIORITIES:

- 2.1 The projects listed in the Action Plan link primarily to the enhancing health and wellbeing priority of the Council but will also help deliver outcomes under the caring for the environment and providing a special place to live priorities.

3.0 RISK ASSESSMENT

3.1 Risk has been considered as part of this report and there are no major risks identified as a result. The monies are managed using a robust system to ensure that funds are spent in line with the terms and conditions of the award which each organisation has to sign prior to any funds being released.

4.0 FINANCIAL IMPLICATIONS:

4.1 The main method of delivery of Section 106 allocations is to passport external funding from developers to community groups. Funds will not be committed or released to organisations until the Council has received the monies from the developer.

4.2 Action Plans will be subject to a yearly review to determine progress and to ensure that the projects are still relevant and viable.

5.0 LEGAL IMPLICATIONS:

5.1 There is a legal responsibility upon the Council to ensure this funding is used in a way consistent with the individual Section 106 Agreements. The terms and conditions of the offer ensure that third party organisations meet their legal obligations of the award.

6.0 EQUALITY/DIVERSITY ISSUES:

6.1 Equality and Diversity issues have been considered and the projects listed in the Action Plan will have open access to all.

7.0 RECOMMENDATION:

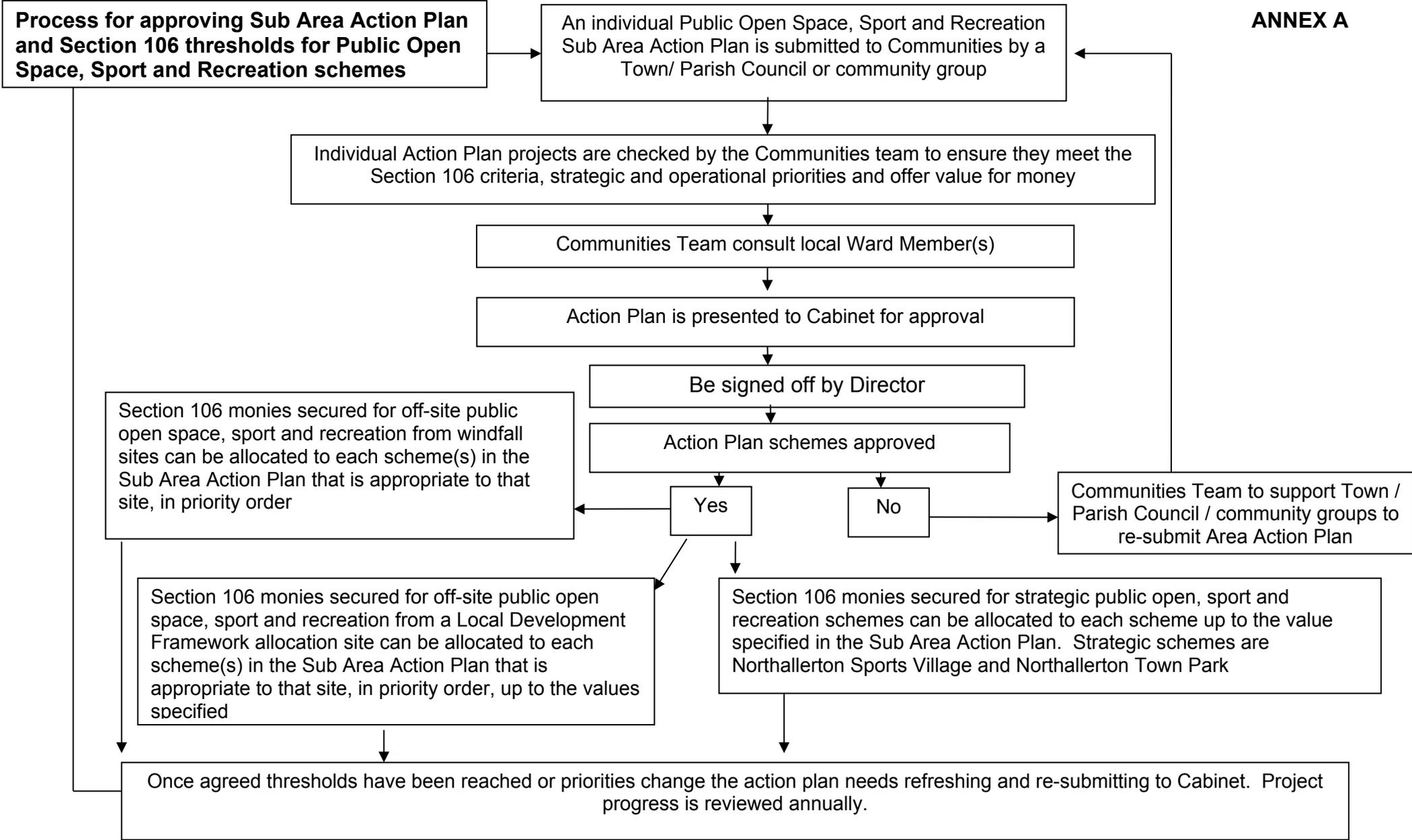
7.1 It is recommended that the Public Open Space, Sport and Recreation Action Plan in Annex B be approved.

PAUL STAINES
DIRECTOR OF LEISURE AND ENVIRONMENT

Background papers: Hambleton Local Development Framework – Open Space, Sport and Recreation Supplementary Planning Document

Author ref: SL

Contact: Steven Lister
Head of Service
01609 767033



HAMBLETON
DISTRICT COUNCIL

PUBLIC OPEN SPACE, SPORT AND RECREATION ACTION PLAN – STILLINGTON (REFRESH)

| What POS / Sport / Recreation facilities do you have already? | Managing organisation and contact details | Future actions | How do you know there is a need for this project? | Estimated cost (£) | Community Priority (1 = highest priority) |
|---|---|---|---|---------------------------------------|---|
| Village Green | Stillington Parish Council | Improved car parking and planting | Users: Parish Plan review 2013 | £10,200 (£3,000 allocated to date) | 1 |
| Sports and Social Club indoor facilities | Stillington Sports and Social Club | Grounds maintenance equipment | Users: Parish Plan review 2013 – outdated facilities | £3,600 | 2 |
| Pond areas and surrounding common land | Stillington Parish Council | Management of the Village pond and tree planting on both sides | Users: Parish Plan review 2013 – outdated facilities | £3,000 | 3 |
| Car park at Sports and Social Club | Stillington Playing Fields Association | Resurfacing of car park | Users: feedback | £5,000 | 4 |
| Woodland strip at Stillington Sports and Social Club | Stillington Playing Fields Association | Periodic tree felling & replanting schemes for a healthy woodland | Mature trees will need attention for health & safety; and also good woodland management | £3,000 | 5 |