

**Cheltenham Borough Council**  
**Cabinet – 11 June 2019**  
**Improvements to the Household Recycling Centre**  
**and changes to bring bank sites**

<b>Accountable member</b>	<b>Councillor Chris Coleman, Cabinet Member - Clean and Green Environment</b>
<b>Accountable officer</b>	<b>Karen Watson, Client Manager-Environmental Services (interim)</b>
<b>Ward(s) affected</b>	<b>ALL</b>
<b>Key/Significant Decision</b>	<b>Yes</b>
<b>Executive summary</b>	<p>On 25 March 2019 the Council approved its Corporate Plan for 2019-23 setting out its priorities including one supporting a cleaner and greener environment. In addition, a recent motion to Full Council seeking recognition of a climate change emergency highlights the importance of actions now to address these issues. The government's new waste and resources strategy published in October 2018 clearly sets out the need to reduce waste and increase the amount of precious resources which are recycled. The recommendations within this report seek to support these priorities.</p> <p>The Council currently provides a fortnightly kerbside residual waste collection for most residents, including a weekly kerbside food waste collection and a paid for garden waste service is also available. In October 2017 the enhanced kerbside recycling service was introduced increasing the recycling materials collected at kerbside and this new service has collected approximately 1,640 tonnes more recycling in 2018/19 than the previous year. There is more that can be done to further improve the volume of recycling collected in Cheltenham and a weekly kerbside recycling service is being investigated however there are other recycling facilities currently available to residents which could be improved such as the household recycling centre and bring bank sites. This report sets out recommendations to further reduce residual waste and increase re-use and recycling in Cheltenham.</p> <p>The household recycling centre and bring banks collected approximately 4,500 tonnes of recycling last year. Following recent public consultation there is overwhelming support for the household recycling centre and improving the facilities on offer. Whilst the Gloucestershire County Council household recycling centres have reduced their opening hours, Cheltenham has decided not to implement a similar reduction at its centre in recognition of the value of this service to its residents. There are no plans to reduce the opening hours. However the Swindon Road site has seen an increase in the volume of users since these changes to the county council household</p>

recycling centres in the area.

To respond to operational requirements and the environmental priorities set out above, a complete review of the household recycling centre is now required to optimise and expand the re-use and recycling opportunities which can be delivered from the existing site and actions to achieve this are recommended and set out within this report, including a review of whether the continued collection of residual and garden waste supports the Council's priorities. Removal of the garden waste and residual waste skips would allow the site to focus on recycling, re-use and waste reduction. 45.3% of respondents to the recent public consultation survey supported the removal of the residual waste skip and 31.7% supported the removal of the garden waste skip therefore those members of the public currently using the site to dispose of residual waste and garden waste will be further consulted and supported to reduce waste and use the kerbside garden waste service.

Those bring banks sites (4 out of 12 sites) which are less well used by the public with fewer bring banks, misused with unacceptable amounts of fly tipping or present health and safety issues whilst servicing have been identified and the report recommends that only third party bring banks be retained at these sites. This recommendation is in line with the results from the recent public consultation survey carried out between 19 December 2018 and 6 January 2019 (60.7% of respondents supported the removal of some of the less well used recycling banks where residents can access the kerbside recycling service). The list of bring bank sites and the recycling facilities offered at those sites is set out in appendix 1 of the report.

## Recommendations

1. That Cabinet delegate authority to the Managing Director, Place and growth, in consultation with the Cabinet Member, Clean and Green Environment to:
  - 1.1 implement improvements to the household recycling centre at Swindon Road to optimise the site layout, provide better signage, enhance internal safety barriers and fencing and replace existing bring banks within existing budgets;
  - 1.2 agree a suitable date to close the household recycling centre at Swindon Road for a maximum of 2 days to enable the improvements set out at 1.1 to be completed;
  - 1.3 subject to further public consultation, review the collection of residual waste and garden waste at the household recycling centre and implement any changes necessary to ensure environmental and financial benefits are maximised;
  - 1.4 review and increase the range of recycling materials accepted at the household recycling centre for both re-use and recycling ensuring environmental and financial benefits are maximised;
2. That Cabinet approve the retention of third party bring banks only and the removal of Cheltenham Borough Council provided bring banks on the following sites: Asda – Hatherley Lane, Everest Road, Church Piece – Charlton Kings and High Street Car Park as soon as possible.

<p><b>Financial implications</b></p>	<p>The replacement costs for the new bring banks at bring bank sites and the household recycling centre will be funded from within the existing capital replacement budget for 2019/20 as agreed by Council as part of the budget setting process.</p> <p>The improvements to the household recycling centre will be funded from within existing site maintenance budgets as agreed by Council as part of the budget setting process and any operational efficiencies as a result of the content of the report.</p> <p>The net cost of servicing the bring bank locations is expected to reduce by approximately £17,000 per year.</p> <p>The recommended review of the residual and garden waste skips will include a detailed financial analysis.</p> <p><b>Contact officer: Jon Witlock, <a href="mailto:Jon.witlock@publicagroup.uk">Jon.witlock@publicagroup.uk</a></b></p>
<p><b>Legal implications</b></p>	<p>With regard to the changes proposed in this report, the authority needs to be satisfied that it has discharged its consultation duties imposed by section 3(2) of the Local Government Act 1999 (as updated by revised Best Value Guidance Statutory Guidance of March 2015) and the Equality Act 2010 (as subsequently interpreted by case law and guidance).</p> <p>In terms of the Equality Act 2010 the Council has to bear in mind its wider Public Sector Equality Duty (PSED) when proposing service changes i.e. the duty to: (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this (Equality) Act; (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it." ('protected characteristics' are: Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.)</p> <p>Again, in practical terms, the PSED requires any consultation regarding service change to be at the earliest opportunity, with persons possessing a protected characteristic who may be affected, be clear who it may affect and how, and give them the opportunity to express their views.</p> <p>The authority needs to be satisfied that meaningful consultation has taken place in accordance with the PSED with regard to the closure of the 4 bring banks identified in this report without further review as recommended for the collection of residual waste and garden waste at the household recycling centre.</p> <p>With regard to any infrastructure changes involving works, the authority needs to comply with the Contract Rules and procurement law.</p> <p>Contact officer: Shirin Wotherspoon,  <a href="mailto:shirin.wotherspoon@teWKesbury.gov.uk">shirin.wotherspoon@teWKesbury.gov.uk</a>, 01684 272017</p>
<p><b>HR implications (including learning and organisational development)</b></p>	<p>There are no HR implications as a result of this report. Any staff that may not be required in their current role as a result of the recommendations in this report will be deployed elsewhere within the contract following the appropriate HR processes.</p> <p><b>Contact officer: Clare Jones, <a href="mailto:clare.jones@publicagroup.uk">clare.jones@publicagroup.uk</a>, 01242 264364</b></p>

<b>Key risks</b>	See the risk assessment attached at appendix 2
<b>Corporate and community plan Implications</b>	The content of the report supports key priority 3 (KP3) of the corporate plan 2019-23,
<b>Environmental and climate change implications</b>	<p>Replacing the bring banks at the household recycling centre with larger skips will reduce the carbon footprint of the recycling collected by reducing the number of times the skips will need to be emptied. Expanding the range of materials that can be recycled and introducing a re-use facility to extend the life of items will also deliver positive environmental benefits.</p> <p>Diverting recycling material to the kerbside recycling service from the bring bank sites earmarked for closure will further reduce the carbon footprint of these recycling items.</p> <p>It will be important to provide support to users of the facilities being withdrawn to ensure materials continue to be recycled and that residual waste is disposed of correctly so there is no negative effect on the environment.</p> <p><b>Contact officer: <a href="mailto:gill.morris@cheltenham.gov.uk">gill.morris@cheltenham.gov.uk</a></b></p>
<b>Property/Asset Implications</b>	<p>The proposals have no impact on any other services operating from the depot site, nor rental incomes. The proposed re-use shop may require planning and change of use. The related phase 1 expenditure is required to enhance Health &amp; Safety requirements and security to the site.</p> <p><b>Contact officer: <a href="mailto:simon.hodges@cheltenham.gov.uk">simon.hodges@cheltenham.gov.uk</a></b></p>

## 1. Background

### 1.1 Household recycling centre

1.2 Cheltenham Borough Council funds the provision of a household recycling centre at Swindon Road Cheltenham (operated by Ubico Ltd since 2010, a teckal company wholly owned by local authorities). There is no statutory duty on Cheltenham Borough Council to provide such a facility and it is therefore a discretionary service. During 2018/19, the site accepted approximately 1,937 tonnes of garden waste, 2,230 tonnes of residual waste and 3,592 tonnes of recycling. The net cost to the Council of providing the household recycling centre and bring banks in Cheltenham is £341,000 per year.

1.3 The current layout of the site at Swindon Road is inefficient, only just coping with the increased volume of users following the opening hour changes by Gloucestershire County Council to their household recycling sites in the area and without optimising the layout of the site there is insufficient space to increase the volume or type of recycling materials collected. Other household recycling centres in the county such as Fosse Cross in the Cotswolds operate a re-use shop and this could be considered at the Cheltenham household recycling centre should sufficient space be freed up by the optimisation of the site. Whilst annual revenue could be increased by up to an estimated £15,000 per year this may not be achieved in Cheltenham and it should therefore be noted that the environmental benefits of diverting resources away from landfill and back into use are the main driver for this initiative.

1.4 The existing bring banks at both the household recycling centre and at bring bank locations around Cheltenham are 14 cubic yards in size and at least 20 years old and beyond economical repair. As these skips need replacing for health and safety reasons, the introduction of larger skips at the household recycling centre in Swindon Road would increase the volume of recycling accepted at the site and enable more types of materials to be collected. Operating efficiencies would arise as a result of the change to the different type of larger bring banks because the increased volume able to be collected per skip would reduce the frequency of emptying required.

1.5 Whilst it is true to say that the Council receives income from the sale of some recycling materials collected at the site, not all materials generate an income which covers the cost of collection. There are some materials such as hard plastics and fridges/freezers which the Council has to pay for collection to ensure as much of the material as possible is diverted from landfill. The optimisation of the household recycling centre enabling the collection of more recycling materials which do generate an income will help offset the costs associated with some recycling materials which do not.

1.6 Feedback from users of the site suggests that they would like items such as mattresses and carpet to be accepted for recycling which at present are not. The Gloucestershire County Council household recycling centres do not accept these materials but it is possible to recycle these items and divert them from landfill. The only way this can be considered is if more space is made available on the site and the operating costs of the site are reduced sufficiently to fund the cost of recycling of such materials.

1.7 Residual waste is currently accepted at the household recycling centre in Swindon Road as long as users are also bringing in recycling however it is very difficult for site staff to manage whether the residual waste skips are being used in line with this policy and no information currently exists to verify that users are in fact residents of Cheltenham. During 2018/19, the site accepted 1,937 tonnes of garden waste, 2,230 tonnes of residual waste and 3,592 tonnes of recycling.

1.8 Site staff are aware that some users of the site are from outside Cheltenham and whilst this is welcomed for recycling, it is unfair for tax payers in Cheltenham to have to continue to fund the costly disposal of residual waste which is collected on a fortnightly basis from households. Continuing to accept residual waste at the household recycling centre in Swindon Road is not

congruent with the priority set out in the Council's corporate strategy 2019-2023 or the high level of concern raised by the recent Council motion seeking support for a 'climate change emergency'. The government's new waste and resources strategy seeks to reduce waste and Council's should therefore support residents more with waste reduction advice. Reconsidering whether to accept residual waste at the household recycling centre would demonstrate a commitment to reduce waste from Cheltenham Borough Council therefore this report recommends that the Council carries out further public consultation as part of a review to determine whether residual waste should continue to be accepted at the site.

- 1.9** Some of the residual waste may be diverted to the kerbside collection however advice and support is required for residents to reduce the volume of residual waste and increase the amount of recycling taken out of the residual waste stream at kerbside. Currently a no side waste policy is in operation like many other authorities and this policy is due for review during 2019/20. Like other authorities, the Council offers residents the opportunity to buy special coloured residual waste sacks to allow for additional waste when this might occasional be needed during the year, for example, when moving house or having a clear out. A no side waste policy amnesty operates for the first collection after Christmas to allow for additional residual waste generated at Christmas and New Year to be presented by residents.
- 1.10** Garden waste is currently accepted at the household recycling centre in Swindon Road however a paid for kerbside garden waste service is available to residents in Cheltenham. It is unfair for those tax payers in Cheltenham who subscribe to the paid for garden waste service to have to subsidise the costly disposal of garden waste from the household recycling centre for those residents who use this method of free disposal of garden waste. The results of the public consultation survey carried out 18 December 2018-6 January 2019 indicate that 31.7% of those who responded supported the removal of the garden waste skip. This report recommends that the Council carries out further public consultation as part of a review to determine whether garden waste should continue to be accepted at the site.
- 1.11** Home composting is a more environmentally friendly option for those residents with space in their gardens to do so however for those residents who are unable or prefer not to do this, a kerbside collection minimises the carbon footprint of this type of waste. Income from the garden waste collection service funds the provision of that service but also any surplus helps to offset the cost of providing other waste and recycling services in Cheltenham.
- 1.12** The current price of a garden waste wheeled bin (brown) collected fortnightly apart from 2 collections over the Christmas/New Year period is £45 per bin or £42 per bin if the early bird discount is taken up which is lower than some neighbouring Councils.
- 1.13** More consultation is planned with users of the household recycling centre to understand what the barriers may be for users of the site subscribing to the kerbside garden waste scheme. A number of residents choose bin sharing with neighbours when they have small amounts of garden waste and wish to share the cost of a bin. Bin sharing will be promoted to help those with small gardens access the kerbside collection service where small amounts of garden waste or the cost of the service has been a barrier to subscribing to the kerbside service.
- 1.14** For residents that live in one of the specified areas where there is little or no space for storing a brown wheelie bin, garden waste can be collected in compostable paper sacks. The service works on a pay-per-sack basis, instead of an annual subscription. The scheme is entirely optional. Residents can still use the brown bin service. If residents live in a qualifying street they can buy the 75 litre paper sacks at £12.50 for 10 sacks. There is a charge of 60p for delivery, or the sacks can be collected from the municipal offices. Up to 10 sacks can be put out for collection on each collection day.
- 1.15** Further consultation is also planned to understand usage of the residual waste skip, whether it is residents of Cheltenham using the skips, waste composition analysis (bag splitting) and what can be done to help residents reduce the amount of recyclable materials in the waste stream thereby

reducing the overall volume of residual waste being collected at the household recycling centre.

- 1.16** It is difficult to forecast how much of the residual or garden waste collected at the household recycling centre will be diverted to the kerbside collection given a percentage of what is collected at the site may not come from residents in Cheltenham however work is necessary to support residents taking out as much recycling as possible from the residual waste stream and this will help reduce the total volume of residual waste. Close monitoring of residual waste weights across the borough will be necessary to ensure support for residents who are struggling to reduce their residual waste is targeted appropriately.

**1.17 Recycling bring bank sites in Cheltenham**

- 1.18** In addition to the household recycling centre, the Council also provides 12 bring bank sites located around the borough collecting glass, plastics, cardboard, paper and some textiles/shoes, foil and tetrapak/cartons. A list of all the existing sites around the borough and the recycling facilities is available on the website.

- 1.19** Following the results of the public consultation carried out 18 December 2018-6January2019, which supported the removal of 'some of the less well used recycling banks where residents can access the kerbside recycling service', the Council, in conjunction with Ubico, have reviewed the existing list of bring bank sites considering health and safety issues, how well used they are by the public at present, the recycling facilities currently provided and those presenting more service issues due to misuse.

Whilst the public have not been specifically consulted on the 4 sites identified within the report, two sites, Everest Road and the High Street car park opposite Matalan, have the lowest usage and the least number of bring banks at present as a result. Church Piece, causes the biggest health and safety issue for servicing the bring banks out of all the sites and also the bring banks reduce the number of car parking spaces available in a very busy, small local car park. The health and safety risks for servicing this site cannot be ignored. Another bring bank site is located a short distance away in Charlton Kings (Sixways). The Hatherley area benefits from bring bank sites in two local supermarket locations however the Asda-Hatherley Lane site is the least well used, causes more servicing difficulties and another bring bank site at Morrisons is only a short distance away.

- 1.20** Some of the recycling bring bank locations cause operational difficulties for large vehicles to access due to space restrictions or parked cars, and need to be reviewed for health and safety reasons, whilst also being those sites causing more fly tipping issues. These 4 sites are: Asda-Hatherley Lane, Everest Road, Church Piece-Charlton Kings and High Street car park.

**1.21 Health and safety assessment of existing bring banks**

In addition to the health and safety concerns of safely servicing some of the existing bring bank locations with large vehicles in confined public spaces with pedestrians and parked cars, Ubico have risk assessed the condition of the bring banks themselves via a combination of assessment by the collection driver and then by the workshop. The issue with the majority of the skips that have been taken off line already is the condition, structural integrity and level of degradation to the flooring of the skip. The skips over time wear away and become unstable to the point where the floor can come away when being lifted, this can be rectified and repaired with welding but only for a period of time before the skip becomes beyond repair and will be too dangerous to use. The skips that hold glass and bottles often still contain liquid which can speed up the process of the floor becoming damaged due to corrosion and we do and should expect to see these skips need replacement or repair faster than the drier materials.

The existing skips are well over 20 years old, beyond economical repair and are therefore scheduled for replacement which will coincide with improvements to the household recycling centre. The replacement costs are budgeted for as part of the fleet/asset replacement plan and

therefore within existing budget.

- 1.22** A public consultation survey took place between 19 December 2018 and 6 January 2019 and the feedback is set out in sections 2 and 5 of this report.

## **2. Reasons for recommendations**

- 2.1** On 25 March 2019 the Council approved its corporate strategy for 2019-2023. A key priority for the Council is implementing improvements to the recycling service available to residents, business and visitors by reviewing existing services as part of its commitment to achieving a cleaner and greener sustainable environment.
- 2.2** Following a recent survey seeking the public's opinion on the future of waste and recycling services in Cheltenham, including the provision of the household recycling centre and the recycling opportunities available, residents overwhelmingly supported the continued operation of the site including further improvements to increase the range of materials collected (see section 5 of the report for further details of the survey results).
- 2.3** It is necessary to review the site layout to maximise space, improve health and safety for site operatives and members of the public using the site, and implement site improvements necessary to deliver increased recycling opportunities for residents in Cheltenham. Works to be undertaken will include:
- 2.3.1** A better layout of the site making it easier and safer to use for the public and allowing more to be delivered from the existing footprint which is limited by the position and size of the permitted area for waste.
- 2.3.2** Renewing the line painting for the site including marking out parking bays and safe walkways.
- 2.3.3** Improving the signage and information available at the site to help site users better understand what recycling materials can be accepted as well as what happens to the recycling that is collected.
- 2.3.4** Reviewing the feasibility of introducing a re-use facility on site, possibly in partnership with a local charity, which, based on the performance of similar re-use facilities at other household recycling centres in the County, could generate up to an estimated £15,000 per year to offset the cost of accepting some recycling materials which do not generate an income but which would otherwise go to landfill or the Energy from Waste plant at Javelin Park such as carpets, mattresses, tetrapak/cartons and soft plastics (crisp packets and plastic film).
- 2.4** Continuing to accept residual waste at the household recycling centre in Swindon Road is not congruent with the priority set out in the Council's corporate strategy 2019-2023 or the high level of concern raised by the recent Council motion seeking action to address the 'climate change emergency'. The government's new waste and resources strategy seeks to achieve zero waste by 2050 which necessitates Council's supporting residents more with waste reduction advice. Therefore this report recommends that the Council carries out further public consultation as part of a review to determine whether residual waste should continue to be accepted at the site.
- 2.5** The net revenue cost to the Council of providing the household recycling centre and bring banks in Cheltenham is £341,000 per year. Ceasing to collect residual waste and garden waste at the household recycling centre combined with removing the Cheltenham Borough Council provided bring banks on 4 sites and retaining only the third party bring banks could reduce the net revenue cost of these services by approximately £33,000 per year which could be used to offset the cost of providing waste and recycling services in Cheltenham. The reduction in the number of sites at which Cheltenham Borough Council bring banks are provided is forecast to reduce the net revenue cost of servicing these sites by £17,000 with a reduction in capital costs of approximately

£150,000 because less replacement vehicles will be required in 2019/20.

- 2.6 This report therefore recommends that the Council carries out further public consultation as part of a review to determine whether residual waste and garden waste should continue to be accepted at the site and that residents be supported to reduce waste by:
- 2.7 An online public consultation survey between June – September 2019.
- 2.8 Face to face consultation with users of the household recycling centre at Swindon Road between June and August to provide feedback on usage patterns, issues with waste reduction or accessing the kerbside collections and other materials residents would like collected at the site.
- 2.9 Waste composition analysis (black bag splitting) carried out at the household recycling centre between June to September 2019 combined with advice on how to recycle the recyclable items we know tend to end up in the residual waste bin so this can be diverted away from landfill or Energy from Waste.
- 2.10 Focus groups will be held during July to further consult with the public and to help shape how best to deliver waste reduction and recycling advice, guidance for all households in Cheltenham as well as the most appropriate way to implement future policy.

### **3. Alternative options considered**

- 3.1 Whilst continuing to accept residual waste at the household recycling centre without further public consultation and review has been considered, it does not support the importance of the Council's priority for a cleaner and greener environment which seeks to reduce waste and increase recycling, particularly in light of the government's new waste and resources strategy or the motion to full council seeking a support for a climate change emergency.
- 3.2 The Council promotes home composting and provides a paid for kerbside garden waste service for residents in Cheltenham and the provision of garden waste skips at the household recycling centre is considered unfair by some residents as it effectively offers a free service to those residents who are able to transport garden waste to the household recycling centre. Given a kerbside service is available to residents the additional carbon footprint of garden waste transported to the household recycling centre by residents should be considered avoidable in light of the Council's priority to deliver a cleaner and greener environment. As a result, not consulting further with the public and reviewing the provision of the garden waste skips is not considered appropriate.
- 3.3 Public safety is of paramount importance in the delivery of the waste and recycling service and according to the Health and Safety Executive the waste and recycling industry has 4 times more RIDDOR reportable injuries than most other industry sectors. It is therefore necessary to reduce any health and safety concerns around servicing some of the bring banks sites and why the report recommends reducing the number of bring bank sites that present the greatest health and safety concerns for servicing. The use of different types of bring banks has been considered but this does not reduce the health and safety issues. It may be possible, in some locations, to consider other types of recycling opportunities but this will need to be reviewed on a site by site basis.
- 3.4 The results of the public consultation carried out between 19 December 2018 and 6 January 2019 demonstrate overwhelming support for the household recycling centre and therefore closing this site is not an option that has been pursued and would not be in line with the Council's priorities.
- 3.5 Siting different types of bring banks at the bring bank locations around Cheltenham has been considered however to ensure the health and safety risks of servicing the bring bank sites are

minimised other types of skips have been discounted and new like for like replacements will be installed.

#### **4. How this initiative contributes to the corporate plan**

- 4.1** On 25 March 2019 the Council approved its corporate strategy for 2019-2023. A key priority for the Council is implementing improvements to the recycling service available to residents, business and visitors by reviewing existing services as part of its commitment to achieving a cleaner and greener sustainable environment. The recommendations within this report directly contribute to this key priority for the Council.

#### **5. Consultation and feedback**

- 5.1** More than 4,290 people took part in a recent survey which ran between 19 December 2018 to 6 January 2019 about Cheltenham's waste and recycling collections. Nearly 70% of those who responded said that they were either very satisfied or satisfied with their waste and recycling collections and 97% of these respondents said they make an effort to recycle. The Council will be working with residents to help and assist them reduce waste and recycle more at both the kerbside and the household recycling centre.
- 5.2** The current enhanced kerbside recycling scheme introduced in October 2017 offers residents in Cheltenham an opportunity to recycle cardboard, paper, plastic bottles, pots tubs and trays, small electrical items, batteries and textiles and has increased the amount of recycling in 2018/19 by an extra 1641 tonnes approximately. The survey indicated that residents would support a weekly kerbside recycling service and would like to recycle cartons/tetrapak, plastic film and large pieces of cardboard.
- 5.3** 92.2% of those who responded to the survey said they would not support a closure of the household recycling centre at Swindon Road clearly demonstrating that residents in Cheltenham value and support the provision of a household recycling centre by the borough council.
- 5.4** Further public consultation in various forms is planned for the summer period as set out in section 2.7-2.10 of this report and the results of this will help shape promotion of waste reduction, re-use and recycling both at kerbside and at the HRC across the borough.
- 5.5** The results of the survey indicate that the garden waste skip is well used and it is important to understand the reasons for this and this will be explored as part of further consultation during the review recommended. It is impossible to determine whether residents outside the borough are using the garden waste skip at the household recycling centre without face to face consultation. Site staff suggests that it is small garden services businesses and the amounts of household garden waste in excess of that which can be contained within one brown garden waste bin which encourages some residents to take it to the household recycle centre.
- 5.6** Whilst 54.7% of those who responded to the survey indicated they would prefer to keep the residual waste skip at the household recycling centre, 45.3% of those who responded said they would support the removal of the residual waste skip to make room for more recycling. In light of the Government's new waste and resources strategy and the significant concerns around climate change, it would seem reasonable to consult further with the public and review the continued provision of the residual waste skip.
- 5.7** As part of the recent survey, residents were asked if they would support the removal of some of the less well used recycling bring bank sites in Cheltenham to reduce service costs – 60.7% of those who responded said they would which is in line with the recommendation in this report. Fly tipping data, recycling performance and health and safety considerations have informed the list of sites identified to close.

**5.8** Officers are satisfied that meaningful public consultation (carried out 18 December 2018-6 January 2019) regarding the recycling bring bank service has been carried out and that the changes are not significant in scale.

**6. Performance management –monitoring and review**

**6.1** Monthly analysis of waste and recycling weights, as well as fly tipping at bring bank sites, will continue to be reviewed as part of the monthly contract monitoring meetings.

**6.2** Staff at the household recycling centre will be involved in feedback on site usage and further public consultation will take place as necessary over and above that set out in the report.

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<b>Appendices</b>	<ol style="list-style-type: none"> <li>1. List of bring bank sites</li> <li>2. Risk Assessment</li> </ol>
<b>Background information</b>	<ol style="list-style-type: none"> <li>1. Government’s new waste and resources strategy published on 16 October 2018.</li> <li>2. Motion to Full Council seeking support for a climate change emergency</li> <li>3. Results of the public consultation carried out between 19 December 2018 and 6 January 2019</li> </ol>

### Proposed bring bank locations to be retained – 8 sites

Recommended bring bank location	Cardboard	Paper	Plastics	Glass/Tins	Total skips for bring bank sites
Morrisons Caernarvon Road	2	1	1	2	6 plus textiles/shoes and cartons
Sixways Charlton Kings	1	1	1	1	4 plus textiles/shoes
Edinburgh Place Coronation Square	1	1	1	1	4 plus textiles/shoes and foil
Cheltenham Town FC Whaddon Road	1	1	1	1	4 plus textiles/shoes
Bath Terrace Car Park	2	1	1	1	5 plus textiles/shoes and foil
St James's Car Park	1	1	1	1	4 plus textiles/shoes
Sainsbury's Prior Road	1	0	1	0	2 plus textiles/shoes
Sainsbury's Tewkesbury Road	2	1	1	1	5 plus textiles/shoes, foil, cartons and books/videos

### Proposed bring bank locations to retain third party recycling bring banks only and remove Cheltenham Borough Council provided bring banks – 4 sites

Recommended third party bring bank location	Tetrapak Cartons	Textiles	Foil
Asda - Hatherley Lane		1	
Everest Road		1	
Church Piece Charlton Kings	1	1	1
High Street Car Park (opposite Matalan)		1	

Risk Assessment

Appendix 2

The risk				Original risk score (impact x likelihood)			Managing risk					
Risk ref.	Risk description	Risk Owner	Date raised	Impact 1-5	Likelihood 1-6	Score	Control	Action	Deadline	Responsible officer	Transferred to risk register	
	If the existing bring banks are not replaced, health and safety concerns due to their age will require all the bring banks to be removed resulting in reputational damage and a negative financial impact on income.	Tim Atkins	26/4/19	4	4	16	reduce	Replace all the bring banks at all locations within existing budgets	As soon as possible	Karen Watson		
	If any of the recommendations within the report result in less recycling being collected and more residual waste is diverted to the kerbside the Council's income from the sale of recycling materials may be adversely effected and costs may increase.	Tim Atkins	26/4/19	3	3	9	reduce	Implementation of the recommendations within the report to help, advise and support residents and close monitoring of the kerbside service	Ongoing 2019/20	Karen Watson		
	If a review of the garden waste skip results in its withdrawal and a significant amount of garden waste is diverted to the kerbside additional resource may be required although as this is a paid for service additional income should help to offset these costs.	Tim Atkins	26/4/19	3	3	9	reduce	Detailed analysis in the review recommended is required and close monitoring of the kerbside service	Ongoing 2019/20	Karen Watson		
	If the recommendations	Tim	26/4/19	2	2	4	reduce	Close monitoring of the	Ongoing	Karen		

	within the report result in an increase in fly tipping in Cheltenham, more resource will be required to tackle this.	Atkins						incidence of fly tipping and closer working with enforcement coupled with advice and support for residents	2019/20	Watson	
	If inadequate resources/processes are in place within Ubico to manage collections, reputational damage may result.	Tim Atkins	26/4/19	4	3	12	reduce	Close monitoring of collections and volumes combined with more robust supervision and management within Ubico will mitigate this risk.	Ongoing 2019/20	Karen Watson	
	If there is a challenge that the council's consultation duties have not been discharged fully regarding the removal of some of the bring bank sites as set out in the report then further consultation will be required or the bring banks re-instated	Tim Atkins	26/4/19	2	2	4	accept	Close monitoring of public opinion and promotion of the kerbside recycling service should mitigate this risk. If a challenge is brought against the council, it should be possible to mitigate the impact by re-instating the bring banks.	Ongoing 2019/20	Karen Watson	

**Explanatory notes**

**Impact** – an assessment of the impact if the risk occurs on a scale of 1-5 (1 being least impact and 5 being major or critical)

**Likelihood** – how likely is it that the risk will occur on a scale of 1-6 (1 being almost impossible, 2 is very low, 3 is low, 4 significant, 5 high and 6 a very high probability)

**Control** - Either: Reduce / Accept / Transfer to 3rd party / Close