

New Initiatives Fund

Funding Application Form

Guidance notes

The New Initiatives Fund is open to each Partner Authority within the Oxfordshire Waste Partnership (OWP). Bids will not be accepted from any other organisations.

Completing the application form

Please answer all questions.

Q.1.2. It is envisaged that some bids will be made by a grouping of two or more of the OWP Partner Authorities. Such bids will need to nominate a lead authority to submit the bid to the OWP Officer Strategy Group (OSG). Any other bodies involved in the delivery of the project should also be listed.

Q. 3.1. The Policies are listed on pages 15-20 of the Joint Municipal Waste Management Strategy Core Strategy document. A copy of the Core Strategy can be found on the OWP website at <http://apps.oxfordshire.gov.uk/wps/wcm/connect/OWP/Home/About+us/OWP+-+About+us+-+4+Strategy>

Q. 3.2. The agreed action plans can be supplied by the OWP Coordinator.

Q.5.1. Funding may be requested for up to three years.

For any further assistance with the completion of this application please contact the OWP Coordinator on tel. no. 01295 221903.

Submission instructions

Please sign your completed application and submit one electronic copy and two hard copies of your application to:

Wayne Lewis
OWP Coordinator
c/o Cherwell District Council
Thorpe lane
Banbury
Oxon.
OX16 4UT

Email: wayne.lewis@cherwell-dc.gov.uk

The assessment process

Once an application has been submitted to the OWP Coordinator:

- The application will be circulated to OSG members;

- The application will then be considered as an agenda item at the next meeting of the OSG (subject to the application being submitted to the OWP Coordinator one clear week ahead of an OSG meeting).
- Where a funding decision is a matter of urgency, applications may, with the approval of the OWP Coordinator, be considered by email. OSG members will be given at least five working days to respond. Where objections are raised to an application that cannot be resolved by email, the Coordinator may defer a funding decision to the next OSG meeting.

At the OSG meeting:

- OSG members may choose to recommend to the OWP Chair that the application be approved; or,
- may seek clarification and/or additional information on any part of the application; and,
- may recommend that amendments are made to the application.

If amendments, clarification or additional information are requested by the OSG, then the application will be reconsidered at the next OSG meeting or at a future date agreed by both the OSG and the applicant.

When the application has been considered for this second time, OSG may choose to recommend to the OWP Chair that the application be either approved or rejected.

Where the application involves the Partner Council that the OWP chair represents, then the approval of the OWP vice chair will also be required.

The OWP chair and vice chair may only approve applications for NIF funding of less than £50,000. Where applications for more than £50,000 are made the approval of the OWP Joint Committee is required. Such applications will be considered as an agenda item at the next meeting of the Joint Committee.

1. Contact details

1.1 Please provide contact details for your authority.

Authority name:	OXFORDSHIRE COUNTY COUNCIL
Address:	Environment & Economy Speedwell House Speedwell Street Oxford OX1 1NE
Main telephone number:	01865 815700
Contact name for this application:	Colin Bailey
Position:	Head of Waste Management
Address:	As above
Tel:	01865 815867
Email:	andrew.pau@oxfordshire.gov.uk

1.2 If you are applying on behalf of a partnership, please provide contact details for each partner.

	<u>Partner 1</u>	<u>Partner 2</u>	<u>Partner 3</u>
Partner name:			
Address:			
Main telephone number:			
Contact name for this application:			
Position:			
Address:			
Tel:			
Email:			

	<u>Partner 4</u>	<u>Partner 5</u>	<u>Partner 6</u>
Partner name:			
Address:			
Main telephone number:			
Contact name for this application:			
Position:			
Address:			
Tel:			
Email:			

2. About your proposed project

Background

There are currently 8 Waste Recycling Centres (WRCs) distributed throughout Oxfordshire with at least one in each of the districts. WRC sites offer a free disposal or recycling route for waste that cannot be collected as part of the 'usual' weekly waste collection service. Their provision is a major contributing factor for promoting and increasing reuse and recycling, diverting waste from Landfill and deterring illegal fly-tipping.

In 2002, a review of the current level of WRC provision was undertaken, (Enviros; 2002) and identified the need for a new WRC, located to the north of Oxford city. The proposed facility would serve residents in this area, and reduce pressure on the WRC at Redbridge (currently accepting waste from more than double the number of households compared to other WRCs within Oxfordshire).

The re-development of Redbridge will require closure of the facility which gives rise to concerns regarding potential fly-tipping, curtailment of trade waste services, and householder services during the re-build period (estimated to be 4 – 6 months). It would therefore be prudent to provide the new the new facility to address these concerns and facilitate business continuity prior to re-development of Redbridge with increased service provision for Oxfordshire residents and businesses following construction of the two sites.

The Oxfordshire Waste Partnership should embrace the opportunity for increasing the level of provision with modern, customer focused services. Providing a new site in an area of identified need with a reuse shop on site will be a positive step change in customer experience.

The new recycling proposal

It is proposed to build a new WRC at Langford Lane, Kidlington to increase provision of recycling sites within the county and facilitate sustainable provision during and beyond the WRC refurbishment/re-development programme scheduled for the next 5 years.

The new WRC will have domestic and trade waste recycling and a reuse shop. The reuse shop is a new initiative that will seek to remove the waste from entering the recycling and disposal element of waste management and therefore improve the council's performance on compliance with the waste hierarchy.

Benefits:

- The provision of the facility will be to reduce pressure on the Redbridge Recycling Centre, which already accepts waste from more than double the households compared to other WRCs within Oxfordshire. This will be achieved through reduced travelling times and distance from properties north of Oxford City, reduce waiting/queuing times, increase attentiveness of staff and associated assistance, which all have a positive impact on user satisfaction and recycling performance.
- It will enable business continuity/service provision during the WRC improvement programme scheduled for the next 5 years, beginning with the Redbridge site which is identified as being in the poorest condition from site condition surveys undertaken.
- It will provide a WRC in an established area of need (close to 17, 650 households) and even the distribution of this provision so that an additional 12,100 properties will have facilities within a 5 mile radius throughout the county.
- Increased ease of use and customer satisfaction through using the latest WRC layouts, best practice and learning from the recent Oakley Wood development (and other out of county developments) and of use through ergonomic design.
- Provision of a reuse shop that has the potential to divert in excess of 150 tonnes per annum of

waste from landfill

- There will also be an added increase in the area for trade waste.
- Generate income for a non profit, trust or charitable organisation.
- It will provide sustainable modern facilities for future housing provision north of Oxford and provide for associated future waste growth trends (forecasted to be approximately 2.7% per annum) impacting on current WRC provision as a result of increased property.

2.2 What are the key objectives of your project proposal (max 100 words)

- To divert waste from landfill, educate and promote re-use through the provision of a education/visitor centre and reuse shop.
- To educate and advise using a visitor and education centre
- Provide a total waste management solution for all domestic and trade customers
- Aim to divert 5,000 tonnes of waste from landfill in the first year and avoid or reduce exposure to LATS penalties and 150 tonnes of waste to reuse.
- To maintain service continuity in the Oxford area during the period of refurbishment of Redbridge WRC
- Increase business and community recycling and reuse.
- Sustain business recycling during the Redbridge WRC development
- Satisfy an identified need for a new recycling facility north of Oxford City
- Increase the number of properties having access to a WRC within 5 miles
- Improve customer participation, service and satisfaction with recycling facilities.
- Support Cherwell, Redbridge, and North community area of Oxford.

2.3 Please give the start and finish dates of your project proposal?

	<u>Date</u>
Start	April 2010
Finish	November 2011

2.4 How many households will be covered by your project proposal?

Total no. of households covered:	17,650 (but available to all Oxfordshire residents)
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2.5 Is member approval necessary?

	<u>Please Tick</u>
Yes	√
No	

2.6 If yes, has member approval been obtained?

	<u>Please Tick</u>
Yes	√
No	

3. Supporting the aims & objectives of the OWP

3.1 Please state how your project proposal supports the policies within the Oxfordshire Joint Municipal Waste Management Strategy? (max 250 words)

This proposal would support the following policies:

- Policy 4 - By encouraging controlled use and reclamation of items
- Policy 5 - By providing a re-use outlet to prevent materials becoming waste.
- Policy 6 - By being a part of the integrated system for the management and processing of household waste
- Policy 7 - By providing a facility within a five mile radius to an additional 12,000 properties
- Policy 10 – By securing and maintaining WRC provision to maximise recycling
- Policy 12 - By fulfilling a gap in current WRC provision in accordance with planning policy.

3.2 Does your project proposal support a project contained within the approved OWP JMWMS Action plan? If yes, please provide details? (max 100 words)

This proposal supports the core objective (2) by promoting waste reduction, reuse and recycling initiatives to Oxfordshire communities to help everyone manage their own wastes and objective (10) as we work with local businesses to provide the appropriate environmental solution to waste management. It will also assist us to reach targets for increasing waste recycled or composted in line with OWP published strategy.

The following 2009/10 Action plan targets are supported by this initiative:

4.1, 4.2, 4.3, 6.4, 8.7, 10.2, 12.1, 12.2, 12.3 & 12.4.

3.3 Please outline any partnership working arrangements that will result from your project proposal? (max 250 words)

We intend to work in partnership with Cherwell District Council as the site is located within their boundary. Cherwell also have an interest in the site for operating as a satellite depot for street cleansing which will maximise productivity and reduce travelling thus reducing the carbon footprint of the operational delivery of services.

The Reuse shop will have direct links with third sector organisations and will benefit many of the people in the locality. A new dedicated project officer will drive forward the initiative having researched best practice and promotional activity for this initiative.

It is intended to go out for tender to establish a suitable 3rd sector partner to service the reuse facility. Communications with proven partners has been initiated to establish best practice and suitable delivery models.

Suggest use of retail orientated third sector partner (rather than repair)

The Advantages of 3rd sector partners are:

- Strong reuse retail and customer service experience

- Additional outlets in the community (decreases space requirements and allows maximum value to be gained by streaming materials to appropriate outlets)

- Social benefit and associated PR

The Education and Visitor centre will support community groups and school educational and information, and knowledge transfer.

Oxfordshire County Council's has dealt with a high volume of requests from existing and prospective customers for services, both to allow domestic householders and business to re-use an expanded range of materials.

This development will be a part of a longer term strategy for WRC provision which will be subject to consultation. The detailed proposals for sites themselves will be subject to planning approval; the process for which includes consultation.

There will also be engagement with third sector organisations in relation to the running of the re-use activities, and also WRC management site contractors concerning the practicality of design and operations.

4. Measuring the performance of your project

4.1 Please indicate the impact that your project proposal is expected to have on the following measures:

<u>Measure</u>	<u>Tonnes per annum</u>
Waste reduction	indeterminate
Waste reuse	150
Waste recycled	3600
Waste composted	1800
Waste diverted from landfill	5520
BMW diverted from landfill	2400

4.2 What other measures will you use to monitor the performance of your proposal?

Measure 1:	Tonnage of waste re-used
Baseline:	zero
Proposed monitoring approach:	estimated weights of items
Frequency of Monitoring:	continual, with monthly review linked to invoicing

Measure 2:	Tonnage/% of household waste recycled
Baseline:	average of other 8 sites (approximating to 60% currently)
Proposed monitoring approach:	logging of weighbridge data from end-point destinations for all types of materials and waste
Frequency of Monitoring:	monthly linked to invoicing

Measure 3:	Trade waste Tonnage
Baseline:	Tonnage from Landfill Businesses
Proposed monitoring approach:	Tonnage data from weighbridge tickets
Frequency of Monitoring:	Daily

Measure 4:	Trade waste Tonnage
Baseline:	Tonnage from Landfill Businesses
Proposed monitoring approach:	Tonnage data from weighbridge tickets
Frequency of Monitoring:	Daily

5. Funding your project

5.1 Please state the amount of funding that you are requesting?

<u>Year</u>	<u>Capital</u>	<u>Revenue</u>	<u>Total</u>
2009/10	£0	£0	£0
2010/11	£0	£0	£0
2011/12	£150,000	£50,000	£200,000

5.2 Please provide a breakdown of your funding request?

	2011/12					
	Capital			Revenue		
<u>Item</u>	<u>Quantity</u>	<u>Unit Cost</u> <u>£</u>	<u>Cost £</u>	<u>Quantity</u>	<u>Unit Cost</u> <u>£</u>	<u>Cost £</u>
Communication				1 item	£4,000	£4,000
Research and benchmarking				1 item	£5,000	£5,000
Promotional Material & Publicity				1 item	£4,000	£4,000
Consultation				1 item	£3,000	£3,000
Third sector Liaison & procurement				1 item	£12,000	£12,000
Liaison with Consultants				1 item	£7,000	£7,000
Project management/implementation				1 item	£15,000	£15,000
Construction	1 item	£150000	£150000			
Totals	1item	£150,000	£150,000	7 items	£50,000	£50,000

5.3 Please outline any match funding being provided?

<u>Year</u>	<u>Source of match-funding</u>	<u>Amount of match funding provided £</u>
2010/11	Oxfordshire County Council	£90,000
2011/12	Oxfordshire County Council	£2,910,000

6 Declaration

On behalf of, and duly authorised by, the authority making this application (the “Applying Authority”), I declare that:

The information given on this application form and in any other documentation that supports this application is truthful, accurate and current.

The Applying Authority acknowledges and accepts that, where any misleading statements (whether deliberate or accidental) are given at any stage during the application process, or where any information is knowingly withheld, this could (at the discretion of the OWP) render the funding application invalid and any funds received by the Applying Authority will be liable for repayment.

The Applying Authority confirms that the original wording and structure of this application form as it was originally provided has not been altered, deleted or added to in any way.

The Applying Authority confirms that it will take all reasonable precautions to ensure that funds received will not be misused or misappropriated in any way. In the event of a fraud, the Applying Authority acknowledges and accepts that the OWP may take legal action to recover any misappropriated funds.

The Applying Authority agrees that the information supplied on this form, including individual contact information, will be used for monitoring purposes by the OWP. In the event that the OWP provides funding pursuant to this application the Applying Authority shall provide a quarterly report to the OWP on the success of this project. The Applying Authority will also ensure that funding is spent on the work set out within this application and shall not be used to fund existing costs, or for any other purpose unless expressly agreed by OWP.

Signed:	
Print Name:	Colin Bailey
Position:	Head of Waste Management
Local Authority Name:	Oxfordshire County Council
Date:	24 February 2010