

MEMBERS' GROUP
Hertfordshire Waste Partnership (HWP)

MINUTES
Of a Meeting at Campus West, WGC, at 3.00pm
Monday 13th July 2009

Present:

Cllr Paul Mason	Broxbourne BC
Cllr Bert Chapman	Dacorum BC
Cllr Terence Milner	East Herts C
Cllr Jean Heywood	Hertsmere BC
Cllr Derrick Ashley (Chairman)	Hertfordshire CC
Cllr Lynda Needham	North Herts DC
Cllr Mike Ellis	St Albans DC
Cllr John Gardner	Stevenage BC
Cllr Phil Brading (Vice-Chairman)	Three Rivers DC
Cllr Derek Scudder	Watford BC
Cllr Mark Gilding	Welwyn Hatfield BC

Other Members Present:

Cllr Brian Hill	Broxbourne BC
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Officers:

Jeff Stack (BBC), David Austin (DBC), Cliff Cardoza (EHC- part of meeting), Richard Brown (HCC), Ray Greenall (HCC), Steve Burton (HBC), Vaughan Watson (NHDC), Andrew Robertson (SADC), Marcel Coiffait (SBC), Peter Brooker (TRDC), Durk Reyner (WHBC), Anne Freimanis (Chairman, Directors Group), Duncan Jones (Partnership Development Manager), Linda Whitehead (Minutes, WasteAware Co-ordinator)

Others:

Barry Streater (Transition Town Berkhamstead)

Item

Action

1 Election of Chairman and Vice-Chairman

- 1.1 Anne Fremanis invited nominations. Cllr Derrick Ashley was elected Chairman and Cllr Phil Brading elected Vice-Chairman for 2009/10.

2 Confirmation of HWP Members for 2009/10

- 2.1 Members for 2009/2010 are as noted above.
- 2.2 The Chairman extended a warm welcome to new member Cllr Mark Gilding, who replaces Cllr Clare Berry at WHBC. The Chairman also welcomed Linda Whitehead in her role as the new WasteAware Coordinator.

3 Apologies

- 3.1 Apologies were received from Alan Gough (WBC)

4 Minutes of the 27 April 2009 Meeting / Matters Arising

- 4.1 The minutes were agreed as an accurate record of the meeting.
- 4.2 Duncan Jones confirmed that the IIAA had now been signed by all 11 HWP constituent authorities.

5 Updates and announcements

- 5.1 Stevenage – Cllr Gardner advised that kitchen waste will be collected from 1st week in September 2009.

Herts CC - Ray Greenall confirmed that the in-vessel expanded capacity at Cumberlow Green would be available from early October 2009. In addition the Agrivert proposal had passed the first stage of due diligence and expected to pass the second and final stage shortly.

6 Residual Waste Procurement Programme (Cllr Milner / Richard Brown / Alan Gough)

- 6.1 Richard Brown updated the meeting on the current position with Residual Waste Procurement.
- 6.2 13 submissions had been made as part of the Pre-Qualification Questionnaire stage. Each was examined for financial soundness and overall technical track record. The following six companies were then recommended to and subsequently approved by the HCC Cabinet: Covanta Energy, MVV, EON, Shanks, Sita UK and Veolia. These have been formally invited to submit outline solutions.
- 6.3 Cllr Brading questioned whether only “Energy from Waste” technology was being considered. Richard Brown explained that all six short listed companies had been assessed for their past performance, financial soundness and competency and have not yet set out specific solutions. At this point HCC remains neutral in terms of technology and possible locations for a new treatment facility. The aim of the procurement programme was to attract a wide range of solutions, so ultimately the best option can be chosen for Hertfordshire.
- 6.4 Cllr Gardner requested and it was agreed, to keep the Members Group aware of all technologies that emerge as part of the procurement process.
- 6.5 The Chairman requested an update for the October Meeting

7 WasteAware Brand & Residual Waste Communications Strategy (Duncan Jones)

- 7.1 Duncan Jones presented a report to seek approval for changes to the WasteAware logo. This took into account commitments in the Joint Municipal Waste Management Strategy to integrate ‘waste recovery’ messages to support development of the waste procurement programme.

RB

- 7.2 Some concern was expressed by members regarding the introduction of the 4th 'R' and whether the new logo had been market tested. Duncan explained that recovery now formed part of the new EU Waste framework and as such would become a normal part of the waste hierarchy in the UK.
- 7.3 Cllr Milner moved that the Members Group approve the new logo, which was agreed. Camargue will be made aware of Members comments and concerns. The new brand guidelines will be presented to the HWP Members Group meeting in October for formal approval and subsequently submitted for copyright.

8 Joint Procurement - Joint Tender for the Provision of Kitchen Caddies

- 8.1 Duncan Jones reported the results of the recent joint procurement exercise. The contract has been awarded to Straights. Duncan thanked borough / district colleagues for their assistance, and HCC for acting as the contracting authority due to HWP having no legal status.
- 8.2 It was requested that future consideration be given to use the partnership logo alone, for items such as these which are not 'public facing'. This would allow greater flexibility, should stocks of caddies need to be relocated to other Hertfordshire authorities.
- 8.3 The Chairman thanked DJ for a very successful tender. Cllr Brading clarified that the Capital Grant Fund would benefit 75% of the £158,186 savings and 25% savings would be passed onto the district/borough authorities.
- 8.4 The report was noted.

9 Opportunities for the public to address HWP Member Meetings (Duncan Jones)

- 9.1 Duncan Jones introduced a report outlining a draft protocol for allowing members of the public to contribute appropriately to meetings of the HWP. The Members Group approved the proposed protocol and agreed it be incorporated into the Memorandum of Understanding and all future reviews including IIAA.

10 Trade Waste at HWRC's (Richard Brown)

- 10.1 Richard Brown presented a report evaluating the feasibility of providing recycling and disposal services for small and medium sized businesses at Hertfordshire's Household Waste Recycling Centres.
- 10.2 To provide such a service in Hertfordshire is not currently a viable proposition without considerable capital input to upgrade the HWRC network.
- 10.3 Cllr Needham explained that NHDC were currently experiencing major difficulties with the fly-tipping of gypsum (plasterboard) since new legislation banned it from going to landfill. It would also appear that commercial outlets would no longer take plasterboard either, thus creating a gap for the disposal of gypsum within the Hertfordshire. It was requested that as much as possible is done to provide information on recycling / disposal facilities for small businesses, in particular on where plasterboard, asbestos etc can be taken.

RB

- 10.4 Cllr Heywood requested a report on fly-tipping in general for the next meeting, this was supported by Cllr Chapman who asked if it could cover enforcement. **DJ**
- 10.5 This report was noted.
- 11 HWP Performance Review (Duncan Jones)**
- 11.1 Duncan Jones presented a report on changes in performance for the HWP during 2008/2009. It highlights the current position and where the partnership needs to be by 2012. There is still three and a half years left to achieve the 50% recycling rate. Some authorities have already achieved this; some have a way to go for varying reasons.
- 11.2 Each constituent authority has been asked to compile a bullet point action plan to be forwarded to Duncan Jones to collate for a report to the HWP Members Meeting in October on how each partner intends to either close any performance gap, or sustain performance above the 50% recycling rate. **ALL**
- 11.3 This report was noted.
- 12 Waste Infrastructure Capital Grant (Duncan Jones)**
- 12.1 Duncan Jones introduced a report to present the current schedule of projects approved for funding from the Waste Infrastructure Capital Grant.
- 12.2 At the time of writing three payments had been made, taking the subtotal to £127,490. However, Duncan informed the meeting that following further payments since the report had been sent out 5 projects has now been completed with payments totalling £188,270 **Sub Grp**
- 12.3 The Members Sub Group will revisit the selection criteria and consider new ideas for bids to help increase performance.
- 12.4 The Chairman recommended that partners make good use of remaining £1m Capital, and not to loose this one off grant.
- 12.5 This report was noted.
- 13 HWP Work Programme (Duncan Jones)**
- 13.1 Duncan Jones presented a revised HWP Work programme for the period 2009 – 2012, taking into account various changes since the last update. This includes the key stages between now and the end of 2012 covering the main procurement phases for the residual waste procurement programme.
- 13.2 Under refuse collection the updates were covered monitoring the implementation of trade waste recycling services as well as signs of progress with possible joint procurement of collection services. The meeting was also informed about a new consortium contract being put together by officers from the HWP and WHBC for the sale of cans, glass and plastic bottles. Further updates would be tabled as the contract progressed.

- 13.3 An early start would be made to progress formulation of the IAA which would be needed to support the final business case as part of the PFI process. The process will be kicked off via 1:1s that Duncan will be scheduling with Members and Directors in each of the constituent authorities.
- 13.4 Linked to this would be a review of the Alternative Financial Model.
- 13.5 In addition work continues on gathering information about possible ways of moving the Partnership towards a joint decision making body.
- 13.6 The revised work programme included news that HWP officers had secured £15,000 of 'in kind' funding from Tesco's to expand this year's campaign which would be used to support HWP initiatives and projects in individual authorities.
- 13.7 The revised WasteAware programme also now includes an IT take-back event provisionally scheduled for February / March 2010, subject to a number of logistical matters being dealt with.
- 13.8 Plans to review the joint strategy were outlined including the commitment to bring a report to the Group later in the year detailing how the process would work.

The work Plan was endorsed by members.

14 AOB

- 14.1 No Items

15 Next Meeting

- 15.1 Monday 26th October 2009 at Campus West, WGC for 1.30pm.
(see below for 2009/10)

The meeting closed at 4.50pm

Dates for HWP Meetings 2009/10

Members' Meetings

26 Jan 09
27 Apr 09
13 Jul 09
26 Oct 09
25 Jan 10
26 Apr 10
12 Jul 10
25 Oct 10

Directors' Meetings

15 Dec 08 – Watford
30 Mar 09 – Hertsmere
22 Jun 09 – Three Rivers
28 Sept 09 – County Hall
14 Dec 09 – Dacorum
29 Mar 10 - Stevenage
21 Jun 10 – North Herts
27 Sept 10

(Dates in italics were changed following the 13 October 08 Members' Meeting)