

## **CABINET**

**Wednesday 22 July 2020**

### **POLICY AND PERFORMANCE SCRUTINY PANEL**

**Monday, 20 July 2020**

## **REVISIONS TO DOMESTIC WASTE AND RECYCLING POLICY**

### **Report of the Head of Direct Services**

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#### **Recommendation(s)**

**It is recommended that Policy & Performance Scrutiny Panel:**

- (1) Comments on the proposed revisions to the Domestic Waste & Recycling Policy.**

**It is recommended that Cabinet:**

- (2) Agrees the proposed revisions to the Domestic Waste & Recycling Policy.**

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#### **Summary**

On 4 April 2019 Cabinet approved changes to the Domestic Waste & Recycling Policy. In order to further improve and develop waste and recycling collections, it is now timely to consider adjusting this Policy.

A number of changes are requested to be considered to enable the Council to meet its waste obligations and objectives and meet the needs of a growing population.

#### **Statutory Powers**

The Environmental Permitting (England and Wales) Regulations 2010, as amended

The Waste (England and Wales) Regulations 2011

#### **Strategic Implications**

1. The changes proposed will ensure that the Council is able to continue to meet its Minimising Waste and Maximising Resources objective in the Corporate Plan 2015 – 2025. In the interests of the environment and also the economy,

it is important that residents in the borough are encouraged to reduce their resource consumption.

2. The Waste and Recycling service is amongst the highest profile and most costly of all of the Council's services, delivering key statutory, as well as discretionary, services and playing a significant role in the reputation and community leadership role of the Council with residents and other stakeholders. This includes helping to create a clean and attractive environment, responding to the Climate Emergency and improving service efficiency.
3. The EU Waste Framework Directive revisions in 2018 has a requirement for the UK to increase household waste recycling rates to 50% by 2020, 55% by 2025 and rising to 65% by 2035. The Government's Resources and Waste Strategy for England, published December 2018 also sets a target for a minimum of 65% of municipal waste to be recycled by 2035. These targets will be supported by the UK., although to date there is no indication of punitive measures being taken against any council that fails to meet them. Guidelines following consultations on the Governmental Waste and Resource Strategy, will be captured in the future Environment Bill.
4. In 2019/20, the borough recycled 43.8% of its waste. Whilst the borough is the top authority for recycling in Hampshire, it is in the third quartile nationally. The proposed changes support householders to recycle more and take responsibility for their waste containers.

## Introduction

5. Revisions were made to the Council's Waste and Recycling Policy in April 2019. Prior to Cabinet agreeing these changes, the policy had not been updated since 2011.
6. Responding to the Climate and Environmental Emergency is critical, as is the need to ensure residents are also clear about their responsibilities and the Council's responsibilities for managing their waste and recycling.
7. The proposed changes to policy set out in this report provide further direction to enable residents to effectively manage their waste and recycling, reduce its impact on the local environment and provide further clarity about how to do this. It is also important the policy is easy to understand. Appendix 1 sets out the proposed Policy.

## Improvements to the Policy

8. The following amendments are proposed to the Waste & Recycling Policy:
  - **Healthcare waste** – referrals to be made to GP/District Nurse/local health professional rather than Clinical Commissioning Group. Included link to online form. This is to make it easier for residents and their families to request this collection.
  - **Assisted collections** – explanation included about what an 'impairment' is. Included in policy, that the Council reserves the right to cancel an assisted

collection, having given notice, if the Council believes it is no longer required. This is needed because households can forget to inform the Council if circumstances change and the service is no longer required. Included link to online form.

- **Containers** - residents are requested to number their bin(s).
  - Only bins provided by, or with the consent of the Council will be emptied.
  - Bins should not be purchased from other suppliers. This is to prevent unauthorised bins being used, that are of inferior quality and become unsafe.
  - The Policy already states the container (bin) capacity households are entitled to and excess bins across the borough reduces the ability to minimise waste and recycle more.
  - Enabling residents to request additional recycling capacity as long as the recycling bin can be safely stored off the public highway, will help households recycle more.
  - Overflowing/heavy bins won't be collected, unless household removes items or pays for collection.
  - Put in place mechanism to charge for lost/damaged black (refuse) bins, that is currently in 2019 Policy. Bins are owned by the Council and the charge of £24.50 is for the administration and delivery of the bin(s). This charge is the same as the charge used for new property developments. The charge will get formal approval as part of the Fees and Charges report and will be reviewed annually under the Fees and Charges report.
  
- **Recycling** - removed additional recycling can be put in clear plastic bags and household can instead request an additional/larger bin (larger bin is dependent upon size of bin household has). This will help prevent the use of plastic bags.
  
- **Collection points** – in order to help manage collections, the Council reserves the right to change collection points if they are unsafe or impact on efficiency of service.
  
- **Non collected bins** – residents are now required to report a non-collected bin by the end of the following working day. It should not be reported before 2pm on the day of collection. The service will collect bins they have missed within 48 hours rather than 72 hours. This will improve the process for both residents and the collection services.
  
- **Bins for new developments** – included explanation and link to webpage.

## **Financial Implications**

9. There are no significant financial implications related to the proposals as set out in the new Policy and any financial impact will be absorbed into the existing revenue budgets.

## **Risk Assessment**

10. Changes within the Policy are designed to minimise the risks associated both with delivering the waste collection services and not reducing resource consumption.

## **Equality and Diversity Implications**

11. The Equality Act is relevant to the decision in this report because the decision relates to eliminating discrimination, advancing equality of opportunity, or fostering good relations between different people. The proposed Policy changes have been reviewed against Equality Impact Assessment criteria and should not adversely impact people with protected characteristics. The changes promote the aims of The Equality Act and positively support through the use of concessions, for those facing social deprivation. The changes also make it clearer for those that have healthcare/disability/mobility needs to receive help.

## **Climate and Environmental Implications**

12. The proposals to the Waste and Recycling Policy do not lead to an increase in Greenhouse Gas/CO2, or damage ecology or the environment. The proposals seek to help reduce resource consumption, including plastic bags, encourage households to take responsibility to manage their waste and recycling and help protect the environment.

## **Conclusion**

13. The changes proposed to the Domestic Waste and Recycling Policy will support improvements to the management and operation of waste collection services and provide clearer understanding for households.
14. It is recommended that Cabinet agrees to adopt the revised Policy.

GALE SMITH  
PROJECT MANAGER - WASTE

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Appendices Attached: 1

## **LOCAL GOVERNMENT ACT 1972 - SECTION 100D**

The following is a list of documents which disclose facts or matters on which this report or an important part of it is based and have been relied upon to a material extent in the preparation of this report. This list does not include any published works or documents which would disclose exempt or confidential information.

None.

## **Appendix 1 – Proposed Domestic Waste & Recycling Policy**

### **July 2020 Domestic Waste & Recycling Policy**

**[www.eastleigh.gov.uk](http://www.eastleigh.gov.uk)**

#### **Background**

Eastleigh Borough Council (EBC) is committed to minimise waste in the borough, tackle climate change and create an excellent environment for all. In July 2020 Cabinet approved revisions to the May 2019 Waste and Recycling Policy and this version is the agreed Policy. The Policy is written in accordance with The Environmental Permitting (England and Wales) Regulations 2010 as amended, The Waste Regulations (England and Wales) 2011, Environmental Protection Act 1990 and the Highways Act 1980.

#### **The Service**

The Council operates an alternate weekly collection service for household (residual) waste and dry mixed recycling, alongside weekly food waste and monthly glass/battery collection services. In addition, chargeable garden and bulky waste collection services are available.

Healthcare waste is also collected from residents following a referral from a GP (General Practitioner), District Nurse or other local health professional. For more information visit <https://www.eastleigh.gov.uk/waste-bins-and-recycling/healthcare-waste-collections>

#### **Bin type/colour**

The average household will be supplied with a 180 litre black wheeled bin for household waste and a 240 litre green wheeled bin for recycling.

Flats will have 1100 litre bins for general waste (black lid) and recycling (green lid) for shared use.

A 7 litre brown internal food waste bin (caddy) and a 23 litre brown external food waste bin is provided. (Please note that the food waste collection service is not currently available for flats).

A 38 litre glass box is provided. A 240 litre wheeled bin is available on request for properties that have large quantities of glass each month (in excess of three glass boxes).

Residents who subscribe to the garden waste service will receive a 240 litre green wheeled bin with a brown lid.

Only bins provided by, or with the consent of the council and manufactured in accordance with British Standard EN 840 will be emptied by the council' collection teams. Bins that do not accord with this criteria will not be emptied.

## Bin capacity

Bin capacity is allocated on the number of occupants per property. All bins must be identified with the property number to ensure only authorised bins are collected. In order to ensure that bins are emptied, they should be numbered by the householder to reflect the property to which they belong.

Unauthorised bins or properties with excessive numbers of bins will be recorded by the waste collection crews and reported to Direct Services. Residents will be contacted and advised of the Council's Policy and be provided with advice on how to minimise waste and maximise recycling. In cases of excessive waste, bins will not be emptied and may be removed.

Residents can request a larger or an additional recycling bin if there is space to store it safely off the public highway.

<b>Number of Occupants within a domestic premise (including houses of multiple occupation).</b>	<b>Bin provision</b>
1 or 2	<ul style="list-style-type: none"><li>• 1 x 140 litre black wheeled bin (household waste)</li><li>• 1 x 140 litre green wheeled bin (recycling)</li><li>• 1 x 7 litre indoor kitchen caddy</li><li>• 1 x 23 litre external kitchen bin</li><li>• 1x 38 litre glass box</li></ul>
3 - 5	<ul style="list-style-type: none"><li>• 1 x 180 litre black wheeled bin (household waste)</li><li>• 1 x 240 litre green wheeled bin (recycling)</li><li>• 1 x 7 litre indoor kitchen caddy</li><li>• 1 x 23 litre external kitchen bin</li><li>• 1 x 38 litre glass box</li></ul>
6 - 9	<ul style="list-style-type: none"><li>• 2 x 180 litre black wheeled bin (household waste)</li><li>• 2 x 240 litre green wheeled bin (recycling)</li><li>• 1 x 7 litre indoor kitchen caddy</li></ul>

	<ul style="list-style-type: none"> <li>• 1 x 23 litre external kitchen bin</li> </ul>
	<ul style="list-style-type: none"> <li>• 2 x 38 litre glass box</li> </ul>
10+	Where a household with 10 or more occupants or with more than one child in nappies or for any other acceptable reason can demonstrate that they have insufficient capacity then they will be allocated additional capacity. This assessment will be made by a Waste Officer.
Flats (per six units):	<ul style="list-style-type: none"> <li>• 1100 litre black wheeled bin (household waste)</li> <li>• 1100 litre green wheeled bin (recycling)</li> </ul> <p>Mini glass recycling facility (subject to site assessment)</p> <p>Kitchen waste container available on request</p>

### Collection times

**All bins, boxes and bags must be put out for collection before 6.30am on the specified collection day.**

All wheeled bins must be presented with the lid closed. They must not be overflowing or too heavy for the collection crew to manoeuvre safely.

Overflowing or heavy bins will not be collected. A notice will be left on the bin stating why the bin has been left and residents will be required to remove the excess waste and then wait for the next scheduled collection.

Alternatively, the Council can return to empty the bin providing that the resident agrees to cover the cost of doing so, with payment required in advance.

Glass boxes must not be overfilled (glass must be level with the rim of the box). Batteries should be contained within a clear plastic bag and placed on top of the glass within the box.

Food waste bins must be presented with the lid closed and all waste must be wrapped in either newspaper or biodegradable bags.

Following the collection of waste containers, residents are required to remove them from the publicly maintained highway by the end of the scheduled collection day.

### Collection frequency

**Wheeled bins for household waste and recycling will be collected on alternate weeks.**

- Food waste bins will be collected weekly.
- Glass recycling boxes and batteries will be collected monthly.
- Garden waste will be collected fortnightly from subscribing households.
- Detailed collection frequencies are also available on [www.eastleigh.gov.uk/collectiondates](http://www.eastleigh.gov.uk/collectiondates).

### **Additional recycling**

Residents can request a larger recycling wheeled bin (maximum size 240 litre) or an additional recycling bin if it can be safely stored off the public highway. If on occasions additional recycling needs to be collected, it should be placed in a cardboard box (not exceeding 70cm square) next to the wheeled bin on the specified collection day.

**Glass** - Should a household require additional glass capacity; an additional glass box should be requested. Broken glass should be wrapped in newspaper and placed in the black household waste bin for safe disposal.

**Cardboard** – Please rip up and put in recycling bin.

### **Additional household waste**

Additional household waste, from alongside or on top of a black wheeled bin, will not be collected except on the collection following the December bank holiday. One refuse sack will be collected, on this occasion only.

It is the responsibility of the householder to dispose of additional household waste as follows:

- place the waste in their wheeled bin awaiting the next collection
- dispose of the waste at their local Household Waste Recycling Centre (HWRC)
- arrange for a bulky household waste collection from the Council (specified items only). Please note that there is a charge for this service.
- arrange for another licensed waste Carrier to collect and dispose of the waste.

### **Collection points**

Unless otherwise agreed with the Council, householders are asked to place their bins, boxes, caddies or bags at the curtilage at the front of their property.

If the property is in a private lane or road, the collection point will, wherever possible, be where the lane or road meets the public highway. Householders are required to return their bins to their property within 24 hours of collection to ensure the highway is not obstructed.

Eastleigh Borough Council reserves the right to change collection points if they are unsafe or impact on the efficiency of collections.



## **Assisted collections**

An assisted collection means waste and recycling containers can be collected from within the boundary of a property and returned to the same location once emptied.

Householders with impairments, for example a physical or mental disability, illness or difficulties moving their wheeled bin/container may be eligible for an assisted collection.

Eligibility is based on genuine need and subject to there being no other person at the property able to present the bins.

The person (this could also include family member or carer) making the request will be required to complete an assisted collection form, which can be found on-line <https://www.eastleigh.gov.uk/waste-bins-and-recycling/missed-collections-and-additional-services/assisted-collection-service> or if necessary, can be forwarded to [the applicant on request](#). This request will be logged on a confidential database.

All such requests will be agreed by a member of the Waste and Recycling team and will be reviewed on a regular basis. A site visit may be required.

Households are responsible for informing the Council should circumstances change or there is a change in occupant and the service is no longer required. Eastleigh Borough Council reserves the right to cancel an assisted collection, having given notice if we believe it is no longer required.

## **Non collected bins**

If bins are not collected because of the crews' inattention, the highway is temporarily blocked or for any exceptional circumstance, a return trip will be made to empty the bin. The target for this will be within 48 hours of the issue being raised. Residents are required to report a non-collected bin by the end of the following working day. Non-collected bins should not be reported before 2pm on the day of collection.

When bins are not collected due to the resident not making them available at the specified collection time and day, or they contain incorrect items residents can either;

- wait until the next scheduled collection.
- choose to dispose of their waste at the Household Waste and Recycling Centre.
- request the Council to return to empty the bin, provided the resident agrees to cover the cost of doing so, with payment required in advance.

Non-collected bins from communal bin stores; where possible the managing agent will be contacted and advised of the support and options available.

## **Contamination**

Where a bin has been observed as being contaminated, a notice will be left on it stating why it has not been emptied. (This applies to individual household waste and recycling bins only). The Council will (where possible) contact the managing agent directly for properties with communal bin stores.

Residents who regularly put recycling in the household bin and household waste in the recycling bin could face a fixed penalty notice under Section 46 of the Environmental Protection Act 1990.

Residents will be required to remove non-targeted material and wait for the next scheduled collection for the bin to be emptied.

Alternatively, residents can request that the Council returns to empty the bin, provided that the resident covers the cost of doing so, with payment required in advance.

## **Replacement bins**

It is the householder's responsibility to pay for the administration and delivery of replacement household (black) wheeled bins from Eastleigh Borough Council should the bin go missing or be damaged by the householder. Payment should be made online or via Customer Services. Bins not supplied by the Council will not be emptied.

The charge has been introduced to cover the administration and delivery of bins and is intended to encourage residents to take responsibility for the wheeled bins provided and to reduce demand for replacement containers.

However, should any bin be damaged or lost due to crew error, the Council will replace it at no charge to the resident. Please make sure you number your replacement bin once you receive it.

Garden waste bins remain the property of the Council and will be collected when a resident no longer subscribes to the service.

Recycling bins, glass boxes and food caddies will be replaced free of charge.

The delivery and administration charges for lost and damaged bins will be reviewed annually in the Council's Fees and Charges report.

## **Bins for new developments**

Property developers are required to meet the cost of providing bins for new developments and these must be procured through the council or agreed in advance with the Waste and Recycling team. Further information on the storage and collection of waste and recycling can be found in our [Supplementary Planning Document](#). Additional information can be found at:

<https://www.eastleigh.gov.uk/business/support-for-businesses/commercial-services/commercial-waste-recycling/bins-for-new-developments>

### **Residential homes/schools**

Where requested to collect waste from residential homes/hostels or schools a charge will be made.

### **Other waste collections**

#### **Charity shops**

- Waste from charity shops is not permitted in the domestic waste stream and will not be collected;
- A separate, chargeable service for charity shop waste is offered through the Business Waste Collection Service. Details are available at [www.eastleigh.gov.uk/businesswaste](http://www.eastleigh.gov.uk/businesswaste)

#### **Businesses working from home**

- Waste from businesses working from home (including childminders) will be subject to a charge;
- No additional capacity will be provided for waste from businesses working from home. A business can pay for a commercial waste and recycling collection <https://www.eastleigh.gov.uk/business/support-for-businesses/commercial-services/commercial-waste-recycling>

In the event that householders do not comply with the policies of waste from businesses working from home (including childminders), the following process will apply:

- The bin will not be emptied; an advice note will be left by the collection crew giving the reason;
- Advice will be given to the householder on their responsibilities under the Duty of Care; the bin can be emptied by the Council for an appropriate charge.

#### **Animal waste in domestic bins**

Waste from domestic pets is collected as part of residual (black bin) waste collections only;

- The waste must be wrapped;
- No additional capacity will be provided for waste from domestic pets;
- The quantity of waste will be limited by the weight of the bin, i.e. if it's overfilled with heavy waste (cat litter especially), then no collection will be made.

- Waste from businesses e.g. catteries & kennels is defined as industrial waste under the Controlled Waste Regulations (Schedule 3); as such, the Council has no duty to collect it. Paid collections can be made through the Business Waste Collection service on request.

In the event that householders do not comply with the policies on animal waste in the domestic wheeled bins the following process will apply:

- The bin will not be emptied; an advice note will be left by the collection crew giving the reason;
- Residents will be required to remove the offending material then either;
  - wait for the next scheduled collection
  - dispose of their waste at the Household Waste Recycling Centres
  - request the Council to return to empty the bin, provided the resident agrees to cover the cost of doing so, with payment required in advance.

### **Garden waste in domestic bins**

Garden waste is not permitted in the household waste or recycling waste bins and will not be collected;

A separate, chargeable service for garden waste is available to householders. Information on how to subscribe is available on [www.eastleigh.gov.uk/gardenwaste](http://www.eastleigh.gov.uk/gardenwaste)

### **DIY waste in domestic bins**

The Council recognises that on rare occasions, small amounts of DIY waste will be placed in the black wheeled bin for collection.

- The quantity of waste will be limited by the weight of the bin, i.e. if it's overfilled with heavy waste, then no collection will be made.
- No additional capacity will be provided for DIY waste;
- Paint tins are not accepted for collection in the black wheeled bin as they get compressed during the collection process causing paint residue to leak onto the road surface.
- Brick rubble is not accepted for collection through the black wheeled bin as the weights involved contravene Health & Safety Guidelines.
- Hazardous material such as plasterboard will not be accepted and should be disposed of appropriately.

## **Garden waste bins**

In the event that householders do not comply with the policies relating to the collection and disposal of garden waste, the following process will apply:

- The bin will not be emptied; an advice note will be left by the collection crew giving the reason;
  - Residents will be required to remove the offending material then either wait for the next scheduled collection.
  - Residents may choose to dispose of their waste at the Household Waste Recycling Centres
  - Request the Council to return to empty the bin, provided the resident agrees to cover the cost of doing so, with payment required in advance.

## **Healthcare waste**

The Council provides a non-chargeable separate collection for infectious waste and discarded sharps from domestic properties.

- The person making the request will be required to complete a Healthcare Waste Collection request which must be signed by their GP. This request will be logged on a confidential database, which will be provided to the crew only.
- All requests will be agreed by a waste management officer and will be reviewed annually.

## **Bulky household waste collections**

Eastleigh Borough Council provides a separate chargeable collection of bulky household waste; a list of items suitable for collection are as follows:

- Furniture (such as sofas, chairs and tables)
- Fridge freezers
- Televisions
- Washing machines
- Carpets (underlay and carpet classed as two separate items)
- Mattresses
- Bathroom suites (bath, toilet, sinks), please note we do not collect cast iron baths.

## **We cannot collect:**

- DIY waste such as fixtures or fittings
- kitchen units/worktops or tiles
- miscellaneous waste

Collections are made on a specified day, only those items listed at time of request will be collected.

- Payment of the relevant charge must be paid prior to the collection
- Residents are required to present their items no earlier than 24 hours before collection.
- Where practicable, items to be collected must be presented for collection at the front of the householder's property or at the point where the refuse is collected from on their collection day. If the householder has a valid reason and is unable to carry the items to the collection point and there is no one else available to do so, an assisted collection may be provided.
- No collections will take place from inside the householder's home.
- If a collection is not made on the day specified due to unforeseen circumstances, the resident will be contacted to rearrange the collection.
- Where a cancellation is made within 2 working days of the agreed collection date a full refund will be made.
- If a bulky waste item(s) is/are not presented for collection on the agreed collection date a refund will not be made unless cancellation or amendment was made 2 working days prior to the agreed collection date.

### **Concessions**

Concessions will be available for residents in receipt of housing benefit, council tax support, universal credit or pensions credits for bulky waste and garden waste collections.

These concessions will be reviewed annually under the Fees and Charges report.

### **Alternative arrangements**

Please note special arrangements will be employed during periods of adverse weather, Bank Holidays or circumstances beyond the control of the Council. Information on these changes will be advertised on our website and through our Your Weekly Borough News email service.

We will make every effort to minimise any disruption to residents and will endeavour to collect containers as soon as we can.

## **Contacts**

### **Household Waste and Recycling Centres (HWRCs) (Hampshire County Council-run)**

Eastleigh – Stoney Croft Rise, Chandler’s Ford, Eastleigh SO53 3YU

Fair Oak - Knowle Lane, SO50 7DZ

Hedge End – Shamblehurst Lane SO30 2AD

Netley – Grange Road, SO31 5FF

**Eastleigh Borough Council, Eastleigh House, Upper Market Street, Eastleigh, SO50 9YN**

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