

**AGENDA**

Committee Administrator: Democratic Services Officer (01609 767015)

Monday, 6 March 2017

Dear Councillor

**NOTICE OF MEETING**

Meeting           **CABINET**  
Date               **Tuesday, 14 March 2017**  
Time               **9.30 am**  
Venue              **Council Chamber, Civic Centre, Stone Cross, Northallerton**

Yours sincerely

*J. Ives.*

Dr Justin Ives  
Chief Executive

**To:**           Councillors                           Councillors  
                  M S Robson (Chairman)           N A Knapton  
                  P R Wilkinson (Vice-Chairman)   B Phillips  
                  Mrs B S Fortune                    S Watson

Other Members of the Council for information

## **AGENDA**

### **Page No**

1. MINUTES

To confirm the decisions of the meeting held on 7 February 2017 (CA.64 - CA.76), previously circulated.

2. APOLOGIES FOR ABSENCE

Resources Management

3. COMMUNITY HOUSING FUND

1 - 10

This report provides an update on the recent grant funding allocated through the Community Housing Fund to Yorkshire and Humberside including the allocation for Hambleton; outlines what work has been done sub regionally and locally in anticipation of arrival of the grant and seeks approval for the pooling arrangements that have been agreed in principle by the Housing Board.

In accepting the recommendations, Cabinet will agree to pool £5,858 of its Community Housing grant allocation for 2016/17 and the Council will act as banker on behalf of the York, North Yorkshire and East Riding Housing Partnerships.

**Relevant Ward(s): All Wards**

Policy Implementation

4. BEDALE GATEWAY CAR PARK

11 - 14

This purpose of this report provides an update on the current status of the Bedale Gateway Car Park project and seeks approval to pause the project for further evaluation.

In accepting the recommendation, the project will be paused to understand the economic impact of the opening of the relief road on Bedale and review the options available to progress the project.

**Relevant Ward(s): Bedale**

5. AMENDMENTS TO WASTE AND RECYCLING COLLECTION POLICY

15 - 20

This report seeks approval for changes to the Waste and Recycling Collection Policy which was approved by Cabinet in December 2015. The amendments aim to ensure that the contamination of the recyclate is controlled and that revenues from the sale of the recycled materials are maximised as prices for recycled materials recover.

In accepting the recommendation, Cabinet will approve the amended Waste Collection Policy as set out in Annex of the report.

**Relevant Ward(s): All Wards**

6. PUBLIC OPEN SPACE, SPORT AND RECREATION ACTION PLANS

21 - 24

This report seeks endorsement of the refreshed Public Open Space, Sport and Recreation Action Plan for Great Broughton.

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

**Relevant Ward(s): Stokesley**

7. EXCLUSION OF THE PUBLIC AND PRESS

To consider passing a resolution under Section 100A(4) of the Local Government Act 1972 excluding the press and public from the meeting during consideration of item 8 on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act.

8. EVOLUTION CAR PARK EXTENSION

25 - 28

This report seeks consideration of a proposal to purchase land for a permanent car parking solution for the Evolution workspace.

**Relevant Ward(s): Northallerton North and Brompton**

This page is intentionally left blank

## **HAMBLETON DISTRICT COUNCIL**

**Report To:** Cabinet  
14 March 2017

**Subject:** **COMMUNITY HOUSING FUND**

**ALL Wards**  
**Portfolio Holder for Planning: Councillor B Phillips**

---

### **1.0 PURPOSE AND BACKGROUND:**

- 1.1 The purpose of this report is to update Members on the recent grant funding allocated through the Community Housing Fund to Yorkshire and Humberside including the allocation for Hambleton; to outline what work has been done sub regionally and locally in anticipation of arrival of the grant; and to seek approval for the pooling arrangements that have been agreed in principle by the Housing Board.
- 1.3 In anticipation of the grant potential schemes and projects have been identified at both the local and strategic level. In Summer 2016 the York, North Yorkshire and East Riding Housing Board and Rural Action Yorkshire jointly commissioned research to increase awareness and to identify potential pilot community-led housing schemes across the sub-region that might benefit from the grant funding and also to provide a toolkit to assist other rural communities across the country to get schemes off the ground. This work identified a number of pilots across the sub region, including some in Hambleton. With involvement from the Council's Rural Housing Enabler, work is already underway to progress schemes at Helperby, Thornton Watlass, Hutton Rudby, Osmotherley and Ingleby Arncliffe.
- 1.4 In September 2017, the Housing Board, aware that grant to support community led housing was likely to be allocated to many of the North Yorkshire local authorities and East Riding, agreed in principle for local authorities to pool a share of any funding for 2016/17 for community enabling work. This work would complement local grant spending on specific schemes such as land acquisition, business plan development, planning and consultants' fees, design and architectural advice, site viability or infrastructure works etc.
- 1.5 On 23<sup>rd</sup> December 2016, Gavin Barwell, Minister of State for Housing and Planning, wrote to a number of Local Authority Chief Executives confirming grant allocations for the Community Housing Fund. Yorkshire and Humberside has been allocated £6,419,494 for 2016/17, of which Hambleton's allocation is £195,277. All other local authorities in North Yorkshire and East Riding (with the exception of City of York and Selby) have also received allocations. A summary of these is attached at Annex 1. Amounts are based on a formula allocation to those local authorities in areas which have a high concentration of second homes and/or issues of housing unaffordability. Payments will be made in two tranches to increase deliverability.
- 1.6 The timing of the funding announcement brings challenges for Hambleton and our sub regional partners in terms of ensuring that sufficient money is spent or committed this financial year. The Government has indicated that regional allocations for future years will be assessed in part against performance in 2016/17.
- 1.7 Whilst the Rural Housing Enabler team may have some of the skills to progress schemes, each local authority has only one 0.5 FTE Rural Housing Enabler and bringing schemes to fruition is likely to be resource intensive. Therefore the Housing Board is mindful of the need for some additional resource to ensure that schemes/projects will be delivered.

1.8 At the Housing Board meeting held on 20<sup>th</sup> February 2017 there was 'in principle' agreement for each local authority to pool 3% of its grant allocation to a central resource to support the programme. This results in the following breakdown:

Scarborough contribution	= £ 50,000
Ryedale contribution	= £ 12,940
Hambleton contribution	= £ 5,858
Richmondshire contribution	= £ 14,812
Craven contribution	= £ 18,179
Harrogate contribution	= £ 17,575
East Riding contribution	= £ 61,286
TOTAL joint resource	= £186,470

1.9 It is anticipated that this resource will cover years 1 and 2 of the programme and the sub region has taken initial soundings that this is sufficient to create a meaningful resource, based on models in other areas of the country. Any decisions regarding future contributions will be made via the Housing Board but ultimate sovereignty will remain with the Local Authority to which the allocation has been made.

1.10 The Housing Board also proposed that, subject to the Council's agreement, the pooled funding should be held by Hambleton District. Hambleton currently acts as banker for all the Housing partnership funds and employs the team of Rural Housing Enablers and the Housing Strategy Manager.

1.11 At the local level, the Housing and Planning Policy Manager has prepared and submitted a bid response to DCLG on behalf of Hambleton which is attached as Annex 2 and which is subject to confirmation by Cabinet. Due to time constraints this was agreed by Management Team on 22 February 2017. It reflects the sentiment of the Housing Board and has also been informed by discussions with other key partners and personnel including, the LEP, North Yorkshire Chief Housing Officers Group; Rural Action Yorkshire, Registered Providers and the consultant who worked closely with DCLG on the drafting of the grant guidance. The bid is underpinned by a Local Funding Plan which itemises each area of anticipated spend.

**2.0 LINK TO COUNCIL PRIORITIES:**

2.1 Promoting community led housing will increase housing choices for our residents. It will also help to increase the number of homes overall and may also result in the provision of more homes that are affordable to local people, particularly in rural areas.

**3.0 RISK ASSESSMENT:**

3.1 There are no risks in approving the recommendations.

3.2 The key risk is in not approving the recommendation as shown below:-

<b>Risk</b>	<b>Implication</b>	<b>Prob*</b>	<b>Imp*</b>	<b>Total</b>	<b>Preventative action</b>
The Council would not benefit from the additional resources and economies of scale available through collaborative working and may be less effective in the way it spends its grant.	Future grant may be reduced as the Council may not deliver Value for Money	4	3	12	Agree to pool 3% of the grant allocation

#### **4.0 FINANCIAL IMPLICATIONS:**

- 4.1 The Council received the first tranche of the grant payment (£97,639) for 2016/17 on 16<sup>th</sup> January 2017. The grant has been ring fenced for use on community led housing, in accordance with the grant guidelines. Subject to DCLG finding our bid submission satisfactory, the Council will receive the second tranche for this financial year. Further allocations may be received for the period of the Spending Review but the amount may vary depending on the performance of the Yorkshire and Humberside region and we may need to bid for this on a competitive basis.
- 4.2 The Housing Board has agreed in principle for participating local authorities to pool some of the grant allocation and this would require Hambleton to transfer £5,858 of its allocation for 2016/17 into a pooled fund. The Housing Board has also asked if Hambleton would act as banker on behalf of the housing partnership.

#### **5.0 LEGAL IMPLICATIONS:**

- 5.1 There are no legal implications.

#### **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 It is recommended that:-

- (1) Cabinet agrees to pool £5,858 of its Community Housing grant allocation for 2016/17;
- (2) the Council acts as banker on behalf of the York, North Yorkshire and East Riding Housing Partnership.

MICK JEWITT

#### **Background papers:**

**Author ref:** SWT

**Contact:** Sue Walters Thompson  
Housing and Planning Policy Manager  
01609 767176

**Local Authority Allocations**

East Riding of Yorkshire	£2,042,864	32%
Craven	£605,964	9%
Hambleton	£195,277	3%
Harrogate	£585,832	9%
Richmondshire	£493,730	8%
Ryedale	£431,322	7%
Scarborough	£1,860,672	29%





Department for  
Communities and  
Local Government

## Community Housing Fund - Summary of Spending Plans

### 1. What is the name of your Local Authority?

Hambleton District Council

### 2. Intended use of the grant: Revenue support to groups

**This could include any plans that your local authority has for providing grants to CLH groups for technical advice and seed-corn funding to establish themselves; further technical advice and professional fees to develop their plans; funding for existing organisations to provide advice and support to CLH groups in your local authority area.**

The council plans to use a substantial amount of the fund as revenue to provide grants for technical advice and as seed-corn funding to help identified and new groups to establish themselves.

Approximately 30% of the fund will be used to provide technical advice, focused on the five pilot schemes at Ingleby Arncliffe, Helperby/Brafferton, Hutton Rudby, Thornton Watless and Osmotherley. This will include matters such as architects and other professional fees, ground investigation works and topographical or archeological surveys. This will be ring fenced in readiness for work we anticipate communities will need to commence in 2017/18.

Approximately 15% of the fund will be used to fund an existing organisation to provide advice and support. The council has identified a need to commission additional advice and capacity in respect of setting up legal entities, advising on governance arrangements, developing project plans, bid writing, fund raising and project management. The council is in negotiations with Ryedale District Council and Rural Action Yorkshire to jointly commission delivery of these services, possibly through a dedicated staff resource based at Rural Action Yorkshire. Commissioning should take place before the end of the current financial year.

As part of the York North Yorkshire and East Riding Housing Partnership, the council has also agreed that 3% of the fund will be pooled to establish a central hub that can offer support

and strategic advice. This will enable best value and the sharing of good practice. The role of the Hub is outlined in section 4.

### **3. Intended use of the grant: Capital**

**What plans do you have to make grants or loans available to community groups to deliver affordable units? Capital can be used to make mixed tenure schemes viable, and to increase the number of schemes within the delivery pipelines. If known, please indicate the number of additional homes that you expect the grants/loans will enable over the next 3-5 years.**

Approximately 50% of the fund will be ring-fenced as a contingency for any capital shortfalls communities may experience. This could enable at least 20 additional homes over the next 3-5 years by assisting with the delivery of five pilot schemes. During this timeframe the council will also be working with local stakeholders to develop a pipeline of schemes with the ambition of enabling a further 15 homes across the District.

### **4. Joint plans across your local area**

**What discussions, if any, has your local authority had with neighbouring authorities to pool part of the funds? This could include supporting an existing – or establishing a new – local enabling service, or providing a shared resource to support delivery (such as a revolving land purchase fund).**

The York North Yorkshire and East Riding Housing Board has agreed that a partnership approach be adopted to deliver the opportunities presented by the funding in an efficient manner. In the spirit of this, each Local Authority allocated funding will make a contribution to a central pot to boost capacity and specialist support to enable a community led housing programme. Each Local Authority which receives an allocation will make a 3% contribution to a Hub to support the programme. This will provide a total joint sub regional resource of circa £186,000. It is anticipated that this will support years 1 and 2 of the Hub and we have taken initial soundings that this is sufficient to create a meaningful resource, based on models in other areas of the country.

The pooled resource will provide services which are not normally core Local Authority functions to both support existing groups and enable further community led activity. Specifically, this will include:

## Supporting

- Advise Local Authorities on the development of common approaches/criteria for allocating the Community Housing fund and the governance needed
- General Community Led Housing awareness raising –advice to groups and communities and other organisations who may consider this route – sub regional events, website, marketing materials
- Support and advice to Housing Associations, small and medium developers, landowners etc. on how they might be involved
- Support and advice to Local Authorities in developing housing and planning policies to enable community led housing (information sharing, case studies, capacity, consultancy)
- Maintain a library of marketing information and guidance on the Community Housing Fund and other funding sources/fund raising and how they can be used
- Organise site visits to other projects or events to link YNYER communities with skills and advice (initial visit to SCATA CLT planned for 16<sup>th</sup> March 2-17)
- Understand emerging community led housing policy and case studies/practice in other areas to inform local groups' development

## Enabling

- Manage and maintain a panel/list of and relationships with suitable consultants, professionals, small and medium builders, estates and housing associations able to work with communities across the area – design, planning, development, legal, governance finance etc.
- Procure such services on behalf of Local Authorities/Communities in an efficient manner
- Maintain a list of and relationships with funders and lenders, including the HCA
- Maintain lists of 'key contacts' for communities for each Local Authority – planning, housing, highways, assets etc.
- Create, explore and support new community led housing opportunities through reviewing
  - planning permissions
  - land ownership and availability (public and private)
  - SHLAA reports
  - brownfield registers
  - empty properties
  - self and custom build registers
- Compiling appropriate funding bids as opportunities arise
- Developing allocation policies and approaches to be used by community groups

The Council will also continue to work with sub regional partners through the Rural Housing Enabler Network to facilitate Community Led Housing schemes in rural areas.

## 5. Advice obtained

**In drawing up these plans, which CLH specialists or other stakeholders (e.g. housing partnerships, housing associations, other community associations) have your local authority engaged?**

These plans have been drawn up following collaborative working with other local authorities, North Yorkshire County Council and the two National Park Authorities who are all partners of the York, North Yorkshire and East Riding Housing Board. We have also engaged with the LEP, Registered Providers and the HCA. Discussions about how funds should be spent have also taken place at the Rural Housing Enabler Network, the membership of which also includes the Country Land and Business Association.

This Plan is also informed by the outcome of research that was jointly commissioned in Summer 2016 and the pilots which were identified. More explanation is provided in Q6 below. The work was done in 2016/17 with Social Regeneration Consultants- Pete Duncan (SCATA) and Tom Johnson (Glendale Gateway Trust) - and was funded by the Nationwide Foundation, UK Co Housing Network and North Star Housing Association. It included research and collaborative working with stakeholders and has increased the number of communities identified as interested in taking forward community-led housing from 1 to 12.

All of the local authorities in the York North Yorkshire and East Riding sub region with allocations also met with Tom Chance of the National CLT Network in February 2017 and the Housing partnership has emailed the Building and Social Housing Foundation contact from the guidance note to understand the support that they might offer.

The District and other members of the York, North Yorkshire and East Riding Housing Board have also spoken at length with Rural Action Yorkshire and the Humber and Wolds Rural Community Council, both at the local and the strategic level, and their suggestions have informed in part the approach we are taking.

## 6. Existing local activity

**Which CLH groups already exist in your local authority's area; which other community organisations might want to develop housing; and which other planned developments are you aware of that could become community-led?**

No community housing led groups have yet been set up in our District however the sub region (through the Housing Board) was made aware in that this grant was likely to be made available and of the opportunities it would offer to support communities to deliver housing in response to the challenges created by second homes.

In Summer 2016 the North Yorkshire, York and East Riding Housing Board and Rural Action Yorkshire jointly commissioned research, sponsored by the Nationwide Foundation, the UK Co Housing Network and North Star Housing Associations to increase awareness and to identify potential pilot community-led housing schemes across the sub-region that might benefit from the grant funding and also to provide a toolkit to assist other rural communities across the country to get schemes off the ground in the future.

As part of this work, twelve pilot schemes were identified, five of which were in Hambleton: Brafferton & Helperby, Osmotherley, Ingleby Arncliffe, Thornton Watless and Hutton Rudby. The council is also having on-going dialogue with estates across the District. Help and support has been given at Brafferton & Helperby to set up a group and land has been identified in partnership with the estate.

## 7. Intended use of the Fund – developing your plans for the fund

### **What plans does your local authority have to use the grant to procure further advice or additional officer capacity?**

The Council's plans for procuring other advice are outline in sections 2 and 4 above.

The Council also foresees its Rural Housing Enabler as having an important role to play working in rural areas in particular, increasing parish awareness, undertaking housing needs surveys, assisting and facilitating community consultation events and liaising with planning colleagues and some of the grant will be used for this purpose.

## 8. Other plans

### **What other plans – not covered above – does your local authority have to deploy the grant funds in accordance with the aims of the programme? Plans could include use of your or others' financial or staff resources, or through your policies and asset management plans.**

Community-led housing is referenced in the York, North Yorkshire and East Riding Housing Strategy under Priority 1: '*Work with Partners to increase the supply of good quality new housing across all tenures and locations.*'

The Council will continue to provide housing and planning officer support for community-led housing including through the work of its Rural Housing Enabler. Hambleton is also currently developing a new Local Plan which will include policy wording to support the delivery of community-led housing schemes.

This page is intentionally left blank

## HAMBLETON DISTRICT COUNCIL

**Report To:** Cabinet  
14 March 2017

**Subject:** **BEDALE GATEWAY CAR PARK**

**Bedale Ward**  
**Portfolio Holder for Economic Development and Finance: Councillor P R Wilkinson**

---

### **1.0 PURPOSE AND BACKGROUND:**

- 1.1 The purpose of this report is to provide an update on the current status of the Bedale Gateway Car Park project and seek approval to pause the project for further evaluation.
- 1.2 In July 2015, the Council instructed that the Gateway Car Park project commence (CA.18), funded with an allocation of £612,000 from the Capital Programme. The car park design was granted planning permission in October 2016 with conditions that necessitate some further design work. The approved layout is attached at Annex A.
- 1.3 The estimated cost of the project is significantly higher than allocated in July 2015, with an expected delivery cost of £1,564,477 (excluding land purchase which is estimated at £140,000). Costs have increased beyond the initial estimate which had been made without the benefit of detailed surveys or known highway access requirements and the design requirements are higher than originally envisaged by the Council's engineers.
- 1.4 Discussions have taken place with the landowner and it is unlikely that purchase by agreement will be achieved for a stand-alone car park. In April 2014 (CA.111) the Council agreed in principle to move to a Compulsory Purchase Order should this be necessary. Final approval from Cabinet would need to be sought to progress in this manner as the previous agreement was only 'in principle' and the defined site has since changed.
- 1.5 The landowner position remains that the release of the land for the car park is linked to achieving development on the remainder of the site and is working up proposals which would be subject to planning permission.
- 1.6 It is proposed that the Council places a pause on the project, enabling the landowner to work up their proposals and whilst further intelligence is gained to better understand the economic impact on Bedale from the opening of the relief road. Officers should also seek to identify options for enabling the development of the car park, including identifying: links to other potential development opportunities, potential development partner(s) and funding opportunities.

### **2.0 LINK TO COUNCIL PRIORITIES:**

- 2.1 This report links to the Council's priorities on driving economic growth.

### **3.0 RISK ASSESSMENT:**

- 3.1 There are no significant risks associated with approving this report.

**4.0 FINANCIAL IMPLICATIONS:**

4.1 There are no financial implications associated with this report, due to the recommendation to pause the project.

**5.0 LEGAL IMPLICATIONS:**

5.1 There are no legal implications associated with this report.

**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 the project is paused to understand the economic impact of the opening of the relief road on Bedale and to review the options available to progress the project.

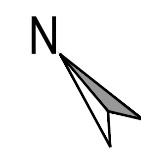
HELEN KEMP

**Background papers:** Cabinet Report: Bedale Gateway Car Park 7 July 2015  
Cabinet Report: Bedale Gateway Car Park 15 April 2014

**Author ref:** HK

**Contact:** Helen Kemp  
Director of Economy and Planning  
01609 767204





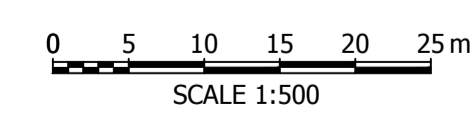
BEDALE, AISKEW AND LEEMING BAR BYPASS UNDER CONSTRUCTION. DETAILED ALIGNMENT FOR THIS SCHEME UNAVAILABLE



Page 13

KEY			
	CIRCULATORY CARRIAGEWAY		RETAINING STRUCTURES
	CAR PARKING (PERMEABLE CONSTRUCTION)		LED LIGHTING COLUMNS (BAT FRIENDLY)
	CAR PARKING - ELECTRIC VEHICLE CHARGE POINTS		PAY AND DISPLAY TICKET MACHINES
	DISABLED PARKING (PERMEABLE CONSTRUCTION)		INFORMATION BOARDS
	COACH PARKING (PERMEABLE CONSTRUCTION)		CARAVAN / MOTORHOME PARKING (PERMEABLE CONSTRUCTION)
	GRASSED AREAS		PEDESTRIAN ROUTE
	LANDSCAPING (DETAILED LANDSCAPING DESIGN TBC)		LANDSCAPING (DETAILED LANDSCAPING DESIGN TBC)
	HARD LANDSCAPING		HIGHWAY BOUNDARY (ASSUMED AND TBC)

**PLANNING ISSUE**



P2	PLANNING ISSUE	ICG	CR	MB	27.07.16
REV	DESCRIPTION	BY	CHK	APP	DATE

Scale @	A1	Drawn	Date	Checked	Date	Approved	Date
1:500		ICG	JULY 16	CKR	JULY 16	SJB	JULY 16
Project No.	Office	Type	Drawing No.		Revision		
A096284	21	C	H.01.02		P2		

ARNDALE COURT  
HEADINGLEY  
LEEDS  
LS6 2UJ  
TEL: +44 (0)113 278 7111  
FAX: +44 (0)113 278 3487  
e-mail: leeds@wyg.com



Project:  
**BEDALE GATEWAY CAR PARK**

Drawing Title:  
**GENERAL ARRANGEMENT**

This page is intentionally left blank

## **HAMBLETON DISTRICT COUNCIL**

**Report To:** Cabinet  
14 March 2017

**Subject:** **AMENDMENTS TO THE WASTE AND RECYCLING COLLECTION POLICY**

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

---

### **1.0 PURPOSE AND BACKGROUND:**

- 1.1 This report seeks approval for changes to the Waste and Recycling Collection Policy which was approved by Cabinet in December 2015. The amendments aim to ensure that contamination of the recyclate is controlled and that revenues from the sale of the recycled materials are maximised as prices for recycled materials recover.
- 1.2 The present recycling contract commenced in January 2016 and expires in March 2019. The Waste and Recycling Collection Policy set out rules and standards to provide clarity for residents about how the system operates and what responsibilities they and the Council have.
- 1.3 The policy covers assisted collections, side waste, putting out receptacles for emptying, bin replacement and repair, additional waste and recycling bins, enforcement procedures and services to charities and community organisations.
- 1.4 The Council operate a twin stream recycling collection with glass collected in a box and a range of other materials collected in a 240 litre bin. This method of collecting materials can be subject to higher levels of contamination from non-target materials than the kerbside sort system previously employed. While a certain level of contamination has been allowed for in the contract, communication with the residents needs to be clear and a course of action identified when contamination arises.

### **2.0 PRESENT ISSUE:**

- 2.1 The Council's contract with Wards Recycling Limited allows for a contamination rate of 10% by weight. At the beginning of the contract period contamination was around 5%. Levels of contamination have been steadily increasing since then, to a peak of 16% in September 2016. Wards Recycling Limited advise that levels of contamination often rise during contract periods. Common contaminants are glass in the 240litre bin, wet cardboard, plastic film and items tied in opaque sacks which cannot be sorted.
- 2.2 Within the terms of the contract Wards Recycling Limited can charge Hambleton for disposal costs of any contamination above 10%. This is presently charged at £87 per tonne. There is an additional charge for loss of income from the sale of the material.
- 2.3 The price the Council receives for its dry recyclate is not fixed for the duration of the contract but is reviewed quarterly based on a 'basket price' according to an industry standard price index published by 'Let's Recycle'. The Council has failed to fully benefit from improving prices due to the costs described in para 2.2 above. If the contamination had been brought under 10%, an increase in income would have been shown due to the increase in basket price.

2.4 The service has taken steps to reduce the amount of contamination presented at the kerbside. These include regular monitoring visits to the recycling plant by the Waste and Street Scene Manager, crew briefings, visual checks at the kerbside, stickers placed on contaminated bins and making information on the service as accessible as possible to residents. These measures have had an impact, but have not influenced residents who frequently contaminate their bins to take the required action.

**3.0 PROPOSED FURTHER ACTION**

3.1 It is proposed to make amendments to the Waste and Recycling Collection Policy to bring in further measures to reduce the contamination and increase the income. These changes are detailed in the Amended Policy at Annex A.

- The first time a contaminated bin is presented it will not be emptied until the next scheduled collection, provided the contamination has been removed, and a leaflet with details of the contamination will be hand delivered by the refuse crew.
- At the second instance of contamination the bin will not be emptied and a further letter will be sent to the property detailing the expected standard.
- On the third occasion, a warning letter will be issued informing the resident that collections will cease should the contamination continue.
- On the fourth occasion the service will be suspended for a period of three months and re-introduced with close monitoring.

3.2 It is also proposed that where problems occur with communal collection points, individual properties may receive an individual service.

**4.0 LINK TO COUNCIL PRIORITIES:**

4.1 The proposal links to the Council Priorities by supporting the following aims and objectives in the Council Plan under the Caring for the Environment Priority:

- Reduce kerbside collected residual waste.
- Increase the recycling rate.
- Improving the efficiency of waste collections and recycling.

**5.0 RISK ASSESSMENT:**

5.1 There are no significant risks in accepting the recommendation.

5.2 The key risks in not approving the recommendation are set out below:

<b>Risk</b>	<b>Implication</b>	<b>Prob*</b>	<b>Imp*</b>	<b>Total</b>	<b>Preventative action</b>
Increasing loss of income from increased contamination.	Savings needing to be made in other areas.	5	3	15	Adoption of the amended Waste and Recycling Collection Policy.
Recycling loads rejected due to increased contamination.	Disputes with the contractor and extra costs of dealing with whole load rejection.	4	3	12	Adoption of the amended Waste and Recycling Collection Policy

Prob = Probability, Imp = Impact, Score range is Low = 1, High = 5

**6.0 FINANCIAL IMPLICATIONS:**

6.1 The Council is failing to fully benefit from the recovery in recycling prices. If the contamination rate was below 10% then additional income would have been generated and no costs would have been incurred for disposal. This represents an estimated overall reduction in income of £24,000 for 2016/17. If recycling prices continue to recover the financial impact will increase.

**7.0 LEGAL IMPLICATIONS:**

7.1 There are no legal implications with this proposal.

**8.0 EQUALITY/DIVERSITY ISSUES:**

8.1 There are no equality and diversity issues associated with this proposal.

**9.0 HEALTH AND SAFETY ISSUES:**

9.1 There are no health and safety issues associated with this proposal.

**10.0 RECOMMENDATION:**

10.1 That Cabinet approves the amended Waste Collection Policy as set out in Annex A.

PAUL STAINES

<b>Background papers:</b>	None
<b>Author ref:</b>	PS
<b>Contact:</b>	Paul Staines – Director Leisure and Environment 01609 767045

This page is intentionally left blank



## 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 costs the district council money as it has to be removed from the recycling chain by contractors before the collected materials can be sold on for re-use.

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

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 presented - black bin presented on green 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 recyclable materials.

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

Contaminated general, garden waste or recycling wheeled bins or boxes will not be emptied. The council will follow the following procedure when repeated contamination 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 for three months as a result of the repeated contamination. After that period clear sacks will be supplied for three months 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 receptacles for residents.

The following are some of the items that will be treated as contaminants in the recycling bin or box:

- Pyrex glass in blue box
- Greenhouse glass in blue box
- All glass in the wheeled bin
- Rigid plastics, such as toys
- Solid metal items, such as padlocks or car parts
- Packaging heavily soiled with food or liquids
- Polystyrene packaging
- Polythene bags and sheet, food wrappers, carrier bags
- Wet cardboard

This page is intentionally left blank



## **HAMBLETON DISTRICT COUNCIL**

**Report To:** Cabinet  
14 March 2017

**Subject:** **PUBLIC OPEN SPACE, SPORT AND RECREATION ACTION PLANS – GREAT BROUGHTON**

**Stokesley Ward**  
**Portfolio Holder for Leisure: Councillor Mrs B S Fortune**

---

### **1.0 PURPOSE AND BACKGROUND:**

- 1.1 The Council's policy is to 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 Public Open Space, Sport and Recreation refreshed Action Plan for Great Broughton.
- 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 All projects in receipt of this funding have open access to the community.

**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

**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

**Process for approving Sub Area Action Plan and Section 106 thresholds for Public Open Space, Sport and Recreation schemes**

An individual Public Open Space, Sport and Recreation Area Action Plan is submitted to Community Leisure

Individual Area Action Plan projects are checked by the Communities Team to ensure they meet the Section 106 criteria, strategic priorities and offers value for money

Communities Team consult local Ward Member

Action Plan is presented to Cabinet for approval

Action Plan schemes approved

Yes

No

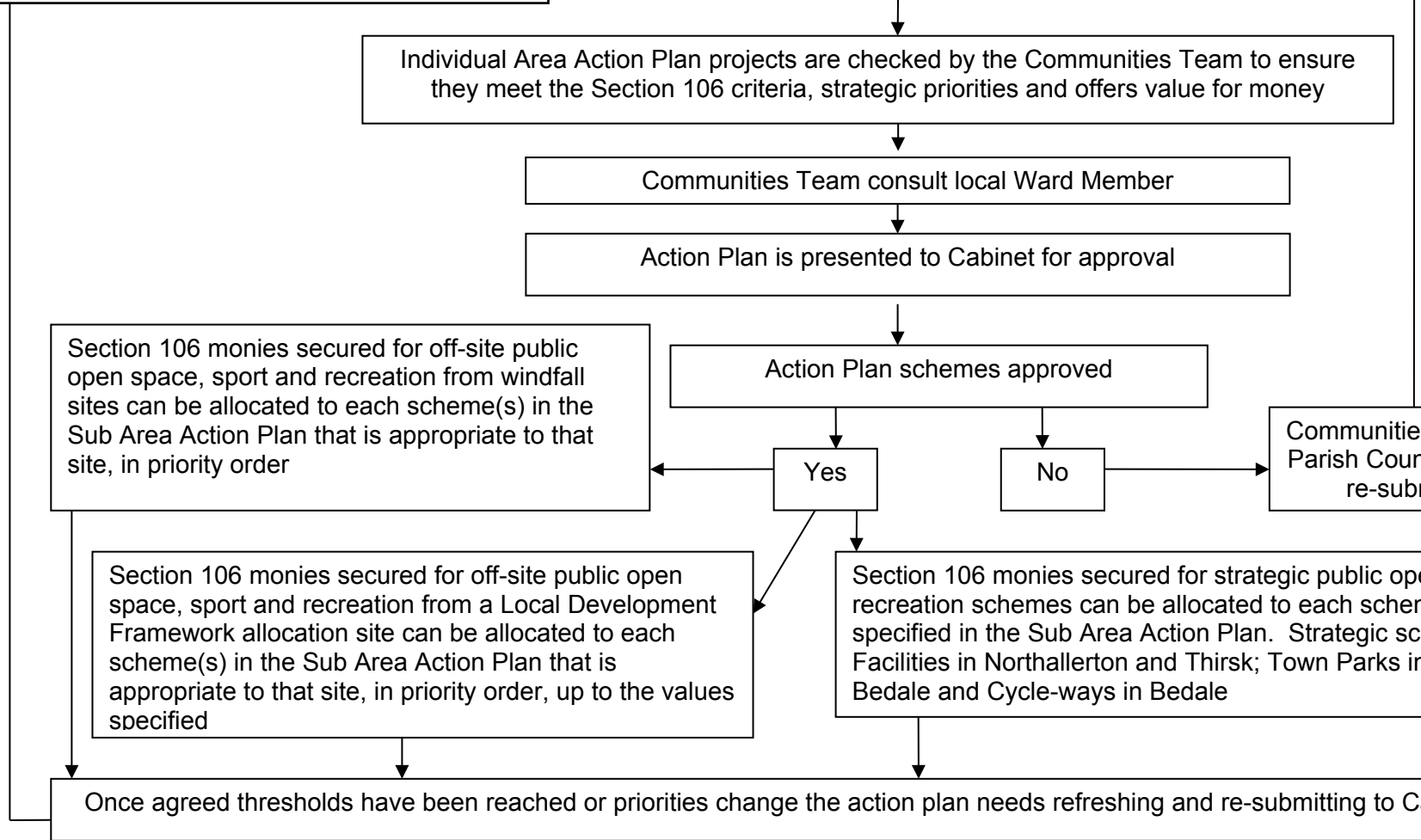
Communities Team to support Town / Parish Council / community groups to re-submit Area Action Plan

Section 106 monies secured for off-site public open space, sport and recreation from windfall sites can be allocated to each scheme(s) in the Sub Area Action Plan that is appropriate to that site, in priority order

Section 106 monies secured for off-site public open space, sport and recreation from a Local Development Framework allocation site can be allocated to each scheme(s) in the Sub Area Action Plan that is appropriate to that site, in priority order, up to the values specified

Section 106 monies secured for strategic public open, sport and recreation schemes can be allocated to each scheme up to the value specified in the Sub Area Action Plan. Strategic schemes are Sports Facilities in Northallerton and Thirsk; Town Parks in Northallerton and Bedale and Cycle-ways in Bedale

Once agreed thresholds have been reached or priorities change the action plan needs refreshing and re-submitting to Cabinet



**HAMBLETON**  
**DISTRICT COUNCIL**

**PUBLIC OPEN SPACE, SPORT AND RECREATION ACTION PLAN – GREAT BROUGHTON – 14 MARCH 2017**

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)
Sport club, tennis courts, cricket pitch and football pitch area	Broughton and Kirkby Sports Club	Purchase of new cricket pitch covers	Lack of equipment	£4,300.00	1
A play park suitable for children up to the age of 8	Great & Little Broughton Parish Council	To extend the existing play park to have additional resources	The park is well used and could be improved further with additional resources.	£25,000.00	2
Sport club, tennis courts, cricket pitch and football pitch area	Broughton and Kirkby Sports Club	Drainage for cricket pitch	Flooding prevents play from taking place	£1,663.00	3
Sport club, tennis courts, cricket pitch and football pitch area	Broughton and Kirkby Sports Club	Refurbish visitor entrance and changing room including toilets for disabled use	Visitor comments and disabled access	£3,000.00	4
Sport club, tennis courts, cricket pitch and football pitch area	Broughton and Kirkby Sports Club	Provide hard standing areas and screening at entrance for container and refuse area	Improve hygiene and attractiveness of the open space area	£1,500.00	5

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank