

**Chairman:** Councillor Kieron Mallon  
**Secretary:** Mary Harpley (Chief Executive)

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## Oxfordshire Waste Partnership Joint Committee

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### NOTICE OF MEETING

**MEETING** Oxfordshire Waste Partnership Joint Committee

**DATE/TIME** Friday 30 March 2007 at 9.30am.

**PLACE** **Committee Rooms 163** in the Civic Suite at Cherwell District Council's offices, Bodicote House, Bodicote, Banbury.

**CONTACT OFFICER** Steve Lodge (Tel: 01295 221590; E-mail: [steve.lodge@cherwell-dc.gov.uk](mailto:steve.lodge@cherwell-dc.gov.uk))

Mary Harpley (Chief Executive)

22 March 2007

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#### Membership

**Councillors:**

Kieron Mallon  
(deputy:

Jean Fooks  
(deputy:

Roger Belson  
(deputy:

David Dodds  
(deputy:

Tony De Vere  
(deputy:

David Harvey  
(deputy:

**Representing:**

Cherwell District Council

Oxford City Council

Oxfordshire County Council

South Oxfordshire District Council

Vale of White Horse District Council

West Oxfordshire District Council

# NOTES

## Access to Information

The minutes and reports included in Part I of this agenda are published on-line on Cherwell District Council's website at: <http://www.cherwell-dc.gov.uk/yourcouncil/meetings.cfm>

Enquiries about specific reports: please contact the officers named in the reports.

These documents can be made available in alternative formats and different languages on request. For further information about this service please contact the Communications Team, 01295 221578.

The timing given against each agenda item is an estimate of the approximate time that the Committee will commence consideration of that item. It is for indicative purposes only, and will change in the event that the running order of the items is revised.

If you are planning to attend the meeting directions to Bodicote House can be found on our Website at <http://www.cherwell-dc.gov.uk/files/publicationscheme/3011-425.pdf>.

## Guidance for Members

Members are asked to contact Steve Lodge, Democratic Services Officer, 01295 221590, ([steve.lodge@cherwell-dc.gov.uk](mailto:steve.lodge@cherwell-dc.gov.uk)) to tender apologies or advise of attendance by their named Deputy Members.

Members are reminded that Part II reports contain exempt information and should therefore be treated accordingly. They should not be disclosed or passed on to any other person(s).

Members are reminded of the requirements of Section 106 of the Local Government Finance Act, 1992, and those Members affected by its provisions will need to make a declaration and refrain from voting when a matter to which the Act applies is discussed. An indication is given in the "Financial Effects" statements of those matters where the Act is likely to apply.

Members are asked to sign the Attendance Register.

Members are required to consider the implications of the Crime and Disorder Act 1998 and the Human Rights Act 1998 when exercising their functions.

## Declarations of Interests

Members are asked to declare any personal interest and the nature of that interest which they may have in any of the items under consideration at this meeting.

- i) any Member arriving after the start of the meeting is asked to declare interests as necessary as soon as practicable after their arrival even if the item in question has been considered;
- ii) with the exception of the circumstances listed in paragraph 10(2) of the model Code of Conduct for Members, a Member with a personal interest also has a prejudicial interest if it is one which a Member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the Member's judgement of the public interest.
- iii) Officers cannot offer advice during the meeting on whether or not a personal interest should be declared, or whether a personal interest should also be regarded as prejudicial.

## Car Parking

Please also note that there is limited car parking at Bodicote House. Please car share where possible. Arrangements have been made to provide some overspill parking at the Bodicote Cricket Club, **so please try there first**. The access is between the mini-roundabout and Bodicote House, opposite the primary school. The Club has however instructed that under no circumstances should vehicles park on the grass verges on the drive leading up to the Clubhouse.

# AGENDA

## PART I

### Timed for:

**1 MINUTES**

To confirm as a correct record the Minutes of the meeting of the Joint Committee held on 26 January 2007 (copy **attached**).

**2 APOLOGIES FOR ABSENCE AND NOTIFICATION OF DEPUTY MEMBERS**

The Secretary to report on apologies for absence and on the attendance by Deputy Members notified to him before the start of the meeting.

(Contact Steve Lodge (01295 221590) to tender apologies and advise of attendance by the named Deputy Member).

**3 ADDITIONAL ITEMS**

The Chairman to advise whether any item of an urgent nature has been admitted to the agenda.

**4 DECLARATIONS OF INTEREST**

Members are asked to declare any personal interest **and the nature of that interest** which they may have in any of the items under consideration at this meeting. (Please refer to the notes on the opposite page).

**(Note:** unless otherwise stated all of the under-mentioned agenda items have attachments which can be found at the end of Part I of this Agenda.)

**9.35am 5 ENCAMS AUDIT OF STREET CLEANSING PRACTICE  
CLEAN AND GREEN**

**Purpose of report**

To consider the findings of the ENCAMS Audit of Street Cleansing in Oxfordshire.

**Recommendations**

That the content of the presentation be noted.

**10.00am 6 OWP GOVERNANCE ARRANGEMENTS**

**Purpose of report**

To provide an update on the development of the new governance arrangements for

**Timed for:**

the Oxfordshire Waste Partnership (OWP) and to seek approval to present a finalised Agreement to Partner Authorities for signing.

**Recommendations**

To introduce clear governance arrangements for the OWP in order to improve partnership working.

**10.10am 7 OWP FINANCIAL ARRANGEMENTS**

**Purpose of report**

The purposes of this report are to:

- advise the committee of progress in setting waste targets for each partner
- ask the committee to agree targets for overall residual waste
- consider matters that have arisen during the work on residual biodegradable waste (BMW) targets and give guidance to officers for further discussions.

**Recommendations**

That:

- (a) The targets for overall residual waste set out in Table 1 to this report are agreed
- (b) Officers undertake further work on the matters raised in this report and develop a set of final implementation proposals for presentation to the OWP meeting on 31 August 2007
- (c) That progress be reported to the next meeting of the OWP on 25 May 2007.

**10.30am 8 OWP BUDGET 2006/07 AND 2007/08**

**Purpose of report**

To provide an update on the 2006/7 budget.

To update the OWP on the revised budget for 2007/8 and seek approval for this.

**Recommendations**

It is recommended that the OWP:-

- (a) Note the budget statement for 2006/07
- (b) Approve the draft budget for 2007/08

**10.40am 9 NEW INITIATIVES FUND**

**Purpose of report**

To consider some initial ideas on the development of allocation process for the OWP New Initiatives Fund.

**Timed for:**

### **Recommendations**

It is recommended that:

- (a) OWP agrees to develop an allocation process for the New Initiatives fund that is based on paragraphs 2.4 – 2.6 herein;
- (b) OWP considers whether any amendments and additions are needed to the criteria set out in table 1.

## **10.50am 10 JOINT MUNICIPAL WASTE MANAGEMENT STRATEGY – ACTION PLANS & SUMMARY LEAFLET**

### **Purpose of report**

To consider a draft Joint Municipal Waste Management Strategy (JMWMS) summary leaflet and to receive the individual council action plans in support of the approved JMWMS.

### **Recommendations**

It is recommended that:

- (a) Members forward any comments on the JMWMS summary leaflet to Wayne Lewis by 6th April 2007 and that, subject to any amendments proposed by 6th April, the leaflet then be printed;
- (b) The JMWMS action plans be noted and a quarterly update report to the OWP be agreed;
- (c) The Officer Strategy Group review the action plans to identify scope for joint working and to identify any further work required to progress the JMWMS strategic policies.

## **11.05am 11 BRANDING & COMMUNICATIONS**

### **Purpose of report**

The purpose of this report is to consider some initial logo designs for the OWP and to select a favoured design for further development and refinement.

It is also proposed that a Communications Plan be developed for the OWP, which will cover issues such as the aims & objectives of the OWP's communications work and a plan of our communications activities. It will also set out how we will develop the OWP brand and will establish protocols on dealing with the media.

### **Recommendations**

It is recommended that:

- (a) The OWP selects a favoured logo design for further development into an OWP brand;
- (b) The OWP agree to the development of a Communications Plan;
- (c) That further exploration of trade marking the OWP brand be included within the Communications Plan; and,
- (d) That an Officer working group, as outlined in paragraph 3.5, be tasked with developing a Communications Plan for approval by the OWP.

**Timed for:**

**11.15am 12 LAA TARGET FOR MUNICIPAL WASTE RECYCLING**

**Purpose of report**

A Local Area Agreement (LAA) has been agreed between the Public Service Board (PSB) and the Government Office of the South East (GOSE). All the District Councils and the County Council are represented on the PSB and are party to this agreement.

A report was brought to OWP on the 26th January 2007, to seek comments on how best to spend the £78K pump-priming money that the Municipal Waste LAA Target has attracted. A number of comments were made and these have been taken into account and are reflected in the Project Initiation Document attached as Annex A.

It was also suggested that Officers of the Waste Management Projects Group (WMPG) be given additional time to comment on the PID and make further suggestions on how best to spend the pump-priming money.

**Recommendations**

The OWP is asked to:

- (a) Agree the revised Project Initiation Document for the Municipal Waste LAA targets;
- (b) Agree the £21,470 specific fund available to individual Local Authorities.

**11.25am 13 WASTE TREATMENT PROJECTS UPDATE**

**Purpose of report**

To update the OWP on progress on the waste treatment and food waste procurement projects.

**Recommendations**

The OWP are recommended

- (a) To note the progress made on the procurement; and
- (b) Nominate representatives of the Officer Steering Group to become Treatment Board Members; and
- (c) Nominate a representative of the Officer Steering Group to become a Treatment Team Member; and
- (d) Nominate a representative of the OWP to attend the industry day on 23 April.

**11.35am 14 JOINT PROCUREMENT STUDY**

**Purpose of report**

To update the partnership on the progress with the Joint Procurement Study.

**Recommendations**

It is recommended that the progress of the project be noted.

**Timed for:**

**11.45 15 RECYCLE FOR OXFORDSHIRE PROJECT UPDATE**

**Purpose of report**

To update members on the progress of the Recycle for Oxfordshire campaign.

**Recommendations**

That the report is noted.

**11.55 16 DATES OF FUTURE MEETING**

(NO ATTACHMENTS).

Members are reminded that Joint Committee meetings have been arranged for 9.30am on the following dates:

Friday 25 May 2007  
Friday 31 August 2007  
Friday 30 November 2007  
Friday 29 February 2008  
Friday 30 May 2008  
Friday 29 August 2008  
Friday 28 November 2008  
Friday 27 February 2009  
Friday 29 May 2009

**17 ANY OTHER ITEM WHICH THE CHAIRMAN HAS DECIDED IS URGENT**

(NO ATTACHMENTS).

**MEETING SCHEDULED TO END AT 12.00PM.**