

TONBRIDGE & MALLING BOROUGH COUNCIL



EXECUTIVE SERVICES

Chief Executive

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NB - This agenda contains proposals, recommendations and options. These do not represent Council policy or decisions until they have received proper consideration through the full decision making process.

Contact: Committee Services
committee.services@tmbc.gov.uk

20 February 2015

To: MEMBERS OF THE LOCAL ENVIRONMENTAL MANAGEMENT ADVISORY BOARD

(Copies to all Members of the Council)

Dear Sir/Madam

Your attendance is requested at a meeting of the Local Environmental Management Advisory Board to be held in the Civic Suite, Gibson Building, Kings Hill, West Malling on Monday, 2nd March, 2015 commencing at 7.30 pm

Yours faithfully

JULIE BEILBY

Chief Executive

A G E N D A

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Any other items which the Chairman decides are urgent due to special circumstances and of which notice has been given to the Chief Executive.

MEMBERSHIP

Cllr M O Davis (Chairman)
Cllr S M King (Vice-Chairman)

Cllr Ms J A Atkinson
Cllr V M C Branson
Cllr C Brown
Cllr F R D Chartres
Cllr R W Dalton
Cllr Mrs E M Holland

Cllr Mrs F A Kemp
Cllr Miss A Moloney
Cllr Mrs A S Oakley
Cllr Ms S V Spence
Cllr D J Trice

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Apologies for absence

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Declarations of interest

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TONBRIDGE AND MALLING BOROUGH COUNCIL

LOCAL ENVIRONMENTAL MANAGEMENT ADVISORY BOARD

Tuesday, 2nd September, 2014

Present: Cllr M O Davis (Chairman), Cllr S M King (Vice-Chairman), Cllr Ms V M C Branson, Cllr Mrs E M Holland, Cllr Mrs F A Kemp, Cllr Miss A Moloney, Cllr Mrs A S Oakley and Cllr D J Trice

Councillors Mrs J A Anderson, O C Baldock, M A C Balfour, P F Bolt, N J Heslop, B J Luker, Mrs S Murray and M R Rhodes were also present pursuant to Council Procedure Rule No 15.21.

Apologies for absence were received from Councillors Ms J A Atkinson, C Brown and R W Dalton

PART 1 - PUBLIC

LEM 14/32 DECLARATIONS OF INTEREST

There were no declarations of interest made in accordance with the Code of Conduct.

LEM 14/33 MINUTES

RESOLVED: That the notes of the meeting of the Local Environmental Management Advisory Board held on 27 May 2014 be approved as a correct record and signed by the Chairman.

MATTERS FOR RECOMMENDATION TO THE CABINET

LEM 14/34 REFUSE AND RECYCLING COLLECTIONS AND ARRANGEMENTS FOR CONTRACTED SERVICES CHRISTMAS 2014

Decision Notice D140094MEM

The report of the Director of Street and Leisure detailed arrangements for refuse, recycling, street cleansing and public convenience cleansing over the Christmas holiday period.

Members were also advised of ongoing discussions with the contractor regarding the provision of additional resource in the lead up to Christmas so that both black and green bin collections could take place before the holiday. However, this was subject to final agreement and the Advisory Board would be updated at the next meeting in November.

RECOMMENDED: That the arrangements for refuse and recycling collections and contracted services over the Christmas period, as set out in the report, be noted and endorsed.

LEM 14/35 EU WASTE FRAMEWORK DIRECTIVE

Decision Notice: D140095MEM

The Director of Street and Leisure provided details of the new regulations and legislation regarding the collection methods for recycling materials due to come into force in January 2015.

Members noted that although the Borough Council's current system of source separated collections for recycling was felt to comply with the new regulations it was considered necessary to demonstrate compliance.

Reference was made to the 'route map' which was an advice document for local authorities and provided a step by step guide on how to demonstrate compliance with the regulations. This document had been prepared in conjunction with a number of nationally recognised waste industry experts. Members suggested that it would be beneficial for the Advisory Board to see the 'route map'.

RECOMMENDED: That the approach outlined in the report to demonstrate compliance with the new regulations and to work with Kent Resources Partnership colleagues, where practicable, be noted and endorsed.

LEM 14/36 FOOD AND SAFETY TEAM SERVICE PLAN 2012 - 2016

Decision Notice: D140096MEM

Consideration was given to a revised Food and Safety Service Plan which formed part of the Council's Policy Framework and was subject to annual review. The Plan provided evidence that there was proper governance, resourcing and organisation of the Council's Food and Safety function.

It was reported that the principal revisions related to the changes in the Borough Council's internal staffing structure, last year's performance data and a changing emphasis on regulatory approach.

RECOMMENDED: That the amended Food and Safety Service Plan 2012-16, attached as Annex 1 to the report, be approved.

MATTERS SUBMITTED FOR INFORMATION

LEM 14/37 WASTE AND STREET SCENE SERVICES UPDATE

Members were advised of a number of key issues impacting on waste and street scene services.

DVLA changes to the taxing of vehicles came into force from 1 October 2014. The impact of these changes for local authorities was expected to be minimal because Waste Collection Authorities had a duty, and powers, to deal with Abandoned Vehicles, rather than those that were untaxed. Members were reminded that the DVLA were responsible for dealing with untaxed vehicles and the Police for uninsured and dangerously parked vehicles.

Particular reference was made to the DVLA website which provided a search facility enabling landowners, parish councils and members of the public to check if a vehicle was taxed – <https://www.gov.uk/checkvehicle-tax>

Members noted that the Love Where You Live campaign continued to be successful and welcomed the launch of the ‘Snodland Litter Code for Businesses’, which was an addition to the original scheme operating in Larkfield, East Malling and Ditton. It was hoped that the same level of engagement could be encouraged in other areas of the Borough.

In addition, Members were pleased to see that reducing litter in the Borough remained a key priority and thanked officers and community groups for their participation in the Love Where You Live campaign.

Finally, it was reported that the Kent Resources Partnership had provided funding to all Kent districts to enable them to promote resource and recycling messages. The Borough Council intended to use this funding to promote recycling services; maximise use of the current services; improve the quality of material collected; reduce the amount of waste in the black bin and, where possible, increase income received for the various materials. A detailed programme of initiatives, branded as ‘Slim Your Bin’ would be provided to future meetings of the Advisory Board.

LEM 14/38 STREET SCENE ACTION PLAN 2014-15

Members were updated on progress with a range of ‘street scene’ initiatives planned for implementation in 2014/15 and which aimed to improve local environmental quality. The progress made in respect of the Action Plan was set out in Annex 1 to the report.

It was reported that the booklet ‘Guidance on how to report street scene issues’ was currently being revised and would explain which organisations had responsibility for which areas and what could be done by the Borough Council.

LEM 14/39 ENVIRONMENTAL PROTECTION TEAM UPDATE

The report provided an update on a range of Environmental Protection issues. Members noted the latest position regarding complaints

received by the Service, the M20 noise barriers and dangerous dogs legislation.

Members asked that properties along the A21 be considered for noise attenuation measures on the completion of the road widening scheme.

In addition, Members welcomed the changes to the Dangerous Dogs legislation and particularly the extension of powers to cover incidents on private property. It was noted that dog on dog attack was dealt with by the Borough Council whilst dog on human attack was the responsibility of Kent Police. The Borough Council was satisfied with the approach set out by Kent Police in dealing with the new requirements and confident that any incidents would be taken seriously and treated appropriately.

Finally, it was noted that the Borough Council's Health and Safety Officer had prepared guidance for officers regarding dangerous dogs and this could be shared with Members.

LEM 14/40 FOOD AND SAFETY TEAM UPDATE

The report provided an update on the work of the Food and Safety Team and changes in Food Standards Agency Policy. Members were advised that businesses would continue to be monitored to ensure satisfactory performance.

LEM 14/41 SERVICE OF STATUTORY NOTICES

Members noted the statutory notices served since the last meeting of the Advisory Board.

MATTERS FOR CONSIDERATION IN PRIVATE

LEM 14/42 EXCLUSION OF PRESS AND PUBLIC

The Chairman moved, it was seconded and

RESOLVED: That as public discussion would disclose exempt information, the following matters be considered in private.

PART 2 - PRIVATE

LEM 14/43 TONBRIDGE ODOUR UPDATE

(LGA 1972 Sch 12A Paragraph 7 – Prevention, investigation or prosecution of criminal offences)

Decision Notice: D140097MEM

The report provided an update on the ongoing issue of odour emissions in Tonbridge and specifically on the developments that had occurred since the last meeting of the Advisory Board on 27 May 2014.

Members asked that their appreciation for the hard work and commitment of the Chief Environmental Health Officer and her team be recorded.

RECOMMENDED: That:

- (1) the progress made to date with the installation and commissioning of the Regenerative Thermal Oxidiser be noted;
and
- (2) the ongoing involvement in monitoring and reviewing the performance of the Company concerned and the continuation of the legal process be endorsed.

The meeting ended at 8.46 pm

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TONBRIDGE & MALLING BOROUGH COUNCIL

LOCAL ENVIRONMENTAL MANAGEMENT ADVISORY BOARD

02 March 2015

Report of the Director of Street Scene and Leisure

Part 1- Public

Matters for Recommendation to Cabinet - Non-Key Decision (Decision may be taken by the Cabinet Member)

1 KENT RESOURCE PARTNERSHIP - END DESTINATION OF MATERIALS REPORT

Summary

The Kent Resource Partnership (KRP) has recently published its annual report for 2013/14 giving details of where waste and recycle collected by Kent authorities ends up.

1.1 Background

1.1.1 A common question raised by members of the public participating in household recycling schemes provided by local authorities is “Where does our waste and recycling go?”

1.1.2 A previous YouGov survey commissioned by the Resource Association has shown that the public has a real interest in what happens to recycling. 73% of respondents said they had no idea what happened to recycled material; 68% said more information should be provided; and 32% say they would be much more likely to recycle if more information was available. In response to this information local authorities and private waste management companies have signed up to a voluntary charter (the ‘End Destination of Recycling Charter), which commits them to improve the availability of information and reporting of what happens to material presented for recycling. The KRP has signed up to the Charter on behalf of all Kent Councils.

1.2 The Approach in Kent

1.2.1 The KRP has produced its annual report for 2013/14 which sets out what happened to material collected for recycling, composting, energy recovery or landfill disposal from Kent households. The report provides a Kent overview and then a breakdown for each Council. A summary showing where waste from Tonbridge and Malling Borough Council’s area went is at **[Annex 1]**, and a full copy of the report is available to Members on request.

1.2.2 From a Kent-wide perspective it is interesting to note:

- Just under 700,000 tonnes of household waste were collected
- 84% of Kent's waste was dealt with via 10 companies
- 88% of Kent's waste stayed in the UK
- 76% of Kent's waste was treated in Kent
- 82% of Kent's waste was turned into a resource with only 18% going to landfill

1.2.3 From a TMBC perspective, it is interesting to note:

- Just over 51,400 tonnes of household waste were collected
- only 1% of our waste was sent abroad (includes textile reuse in third world countries)
- 85% of our waste was dealt with in Kent
- 89% of our waste was turned into a resource with only 11% going to landfill

1.2.4 The 2013/14 report was presented to the KRP Members Board in December 2014 and it is the intention of the KRP to repeat this exercise each year. It is also intended to publicise this report through the KRP, with a direct link via our own website.

1.3 Legal Implications

1.3.1 None.

1.4 Financial and Value for Money Considerations

1.4.1 The report is prepared by KRP Officers and consequently there are no direct costs borne by this Council.

1.5 Risk Assessment

1.5.1 The failure to be open about where our waste and recycled material is sent could compromise efforts to encourage recycling by residents. The report's openness provides simple information which informs residents on what we do with recycling and waste we collect. Once endorsed, details will be publicised through the KRP with links via the Council's website.

1.6 Equality Impact Assessment

1.6.1 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

1.7 Recommendations

CABINET IS RECOMMENDED TO NOTE AND ENDORSE the approach outlined in this report to continue to be open about our waste and recycling material end destination and publicise information through the Kent Resource Partnership.

The Director of Street Scene & Leisure confirms that the proposals contained in the recommendation(s), if approved, will fall within the Council's Budget and Policy Framework.

Background papers:

contact: Dennis Gardner

Nil

Robert Styles
Director of Street Scene & Leisure

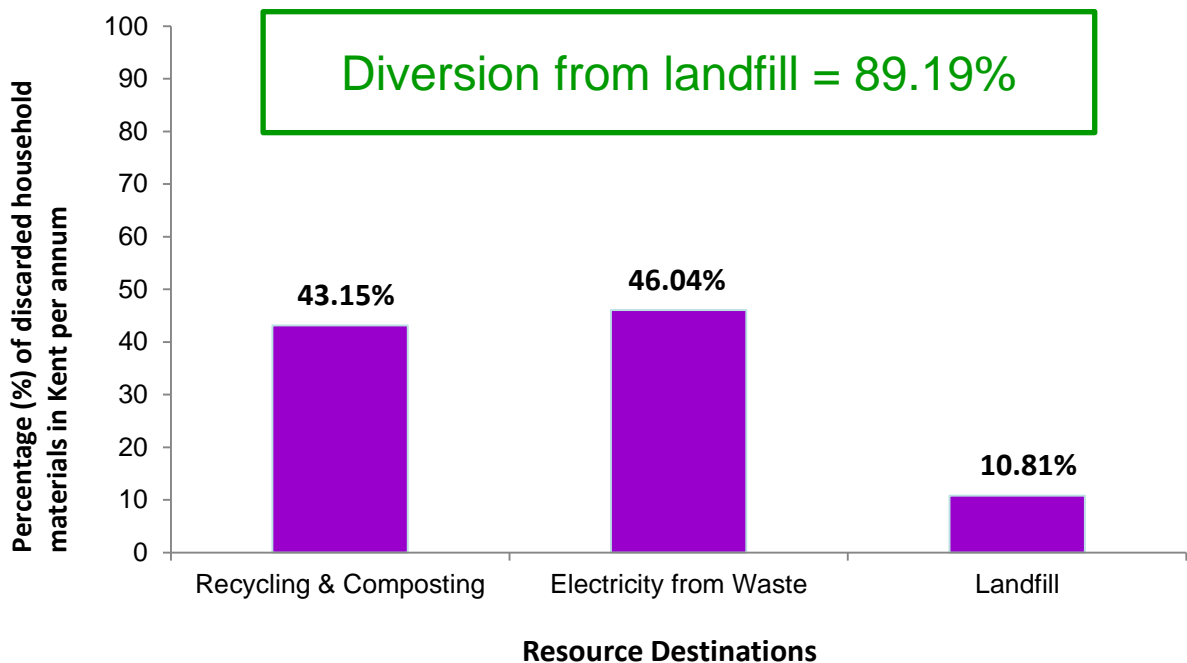
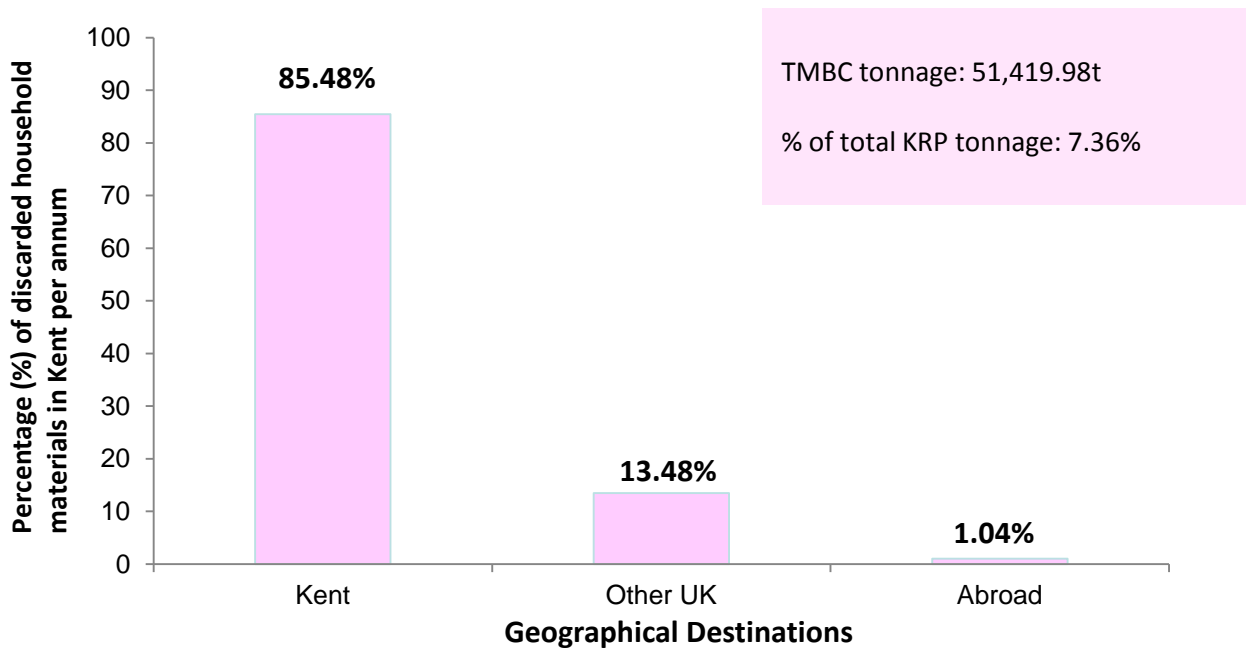
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Tonbridge & Malling Borough Council

The bar charts below represent Tonbridge & Malling Borough Council’s total tonnage consisting of kerbside, bring banks and third party organisations. It is split in terms of geographical destination (Kent, other UK or abroad) and resource destination (recycling & composting, electricity from waste & landfill) respectively.

Further details for this council are provided overleaf.



Contractor Details

No	Company Details	Kent Tonnage	Other UK Tonnage	Abroad Tonnage
1	Kent Enviropower Ltd (<i>Energy from Waste</i>)	24,311.21		
2	New Earth Solutions Ltd (Kent)	14,577.54		
3	Biffa Holdings Redhill (<i>Redhill Landfill</i>)		5,679.22	
4	Aylesford Newsprint Ltd	3,254.56		
5	MDJ Light Brothers Ltd		500.43	
6	Wealden District Council		418.25	
7	Viridor Waste Kent Ltd (MRF)		113.92	221.14
8	British Heart Foundation HQ			71.89
9	Lings Metals Ltd	66.58		
10	Oxfam GB HQ			26.24
11	Other/Exempt (KCC advised split of 80%, 10% and 10%.)	1,743.20	217.90	217.90
Total TMBC tonnage 51,419.98t made up of:- TMBC has 7.36% of KRP's overall tonnage.		43,953.09	6,929.72	537.17
		85.48%	13.48%	1.04%

Service Information

Dry Recycling	Fortnightly
Food Waste	Alternate Weekly with Residual
Garden Waste	Alternate Weekly with Residual
Residual	Alternate Weekly with Garden and Food Waste

TONBRIDGE & MALLING BOROUGH COUNCIL

LOCAL ENVIRONMENTAL MANAGEMENT ADVISORY BOARD

02 March 2015

Report of the Director of Street Scene and Leisure

Part 1- Public

Matters for Recommendation to Cabinet - Non-Key Decision (Decision may be taken by the Cabinet Member)

1 STREET SCENE ACTION PLAN 2014/15 – UPDATE

Summary

This report updates Members on progress with a range of ‘street scene’ initiatives and projects being implemented in 2014/15.

1.1 Background

- 1.1.1 The appearance of our streets continues to be of great importance to our residents. Consequently, one of the Council’s Key Corporate Priorities is to provide “a clean, smart, well maintained and sustainable Borough”.
- 1.1.2 Street Scene is a cross-cutting theme which impacts on a range of our council services and involves a number of partners, for example Kent Highways, Police, Social Landlords and the Environment Agency.
- 1.1.3 The Street Scene Action Plan 2014/15 was approved in March 2014 and an update was provided to the September 2014 meeting of this board. The action plan sets out a range of initiatives which aim to improve local environmental quality. The involvement of a range of partners, who regularly attend the Street Scene Officer Study Group, provides a more considered and combined input to the initiatives we want to take forward.
- 1.1.4 **[Annex 1]** shows progress made in respect of the Action Plan.

1.2 Legal Implications

- 1.2.1 None.

1.3 Financial and Value for Money Considerations

- 1.3.1 Improvement actions included in the Street Scene Action Plan are funded within our budget or those of partner organisations. Officers continue to explore and seek opportunities for third party funding to supplement Street Scene activities.

1.4 Risk Assessment

1.4.1 Ongoing improvements to Street Scene will improve the public and businesses perception of the Borough and the Council.

1.5 Equality Impact Assessment

1.5.1 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

1.6 Recommendations

CABINET IS RECOMMENDED ENDORSE the approach outlined in this report and **NOTE** the projects and progress across a wide range of street scene related initiatives.

The Director of Street Scene & Leisure confirms that the proposals contained in the recommendation(s), if approved, will fall within the Council's Budget and Policy Framework.

Background papers:

contact: Dennis Gardner

Nil

Robert Styles
Director of Street Scene & Leisure

STREET SCENE ACTION PLAN 2014/15

PROJECT	LEAD OFFICERS	KEY ACTIONS	PROGRESS UPDATE
Reduce littering in the borough.	DG	<ul style="list-style-type: none"> • Encourage and facilitate parish councils involvement in 'Love Where You Live' initiatives. • Develop and implement a litter enforcement programme which tackles areas of concern. • Assist Community Groups to introduce Voluntary Litter Codes. • Refresh the Street Monitors Scheme. • Participate in the Kent Resource Partnership's "Love Kent" initiative. 	<ul style="list-style-type: none"> • Involvement in a range of "Bash the Trash" & "Bag & Flag" events. • Targeted enforcement carried out at a number of locations (incl Tonbridge Station; Racecourse Sportsground). • Litter code for businesses introduced at Larkfield and now Snodland. • New Street Monitor guidance booklet being developed. • TMBC were lead council for June, November & February "Love Kent" litter months.
Reduce Fly Tipping	DG	<ul style="list-style-type: none"> • Work with Police colleagues to catch and disrupt persons engaged in fly tipping • Focus resources on known hot spot areas. • Take appropriate enforcement action against offenders when evidenced. 	<ul style="list-style-type: none"> • Multi agency work "waste Duty of Care" targeted at waste carrier offences. • Ongoing work with KCC and district colleagues and Waste & Street Scene Team resulting in a number of enforcement actions.
Improve the appearance of the councils recycling bring sites	DG	<ul style="list-style-type: none"> • Produce and implement a refurbishment programme including provision of new signage, direction signs, replacement of old containers and improved site layout where appropriate. 	<ul style="list-style-type: none"> • Site assessments carried out with site specific locations identified. • All Plastic banks replaced and new signage in place at a number of sites.
Run multi-agency operations to target 'hot spot' areas.	AF	<ul style="list-style-type: none"> • With key partners undertake Environmental Visual Audits (EVAs) in areas known to have significant street scene issues. 	<ul style="list-style-type: none"> • EVAs carried out in Trench & Oakdene Café area.

PROJECT	LEAD OFFICERS	KEY ACTIONS	PROGRESS UPDATE
Work with the appropriate Community Rehabilitation Company to fully utilise the Community Payback Scheme.	AF	<ul style="list-style-type: none"> Target resources in line with both TMBC and CRC priorities. 	<ul style="list-style-type: none"> TMBC services currently nominate projects on a regular basis under the existing scheme. Management of Community Payback being reviewed by Probation Service.
Youth Forum	DL	<ul style="list-style-type: none"> Engage the Forum in identifying opportunities and projects to improve the street scene environment. 	<ul style="list-style-type: none"> Next Forum to consider opportunities for involvement in environmental projects (including Love Where You Live & Love Kent initiatives).
Tonbridge High Street Improvements	KCC/AE	<ul style="list-style-type: none"> Extensive LEP funded scheme to look at the enhancing the environment of the lower High Street Design and concept are being developed to enable effective engagement with residents, businesses and the general public. 	<ul style="list-style-type: none"> Extensive public engagement exercise is under way.
Snodland Station	AE/SE	<ul style="list-style-type: none"> As part of a successful Local Sustainable Transport Fund bid, Southeastern (SE) has been awarded funding to develop the station forecourt. Detailed design for station improvements. 	<ul style="list-style-type: none"> Design finalised and implementation due 2015/16
River bank improvement (alongside Tonbridge Castle)	RJS	<ul style="list-style-type: none"> Funding in full secured to extend the existing river bank protection and provide new landing stage for river boats. 	<ul style="list-style-type: none"> Initial designs are being developed and relevant approvals for works sought.
Avebury Avenue Bridge	SDM	<ul style="list-style-type: none"> New bridge has been commissioned. Installation autumn 2014 	<ul style="list-style-type: none"> New bridge has been installed. Completed.
Town Lock Enhancement Scheme	RJS	<ul style="list-style-type: none"> Partnership scheme with Environment agency to improve appearance of area, provide new boat house, telemetry station and enhance flood wall. 	<ul style="list-style-type: none"> Design complete Tenders currently being evaluated. Report to March 2015 Cabinet.

PROJECT	LEAD OFFICERS	KEY ACTIONS	PROGRESS UPDATE
St. Phillips Church, Tonbridge	DL	<ul style="list-style-type: none"> In partnership with the Church, create a new community garden/play area in consultation with local residents. 	<ul style="list-style-type: none"> Installation of the new toddler area - completed Spring 2014.
KCC Highway Schemes	MS	<ul style="list-style-type: none"> Provide details of a range of Highway Services improvements (including the use of Combined Member Grant on Street Scene related improvements where appropriate). 	<ul style="list-style-type: none"> New roundabout installation at junction of A20 with Seven Mile Lane completed. New footway alongside Discovery School, Kings Hill completed. Improved lighting to pedestrian crossing Pembury Rd, Tonbridge completed. Planned footway improvements High Street Tonbridge (from outside no. 35 to junction with Bordyke). Replacement of Golden Green Bridge completed. Carriageway resurfacing completed at a number of locations. <ul style="list-style-type: none"> ➤ A228 Ashton Way, Kings Hill. Completed. ➤ A26 Tonbridge Rd, Mereworth. Completed. ➤ B245 Tonbridge Rd, Hildenborough. Completed. ➤ A20 London Rd, Leybourne. Completed. ➤ Tunbury Ave, Aylesford. Completed. ➤ Catlyn Close, East Malling. Completed.

PROJECT	LEAD OFFICERS	KEY ACTIONS	PROGRESS UPDATE
Page 26			<ul style="list-style-type: none"> ➤ Old London Rd, Aylesford. Completed. ➤ Battefields, Wrotham. Completed. ➤ A20, Wrotham Heath. Circulatory including A20 London Rd to its junction with Ford Lane. To be programmed spring 2015. ➤ A228 Snodland Bypass. Southbound side of dual carriageway to Ham Hill roundabout. To be programmed spring 2015. ➤ B2260 Railway Approach/ Quarry Hill Road, Tonbridge. From its junction with Vale Road to its junction with Pembury Road. To be programmed Spring/Summer 2015.
Conservation and Improvement of the Built Environment	LJP	<ul style="list-style-type: none"> • Implement the Character Area Appraisals Supplementary Planning Document. 	<ul style="list-style-type: none"> • Opportunities pursued when presented via planning applications. • Ongoing assessments have proved useful in steering developers towards “Good Practice”.
Tonbridge Racecourse Sportsground	DL	<ul style="list-style-type: none"> • Investigate drainage options in liaison with the Environment Agency. 	<ul style="list-style-type: none"> • EA to check progress with works at Percy’s Pipe. • Investigate options for an external review of site drainage with Tonbridge Juddians Rugby Club.

PROJECT	LEAD OFFICERS	KEY ACTIONS	PROGRESS UPDATE
Tonbridge Farm Sportsground	DL	<ul style="list-style-type: none"> Investigate the provision of public toilet facilities where not already provided. 	<ul style="list-style-type: none"> Ongoing liaison taking place with Tonbridge Angels FC.
Tonbridge Memorial Garden	DL	<ul style="list-style-type: none"> Refurbish Memorial Garden 	<ul style="list-style-type: none"> Works complete and official Royal opening took place on 22 September 2014.
Country Parks & Public Open Spaces Haysden Country Park & Leybourne Lakes Country Park Other Sites	DL	<ul style="list-style-type: none"> Investigate opportunities to link in with KCC's Explore Kent App. Develop a site specific Management Plan for Haysden in accordance with the Green Flag standards. Maintain Green Flag status. Engagement of volunteers to assist with site management including, litter clearance and woodland management 	<ul style="list-style-type: none"> Currently being progressed. Management Plan for Haysden completed and approved. Green Flag for Leybourne Lakes CP & Haysden CP submitted for 2015. Ongoing discussions with the Kent Woodland Employment Scheme with initial engagement proposal at Holly Hill (Management Agreement currently being prepared).

Key to Lead Officers:

- DG: Dennis Gardner
- RJS: Robert Styles
- AF: Alison Finch
- SDM: Steve Medlock
- AE: Andy Edwards
- DL: Darren Lanes
- LJP: Lindsay Pearson
- MS: Mark Simmons

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TONBRIDGE & MALLING BOROUGH COUNCIL
LOCAL ENVIRONMENTAL MANAGEMENT ADVISORY BOARD

02 March 2015

Report of the Director of Street Scene and Leisure

Part 1- Public

Matters for Information

1 "LOVE WHERE YOU LIVE" CAMPAIGN

1.1 Background

1.1.1 This report details the past successes and future initiatives involved in the Love Where You Live (LWYL) campaign, which was launched in 2011 in partnership with Keep Britain Tidy.

1.1.2 The LWYL campaign aims to:

- inspire and enable everyone to take action to reduce littering and improve the quality of local places;
- engage with people to change their behaviour and drive local action by fostering pride and understanding;
- raise the profile of the importance of caring for local places to improve individuals' quality of life; and
- encourage, support and bring together Leaders, Government, business, media and civil society to improve the cleanliness of the country

1.2 Achievements

1.2.1 "Love Kent – Hate Litter" Roadside Litter Campaign

The Kent Resource Partnership supported the pilot for the Love Kent Hate Litter Campaign in June last year. It was a huge success with Social Media engagement across the county of over 1.5 million people. TMBC ensured a high level of local involvement with over 30 Love Where You Live events (equating to at least one event each day of the campaign month). The campaign includes a radio campaign on Heart FM with a call to action for local volunteer activity. The campaign ran again in November 2014 and in February 2015. See Annex 1 for February's activities within TMBC.

1.2.2 Litter Code of Practice for Businesses

- 1.2.3 The Voluntary Litter Code in Larkfield is celebrating ongoing success at keeping Larkfield clean and recognising the 25 businesses that ask their customers to use litter bins and clean up around their premises. The scheme was initiated by committed Street Monitor, Mr Stuart Ollson of Larkfield Neighbourhood Watch in partnership with the Borough Council, East Malling & Larkfield Parish Council and Kent Police. There is a clear link between littering and anti-social behaviour. Businesses are awarded a certificate after one year of attained and maintained standards. The litter code model has been adopted in East Malling, Ditton and Snodland.
- 1.2.4 The Snodland Goes Cleaner group have also adopted this Code and have so far signed up 45 businesses in the town to commit to doing their bit to keep Snodland clean. Snodland Town Council reported that perception of cleanliness in the town is much higher which has resulted with new business interests, such as the new Marks & Spencer food outlet and the development of the Bull public House into a larger Cooperative store. The first tranche of certificates recognising the efforts of 10 of the businesses to date were awarded in January, with more to follow.
- 1.2.5 The Tonbridge Town Team are currently looking to link the scheme in with the Tonbridge Loyalty Card.

1.2.6 **Bash the Trash Events and National Campaigns**

- 1.2.7 We host and support over 60 bash the trash 'community clean up' events each year through our wealth of voluntary groups throughout the borough. Last October we supported the national Keep Britain Tidy (KBT) Jubilee 'Womblethons' in partnership with Waitrose. We worked locally with the Kent County Council Community Wardens to celebrate 60 years of KBT and the return of the Wombles to clear up some much loved areas. We have:

- operated on two occasions along the River Medway in Tonbridge
- cleaned out of Nevill Park Lake in Snodland
- litter picked around Mills Road in Aylesford with MCCH Tuck by Truck social enterprise
- tidied up Taddington Valley, Walderslade
- and cleaned up Kings Hill with the award winning East Malling Wombles.

The Medway Valley Countryside Partnership (MVCP), as part of their Thursday Action Group (TAG) spent the day cleaning out Brungers Pond in Darenth Avenue, Tonbridge in support of Love Parks Week last July. A new Brungers Pond Action Group, comprised of local residents held their first event in February and continue to be supported as part of our Love Where You Live campaign.

It was recently announced by DCLG ministers that a national “Spring Clean” day of action will be held on Saturday 21 March. It is not yet clear who is leading on this nationally, but the Environmental Projects Coordinator will keep our network of Street Monitors, Community Groups and Parish Councils updated and generate support for the national campaign within TMBC.

1.2.8 Responsible Dog Ownership

- 1.2.6 As part of the national ‘Love Parks Week’ last Summer, TMBC hosted a Responsible Dog Ownership event and Fun Dog Show led by Ward Security Dog Warden and Beths Dog Show in Tonbridge Racecourse on 27 July. The event attracted over 250 people and 84 dogs.
- 1.2.7 The Waste & Street Scene team worked in partnership with Circle Housing Russet to host a dog information day in East Malling to highlight the change in legislation for dangerous dogs and the legal requirements on dog owners for micro-chipping their dogs by 2016.
- 1.2.8 The Snodland Dog Show in September attracted over 350 visitors and 120 canine companions. As part of this event we promoted responsible dog ownership with advice on good dog behaviour, dog fouling, free micro-chipping in partnership with Dogs Trust and promotion of the ‘Yellow Dog Scheme’. This scheme encourages owners of dogs who need their space to use a yellow collar or lead, or tie a yellow ribbon to their lead. This includes dogs that are unwell, old & grumpy or just nervous of other dogs or people.
- 1.2.9 Following our successful Big Scoop Campaign in 10 hotspots across the borough we also carried out a further event in Leybourne.
- 1.2.10 We have significantly reduced the number of dog fouling incidents across the borough by up to 80% in some areas through campaigning, promotion, effective cleansing and enforcement. However, we recognise that a few irresponsible dog owners can cause problems in an area and recognise that we need to maintain the momentum of these initiatives. Further proactive initiatives will continue in the Spring and throughout the year to help keep our parks and open spaces a safe and enjoyable experience for our residents and visitors.

1.2.11 Wild About Gardens in Partnership with Kent Wildlife Trust

For the eighth year running, TMBC is working in partnership with Kent Wildlife Trust to support wildlife-friendly gardening across the county. The scheme is free to enter, which includes special awards for schools, community gardens, water-wise and bat-friendly gardens. The ceremony was hosted at Hadlow College in November with 25 winning gardens awarded.

1.3 Educational Talks, Presentations and Events

- 1.3.1 The team have an ongoing programme of educational talks and presentations for all audiences throughout the year. Recently we have spoken at the Parish Partnership Panel and visited Hadlow Primary School and Holmesdsale Technology College in Snodland.
- 1.3.2 The team also supported the Tonbridge Dragon Boat event with another outing on the Mayors Love Boat, and Tonbridge Half Marathon used the Love Where You Live branding on the public bins and several runners sported LWYL t-shirts.

1.4 Workplace Wellbeing and Kent Healthy Business Award

- 1.4.1 As part of her shared role with Environmental Health, the Environmental Projects Coordinator also leads on TMBC's Workplace Health Initiatives. Working with major organisations such as Circle Housing Russet, South East Water and Clancy Docwra offers her further opportunities for businesses to become involved in the LWYL campaign and the Litter Code of practice.
- 1.4.2 Her efforts have assisted Circle Housing Russet to become the first – and to date only - business in the whole of Kent to be given the Kent Healthy Business Award. Amongst the activities they provided for staff as part of their award assessment was to become involved in community clean up events, engaging with their local communities and encouraging their own tenants to "Love Where You Live"

1.5 Legal Implications

- 1.5.1 None

1.6 Financial and Value for Money Considerations

- 1.6.1 All activities and initiatives outlined in this report were carried out within existing Street Scene & Health budgets.

1.7 Risk Assessment

- 1.7.1 The broad principles of risk assessment are applied to all areas outlined in the report and assist in determining priorities.

contact: Tamsin Ritchie

Background papers:
Nil

Robert Styles
Director of Street Scene & Leisure

“LOVE WHERE YOU LIVE” UPDATE REPORT

Kent Resource Partnership

#Love Kent Month – TMBC Initiatives

February 2015:

- Mereworth Community Primary School
 - School assembly and litter pick
- Holmesdale Technology College, Snodland
 - Launch of LWYL pupil-designed bin stickers in the school
 - Snodland hot spot Bash the Trash (BTT) with Student Council
- Platt Community Primary School
 - Pond clearance & improvements to the school grounds
- “We Love Brungers Ponds” Community Group, Tonbridge
 - 1st Action Day (Big Tidy Up)
- Larkfield community
 - Dog Fouling campaign with East Malling & Larkfield Parish Council and Circle Housing Russet
 - Litter Code for Businesses Certificate awards for Martin Square businesses and Morrisons
- Snodland Goes Cleaner Group, Snodland
 - First tranche of certificates for the first 45 businesses signed up and maintaining the Snodland Voluntary Litter Code for Businesses
- Eccles and Aylesford
 - Community clean ups
- Trench & Longmead, Tonbridge
 - Bash The Trash events
- Tonbridge Farm Sportsground & Tonbridge Racecourse
 - Bag & Flag event
- Hadlow Primary School
 - Pupils designing litter & fouling posters
 - Bash The Trash event
 -
- Take Your Litter Home, Other People Do
 - Highways signage across the borough
- Use of Social Media to promote messages #LoveKent #HateLitter

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TONBRIDGE & MALLING BOROUGH COUNCIL

LOCAL ENVIRONMENTAL MANAGEMENT ADVISORY BOARD

02 March 2015

Report of the Director of Planning Housing and Environmental Health

Part 1- Public

Matters for Information

1 PRIVATE WATER SUPPLIES

Summary

This report details the work recently undertaken by the Environmental Protection team in respect of complying with the provisions laid down in the Private Water Supply Regulations 2009.

1.1 Background.

- 1.1.1 The Private Water Supplies Regulations 2009 require that local authorities complete a risk assessment on all the private water supplies (other than to a single dwelling not used for commercial activity). The regulations state that the risk assessments should be completed within five years of the regulations coming into force and thereafter every five years to keep the risk assessment under review and up to date. The regulations came into force in January 2010.
- 1.1.2 The primary purpose of the risk assessment process is to identify risks to a private water supply from source to tap which could lead to potential failures of the standards and/or risks to human health. In situations where evidence of risk to human health or failures of the standards is found, the regulations state that the Council must serve a notice requiring improvements to the water system.
- 1.1.3 In the borough of Tonbridge and Malling there are a total of five private water supplies, all of which have now been assessed. Risk assessments were completed on the basis of greatest risk, starting with large supplies and commercial supplies, of which there are two, concluding with the small supplies which were assessed in 2014. One single domestic dwelling private water supply was also monitored in 2014, at the request of the occupiers, which was reported at previous LEMAB meetings (these supplies are usually exempt from the Regulations unless there is a significant health concern or the Council is requested to monitor).

1.2 Risk Assessments

- 1.2.1 The results of the risk assessments completed in 2014 showed that remedial work needed to be carried out on two private water supplies to address microbiological

failures (in particular for total coliforms, enterococci or E.coli) and lack of maintenance.

- 1.2.2 Whilst the Regulations require that the local authority has to issue a Notice requiring remedial works to be completed, it is important to note that the Council has made sure of ongoing discussions with the owners of the private water supplies as to the necessary works to bring the supply up to standard, and provided advice and support prior to serving the notices. The detail of these notices can be found in the “Statutory Notices” report later on the Agenda of this meeting.
- 1.2.3 The works required relate to the maintenance of the treatment works and the maintenance to the sources and their immediate surroundings/structures, to ensure the potential danger to public health identified by the risk assessment is eliminated.
- 1.2.4 Risk assessments of a further two supplies have indicated necessary improvement works which will be ongoing into 2015. Future work will involve a periodic review of the risk assessments to ensure the supplies continue to provide safe water for those using them.

1.3 Legal Implications

- 1.3.1 The Council has a statutory duty to implement the requirements of the Private Water Supply Regulations 2009.

1.4 Financial and Value for Money Considerations

- 1.4.1 The Regulations allow the Council to charge for undertaking the risk assessment and re-charge the owners of the supply for sampling charges incurred up to the maximum limits stated within the Regulations.

1.5 Risk Assessment

- 1.5.1 This work safeguards the health of those using private water supplies in the Borough, failure to meet its statutory obligations could put the health of those residents at risk.

Background papers:

Nil

contact: Jacqui Rands
Mary-Anne Norton

Steve Humphrey

Director of Planning Housing and Environmental Health

TONBRIDGE & MALLING BOROUGH COUNCIL
LOCAL ENVIRONMENTAL MANAGEMENT ADVISORY BOARD

2 March 2015

Report of the Director of Street Scene & Leisure

Part 1- Public

Matters for Information

1 WASTE & STREET SCENE SERVICES UPDATE

1.1 Christmas Collection Arrangements

1.1.1 We previously reported to the Board the proposed arrangements for refuse & recycling collections over the Christmas and New Year period. Members will be aware of the general approach taken regarding the refuse and recycling collection service in previous years, which aims to:

Keep disruption to an absolute minimum;

Provide minimal suspension to green waste collection service, while recognising the need to ensure that no properties go more than 15 days without a black bin collection;

Maintain the green box recycling collections throughout the holiday period;

and

Provide notification to all residents in a variety of formats.

1.1.2 As Christmas Day fell on a Thursday this time, it was necessary to temporarily suspend the green waste service on that day for a short period. This ensured that residents who missed a collection on Christmas Day did not go for more than 15 days without a black bin collection. Details of these arrangements were delivered to households in their annual recycling calendar, delivered in October, and a follow up Christmas bin hanger delivered in December. The information was also made available on the Council's website and via a media release.

1.1.3 These arrangements worked well, with only a very small number of complaints received, which mainly related to the green waste suspension. We are currently discussing with our contractor preferred collection arrangements for Christmas 2015, with Christmas Day falling on a Friday this year.

1.2 Green Waste Best Practice

- 1.2.1 TMBC's collection system has been recognised in a published article on Best Practice in garden waste collections. The article appears in the Autumn edition of "Organics Recycling" and was researched and written by the consultancy Organic Resource Agency (ORA). When TMBC were originally researching and planning our green waste service, ORA assisted in providing research into the small number of similar local authority collection schemes in operation at that time, and in developing a Best Practice guide based on our services. This guide then became a useful resource for other local authorities interested in developing their own recycling services.
- 1.2.2 The article specifically highlights TMBC's effective management of contamination in the green waste collected. The authors interviewed both TMBC officers and the management at New Earth Solutions, who manage the Blaise Farm composting facility. Reference is made to TMBC's communications with residents; training of the collection crews; and the measures put in place to deal with the occasional higher level of contamination. A copy of the article is provided at Annex 1.

1.3 Green Waste Container Trial

- 1.3.1 Late last year, Veolia raised concerns about the types, condition and number of containers residents are using for their green waste. Residents are currently issued with a green-lidded wheeled bin by us, with a second one provided on request. Additional sacks of green waste can also be presented for collection. Veolia noted that some containers, such as builder's bags and old style dust bins were causing problems from a Health & Safety perspective. A survey was carried out and presented to officers by Veolia's Health & Safety Manager..
- 1.3.2 As a result of the survey findings it was agreed that a more standardised container for any additional green waste would improve matters and help to alleviate safety concerns. A trial of providing residents with Veolia approved, green "hessian" bags that they can use in addition to their green-lidded bin(s) has been agreed. During the trial, if residents have used "inappropriate" containers, their green waste is collected, but an advisory card and a sample of the green sacks is left. To date, the trial has seen a number of residents ordering a second green-lidded bin or green sacks. The trial is currently being run on just one refuse collection round so that the impact of additional bin/sack requests can be assessed prior to any further rounds being included.

1.4 Award for Dog Warden Services

- 1.4.1 For the third year running, TMBC have been awarded the Community Animal Welfare Footprints Gold Award for Stray Dog Services from the Royal Society for the Protection of Animals (RSPCA). The award reflects the Council's commitment to dog welfare over and above the statutory requirements, as well as our Dog Warden Lorraine's personal and professional commitment and dedication in her role as dog warden and promotion of responsible dog ownership.

- 1.4.2 There are three categories in the Stray Dog Services Award, bronze, silver and gold. The Council won the Gold Award by showing that, as well as maintaining high standards of service for dealing with stray dogs, the service it provides goes beyond the call of duty by offering an out-of-hours collection service as well as by the provision of kennelling services, by providing micro-chipping for stray dogs before they are returned to their owners or re-homed and by running pro-active initiatives to encourage responsible dog ownership.
- 1.4.3 The award was recognised at a reception held in London on 3 December. The Leader and the Portfolio Holder attended, together with the Dog Warden and the Operations Manager of Ward Security, her employer.

1.5 Recycling Site Signage

- 1.5.1 A full survey of signage at our 50 recycling bring sites was carried out at the end of last year. The results indicated that the majority of existing signage was in poor condition and required replacing. The sites with heaviest usage by the public were identified and new signage has been installed. The remaining sites are likely to see new/replacement signage being installed in the next financial year.

1.6 Reporting of Fly Tips & Rubbish-related Issues

- 1.6.1 Members of the public can use a number of channels to report fly tips and rubbish-related issues. Although the majority are made to the Waste & Street Scene Services team, they have historically also been reported to Kent County Council's Highways Services; KCC's Community Wardens; TMBC's Environmental Protection team; the Community Safety Unit; and the now-defunct Clean Kent team.
- 1.6.2 This can lead to many instances of multiple reporting and a number of separate investigations being started and visits made to the same incident by different officers. In order to reduce this duplication, we will be reminding residents, community groups and parish councils that Waste Services should be the main point of contact for fly tip & rubbish-related issues. Following our investigation, if not our responsibility or we then find that another body is best placed to deal with the issue we will then pass the report on and inform the reporter as to which relevant organisation or TMBC service is dealing with their enquiry.
- 1.6.3 We would encourage reporters with internet access to use the relevant online form at www.tmbc.gov.uk/do-it-online. This makes it easier for us to pass reports to the relevant Waste & Street Scene officer, or where appropriate forward on cases to the relevant body. The forms contain all of the required information for further investigation. Alternatively, reports can be emailed to waste.services@tmbc.gov.uk or telephoned to (01732) 876147.

1.7 Legal Implications

- 1.7.1 None

1.8 Financial and Value for Money Considerations

1.8.1 The costs associated with these arrangements and initiatives are contained within existing budgets.

1.9 Risk Assessment

1.9.1 The failure to provide effective and efficient front line and high profile services could result in criticism from residents and impinges directly on their view of the Council and their satisfaction with services delivered.

Background papers:

Nil

contact: David Campbell-
Lenaghan

Robert Styles
Director of Street Scene & Leisure

Reducing contamination in waste is a high priority for organics recyclers as they strive to produce the best quality end product possible. Dr Hugh Bulson and Anna Tiefenbacher from consultancy Organic Resource Agency discuss how to work with local authorities and businesses to accomplish this

CONTAMINATION

It was around 20 years ago that the Organic Resource Agency assisted its first local authority client to set up the source separated collection of organic waste for compost production. Things have moved on a lot since then, but finding ways of maintaining contamination at acceptable levels has remained a constant challenge. This is particularly true now, in this time of reduced budgets for local authorities and with financial pressure on householders and businesses alike.

Contamination in source separated organic waste can occur in multiple forms – from a non-compostable plastic bag used for lining the kitchen caddy and accidentally discarded cutlery, to whole bags of residual waste placed in the wrong bin. Once unwanted material has entered the organic waste stream, it lowers the energy output of the waste via anaerobic digestion (AD), contaminates the process output material (digestate, compost), may endanger achieving recycling targets and can pose problems for processing machinery.

So, what can be done, particularly in this time of financial constraint, to avoid non-target material contaminating organic waste feedstocks and what are the possible solutions for reducing contamination?

THE EXTENT OF CONTAMINATION

To put the issue of contamination into context, an estimation of the average composition of UK food

waste is shown in Figure 1. The level of contamination in local authority collected organic waste is typically in the range of 1-2% by weight, according to WRAP, and the level of contaminants accepted by composters and AD operators is usually contractually limited. This suggests that even under current financial constraints the overall level of contamination is reasonably well managed.

However, there is variation in the amount and type of contamination within and between local authority catchment areas. There is certainly no room for complacency though, as it has been observed that the quality of local authority collected waste deteriorates over time after the initial launch of a recycling scheme. Possible reasons for this include that newly implemented schemes are supported by education and information campaigns and without frequently encouraging residents to recycle, the quality of organic waste decreases.

Most of the contamination is typically in the form of non-compostable plastic bags that are used to line the bins. A recent study conducted by the Organic Resource Agency investigated physical contaminants in the food waste feedstock of an in-vessel composting plant in the south of England. The study found an average 1.12% by weight of non-compostable material, 87% of which was non-compostable plastics (see Figure 2).

The amount of contaminants in the organic waste can also impact the quality of the end product of the treatment, i.e. compost and digestate.

In July 2014, the minimum quality criteria for digestate specified in the PAS 110 standard were updated and they now include tighter limits for physical contaminants such as plastics.

In Scotland and Wales, local authorities often prefer organic waste treatment facilities as partners who are PAS 100 or PAS 110 certified, because these certifications are required to count the treatment of their food and garden waste towards their recycling targets. This emphasises the point that it is in the interest of both the local authority and the facility operator to reduce contamination in the feedstock.

COUNCIL COLLECTED WASTE

Even under tighter budgets, local authorities spoken to by the Organic Resource Agency regard the costs of educating residents to be lower than the costs of not doing so. Failing to educate the public can result in higher waste disposal costs for rejected loads and/or additional waste treatment costs, and also make it more difficult to maintain the residents' recycling behaviour in the long term.

Typically, when the organic waste is collected, the collection crew does a visual check of the bins prior to emptying them. In this way obvious large size contaminants on the surface can be removed. If the crew have reason to believe that the whole bin is contaminated, they reject it and leave a tag or card to explain the problem of unsuitable material in the bin. Data on handed-out tags and cards is logged and provided to the council to enable staff to advise residents whose



bins were rejected if they contact the council.

When collecting food waste from caterers and retailers, some waste management companies line waste bins with clear plastic liners, this allows contamination to be spotted and heavily contaminated bags to be kept out of the treatment process.

PROCESS ENGINEERING

Once contaminants have entered the organic waste stream and end up at the waste treatment plant, a range of mechanical equipment can be put in place to remove any undesired materials. However, using advanced systems for the removal and disposal of the contaminants can incur higher gate fees in the contracts between local authorities and waste treatment facilities.

Some local authorities whose food waste is treated in AD facilities, encourage residents to use non-compostable plastic carrier bags rather than compostable ones (as specified in BS EN 13432) because they report that non-compostable plastic bags can be more easily removed by de-packaging equipment. It is reported that non-compostable plastic bags tend to rip more easily, whereas compostable bags have been found to stretch and cause problems with de-packaging equipment.

CHALLENGES

Achieving high quality organic waste is typically easier from kerbside properties than from high rise buildings. Door-stepping, to engage face to face, combined with written information has been shown to be a

more effective means to decrease contamination in food waste than by only using written information. However, financial cuts in the budget

of councils make it more difficult to find the resources to train and deploy staff to engage face to face with **Continued on page 38**

COMPOSITION OF FOOD WASTE IN THE UK

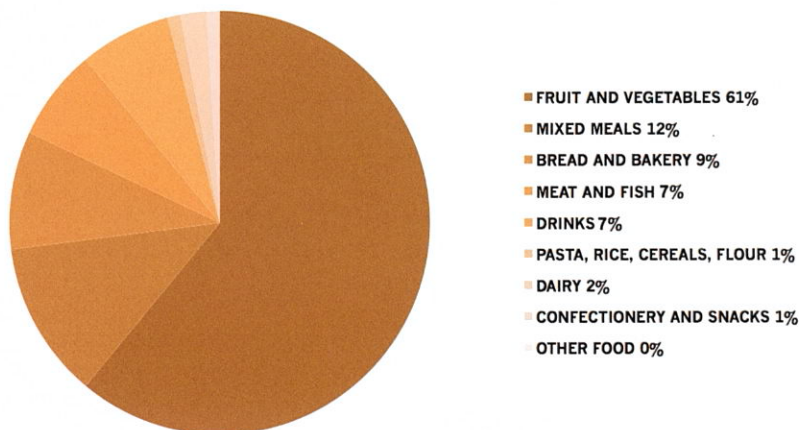


Fig. 1: Average composition of UK food waste (Zhang et al., 2013)

NON-COMPOSTABLE MATERIAL

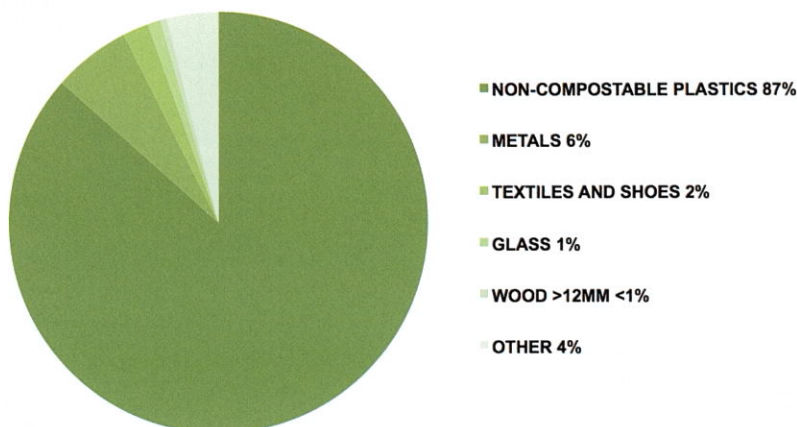


Fig. 2: Proportions of non-compostable material in food waste feedstock to a composting plant (Organic Resource Agency, 2013)

Continued from page 37

residents on the doorstep. Typically only residents in areas where specific contamination issues were identified would receive face to face advice.

Contamination levels in organic waste from kerbside properties are typically lower where food and garden waste recycling is well established and residents are frequently encouraged to recycle. Investing in ongoing, effective public education by local authorities is still perceived to result in a “win-win-win” for all stakeholders: local authorities more than recoup their costs via avoiding elevated gate fees that result from

contamination levels being higher than the upper contractual limit, waste treatment facility operators receive high quality feedstock that is less expensive to process and householders are provided with up-to-date information on how to recycle appropriately. However, door-stepping to engage with residents face to face is particularly effective in hard to reach areas, such as multiple occupancy and high rise accommodation. It has been reported to have become a too expensive way of engagement with residents for some authorities given their current budgetary constraints.

BEST PRACTICE EXAMPLE FOR MANAGING CONTAMINATION: TONBRIDGE AND MALLING BOROUGH COUNCIL

Tonbridge and Malling borough council operate an alternate weekly collection using a single green-lidded bin for the collection of food, garden and cardboard waste from kerbside properties. Cardboard waste includes brown corrugated and flat grey cardboard, and greeting cards if they do not contain any metal, plastic or glitter. The organic waste is sent for treatment in the in-vessel composting facility at the Blaise Quarry operated by New Earth Solutions which produces PAS 100 compost.

The council uses several means of communication to encourage residents to minimise the level of contamination in their organic waste bin, e.g. leaflets explaining the composting process and the impact of contaminants on the compost output material. The organic waste bin is clearly labelled and information on the lid of the bin states what can and cannot go in it.

The residents receive a newsletter on recycling several times a year and can find additional information on the council’s website.

In case any contamination actually ends up in the organic waste bin, it may be spotted by the waste collection crew conducting visual checks prior to emptying the bins. The initial training of the crew involves a site visit to the in-vessel composting facility to demonstrate the impact of waste items other than organic material in the composted end product and highlight the importance of the crews’ role as visual inspectors. The collection crews log the data on their round sheets regarding the advice cards handed out and rejected bins, and feed the information back to the council. If a bin is continuously rejected due to contamination, it can be removed by the council as a last option.

Arriving at the in-vessel composting facility, each lorry load is graded from A to D according to its level of contamination, A to B indicating no or little contamination and C to D highlighting more significant contamination problems. This information is fed back to the council. If loads from a specific area repeatedly receive lower grades, this area will be targeted for an information campaign.



Credit: St Edmundsbury BC, 2014

Left and below: Organic waste containers being collected in St Edmundsbury



Credit: St Edmundsbury BC, 2014

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TONBRIDGE & MALLING BOROUGH COUNCIL

LOCAL ENVIRONMENTAL MANAGEMENT ADVISORY BOARD

2 March 2015

Report of the Director of Planning, Housing and Environmental Health

Part 1- Public

Matters for Information

1 FOOD AND SAFETY TEAM UPDATE

Summary

This report provides an update on the recent work of the Food and Safety team.

1.1 Free training sessions for businesses with a hygiene rating of between zero and two

1.1.1 Since the last Board, Officers have delivered two free training sessions for food businesses with a hygiene rating of between zero and two. One session was aimed at businesses offering Turkish cuisine and the other was aimed at a mixture of businesses. Members may recall that the Food and Safety team has previously delivered three of these sessions for businesses serving Chinese, Indian and other types of cuisine.

1.1.2 The free sessions aim to help businesses in the Borough with the lowest hygiene ratings to make improvements in time for their next routine inspection and to assist them to achieve a better hygiene rating.

1.1.3 Practical demonstrations and videos were used to help reinforce food safety messages on hand washing, cross contamination prevention and cleaning and disinfection.

1.1.4 Unfortunately, despite a written invitation and follow up telephone calls to businesses, of the eleven Turkish cuisine businesses invited, only two attended (three delegates) and of the thirty businesses invited to the second session only five attended (nine delegates). The outcome of the training will be assessed at the next routine inspection.

1.2 Free drop in sessions for food business on food allergens

1.2.1 In December, the Food Information Regulations 2014 came into force requiring food businesses to provide information to consumers on food allergens. These Regulations implement the requirements of the EU Food Information for Consumers Regulation (No 1169/2011).

- 1.2.2 The Regulations require food businesses that sell open food to provide information to customers on 14 allergenic ingredients **[Annex 1]** in their food when asked.
- 1.2.3 To assist businesses with the changes, the team offered two drop-in sessions for business to come and learn more about the new regulations and how they could comply. In advance of the sessions, emails were sent to businesses and a press release was issued.
- 1.2.4 Eighteen businesses came along and received free information and hand-outs and had the opportunity to ask officers questions.
- 1.2.5 Information is available on our website and officers will be providing further guidance during routine inspections.
- 1.2.6 A separate session was held with childminders at the request of a local childminding group and officers also gave allergen advice to attendees at a 'Visit Kent' business seminar for bed and breakfast businesses.
- 1.3 Food Sampling - Hygiene and Food Safety in takeaways with a food hygiene rating score of 3 or below**
- 1.3.1 The aim of the national survey is to provide microbiological data on swabs and food from takeaways with a food hygiene rating score of three or less.
- 1.3.2 Officers were asked to collect food samples including prepared salads, hot meat samples, sauces etc. and environmental samples including hygiene swabs.
- 1.3.3 The Food and Safety team collected 41 samples from a range of takeaway premises across the Borough. Of the samples collected, 14 were unsatisfactory and 2 were borderline (acceptable). The unsatisfactory samples were predominantly hygiene swabs of equipment or hand contact points which failed due to poor cleanliness.
- 1.3.4 Re-sampling has been undertaken with follow up advice and education provided.
- 1.4 Legal Implications**
- 1.4.1 The Council has a statutory duty to monitor food safety of commercial premises within the Borough.
- 1.5 Financial and Value for Money Considerations**
- 1.5.1 Costs for all activities mentioned are met from existing budgets.

1.6 Risk Assessment

- 1.6.1 The work of the Food and Safety Team is conducted in accordance with the Service Enforcement Policy, FSA Food Law Code of Practice and associated guidance.

Background papers:

contact: Melanie Henbest

Nil

Steve Humphrey
Director of Planning, Housing and Environmental Health

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ANNEX 1

List of Fourteen Allergenic Food Ingredients

1. Celery
2. Cereals containing gluten (includes wheat, rye, barley and oats)
3. Crustaceans
4. Eggs
5. Fish
6. Lupin
7. Milk
8. Molluscs
9. Mustard
10. Nuts (includes almonds, hazelnuts, walnuts, cashews, pecan nuts, Brazil nuts, pistachio nuts)
11. Peanuts
12. Sesame seeds
13. Soya
14. Sulphur dioxide (used as a preservative in dried fruit, meat products, soft drinks and wine).

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TONBRIDGE & MALLING BOROUGH COUNCIL
LOCAL ENVIRONMENTAL MANAGEMENT ADVISORY BOARD

02 March 2015

Report of the Director of Planning, Housing and Environmental Health

Matters for Information

1 EXTERNAL CONSULTATIONS

<u>DATE OF REPLY</u>	Consultation Document	Dealt With By
29.01.15	Food Standards Agency Consultation on the Food Law Code of Practice (England) Review	Melanie Henbest
29.01.15	Public Health England's Consultation on the UK Coordinated Food Sampling Studies for 2015/16	Melanie Henbest
30.01.15	DEFRA Consultation - Review Local Air Quality Management (England) Regulatory and Guidance Changes	Mary-Anne Norton

1.1 Legal Implications

1.1.1 None.

1.2 Financial and Value for Money Considerations

1.2.1 None.

1.3 Risk Assessment

1.3.1 None.

contact: Melanie Henbest
Marie-Anne Norton

Steve Humphrey
Director of Planning, Housing and Environmental Health

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TONBRIDGE & MALLING BOROUGH COUNCIL
LOCAL ENVIRONMENTAL MANAGEMENT ADVISORY BOARD

02 March 2015

**Joint Report of the Director of Planning Housing and Environmental Health and
Director of Street Scene and Leisure**

Part 1- Public

Matters for Information

1 SERVICE OF STATUTORY NOTICES

The following notices have been served since the last Advisory Board.

1.1 Environmental Protection Act 1990

1.1.1 Bell Lane, Burham, Rochester, Kent ME1 3SY.

Two Abatement Notices relating to noise from barking dogs.

1.1.2 Shipborne Road, Tonbridge, Kent TN10 3ER .

One Abatement Notice relating to noise from barking dogs.

1.1.3 Kingfisher Road Larkfield, Aylesford, Kent ME20 6RG.

One Abatement Notice in respect of accumulation of refuse.

1.1.4 Drytec 42-46 Morley Road, Tonbridge Kent TN9 1RA,

Two Abatement Notices relating to the likely recurrence of nuisance from odour.

1.2 Control of Pollution Act 1974.

1.2.1 Preston Hall, London Road Aylesford Kent ME20 7NJ

One notice to control noise from construction site.

1.3 Local Government Miscellaneous Provisions Act 1976

1.3.1 Kingfisher Road, Larkfield, Aylesford, Kent ME20 6RG

Two Notices requiring information regarding interest in property.

1.4 Private Water Supply Regulations 2009.

1.4.1 Old Soar Road, Plaxtol, Kent TN15 0QX

Notices served due to a potential danger to human health due to lack of maintenance and demonstrated failures to meet the statutory bacteriological standards in the private water supply. Improvement works specified.

1.4.2 Long Mill Lane, Plaxtol, Kent. TN15 0RA

Notices served due to a potential danger to human health due to lack of maintenance, inadequate treatment and demonstrated failures to meet the bacteriological standards in the private water supply. Improvement works specified.

1.5 Street Scene

Enforcement notices since the previous Advisory Board report on 2 September 2014:

1.5.1 Fly-Tipping Incidents

Twelve notices under section 108 of the EPA, requesting information from persons believed to be associated with fly-tipping incidents, have been issued.

1.5.2 Littering Offences

Sixty nine Fixed Penalty Notices for littering offences at various locations around the borough have been issued.

1.5.3 Dog Fouling Offences

Six Fixed Penalty Notices for dog fouling offences have been issued.

1.5.4 Dog Control Order Offences

One Fixed Penalty Notice for a Dog Control Order offence has been issued.

1.5.5 Waste Carrier Offences

Six Fixed Penalty Notices for Waste Carriers offences have been issued.

1.6 Food Safety & Hygiene (England) Regulations 2013

1.6.1 Oriental Masterchef, 14 Avebury Avenue, Tonbridge, Kent TN9 1TN

One hygiene improvement notice for failure to fit insect-proof screens to external doors permitting flying insects to contaminate food.

1.6.2 Tony's Chippy, 62 High Street, Borough Green, Kent TN15 8BJ

Two hygiene improvement notices for failure to pest proof the external door to prevent entry of pests and for failure to provide adequate hot running water to the wash up sink to enable cleaning and disinfection.

1.6.3 The Duke of Wellington, The Street, Ryarsh, Kent ME19 5LS

Six hygiene improvement notices (three on each partner) for failure to pest proof the premises to prevent entry of pests, failure to review and maintain a food safety management system and failure to maintain the kitchen floor covering in good repair to facilitate cleaning.

1.6.4 Italia Mia, 1-3 Church Walk, East Malling, Kent ME19 6AG

Three hygiene improvement notices for failure to maintain the cellar floor surface in a sound condition that is easy to clean, failure to adequately supervise and instruct and/or train food handlers in food hygiene matters and failure to pest proof the premises.

1.6.5 Favorite Chicken & Ribs, 24 Holborough Road, Snodland, Kent ME6 5NJ

Three hygiene improvement notices for failure to provide an adequate hot water supply to the wash up sink, failure to train staff in food hygiene matters and failure to carry out a documented food safety management system for the milk shake machine.

1.6.6 Grand Appetito, 160 High Street, Tonbridge, Kent TN9 1BB

Hygiene Emergency Prohibition Notice served for failure to provide a sufficient supply of hot water for hand washing, cleaning and washing of food contact equipment posing an imminent risk to public health.

Two hygiene improvement notices served for failure to provide a permanent supply of running hot water to the wash hand basins and sinks in the kitchen and failure to train food handlers in food hygiene matters.

1.6.7 Beaney's Medway Bakery, 32 High Street, Snodland, Kent ME6 5DA

One hygiene improvement notice to repair a leak to enable the wash hand basin to be used.

1.7 Health and Safety at Work etc Act 1974

1.7.1 Italia Mia, 1-3 Church Walk, East Malling, Kent ME19 6AG

Two health and safety improvement notices for failure to maintain gas appliances and electrical systems.

1.7.2 Bull Inn, 1 High Street, West Malling, Kent ME19 6QH

One health and safety improvement notice for failure to maintain the gas cooker in the kitchen.

1.8 Legal Implications

1.8.1 These Notices were served in accordance with the provisions of the legislation under which they were served.

1.9 Financial and Value for Money Considerations

1.9.1 The Council will pursue the recovery of debts associated with works carried out in default. Debts not recovered will remain as a charge against the premises in the usual manner.

1.10 Risk Assessment

1.10.1 The notices are reasonable and proportionate enforcement action in accordance with the PHEH Enforcement Policy.

Background papers:

Nil

David Campbell-Lenaghan
Melanie Henbest
Jacqui Rands

Steve Humphrey
Director of Planning Housing and Environmental Health

Robert Styles
Director of Street Scene and Leisure

TONBRIDGE & MALLING BOROUGH COUNCIL

LOCAL ENVIRONMENTAL MANAGEMENT ADVISORY BOARD

02 March 2015

Report of the Director of Central Services

Part 1- Public

Matters for Information

1 PROSECUTIONS

1.1.1 The following prosecutions have taken place:

1.2 Robert Ritchie – littering –section 87 Environmental Protection Act 1990

1.2.1 On 5 March 2014 whilst on duty outside Tonbridge Rail Station, an environmental enforcement officer observed a male discard a cigarette end onto the road.

1.2.2 The officer approached the male, who identified himself as Mr Robert Ritchie of Povey House, London SE17 1TP. The officer issued a fixed penalty notice to Mr Ritchie requiring payment of £80 but reduced to £50 if paid within 10 days of the date of issue.

1.2.3 Payment of the penalty notice was not received, and, as a result, a prosecution for the offence was commenced. The court hearing took place on 30 September 2014 at Sevenoaks Magistrates Court and Mr Ritchie entered a written plea of guilty to the offence. A conviction was duly recorded and the sentence of the court was a fine of £100, an order that he pay costs of £50 and a victim surcharge of £20.

1.3 Menzies Distribution Limited – Health & Safety - Provision and Use of Work Equipment Regulations 1998

1.3.1 On Monday 22 September 2013, an employee of Menzies Distribution Limited at their site in Aylesford sustained a fractured arm after he became trapped in an unguarded conveyor belt at Menzies Distribution, Unit E4 Larkfield Trading Estate, Larkfield ME20 6SW. The company had not guarded the conveyor to prevent this type of injury.

1.3.2 Menzies Distribution Ltd, entered a guilty plea at Sevenoaks Magistrates' Court on 30 September 2014 and apologised for the accident. Their representative said the guard had been in place the day before and that this was an isolated incident. The machinery was guarded immediately after the incident.

1.3.3 The Court handed down a fine of £4,000 and awarded the Borough Council full costs of £1,207. The Company was also required to pay a victim surcharge of £120.

1.4 Tracy Ivell – Littering – Section 87 Environmental Protection Act 1990

- 1.4.1 On 24th June 2014 an environmental enforcement officer observed a female discard a cigarette end onto the pavement in High Street, Snodland.
- 1.4.2 The officer approached the female, who identified herself as Tracy Ivell. The officer issued a fixed penalty notice to Ms Ivell requiring payment of £80, reduced to £50 if paid within 10 days of the date of issue.
- 1.4.3 Further investigations were carried out which established Ms Ivell's place of residence in Snodland. The officer visited the residence and Ms Ivell offered a payment plan of £1 per week. This was declined, and the officer subsequently wrote to Ms Ivell proposing a repayment plan of £30 per month for two months, plus a final payment of £20. No payments were received, and a prosecution was therefore commenced. No plea was entered.
- 1.4.4 On 27 January 2014, the matter was proved in the defendant's absence at Sevenoaks Magistrates' Court, and the court ordered payment of a fine of £200, £75 costs plus a £20 victim surcharge.

Background papers:

contact: Cliff Cochrane

Files TM-EH4-45, TM- EH4- 49, TM-EH4-44

Agenda Item 13

Any other items which the Chairman decides are urgent due to special circumstances and of which notice has been given to the Chief Executive.

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Agenda Item 14

The Chairman to move that the press and public be excluded from the remainder of the meeting during consideration of any items the publication of which would disclose exempt information.

**ANY REPORTS APPEARING AFTER THIS PAGE CONTAIN EXEMPT
INFORMATION**

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Agenda Item 15

Any other items which the Chairman decides are urgent due to special circumstances and of which notice has been given to the Chief Executive.

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