

TONBRIDGE & MALLING BOROUGH COUNCIL



EXECUTIVE SERVICES

Chief Executive

Julie Beilby BSc (Hons) MBA

Gibson Building
Gibson Drive
Kings Hill, West Malling
Kent ME19 4LZ
West Malling (01732) 844522

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

10 July 2015

To: MEMBERS OF THE HOUSING AND ENVIRONMENT SERVICES
ADVISORY BOARD
(Copies to all Members of the Council)

Dear Sir/Madam

Your attendance is requested at a meeting of the Housing and Environment Services Advisory Board to be held in the Civic Suite, Gibson Building, Kings Hill, West Malling on Monday, 20th July, 2015 commencing at 7.30 pm

Yours faithfully

JULIE BEILBY

Chief Executive

A G E N D A

PART 1 - PUBLIC

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To confirm as a correct record the Notes of the meeting of the Housing and Environment Services Advisory Board held on 1 June 2015

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Matters for recommendation to the Cabinet

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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.

Matters for consideration in Private

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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.

PART 2 - PRIVATE

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(LGA 1972 Sch 12A Paragraph 3 – Financial or business affairs of any particular person)

12. Urgent Items 57 - 58

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 Ms J A Atkinson (Vice-Chairman)

Cllr M A C Balfour
Cllr V M C Branson
Cllr D J Cure
Cllr R W Dalton
Cllr Mrs S M Hall
Cllr S M Hammond
Cllr D Keeley

Cllr D Markham
Cllr Mrs A S Oakley
Cllr L J O'Toole
Cllr S C Perry
Cllr M R Rhodes
Cllr T B Shaw
Cllr Ms S V Spence

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Apologies for absence

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Declarations of interest

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TONBRIDGE AND MALLING BOROUGH COUNCIL

HOUSING AND ENVIRONMENT SERVICES ADVISORY BOARD

Monday, 1st June, 2015

Present: Cllr M O Davis (Chairman), Cllr Ms J A Atkinson (Vice-Chairman), Cllr M A C Balfour, Cllr V M C Branson, Cllr D J Cure, Cllr R W Dalton, Cllr Mrs S M Hall, Cllr S M Hammond, Cllr D Keeley, Cllr Mrs A S Oakley, Cllr S C Perry, Cllr M R Rhodes and Cllr T B Shaw

Councillors Mrs J A Anderson, O C Baldock, Mrs P A Bates, P F Bolt, Mrs B A Brown and N J Heslop were also present pursuant to Council Procedure Rule No 15.21.

An apology for absence was received from Councillor L J O'Toole

PART 1 - PUBLIC

HE 15/1 DECLARATIONS OF INTEREST

There were no declarations of interest made in accordance with the Code of Conduct. However Councillor N Heslop referred to a potential interest in any items that might have implications for the Bridge Trust on the grounds that he was a member of its Board.

HE 15/2 PRESENTATIONS BY SERVICE HEADS

Presentations were given on the Council's Housing Services, Environmental Health Services and the Waste and Street Scene Services by the Chief Housing Officer, the Chief Environmental Health Officer and the Head of Waste and Street Scene.

MATTERS FOR RECOMMENDATION TO THE CABINET

HE 15/3 REDRESS SCHEME FOR LETTINGS AGENCY AND PROPERTY MANAGEMENT WORK

Decision Notice D150037MEM

Attention was drawn to the requirement that, under The Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc) (England) Order 2014 made under the Enterprise and Regulatory Reform Act 2013, all lettings agents and property managers in England were required to become a member of a Government approved redress scheme. The report of the Director of Planning, Housing and Environmental Health set out details of the approved redress schemes and the new enforcement responsibilities for Local Authorities to impose a monetary penalty for non-compliance with the Order.

RECOMMENDED: That

- (1) the implementation and enforcement arrangements for The Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc)(England) Order 2014 be delegated to the Director of Planning, Housing and Environmental Health;
- (2) the penalty for non-compliance with the Order be £5,000 unless extenuating circumstance apply; and
- (3) the Director of Planning, Housing and Environmental Health be authorised to determine what are extenuating circumstances and what alternative penalty would be appropriate in each case.

HE 15/4 ENVIRONMENTAL HEALTH PERFORMANCE 2014/15

Decision Notice D150038MEM

The report of the Director of Planning, Housing and Environmental Health set out details of operational activities for the year 2014/15 for the statutory function of environmental health and safety as undertaken by the Food and Safety Team and the Environmental Protection Team.

RECOMMENDED: That the performance information relating to the activities associated with the food and safety function in 2014/15 be noted and the service improvements for 2015/16, as detailed in paragraphs 1.4.1 and 1.4.2 of the report, be endorsed.

HE 15/5 WASTE AND STREET SCENE SERVICES - CONTRACT PERFORMANCE 2014/15

Decision Notice D150039MEM

Consideration was given to the performance during 2014/15 of the functions and contracts managed by the Waste and Street Scene Services.

RECOMMENDED: That the performance of the Waste and Street Scene contractors, as detailed in the report, be noted.

HE 15/6 WASTE FRAMEWORK DIRECTIVE (WFD) - COLLECTION OF RECYCLING MATERIALS

Decision Notice D150040MEM

The report of the Director of Street Scene and Leisure provided details of work carried out to demonstrate the Council's compliance with the

new regulations on collection methods for recycling materials which came into force in January 2015.

RECOMMENDED: That

- (1) the report, which demonstrates the Borough Council's compliance with the new EU Waste Framework Directive regulations, be endorsed; and
- (2) liaison be undertaken with the Kent Resource Partnership and Kent County Council to consider the recommendations brought forward in the assessment undertaken by Waste Consulting Limited (WCL), as set out in Annex 1 to the report.

MATTERS FOR CONSIDERATION IN PRIVATE

HE 15/7 EXCLUSION OF PRESS AND PUBLIC

There were no items considered in private.

The meeting ended at 9.47 pm

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TONBRIDGE & MALLING BOROUGH COUNCIL

HOUSING and ENVIRONMENT SERVICES ADVISORY BOARD

20 July 2015

Report of the Director of Planning, Housing and Environmental Health

Part 1- Public

Matters for Information

1 EXTRA CARE ACCOMMODATION

Summary

This is a brief report outlining the presentations that will be delivered to Members on Kent County Council's Accommodation Strategy and Extra Care Housing.

- 1.1.1 At its meeting in July 2014 the Strategic Housing Advisory Board endorsed Kent County Council's Accommodation Strategy. The Strategy identifies how the provision, demand and aspiration for housing, care and support services will be met for adult social care across the County. The document's aspiration is that people should have the opportunity to live independently in their own home receiving the right care and support, but that if that option is no longer suitable, the right accommodation solutions have to be in the right places across the county.
- 1.1.2 Given the recent activity in the Borough in relation to the redevelopment of existing sites for residential care homes and new extra care housing, Christy Holden, Head of Strategic Commissioning at Kent County Council, will talk to Members about how this redevelopment fits into the strategy.
- 1.1.3 Following this, Orbit Housing will deliver a presentation raising awareness about Extra Care Housing. Maggie McCann, Development Director, and Lorraine Mansfield, Development Manager, Extra Care Housing, will detail what extra care housing is and the wider benefits it brings in terms of health and wellbeing and an integrated approach to social care. Orbit Housing is one of our preferred registered provider partners and has delivered extra care housing across a number of its operating areas with the most recent in Deal, Dover.

1.2 Legal Implications

- 1.2.1 None arising from this report.

1.3 Financial and Value for Money Considerations

- 1.3.1 None arising from this report.

1.4 Risk Assessment

1.4.1 None arising from this report.

Background papers:

Nil

contact: Satnam Kaur
Chief Housing Officer

Steve Humphrey
Director of Planning, Housing and Environmental Health

TONBRIDGE & MALLING BOROUGH COUNCIL

HOUSING and ENVIRONMENT SERVICES ADVISORY BOARD

20 July 2015

Report of the Director of Street Scene, Leisure and Technical Services

Part 1- Public

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

1 "LOVE WHERE YOU LIVE" CAMPAIGN

Summary

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. It also presents the proposed Cleaner Borough Action Plan for Members' consideration and endorsement.

1.1 Background

1.1.1 The LWYL campaign aims to:

- inspire and enable everyone to take action to reduce littering and improve the quality of the local area;
- 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 "Love Kent – Hate Litter" Roadside Litter Campaign

1.2.1 The Kent Resource Partnership (KRP) supported the pilot for the Love Kent Hate Litter Campaign in June and November 2014 and again in February this year. The campaign included a radio campaign on Heart FM with a call to action for local volunteer activity. 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 more than 70 Love Where You Live events over the three campaign periods.

- 1.2.2 The campaign is due to run again between 13 July and 13 September, with radio advertising funded by the KRP. Love Where You Live events confirmed so far within TMBC are detailed in **Annex 1**.
- 1.2.2 In addition to the radio advertising, TMBC are again using increased roadside litter signage to promote the campaign. The current “Take Your Litter Home” signs are being replaced during this Summer stage of the campaign with a new message, urging motorists not to litter – “Have a great Summer, Not a Rubbish One – Take Your Litter Home”.

1.3 Litter Code of Practice for Businesses

- 1.3.2 The Voluntary Litter Code in Larkfield has had ongoing success at keeping Larkfield clean and recognising the 25 businesses, including Tesco Lunsford Lane, that ask their customers to use litter bins and have staff clean up around their premises. The scheme was initiated by committed Street Monitor, Mr Stuart Olsson 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. This litter code model has now been adopted in East Malling, Ditton and Snodland.
- 1.3.3 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 both businesses and residents of the cleanliness in the town is much higher than it has been over the years. The second tranche of certificates recognising the efforts of a further ten businesses were awarded in June, with more to follow.
- 1.3.4 The Tonbridge Town Team are currently looking to link the scheme in with the Tonbridge Loyalty Card, and the Council’s Economic Regeneration Officer is discussing the scheme with businesses in other locations within the Borough.

1.4 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.
- 1.2.8 It was announced by DCLG ministers that a national “Spring Clean” day of action was to be held on Saturday 21 March. A number of clean up events were held on and around that day, including a thorough clean up of Woodlands Walk by residents, TMBC officers and Members.

1.2.8 Responsible Dog Ownership

- 1.3.5 At the time of writing this report, we are engaged with the national campaign aimed at reducing levels of dog fouling, the Big Scoop. Various fouling hot spots across the borough are being targeted by Bag & Flag events, where deposits are

bagged up in bright yellow bags and left in situ for up to 24 hours in order to raise awareness of the fouling problem in those areas. Residents, Community wardens and councillors have all played a part in these local initiatives, driven by residents' desires to improve their play areas and school routes.

- 1.3.6 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 throughout the summer months to help keep our parks and open spaces a safe and enjoyable experience for our residents and visitors.

1.4 Street Monitor Scheme & Guidance Booklet

- 1.4.1 Currently over 300 volunteers are part of the Street Monitor scheme. These residents act as the eyes and ears in their neighbourhood, and report Street Scene issues to the relevant authority.
- 1.4.2 The guidance booklet provided to them by the Environmental Projects Coordinator has just been updated, both to act as a refresher and to provide up-to-date details of online report forms, email contacts and telephone numbers for the various agencies concerned. Whilst not attempting to be an exhaustive directory of every issue that might be encountered, it gives guidance on the most common issues raised by our residents and where the responsibility for the matter may not be clear.
- 1.4.3 The guidance has also been circulated to members and Parish Councils who should find it a useful resource when trying to identify which organisation deals with Street Scene issues. Currently TMBC's IT section are developing a redesign of the website, and once completed this guidance will be made available as an online resource with live links to online report forms.

1.5 Cleaner Borough Campaign

- 1.5.1 Each year the Waste & Street Scene Team work to a programme of activities agreed by Members which forms the Cleaner Borough Campaign Action Plan. As well as Love Where You Live initiatives, the action plan includes other aspects such as targeted enforcement, educational talks, responsible dog ownership and the Street Monitor scheme.
- 1.5.2 As well as broader ongoing actions, such as the promotion of the Street Monitor scheme, a number of key specific events throughout the year are scheduled into the action plan, such as Love Parks Week. This enables all promotional, educational and enforcement activities to focus on those particular issues at that time.

1.5.3 The proposed action plan for 2015/16 is attached at **Annex 2** for Members approval and endorsement.

1.6 Legal Implications

1.6.1 None

1.7 Financial and Value for Money Considerations

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

1.8 Risk Assessment

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

1.9 Equality Impact Assessment

1.10 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.

1.11 Policy Considerations

1.11.1 Community, Communications, Healthy Lifestyles

1.12 Recommendations

CABINET IS RECOMMENDED NOTE and ENDORSE the projects and progress across a wide range of Cleaner Borough Campaign and Love Where You Live initiatives.

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

Background papers:

Nil

contact: Tamsin Ritchie
David Campbell-Lenaghan

Robert Styles

Director of Street Scene, Leisure and Technical Services

“LOVE WHERE YOU LIVE” UPDATE REPORT

Kent Resource Partnership

#Love Kent Month – TMBC Initiatives

13 July to 13 September 2015:

- **Love Parks Week – 24 July to 2 August**
- **Tonbridge Racecourse**
 - Bag & Flag event – Friday 24 July
 - Responsible Dog Ownership event and Dog Show – Sunday 26 July
- **Leybourne Lakes Country Park – (date tbc)**
 - Community Clean Up – Country Park and surrounds
- **Kings Hill Parish Council – Wednesday 15 July**
 - Bag & Flag dog fouling event – with TMBC/PCSOs
- **Wouldham – Sunday 16 August**
 - Responsible Dog Ownership event and Dog Show
- **Walderslade – Tuesday 14 July**
 - Smilers Pre-School Big Tidy Up
- Daily social media updates
- Recruitment of Street Monitors
- Re-launch of Street Monitor scheme with Parish Councils
- Voluntary Litter Code for Businesses
- Big Tidy Ups & Community Litter Picks across the borough
- Refreshed road side litter signage:
 - “Don’t have a rubbish summer – Take your litter home”

Note: Further community initiatives & events being confirmed and will be added to this list.

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“CLEANER BOROUGH CAMPAIGN” ACTION PLAN 2015/16

	PROJECT	ACTION(S)	KEY EVENTS
1	Working with communities	<ul style="list-style-type: none"> • Continue to promote the Love Where You Live campaign in communities throughout the Borough • “Snodland Goes Cleaner” Campaign. - assist the community group develop and implement a range of street scene initiatives • Continue to support community initiatives such as the Larkfield Angels, Ditton Community Action Group, Tonbridge Angels Community Group and East Malling Wombles • Promote and facilitate activities during Love Parks Week, working with Leisure Services colleagues and local community groups 	<ul style="list-style-type: none"> • 24 July to 2 August: • Dog Show – Tonbridge Racecourse • Community Clean up – Leybourne Lakes CP • Bag & Flag – Haysden CP
2	Street Monitors Scheme	<ul style="list-style-type: none"> • Continue to promote the Street Monitors Scheme • Arrange for ongoing “training” of new and existing street monitors 	

		<ul style="list-style-type: none"> • Review Street Monitor Scheme guidebook and circulate to Parish Councils • Promote the “Eyes and Ears” scheme to TMBC employees. 	By end of June 2015
3	Tackling litter	<ul style="list-style-type: none"> • Work with the Kent Resource Partnership on Kent-wide campaign aimed at reducing roadside litter • Maintain litter enforcement activities in targeted “hot spot” areas in order to achieve reductions in levels of litter • Work with PCSOs, Community Wardens, Social Housing providers and Parish Councils to increase public awareness of the legal and social implications of littering 	<ul style="list-style-type: none"> • 13 July to 13 September 2015
4	Reducing dog fouling	<ul style="list-style-type: none"> • Develop a targeted programme of “Bag & Flag” promotion and enforcement activities in identified “hot-spot” areas • Work with PCSOs, Community Wardens, Social Housing providers and Parish Councils to increase public awareness of the legal and social implications of dog fouling. 	<ul style="list-style-type: none"> • Programme of dog show events – Summer 2015
6	Work with schools to promote	<ul style="list-style-type: none"> • Carry out visits to schools, at all levels, by the Environmental 	<ul style="list-style-type: none"> • Programme of school & community

	responsible behaviour relating to litter and other environmental offences	<p>Projects Officer, Litter Enforcement Officer and Dog Warden</p> <ul style="list-style-type: none"> • Work with the Youth Forum to develop youth engagement in Cleaner Borough activities • Promote & support the “Eco-Schools” project 	group visits September 2015 to July 2016
7	Community clean-up events	<ul style="list-style-type: none"> • Promote and provide assistance to community groups, schools, parish councils and businesses for “Bash-the-Trash” events • Promote and participate in the LGA’s “Keep Britain Tidy” national clean-up initiatives, as well as other national and regional initiatives 	<ul style="list-style-type: none"> • October 2015 (tbc)
8	Business waste	<ul style="list-style-type: none"> • Assist in the promotion of the Voluntary Code of Practice on Litter from businesses through various community groups – existing initiatives in Larkfield, East Malling, Ditton & Snodland 	

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TONBRIDGE & MALLING BOROUGH COUNCIL

HOUSING AND ENVIRONMENT SERVICES ADVISORY BOARD

20 July 2015

Report of the Director of Street Scene, Leisure and Technical Services

Part 1- Public

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

1 STREET SCENE ACTION PLAN

Summary

This report updates Members on progress with a range of 'street scene' initiatives and projects currently being implemented within the borough.

1.1 Background

- 1.1.1 The appearance of our local street scene environment 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 is an ongoing document providing details of a number of projects within the borough. The range of initiatives are led by various services and partner organisations and aim to improve local environmental quality. The involvement key partners, who regularly attend the Street Scene Officer Study Group, provide a more considered and combined input to the initiatives we want to take forward.
- 1.1.4 Notable actions since the last update to Members include the issuing of the Street Monitor Guidance booklet, the refurbishment of the New Wharf Road bridge in Tonbridge and the commencement of the works to the Tonbridge Town Lock area.
- 1.1.5 In response to requests from local Members a programme of signage cleaning is also being actioned. This will include signs on Council owned land, street signs and those welcoming the public to the borough. We will also work with colleagues in KCC Highways to notify and carry out cleansing of their road signs.
- 1.1.6 **[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

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 and Technical Services 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 and Technical Services

STREET SCENE ACTION PLAN (2015 – Ongoing)

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. • Litter code for businesses introduced at Larkfield, Snodland and now Ditton. • New Street Monitor guidance booklet issued July 2015. • TMBC were lead Council for 2014/15 “Love Kent” litter months and KRP to run initiative again July/Aug 2015.
Reduce Fly Tipping	DG	<ul style="list-style-type: none"> • Work with 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 on “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 Council’s 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 now replaced and new signage installed at a number of sites.
Sign Cleansing throughout the borough	KCC/AE	<ul style="list-style-type: none"> • Encourage reporting and arrange cleansing of KCC Highway & TMBC signs and road name plates around the borough. 	<ul style="list-style-type: none"> • Focus on summer 2015 initiative, but then ongoing as required.

PROJECT	LEAD OFFICERS	KEY ACTIONS	PROGRESS UPDATE
Run multi-agency operations to target 'hot spot' areas.	AF/ST	<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"> Previous EVAs carried out in Trench & Oakdene Café area. Community Safety Unit will continue to review & assess areas for future EVA's.
Work with the appropriate Community Rehabilitation Company (CRC) to fully utilise the Community Payback Scheme.	AF/ST	<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 currently being reviewed by Probation Service.
South 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"> Forum considered opportunities for involvement in environmental projects (including Love Where You Live & Love Kent initiatives) and have already undertaken a litter pick event at Tonbridge Racecourse Sportsground.
Tonbridge High Street Improvements	KCC/AE	<ul style="list-style-type: none"> Extensive LEP funded scheme to look at enhancing the environment of the lower High Street Scheme Design is complete (including, footways, highway, street furniture, signage litter bins). 	<ul style="list-style-type: none"> Extensive public engagement exercise undertaken. Contractor is due to start work at the beginning of August 2015.
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. 	<ul style="list-style-type: none"> Southeastern have engaged with TMBC conservation officer prior to the submission for formal

PROJECT	LEAD OFFICERS	KEY ACTIONS	PROGRESS UPDATE
		<ul style="list-style-type: none"> Detailed design for station improvements. 	<ul style="list-style-type: none"> planning consent. Anticipated implementation late 2015
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	RJS	<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 and opened.
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 & contract awarded. Works progressing & due to be completed late 2015.
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"> Garden, path and installation of the new toddler area now completed.
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 footway alongside Discovery School, Kings Hill completed. Improved lighting to pedestrian crossing Pembury Rd, Tonbridge completed. Replacement of Golden Green Bridge completed. Carriageway resurfacing programmed & completed at a number of locations (separate list available on request).

PROJECT	LEAD OFFICERS	KEY ACTIONS	PROGRESS UPDATE
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. An external review of site drainage with Tonbridge Juddians Rugby Club has been commissioned.
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.
New Wharf Road Improvements	DL	<ul style="list-style-type: none"> Liaison with South East Water to improve condition/appearance of New Wharf Road/bridge. 	<ul style="list-style-type: none"> Works agreed included resurfacing of road and refurbishment of bridge. Due to complete Summer 2015.
Tonbridge Memorial Garden	DL	<ul style="list-style-type: none"> Refurbish Memorial Garden 	<ul style="list-style-type: none"> Works complete and new garden open to public.
Country Parks & Public Open Spaces Haysden Country Park & Leybourne Lakes Country Park	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. 	<ul style="list-style-type: none"> Currently being progressed. Two clean up initiatives carried out at Woodlands Walk, Tonbridge Management Plan for Haysden completed and approved. Green Flag for Leybourne Lakes CP & Haysden CP submitted for 2015. Volunteer work continues at both sites enabling a number of improvements to be progressed.

PROJECT	LEAD OFFICERS	KEY ACTIONS	PROGRESS UPDATE
Other Sites		<ul style="list-style-type: none"> • South East Water drainage works. • Engagement of volunteers to assist with site management including, litter clearance and woodland management 	<ul style="list-style-type: none"> • Reinstatement in progress with contribution to play sculptures & wild flower nature area. • Ongoing discussions with the Kent Woodland Employment Scheme with initial engagement proposal at Holly Hill (Management Agreement currently being prepared).
Environment Agency Projects Page 31	TY	<ul style="list-style-type: none"> • Avebury Avenue flood wall • Bewleys Weir replacement • Low water levels in the Botany Stream • Obstruction and debris clearance along rivers. 	<ul style="list-style-type: none"> • Works started June 2015 and likely to continue into the late summer. • Work on the weir structure completed summer 2015. • Further works will be required at some point which will mean a lowering of the Town Lock Pen • At present not an issue but will be monitored over the Summer and adjustments made at Angel Weir if and as required. • Any obstructions or debris will be dealt with as required throughout the year. • Tree clearance has been completed near Old Tudeley

PROJECT	LEAD OFFICERS	KEY ACTIONS	PROGRESS UPDATE
Page 32		<ul style="list-style-type: none"> • Botany Stream de-silting – timing of works will depend on oxygen levels which will be monitored. • Routine annual maintenance programme along river embankments. • De-silting of Mill Stream at Leybourne Lakes Country Park - timing of works will depend on oxygen levels which will be monitored. 	<p>Lane.</p> <ul style="list-style-type: none"> • Tree clearance to be completed near Postern Lane Bridge by end of year. • Periodic clearance of shopping trollies and other debris throughout the year. • De-silting by the Bowls Club is likely to be completed during the Autumn • The work will be done by specialist contractors who will remove silt from site. • Weed cutting and light pruning works to commence early August. • Liaison with Country Park to resolve public access issues and location for silt deposit during works.

Key to Lead Officers:

- DG: Dennis Gardner
- RJS: Robert Styles
- AF: Alison Finch
- ST: Stuart Tickle
- AE: Andy Edwards
- DL: Darren Lanes
- MH: Mike Harris
- MS: Mark Simmons (KCC Highways)
- TY: Tony Young (Environment Agency)

TONBRIDGE & MALLING BOROUGH COUNCIL

HOUSING and ENVIRONMENT SERVICES ADVISORY BOARD

20 July 2015

Report of the Director of Planning, Housing and Environmental Health

Part 1- Public

Matters for Information

1 HOUSING SERVICES UPDATE

Summary

This report updates Members on key issues across the Housing Service.

1.1.1 Following the parliamentary elections on 7 May 2015 the Queen's speech was presented to Parliament on 27 May 2015. The speech outlined the forthcoming legislative agenda and a number of the proposals will impact on the work of the Housing Service and have implications for other key areas of the Council's responsibilities, not least Planning, Community Development and Financial Services.

1.1.2 **The Housing Bill**

The government will introduce a Housing Bill which will encompass a number of measures:

1) **Extending the Right to Buy to Housing Association Tenants**

This will apply to those tenants who have held a tenancy for 3 years or more, with discounts worth up to £78,000 outside London and £104,000 in London. It is proposed this will be funded by requiring the disposal of the most valuable public sector homes when they become available. The proceeds will be used to compensate housing associations for the discount on homes they sell under the right to buy and to fund the building of more affordable homes in the area.

2) **Increasing the supply of new Starter Homes (to be exclusively offered to young, first-time buyers, at a 20 per cent discount below their open market value)**

It is proposed this is achieved through a statutory framework to support the delivery of Starter Homes. The Starter Homes would be counted as affordable housing in the National Planning Policy Framework, and therefore could be provided instead of homes for social or affordable rent, or for low cost home ownership.

3) **Helping those wishing to build their own home**

The government is looking to take forward the Right to Build, requiring local planning authorities to support custom and self-builders registered in their area in identifying suitable plots of land to build or commission their own home.

4) **Ensuring local people can influence and provide for local growth**

The government is hoping to simplify and speed up the neighbourhood planning system, to support communities that seek to meet local housing and other development needs. There will also be a statutory register for brownfield land, to help achieve government's target of getting Local Development Orders in place on 90 per cent of suitable brownfield sites by 2020. These are hoped to combine with other changes to housing and planning legislation that would support housing growth.

1.1.3 **Full Employment and Welfare Benefits Bill**

The full employment and Welfare Benefits Bill will introduce the following measures:

- Removing 18-21 year olds' automatic entitlement to housing benefit. Previously, it has been suggested that housing benefit would be withdrawn from under 21s who also receive Job Seekers Allowance;
- Freezing working age benefits for a further two years from 2016/17;
- Lowering the overall benefits cap from £26,000. At the time of going to print, it has been reported that this will be lowered to £23,000 within London and £20,000 outside of London and will be confirmed in the emergency budget on 8 July 2015. Also, as part of the budget, the government is expected to confirm the "Pay to Stay" scheme. The proposal here is that those on incomes above £40,000 in London and £30,000 in the rest of England, who live in local authority or housing association homes, will be charged a "market or near market rent" from 2017/18.

1.1.4 **Immigration Bill**

A new Immigration Bill is to be introduced, its main aim being to control immigration and it will include a measure to make it easier to evict illegal immigrants. There is also a commitment to fully roll out a requirement that private sector landlords check prospective tenants' immigration status, which is currently being piloted in the West Midlands.

1.1.5 Ombudsman Bill

This Bill aims to combine the roles of the Parliamentary Ombudsman, the Health Ombudsman and the Local Government Ombudsman and potentially the Housing Ombudsman.

- 1.1.6 Members will clearly be interested to consider the implications of these proposals to the Borough, which will become clearer after the budget on 8 July and when the operational details of the Bills become known later in the year. Officers will provide further updates to future meetings of this Board as the policy detail emerges and the implications for the Borough become clearer.

1.2 Homes and Communities Agency Affordable Housing Delivery

- 1.2.1 In June, the Department for Communities and Local Government (DCLG) released the affordable housing completion statistics for Homes & Communities Agency's (HCA) Affordable Homes Programme 2010 (April) – 2015 (March). The figures cover the provision of affordable housing for Social Rent, Affordable Rent, and Intermediate Tenures including Shared Ownership.
- 1.2.2 Members will be pleased to see that Tonbridge & Malling achieved 750 new homes within this period to help address our identified housing need. This high level of performance places us fourth in Kent for affordable housing completions for that period (see Table 1 below).

Table 1 – Affordable Housing Completions 2011-2015

Local Authority District	Total New Homes 2011-15
Maidstone	1,310
Medway UA	1,240
Ashford	1,110
Tonbridge and Malling	750
Gravesham	700
Dartford	670
Swale	640
Tunbridge Wells	640
Thanet	510
Canterbury	500
Dover	310
Shepway	280
Sevenoaks	180
Total	8,840

- 1.2.3 For the period 2014/15, the borough saw the delivery of 106 affordable homes through our Registered Provider Partners.

1.3 The Help to Buy Equity Loan Scheme

- 1.3.1 The Help to Buy (HTB) Equity Loan scheme was first announced in the 2013 March budget, in an attempt to encourage banks and building societies to offer mortgages.
- 1.3.2 The Department for Communities and Local Government (DCLG) have also released the statistics for the first quarter of 2015, and it shows that since the launch 1,132 properties have been purchased in Kent, (KCC area), with the help of an equity loan. To put this in context, nationally 47,018 properties were bought through the scheme.
- 1.3.3 Members will be pleased to learn that Tonbridge & Malling is third in Kent for the number of equity loans issued since the scheme's inception, with 186 products, (Dartford saw 278 and Swale 213). Accordingly, the Council saw the second highest cumulative value of loans of £11.2m, compared to £14.6m in Dartford.

1.4 Private Sector Housing News

- 1.4.1 The team will soon be dealing with a host of powers under proposed new legislation as outlined below.
- 1.4.2 All private rented sector landlords will be required to have working smoke alarms on every floor of their properties and a carbon monoxide alarm in rooms where a solid fuel heating system is installed. This is expected to come into force from 1 October 2015 and we are working in partnership with other Kent districts and Kent Fire & Rescue (who will be provided with stocks of the alarms) to promote this to landlords and help them comply with the law. Failure to comply may result in a financial penalty.
- 1.4.3 Tenants in the private rented sector will be protected from being evicted by their landlord simply because they have made a legitimate complaint about the condition of their property (commonly referred to as a retaliatory eviction). Where a tenant has made a complaint to their landlord and the local authority has confirmed that a serious hazard exists, the landlord will not be able to evict the tenant for six months. In addition, landlords will not be able to evict tenants where they have not complied with certain legal obligations such as providing gas safety certificates and Energy Performance Certificates. Clearly, these proposed changes, expected from 1 October 2015, will affect both the Private Sector Housing team and the Housing Options team.
- 1.4.4 From 2016, landlords will not be able to refuse any reasonable request from a tenant to improve the energy efficiency of their property. From 2018, landlords will not be able to rent out properties that have Energy Performance Certificate ratings of F or G (energy inefficient properties). We are working in partnership with other Kent districts, the Kent & Medway Sustainable Energy Partnership and the National Landlords Association, to raise awareness of this forthcoming legislation

and hope to be able to develop a “landlord offer” around energy efficiency improvements to help landlords meet the legislative requirements.

1.5 West Kent Landlord Forum

- 1.5.1 Tonbridge and Malling Borough Council continues to work in partnership to deliver Landlord Forums with Sevenoaks District Council, Tunbridge Wells Borough Council and the National Landlords Association. A Landlord Fair will be held at the TMBC offices on 14 October 2015 when we will update landlords on all the new legislation and hold workshops on the roll-out of Universal Credit and its implications.

1.6 Disabled Facilities Grants/Housing Assistance Activity 2014/15

- 1.6.1 In 2014/15, the Private Sector Housing Team received 77 applications for a Disabled Facilities Grant and completed a total of 67 Disabled Facilities Grants. The team has a statutory period of 6 months to determine an application. However, on average, we are able to approve a complete application within two weeks of receiving it. The works being carried out under the Disabled Facilities Grant aim to help residents remain independent at home and are based on recommendations from Kent County Council’s Occupational Therapists. Works typically include installation of stair lifts, providing a level access shower instead of a bath, and ramping to provide access to and from the home.
- 1.6.2 In 2014/15, the Private Sector Housing Team also completed 14 Housing Assistance grants totalling approximately £80,000. The grants have been typically used to help with improving/installing heating and/or insulation, removing hazards in the home and bringing empty properties back into use.
- 1.6.3 We have been working particularly hard in improving our links with the health sector including local GPs and Falls Prevention teams. We have attended team meetings/training events to promote the work we do and the assistance we may be able to provide residents. This is beginning to pay dividends with referrals now being received from health professionals.

1.7 Winter Warmth Scheme

- 1.7.1 As well as access to our own Housing Assistance funding, for the first time, in winter 2014/15, Kent County Council allocated a small amount of funding to districts to help residents who were vulnerable to a winter death due to a health condition and poor heating provision. We were able to help three residents through the winter period to improve their heating so they were no longer as susceptible to a winter death from excess cold.
- 1.7.2 In addition to this, 91 vulnerable residents across Tonbridge and Malling were also visited as part of this scheme by Family Mosaic (Home Improvement Agency). Case workers provided advice on keeping warm, carried out mini home assessments, checked benefit entitlements and advised on any other help that

may be available for the resident. In addition packs were given out containing blankets, socks, hats etc. and, where necessary, temporary heaters were provided.

1.8 Housing Options and Housing Register Update

- 1.8.1 The table below illustrates the number of customers seen by the Housing Options Team since July 2014 both in person and via the telephone advice service. Members will note that the majority of our customers make contact for advice to help keep their homes or are seeking assistance to find alternative accommodation. The number of households making homeless applications has increased significantly during the first 6 months of 2015 (an average of 14 per month) compared with a monthly average of 7 for 2014. The most common reason for homelessness remains the ending of a private sector tenancy.
- 1.8.2 Whilst the overall number of households approaching for housing assistance has seen a slight dip in the last two months, the complexity of cases continues to be multi-faceted, focusing on a range of issues from housing, debt issues, income maximisation, training and employment.

Month	Number of Approaches	Homeless Applications	Advice Only	Prevented	Relieved	Open
Jan 2015	56	6	10	4	0	42
Feb 2015	84	18	35	8	0	10
March 2015	85	25	33	7	0	14
Apr 2015	76	18	33	7	0	13
May 2015	56	10	27	4	0	12
Jun 2015	44	5	13	3	0	22
TOTAL	401	82	151	33	0	113

1.9 Temporary Accommodation

- 1.9.1 The following table shows the number of households living in temporary accommodation at the end of each month.
- 1.9.2 The numbers reflect the increase in the number of homeless applications received. However, this figure is now reducing as many homeless households are assisted into affordable housing and the private rented sector.

Date	Number in self-contained Temporary Accommodation (AST)	Number in self-contained Temporary Accommodation (nightly paid)	Number in traditional Bed & Breakfast	Total
31.01.15	3	18	1	22
28.02.15	3	19	1	23
31.03.14	3	22	3	28
30.04.15	3	16	3	22
30.06.15	3	13	0	16

1.10 Rent Deposit Scheme

The table below shows the number of households who have been assisted to secure alternative accommodation in the private sector to prevent them from becoming homeless. It is becoming increasingly challenging for customers to access the private sector particularly those on a low income as the gap between housing benefit levels and the amount of rent private landlords can achieve rises. However, the Housing Options team are committed to establishing good working relationships with private landlords in the Borough and have recently enjoyed some success with securing properties.

Month	Loans	Bonds	Re-housed (no financial assistance)	Total
Jan-15	0	0	0	0
Feb-15	0	0	5	5
Mar-15	0	0	5	2
Apr-15	0	0	0	0
May-15	2	0	0	2
Jun-15	1	2	2	5
TOTAL	3	2	12	17

1.11 Number of Households on Housing Register

1.11.1 The number of households registering for social housing continues to steadily increase as illustrated in the table below. On average homeseekers represent 68% of the register.

	1 bed	2 bed	3 bed	4 bed	5+bed	Total
January	752	406	90	50	18	1316
February	772	425	85	46	18	1346
March	755	431	92	50	18	1346
April	768	457	99	50	18	1392
May	781	459	108	53	18	1419
June	784	464	111	54	16	1429

1.12 Number of Households Re-housed & Waiting Times

1.14.1 The table below shows applicants housed during the last six months broken down by bed need. During the first six months of 2015 we let 59 two bedroom homes and 52 three bedroom homes. Whilst these figures are similar there is a significant difference when compared to the demand for these homes as we currently have 464 applicants registered for two bedroom homes and 111 for three bedroom homes.

1.14.2 There has been an unusually high number of applicants re-housed with a four bedroom need. This is due to 5 four bedroom homes being let in the first phase of the new Isles Quarry development in Borough Green.

1.14.3 Approximately 65% of homes were let to homeseekers during the first six months of 2015.

	1 bed	2 bed	3 bed	4 bed	5+bed	Total
January	13	11	16	1	0	41
February	16	8	3	3	0	30
March	12	9	7	2	0	30
April	10	10	10	0	1	31
May	12	6	7	2	0	27
June	28	15	9	2	0	54
Grand total	91	59	52	10	1	213

1.14.4 The waiting time information shown in the table below is taken as an average of the number of lets from January 2015 to July 2015 and is impacted to a large degree by availability of accommodation and bidding behaviours.

Type / Size	Shortest wait	Longest wait	Average wait
Sheltered accomm.	4 weeks	33 months	10 months
1-bed general needs	7 weeks	18 years	18 months
2-bed flat or maisonette	5 weeks	7 years	12 months
2-bed house	8 weeks	8 years	18 months
3-bed flat or maisonette	11 weeks	4 months	3 months
3-bed house	7 weeks	10 years	8 months
4-bed	6 months	5 years	24 months
5-bed	20 months	20 months	20 months

1.15 Housing Allocation Scheme review

1.15.1 Following a well-attended consultation event a final draft of the revised Housing Allocation Scheme has been completed. As a result of the feedback from consultees, the thresholds for income levels have been staggered to provide differing levels for working age households. Those with children with a gross household income of up to £60,000 per year will be eligible to be included on the housing register. The figure for working age households with no dependents will be £40,000.

1.15.2 Priority for overcrowding has been simplified so that all applicants that require one or more bedrooms than they currently have will be awarded the same band B (high priority). Similarly, all tenants looking to downsize will be awarded the same priority regardless of the number of bedrooms they are giving up.

1.15.3 Applicants awarded a low priority on medical or welfare grounds will be placed into Band C rather than Band D as at present.

1.15.4 The main changes will be implemented from 1 August 2015 and existing customers that will have a change in their priority will receive a letter explaining the change.

1.16 Legal Implications

1.16.1 None arising from this report.

1.17 Financial and Value for Money Considerations

1.17.1 None arising from this report.

1.18 Risk Assessment

1.18.1 None arising from this report.

Background papers:

Nil

contact: Satnam Kaur
Chief Housing Officer

Steve Humphrey
Director of Planning, Housing and Environmental Health

TONBRIDGE & MALLING BOROUGH COUNCIL

HOUSING and ENVIRONMENT SERVICES ADVISORY BOARD

20 July 2015

Report of the Director of Street Scene, Leisure and Technical Services

Part 1- Public

Matters for Information

1 WASTE & STREET SCENE SERVICES UPDATE

Summary

This report details arrangements for refuse, recycling, street cleansing and public convenience cleansing over the Christmas holiday period and also provides an update on a number of projects and initiatives within the service.

1.1 Christmas Collection Arrangements 2015/16

1.1.1 We have previously reported the proposed arrangements for refuse & recycling collections over the Christmas and New Year period to the Local Environmental Management Advisory The general approach taken in previous years has aimed 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 falls on a Friday this year, it is necessary to temporarily suspend the green waste service on that day. This ensures that residents who miss a collection on Christmas Day go no more than 15 days without a black bin collection.

1.1.3 Details of these arrangements will be delivered to households:

- in their annual recycling calendar, delivered during October;
- with a follow up Christmas bin hanger delivered during December;

- via information available on the Council’s website;
- and via a media release and use of the Council’s social media accounts.

1.1.4 Similar arrangements have worked well in previous years, with only a very small number of complaints received about the green waste suspension.

1.1.5 Having consulted our service contractor and the Waste Disposal Authority on operational considerations and tipping facilities I can confirm the following arrangements for the Christmas and New Year period.

1.1.6 Monday, Tuesday, Wednesday and Thursday Collections

Where the normal collection day is a MONDAY, TUESDAY, WEDNESDAY or THURSDAY there will be no changes to services over the Christmas and New Year period.

1.1.7 Friday Collections

For properties that are on the green waste scheme and are due a **BLACK BIN COLLECTION ON FRIDAY 25 DECEMBER** the collection schedule will be:

	We will collect
Friday 4 December	Green-lidded bin and green box Note: This is the last green-lidded bin collection until Friday 15 January
Friday 11 December	Black bin
Friday 18 December	Black bin and green box
Friday 25 December	NO COLLECTIONS
Friday 1 January	NO COLLECTIONS
Saturday 2 January	Black bin collection with additional sacks and green box
Friday 8 January	Black bin
Friday 15 January	Green-lidded bin and green box

These properties will receive a black bin collection, with additional sacks of waste permitted and green box, on Saturday 2 January, with their next green-lidded bin and green box collection on Friday 15 January.

For properties that are on the green waste scheme and are due a **GREEN BIN COLLECTION ON FRIDAY 25 DECEMBER** the collection schedule will be:

	We will collect
Friday 11 December	Green-lidded bin and green box Note: This is the last green-lidded bin and green box collection until Friday 8 January
Friday 18 December	Black bin
Friday 25 December	NO COLLECTIONS

Friday 1 January	NO COLLECTIONS
Saturday 2 January	Black bin collection with additional sacks
Friday 8 January	Green-lidded bin and green box
Friday 15 January	Black bin

These properties will receive a black bin collection, with additional sacks of waste permitted, on Saturday 2 January with the next green-lidded bin and green box collection on Friday 8 January.

1.1.8 Where the normal collection day is a **FRIDAY** but households have a **weekly black bin or sack** collection:

- those households will continue to receive a weekly collection except for Friday 25 December when there will be no collections – their next collection will be Saturday 2 January.

1.1.9 As in previous years, we will temporarily suspend our “no extra waste” policy. Additional sacks of waste will be taken along with the black bin collections for all properties scheduled in the weeks commencing 28 December and 4 January 2015.

1.2 Recycling “Bring” Sites - Christmas Arrangements 2015/16

1.2.1 Over Christmas and New Year period we usually find an increase in materials, as recycling tonnages peak at our “bring” sites. In order to deal with increased demand and to ensure sites are kept clear of fly-tipping and overflows we will be working with our contractors to:

- increase collections on the lead up to Christmas; and
- re-schedule collections and extend working hours, where possible.

1.3 Street Cleansing - Christmas Arrangements 2015/16

1.3.1 With the exception of Christmas Day, all areas on a daily cleansing schedule will be cleaned on public holidays.

1.4 Saturday Bulky Freighter Service – Christmas Arrangements 2015/16

1.4.1 In order to provide as full as service as possible - whilst maintaining the front-line collections of refuse and recycling - over the Christmas and New Year period, it is necessary to reschedule the Saturday Bulky Freighter Services through December and January.

1.4.2 Refuse freighters are stationed at predetermined locations at specified times around the borough to which residents can take large or bulky items of domestic waste for disposal. These predetermined locations operate on a four-week

programme (usually the first four Saturdays of each month) and are notified to residents via the Council's website and by direct response to enquiries received.

- 1.4.3 In order to ensure sufficient coverage on the main refuse and recycling collections during this period it is necessary to stand down the Saturday bulky service on one weekend in December and one in January as follows.

DECEMBER	
Saturday 5 th December	Week 1 locations
Saturday 12 th December	Week 2 locations
Saturday 19 th December	Week 3 & Week 4 locations
Saturday 26 th December	No Service
JANUARY	
Saturday 2 nd January	No Service
Saturday 9 th January	Week 1 locations
Saturday 16 th January	Week 2 locations
Saturday 23 rd January	Week 3 locations
Saturday 30 th January	Week 4 locations

1.5 Public Conveniences - Christmas Arrangements 2015

- 1.5.1 With the exception of Christmas Day, all public conveniences will be open and cleansed as normal throughout this period.

1.6 Recycling Bring Site, Sainsbury's, Quarry Wood Aylesford

- 1.6.1 Members may be aware that earlier this year we were advised that Sainsbury's had engaged Palm Recycling to provide their own bring site services at their stores. This did not impact on the Council's recycling site at the Angel Centre, Tonbridge as the car park is owned by the Council. However, we were given notice to remove our recycling banks from the Sainsbury's at Quarry Wood, Aylesford by the first week of June.
- 1.6.2 Despite the short notice given, we liaised with our various contractors to ensure that the site removal (of banks, bins and signage) went as smoothly as possible within the deadline. Palm Recycling have now provided banks on site for the collection of mixed paper & card, plastics, cans and glass. We updated our website and information to residents, local Parish Council and local Members.

Although we initially received a small number of queries about the removal of our banks which were referred direct to Sainsbury's, the implementation went fairly smoothly.

1.7 Waste Electrical and Electronic Equipment (WEEE) Service

- 1.7.1 Members will be aware that the Council provides a separate collection of WEEE waste items via the Saturday Bulky Goods Service. In addition to the static freighter at each site, a smaller vehicle is also provided to collect WEEE items for recycling. While this had initially been partially funded by a one-off contribution from Kent County Council, this only supported the service until the end of June 2015 year.
- 1.7.2 In February this year, the Department for Innovation and Skills, in partnership with Valpak (an organisation which helps producers meet their recycling obligations), launched the WEEE Local Project Fund. The fund was provided by retailers who help them meet their obligations under the UK WEEE Regulations. They invited funding bids from local authorities for projects that increase the amount of WEEE being recycled. We submitted a bid for the funding of the WEEE Saturday Service, and despite the fund being oversubscribed in a highly competitive selection process, we succeeded in obtaining the full amount of £25,700 bid for. This enables us to maintain the current WEEE service until the end of September 2016.
- 1.7.3 In the interim, officers will explore further options for either additional external funding, or for providing the separate collection of WEEE items through different methods, such as banks at bring sites, working with third parties, etc.

1.8 Legal Implications

- 1.8.1 The Council has a statutory duty to provide a refuse collection service. The proposed arrangements ensure that the Council complies with that duty.

1.9 Financial and Value for Money Considerations

- 1.9.1 The costs associated with the collection and contracted services arrangements for Christmas are contained within existing budgets.

1.10 Risk Assessment

- 1.10.1 Careful planning, good communication with residents and coordinated arrangements for the holiday collection period will ensure minimal disruption and effective delivery of these high profile services.

Background papers:

Nil

contact:
David Campbell-Lenaghan
Lesley Letts

Agenda Item 9

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 10

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

Document is Restricted

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Agenda Item 12

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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