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Resources and Services Overview and
Scrutiny Committee

21 September 2020

**MINUTES OF THE MEETING OF THE RESOURCES AND SERVICES OVERVIEW
AND SCRUTINY COMMITTEE,
HELD ON MONDAY, 21ST SEPTEMBER, 2020 AT 7.30 PM
THE MEETING WAS HELD IN ACCORDANCE WITH SI 2020/392.**

Present:	Councillors M Stephenson (Chairman), Scott (Vice-Chairman), Allen, Barry, Bray, Codling, Griffiths, Harris and Morrison
Also Present:	Councillor Talbot (Portfolio Holder for Environment & Public Space) and Councillor Porter (Portfolio Holder for Leisure and Tourism)
In Attendance:	Keith Simmons (Head of Democratic Services and Elections), Keith Durran (Democratic Services Officer), Emma Haward (Leadership Support Assistant), Karen Hardes (IT Training Officer), Michael Carran (Assistant Director (Economic Growth and Leisure)) and Jonathan Hamlet (Street Scene Officer)

81. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

There were no absences or substitutions.

82. MINUTES OF THE LAST MEETING

The Minutes of the last meeting of the Committee held on Thursday 3 September 2020 were approved as a correct record and were then signed by the Chairman.

83. DECLARATIONS OF INTEREST

There were no declarations of interest.

84. QUESTIONS ON NOTICE PURSUANT TO COUNCIL PROCEDURE RULE 38

On this occasion no Councillor had submitted notice of a question.

85. RECOMMENDATIONS MONITORING REPORT

The Committee had before it the current Recommendations Monitoring Report. The Committee was aware that this report outlined any recommendations it had made to the Cabinet, the Cabinet's response and any relevant updates.

After some deliberation it was **RESOLVED** that an update was required in relation to an item from the Committee meeting from 22 June 2020 (minute 62) regarding the cliff stabilisation survey, clarification was sought to know if the Portfolio Holder's response included a District-wide survey.

It was also **RESOLVED** that the Committee would like to know if its recommendation in relation to a public engagement plan as well as more information to the public in relation to the grants available, had been implemented, this is in reference to the Committee meeting held on 22 June 2020 (Minute 68) and Members' discussions about Housing Issues.

The Committee discussed the maintenance contract discussed at its meeting held on 22 June 2020 (Minute 68) when the Portfolio Holder had responded that the contract was a 7 year contract with a review after 1 year, and it was **RESOLVED** that the Committee seeks to be part of that review.

The Committee meeting held on 22 June 2020 (Minute 63) had recommended that all funding to NEGC Ltd.. be suspended, as the company was in the process of being dissolved it was **RESOLVED** that this matter be closed.

**86. REPORT OF ACTING CORPORATE DIRECTOR (OPERATIONAL SERVICES) - A.1 -
SCRUTINY OF THE WASTE AND RECYCLING COLLECTION SERVICE**

The Committee was informed that prior to the COVID pandemic, invitations for a restricted number of Councillors were about to be issued by the Environment & Public Space Portfolio Holder for site visits to the Veolia plastic sorting and processing plants based in both Rainham and Dagenham in Essex, along with a site visit to the ECC transfer site located on the A120 at Ardleigh. As COVID restrictions remained in place Veolia were currently not offering site visits to any of their sites, though these policies were under constant review in line with government guidance and once the authority and Veolia were in a position to offer site visits suitable arrangements would be put in place to resurrect the intended site visits.

Photography and video recording was prohibited at their sites and due to that, live streaming or an educational video was not an option.

Future ambitions of the service to further improve the recycling rates:

Members heard that the last of the main delivery of approximately 58,000 wheeled bins had been completed by the end of August 2019 and as such the wheeled bin service had been in operation for just over a year. The report of the Portfolio Holder for Environment placed before Cabinet on the 16th February 2018 had anticipated that the fortnightly collection of residual waste from a wheeled bin would reduce the amount of waste sent to landfill by an estimated 16% (4,500 tonnes) whilst increasing recycling by an estimated 3,100 tonnes and increasing the recycling rate by an estimated 8%.

The latest audited data supplied by ECC for the period of April 2019 to March 2020 had reported a reduction of waste sent to landfill by 7,363 tonnes, increasing recycling by 2,899 tonnes and increasing the recycling rate from the 2018/19 figure of 27.4% to a 2019/20 figure of 36.6%; an increase of 9.2%.

Those figures had not only met or exceeded the predicted ambitions of the new service, given that the new waste service had not become fully operational until the last week in August 2019, this indicated that, with the first 5 months data based either fully or partially on the old weekly collection service, the future performance of the fortnightly collection service would continue to over achieve the initial targets set for the service.

With the introduction of wheeled bins having clearly promoted waste minimisation and increased participation in recycling, the authority and Veolia had continued to work towards increasing the wheeled bin participation of households within the District. The

initial audit of the properties in the District had indicated approximately 11,000 properties which should remain on a weekly bag collection service. TDC Officers had continued to reassess and where practicably possible, introduce wheeled bins to those 11,000 properties, with numerous blocks of flats and properties in rural locations being transferred over to a fortnightly wheeled bin service. Additionally to those properties, as all new build developments became occupied their residents were automatically provided with not just a wheeled bin but also a full set of recycling boxes to promote and assist in the kerbside collection.

The Council's Recycling Officer (Jon Hamlet) had recently overseen the installation of a new bring site, located at ASDA in Clacton resulting in the installation of 6 additional glass banks, which had helped support and increase the network of bring sites across the District. Additionally the community bring site in Brightlingsea had seen a larger capacity tetrapak bank installed to help meet demand.

It was reported that the Street Scene team had recently taken on a new technical administrator; the purpose of that position would be to provide additional administrative support to the team which, when combined with the increased use by residents and customers of the Council's online My Tending portal reporting tool, would further improve responses to enquiries and complaints and critically, would free up the Recycling Officer to prioritise their workload in promoting and enhancing recycling within Tending.

As highlighted above the Team continued to work and build upon the foundations of the new waste service, continued to deliver wheeled bins, had installed and provided additional bring sites and ensured that all new build properties were provided with a full waste and recycling container set in a timely manner. Those efforts were reflected in the recycling data for September 2019 and up to and including the end of April 2020. For that 8 month period, which solely reflected the fortnightly collection service, a recycling rate of 39.80% had been achieved which was an increase of 12.4% compared to 2018/19. The below table summarised the changes during the transition to the new waste service, with the 8 month data extrapolated out to a 12 month period for comparative ease.

Year	Residual waste/tonnes	Recycled, reused/composted tonnes	Recycling rate %
2018/19	35,427	13521	27.40
2019/20	28,197	16421	36.60
Sept 2019-April 2020	17,445 (26,168 for 12month equivalent)	11980 (17,970 for 12 month equivalent)	39.80

Aim	Outcome and aspiration
Working with I.T team to complete 100% functionality of MyTending Portal so residents can report missed collections, sign up for garden waste and access to waste	Reduction in customers contacting Officers or customer support team with basic enquires which can be captured by the on line portal, allowing increased Officer time to

<i>and recycling kerbside collection data</i>	<i>progress with projects</i>
<i>Working with Customer Support Team to provide adequate resources to deal with service requests in a timely manner.</i>	<i>Reduction in customers contacting Officers with basic enquires which can be captured by the customer support team or by the customer portal, allowing increased Officer time to progress with projects</i>
<i>Provision of a kerbside textile collection scheme to households in Tendring district</i>	<i>Investigating the potential for a fortnightly kerbside collection service with a potential start date of 2021. This stand-alone service will further complement the current kerbside collection service, providing householders with an easy and convenient method of recycling their textiles and reducing the quantity of textiles sent to landfill.</i>
<i>School recycling participation and educational presentations</i>	<i>Recycling Officer to audit and contact primary and secondary schools to establish additional recycling requirements, combined with the introduction of classroom talks and presentations once restrictions allows to primary schools.</i>
<i>Increase flat recycling and wheeled bin deployment</i>	<i>On-going audit of existing flats and other properties currently on a weekly bag service with the target to move where practicable possible on to a fortnightly collection combined with enhanced recycling provisions</i>
<i>Increase Bring sites and site improvements.</i>	<i>Introduction of additional bring sites at locations which can lead to improved participation in glass recycling combined with site improvements to increase capacity, reduce fly tipping and provide a positive experience to visitors to those sites</i>
<i>Provision of a kerbside glass collection service</i>	<i>Investigations estimated costs to be approx. £1 million + per annum to provide a kerbside glass collection across the district.</i>
	<i>Investigations estimated costs to be</i>

<i>Provision of comingled dry recycling collection to include mixed plastics.</i>	<i>approx. £800,000+ per annum to provide a co-mingled plastics collection service across the District.</i>
<i>Research and investigation for next waste and recycling contract</i>	<i>Anticipated start date of 2023 in readiness for 2026/27. Investigate latest technologies, recycling infrastructure and commodities market to achieve contract within budget and meeting recycling targets.</i>
<i>Introduction of subscription bagged garden waste service to supplement current wheeled bin service.</i>	<i>Use of compostable bags for households with smaller gardens or cannot afford the cost of a wheeled bin</i>

After much deliberation the Committee **RECOMMENDED** to Cabinet that:

1. that the Committee's recommendation from 17 February 2020 about waste minimisation information to residents (perhaps in the council tax leaflet) be repeated;
2. that the Cabinet be invited to set the aspiration for this Council over the next four years to reach the mean level of recycling for all local authority districts in the East of England;
3. that (further to (2) above) the aspirational information presented to the meeting be assessed and an action plan be developed to take the relevant ones forward in the short, medium and long term and aimed at achieving the aspiration referenced. This action plan to be submitted to this Committee for its overview.
4. that work with primary schools on waste reduction, minimisation and recycling should start at the first practical opportunity and details of such involvement be passed to the relevant ward councillors in advance of such work commencing. Cabinet should also explore the possibility of funding for schools to support recycling efforts;
5. that details of all bring sites be submitted to the Committee detailing the recycling available, the extent of use as far it is known, the collection frequency and the plans for improving them, the range of recycling to be made available to extend that provision and address any excess of use over capacity for it and the signage at those sites to be clear that side waste should not be left.

87. REPORT OF CORPORATE DIRECTOR (PLACE AND ECONOMY) - A.2 - LEISURE PROVISION BY THE COUNCIL IN THE DISTRICT

The Committee was updated on a number of items on the Sport and Leisure work programme. The Assistant Director for Economic Growth and Leisure (Mike Carran) provided this background report.

UPDATES ON THE WORK PROGRAMME FOR THE COMMITTEE

a) The emerging district-wide Leisure Strategy as previously reported to it – progress with the development of the Strategy

Members were reminded that the Sports Facilities Strategy had been due to be presented for consideration by Cabinet earlier in the year. One of the key focusses of that plan was a wholesale review of pricing and recommendations for a change in direction, based on an external review of the local fitness market and an evaluation of the number of the volume and value of pre-paid members. Due to the coronavirus pandemic, that strategy had been postponed and was now likely to be brought forward for Cabinet's consideration early in 2021.

It was reported that Sports Facilities' Membership numbers had fluctuated significantly due to the forced closure and phased approach to re-opening. In that state of flux, membership subscriptions had been halved in order to recognise the reduction in services available to those who pre-paid, whether annually or through monthly bank transfer. Further to that, the wider market had been drastically effected by the pandemic and it would not be an appropriate time to make radical decisions, without a clear understanding of when the situation would stabilise..

b) The refurbishment of the Clacton Leisure Centre – to review arrangements for the refurbishment since they were last presented to the Committee.

The Committee heard that, in July 2019, Cabinet had committed a budget for the refurbishment of the swimming pool changing rooms and health suite areas at Clacton Leisure Centre.

A tender process for those works had been postponed earlier in the year due to the forced closure of the Sports Facilities. A full specification had been prepared by a specialist organisation acting on behalf of the Council and was in a position to be advertised to prospective contractors. This Architectural Design and Contract Administration company would also act on behalf of the Council during the evaluation of tenders and throughout the construction phase.

It was anticipated that the work would be undertaken at the end of the calendar year, which was historically the quietest period.

c) The sale of land to Clacton County High School, community access to the pitches on that land, management of that community access and the conditional works on the existing 3G pitches at the Leisure Centre – progress/timescales.

The Committee was informed that the transfer of land to Clacton County High School (CCHS) had yet to be concluded and final agreements were not yet in place.

In anticipation of their conclusion however, agreement had been reached with the School and Essex County Council (ECC) on arrangements for community use.

Grass Pitch

The grass pitch which was marked out on the 'new' school land, would remain available for community use outside of school hours. That would be booked through the same process as all other grass sports pitches under the management of the Council.

Artificial Grass Pitch

Officers had been working with the Essex Football Association and the Football Foundation (FF) to develop a 3G strategy for the District. A refurbishment of the current sand filled pitch into a 3G was part of the agreement with ECC/CCHS.

Working with the FF had opened the door to the potential of external funding and a planning application for the refurbishment of the Clacton Leisure Centre pitch had been submitted. That was an essential requirement prior to a funding application being submitted.

d) The refurbishment of the Skate Park at the Leisure Centre – plans and timescales.

Members heard that Clacton Skate Park had opened in 2004 and had historically fallen under the management of the Clacton Leisure Centre team.

The Park was of a traditional wooden design and comprised a number of small independent ramps, with a large main ramp as a key focal point. The main ramp had failed in summer 2019 and it had been originally envisaged that that could be rectified by replacing parts and undertaking a service. Once the ramp was lifted however, the damage had been found to be more significant and that the ramp required replacing, together with additional groundworks required underneath. The Park had remained closed since and a number of options had been considered on how to proceed.

Members were advised that the park was the only one in the Clacton area and had been originally designed for both skate boards and BMX users. It was extremely well used and valued by young people and there was indicative evidence that it had significantly reduced anti-social skate board activity in the town centre and surrounding residential areas.

The Committee was made aware that the following options were currently being considered and that Cabinet would be asked to consider the way forward through the emerging 'Back to Business' report.

Repair the Main Ramp & ancillary works

This would be the most economical and short term option, which would allow the park to re-open in a fairly short space of time. It would include the required groundworks.

There were also outstanding works required to the wider park, following an inspection by a play inspection company.

A budget cost for this work would be in the region of £60k.

Upgrade the Main Ramp to a concrete concept design

Two alternative proposals had been previously requested which would involve installing a new main ramp designed from concrete. This was a modern approach to skate park design, which would require lower maintenance and be less subject to vandalism.

A budget cost for this work would be in the region of £120-£160k.

Wider upgrade of the Skate Park

This would involve a wider refurbishment of the park to a concrete design, on top of the main ramp. The exact cost would be subject to the scope identified, as the park had a large footprint.

A budget cost for this work would be in the region of £220k.

After much deliberation it was **RECOMMENDED** to Cabinet that:

1. the Committee, whilst noting the intentions of a sports and leisure strategy to be considered in early 2021, nevertheless requests that such strategy be brought-forward as early as possible as it believes that the additional time will ensure that the strategy can address the issues facing the District, including encouraging people to progress from being fairly active to active and from inactive to fairly active and with provisions for those with disabilities. The Committee would welcome the early sight of the emerging strategy and the associated action plans to support delivery of that strategy. The strategy itself, should rightly address the position beyond COVID.
2. the Committee notes that intentions for the redevelopment of Clacton Leisure Centre has been shelved for the end of this calendar year but reminds the Cabinet that this Committee has previously requested that the consultation with users should be undertaken and a detailed examination of the costs of the works be undertaken in order to secure value for money and a positive contribution to the Council's aims of reducing its carbon foot print.
3. proposals around refurbishing the Clacton Skate Park be pursued and that the associated lessons from the site in Dovercourt as delivered to Harwich Town Council, be harnessed.
4. the previous issue, of the vital importance of consistent and common branding as previously identified by this Committee in respect of tourism, should also be applied to leisure services in order to help promote the area and its facilities to both residents and visitors.

5. all tenders for improvements to the Council's leisure facilities should contain a specific recommendation in respect of energy efficiency costs and savings and the long term impact of the carbon foot print of Tendring District Council.
6. the Sports Facilities Strategy should focus on the District as a whole.

88. SCRUTINY OF PROPOSED DECISIONS

Pursuant to the provisions of Overview and Scrutiny Procedure Rule 13, the Committee reviewed any new and / or amended published forthcoming decisions relevant to its terms of reference with a view to deciding whether it wished to enquire into any such decision before it was taken. The relevant forthcoming decisions were before the Committee. The Committee was reminded that the report referenced the lead Officers rather than the decision maker. The Committee was further reminded that rather than the officers identified in the report, the decisions would actually be taken by Cabinet in a meeting or by the relevant Portfolio Holder.

The Committee discussed the proposed decisions and **RESOLVED** that it would add the following to their work programme:

1. Draft Climate Change Action Plan
2. Financial Performance Report - Quarter 1 2020/21
3. Back to Business Initiatives - Covid-19 Recovery
4. Housing Development and Acquisitions Strategy

89. REVIEW OF THE WORK PROGRAMME

The Committee had before it an updated Work Programme 2019/20 that outlined the scrutiny to be undertaken by this Committee in the remainder of that Municipal Year. It had been expanded from the originally approved work plan.

After some deliberation it was **RESOLVED** that:

- 1) the Committee meeting for the 16 November 2020 be amended to include Back 2 Business and the Financial Performance Report on the agenda.
- 2) Housing Acquisition/Development Strategy Review – right to buy numbers, values, type and age of housing and impact on risk appetite for Council building. Plus progress with Pension Provider discussions to build and lease back housing be the focus of the meeting scheduled for 1 February 2021.
- 3) the Tourism Strategy as approved by Cabinet on 11 September 2020 be added to the work programme.

The meeting was declared closed 11:00pm

Chairman