

APPENDICES

Appendix 1 – Task Group’s Terms of Reference

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FLYTIPPING TASK GROUP

TERMS OF REFERENCE

The attached scrutiny exercise scoping checklist (which acts as the Flytipping Task Group's terms of reference) was approved by the Scrutiny Steering Board on 5th September 2006 subject to the following being included:

“The Council's service (including charges) of collecting unwanted furniture from residents' homes on request be looked at as part of the scrutiny exercise as well as similar services offered by local organisations.”

The above was agreed by the Task Group at their first meeting on 12th October 2006 and the Chairman requested the following be included:

- To examine all aspects of flytipping in Bromsgrove District
- To determine the extent, nature and impact of the flytipping problem
- Where necessary, recommendations be made for improvements to existing arrangements for tackling flytipping
- The term 'Flytipping' to include all types of illegally deposited waste except for abandoned vehicles; and

This was agreed by the Scrutiny Steering Board at its meeting on 31st October 2006.

SCRUTINY EXERCISE SCOPING CHECKLIST

REFERRED TO:-
and to identify

This form is to assist members to scope the scrutiny exercise in a focused way the key issues it wishes to investigate.

When the Board decides to set up a Task Group to scrutinise a particular subject, the appointed Chairman of the Task Group should complete this checklist. Completed forms will be considered by the Board and by the Task Group as a whole at the Task Group's first meeting.

- General Subject Area to be Scrutinised: Flytipping

Specific Subject to be Scrutinised: How the authority (BDC) deals with Flytipping, what is generally tipped, where what actions are taken to trace the culprits, whether legal is taken or should be, whether charges should be put in place to dispose of rubbish tipped, or to remove it in the first place.
- Should the relevant Portfolio Holder(s) be invited to give evidence? ~~possibly~~ YES/NO
- Should any Officers be invited to give evidence? YES/NO

If yes, state name and/or post title: Mike Bell, Andrew Burton and possibly Steer.
- Should any external witnesses be invited to give evidence? YES/NO

If so, who and from which organisations? Birmingham Council officers dealing with disposal, Wye Forest and other neighbouring councils.
- Should the Task Group receive evidence from other sources other than witnesses? YES/NO

If so, what information should the Task Group wish to see and from which sources should it be gathered? any legal officers from other authorities who have successfully prosecuted in the past.
- Should a period of public consultation form part of the Scrutiny exercise? YES/NO

If so, on what should the public be consulted?

- Have other authorities carried out similar scrutiny exercises? **YES/NO**

If so, which authorities?.....
unknown at this stage.

What were their conclusions and what can we learn from them?.....
?

Will the Scrutiny exercise cross the District boundary? ~~**YES/NO**~~

If so, should any other authorities be invited to participate?
.....
.....
.....

- Would it be appropriate to co-opt anyone on to the Task Group whilst the Scrutiny exercise is being carried out? **YES/NO**

Not sure at this stage
If so, who and from which organisations?
.....
.....

What do you anticipate the timetable will be for the scrutiny exercise?

3 months.
.....
.....
.....

- Approximate number of Task Group Meetings?..... *?*

Signed:..... *D. H. Campbell.*

Chairman of behalf of the:..... *Flytipping* Task Group

Date:..... *17th Aug 06*

Please return completed forms to:
Miss D. McCarthy
Committee Services Officer
Legal and Democratic Services
Bromsgrove District Council

A List of Individuals the Task Group Consulted

External Witnesses:

Worcestershire County Council:

- Mr. I. Holebrook, Waste Services Manager
Mr. Holebrook attended the meeting held on 22nd November 2006 to discuss various issues including the household waste site and the permit scheme trial. Further information was supplied after the meeting.

Environment Agency:

- Mr. I. Jones, Team Leader, Environment Management
Mr. Jones attended the meeting held on 22nd November 2006 to discuss various issues including the role of the Environment Agency. Further information was supplied after the meeting and sent out to members.

Birmingham City Council:

- Mr. R. Thompson, Environment Crime Unit Manager
Mr. Thompson attended the meeting held on 22nd November 2006 to discuss ways Birmingham tackled flytipping and any advice for this Council.

Bromsgrove District Housing Trust (BDHT):

- Ms. M. Green, Tenancy and Customer Services Manager
- Ms. C. Lowe, Senior Housing Officer
Representatives from BDHT attended to discuss with members the flytipping issues the Trust faced and how the Council and Trust could work together to assist each other in tackling the issue.

Internal Witnesses:

Street Scene and Waste Management:

- Mr. K. Hirons, Street Scene and Waste Manager
- Ms. A. Wardell, Waste Policy and Promotions Manager
Either Mr. Hirons or Ms. Wardell attended each Task Group meeting and where possible both of them were present.

Environmental Health:

- Mr. R. Goundry, Environmental Health Team Leader (Pollution and General)
Mr Goundry attended the meeting held on 8th November 2006 to present a report and answer members' questions in relation to enforcement.

Community Safety:

- Mr. G. Rocke, Community Safety Manager
Mr. Rocke attended the meeting on 8th November 2006 and answered questions in relation to Community Safety and CCTV. Mr. Rocke also submitted a further report relating to CCTV which was considered by members at their meeting on 6th December 2006.
- Ms. R. McAndrews, CCTV and Lifeline Manager
Ms. McAndrews submitted a report on CCTV as requested to the Task Group which was presented by the Community Safety Manager on 8th November 2006.
- Ms. J. Bratt, Neighbourhood Warden
Ms. Bratt attended the meeting held on 8th November 2006 to present a report and answer members' questions in relation to the role of Neighbourhood Wardens.

Strategic Housing:

- Ms. J. Delorenzo, Housing Initiatives Officer
Ms. Delorenzo attended the meeting held on 8th November 2006 to present a report and answer members' questions in relation to the role as Housing Initiatives Officers and how it links to flytipping.

Legal Services:

- Ms. D. Warren, Acting Legal Services Manager (currently Senior Solicitor)
Ms. Warren attended the meeting of the Task Group which took place on 6th December 2006 as Acting Legal Services Manager. Ms. Warren answered members' questions on legal issues in relating to flytipping.

Corporate Communication, Policy and Performance:

- Ms. M. Pryce, Press and Media Relations Officer
Ms. Pryce attended the meeting held on 6th December 2006 to discuss publicity with the Task Group and offer suggestions.

EXAMPLE ONLY

Name
Address 1
Address 2
Address 3
Address 4
Postcode

Date

NEIGHBOURHOOD WARDENS

If telephoning please ask for: Chris Smith or Joanne Bratt
Tel: 01527 881472
Email: neighbourhoodwardens@bromsgrove.gov.uk

Dear

Illegal fly tipping of food and domestic waste at Bromsgrove

This department has gathered information from a recent fly tipping incident at the above named.

It is reported that the following items have recently been illegally deposited in the vicinity.

- Black refuse sacks containing household refuse
- A Children's Plastic Swimming Pool

The waste examined had an official poll card and a letter from Churchfields Surgery, with your name and address that connect you to this refuse.

Although we are not planning to take any further legal action, the areas in question will be regularly patrolled by the neighbourhood wardens to monitor any further fly tipping incidents.

For your information, there is a civic amenity site in Quantry Lane, Romsley where such waste can be disposed of free of charge. Your waste collection day is Thursday. By placing refuse sacks in this location it not only encourages rodents to the area but also further fly tipping to the area.

Yours sincerely,

Graham Rocke
Community Safety Manager

Choose to reuse

why throw them away?

Furniture, beds and carpets should:

- Be free of stains and tears
- Comply with current fire regulations
- Be in good condition that can be re-used and resold

All collections are at the driver's discretion

Buying and donating re-used goods helps:

- Prevent valuable resources from going into landfill
- Save energy and raw materials
- Raise funds for charities
- Make good quality items available at affordable prices
- Provide employment and training

For more information on re-use initiatives
visit www.wastemissionimpossible.org.uk
or call MISSION IMPOSSIBLE on
01905 766883

Worcestershire Resource Exchange (01905 726796)
provides reclaimed materials for projects ranging
from arts and crafts, allotments and DIY.
Quality excess paint and wood are also accepted.

If you are unable to use any of the organisations in
this leaflet, why not try the Freecycle website.
Offer unwanted item for free.

Give a little, get a little, everything's free.

www.freecycle.org

এই দলিলটি কৃত্রিম সাহায্যের দরকার হলে দয়া করে এই নম্বরে ফোন করুন: 01905 25121

اگر آپ کو اس دستاویز سے متعلق مددکاراوتوڑا، براہ مہربانی 01905 25121 پر فون کریں۔

如果你在明白這份文件方面需要幫助的話，請致電 01905 25121。

नेवय वुवणुं हिम समजरेन घवे हिने म्हासिका सी खेर पै रा विव्या खवे देअडिठ नंबर 01905 25121 हे संकेत करे।

Se con questo documento avete bisogno di aiuto pregasi telefonare a 01905 25121

Jezeli potrzebujesz pomocy w zrozumieniu tego dokumentu, zadzwoń pod nr tel.: 01905 25121

This leaflet is printed on recycled paper, please recycle after use.

A guide to re-use

organisations in Worcestershire





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reuse
for Worcestershire

What can I reuse and where?

Use the table below to locate a community organisation near you...

Key:  Accepts donations of this item
 Provides this service

	Age Concern Furniture Store Vincent Road, Three Springs Trading Estate, Worcester 01905 360545	Armchair Address unavailable 01905 456080	The Network (Worcestershire) Unit 1 Rickett Close Firs Industrial Estate, Kidderminster. DY11 7QN 01562 513399	Oldington & Foley Park Community Network Unit 1 Ricketts Close Firs Industrial Estate, Kidderminster. DY11 7QN 01562 513399	Primrose Hospice Shops in Redditch, Bromsgrove and surrounding area 01527 875444	Roundabout 7A Blackminster, Business Park, Blackminster, Evesham. WR11 7RE 0870 116 3230	Spokes (Workmatch) 01562 861154 — and or — Motiv8 01905 619068	St Richard's Hospice 11 shops in South Worcestershire 01905 745435	Worcestershire Lifestyles 38 Lowesmoor, Worcester WR1 2SG 01905 731352
Area of Coverage	Worcester only	Worcester only	Worcestershire	Wyre Forest	North Worcestershire	Mid-South Worcestershire	Worcestershire	Mid-South Worcestershire	Worcestershire
 Computers									
 Electric cookers									
 Fridges, freezers, washing machines									
 Mobile phones									
 TV /Audio									
 Smaller electrical items									
 *Furniture									
 *Beds									
 *Carpets									
 Bicycles									
 Garden equipment									
 Tools									
 Collection service									
 House clearances									

Don't forget your local charity shops for clothes, books, jewellery, toys and bric-a-brac.

*Should be free of stains, tears and comply with current fire regulations

NB. No collection on single pc's

Fly Tipping

Fly-tipping is described as 'the illegal deposit of any waste onto land, i.e. waste dumped or tipped on a site with no license to accept waste.' It can be hazardous to the public and animals and it costs you as a taxpayer to clear it up.

Fly-tipped waste normally consists of large items such as general household waste, larger domestic items including fridges and mattresses, garden refuse, commercial builder's rubble, tyres but can also contain clinical waste such as syringes or hazardous waste..

If you spot any fly tipped waste or see anyone fly-tipping please report it, the rubbish can then be removed and with your help the crime can be investigated and the culprits prosecuted.

If reporting a fly tipping incident please provide the following details;

- What type of waste it is, ensuring that you do not touch the waste but visually inspect it from a safe distance
- The size / scale or amount of waste that has been tipped
- The location of the waste and whether it is near to any water body.

To report a fly tipping incident please fill out the [online-form](#) attached. Alternatively please contact Bromsgrove District Council [Customer Services](#).

If you are aware of repeated fly tipping incidents in your area, it would be helpful to take photo footage or video footage of the incident. Such evidence is vital when trying to prosecute individuals for fly tipping.

Householders now have a duty of care to ensure that waste is passed to a registered waste carrier. If you wanted to make sure that you were passing your waste on to a registered waste carrier please visit the [environment agency](#) link and view the public register to see those businesses who are registered waste carriers.

Working towards a cleaner environment and a brighter future.



DISPOSAL OF BULKY REFUSE

Bulky household waste is the waste that you cannot safely fit into a wheeled bin; you have 2 options when disposing of this type of waste, **Choose to Reuse** or **Choose to Landfill**.

Choose To Reuse...

See the contacts below for Charities that welcome donations of household items, electrical items and furniture. These donated goods are then made available for other residents in the area to benefit from.

	Primrose Hospice 01527 875444 Will collect	Roundabout 0870 1163230 Will collect	Spokes 01562 861154 or Motiv8 01905 619068	Worcestershire Lifestyles 01905 731352 Will collect
Computers				YES
Electric cookers		YES		YES
Fridges, freezers & washing machines		YES		YES
Mobile Phones	YES			YES
TV / Audio				YES
Small electric items		YES		YES
Furniture	YES no beds	YES		YES
Bicycles			YES	YES
Tools & Garden equipment				YES

Choose to Landfill...

If you choose to pay for a bulky household waste collection your waste will end up in a landfill (excluding fridges and freezers).

Bromsgrove Council offer a bulky waste collection service. A bulky waste collection may consist of, for example a small amount of furniture, a bathroom suite, or up to ten bags of garden rubbish providing that loose items are suitably contained, and can be loaded by two men by hand.

Charges are dependant on the number and type of items to be disposed of and payments are required in advance. A minimum charge of £15 is payable in advance to Bromsgrove District Council. **Please see reverse for guideline costs.**

If you would like to take advantage of this service please complete the details on the reverse of this form and either return it by post to the address below with your remittance or visit the Customer Service Centre, School Drive, Bromsgrove.

DISPOSAL OF BULKY REFUSE – APPLICATION FORM

Applicants Details

Name	
Collection Address	
Daytime Telephone No	
Date	

Items for collections

1 _____	7 _____
2 _____	8 _____
3 _____	9 _____
4 _____	10 _____
5 _____	11 _____
6 _____	12 _____

Collection Point

Items can **not** be collected from inside the house, shed or garage. Please tick one of the following collection points.

- Front Garden
 Bin Area (for flats)
 Garage area

Service Standards

We will ...

- Aim to collect all items of bulky waste within 10 working days.
- Make collections Monday to Friday from 8.00 am to 4.00 pm (depending on demand).
- Contact you to arrange a collection day (we can only specify the day of collection and not the time)
- Only provide this service to domestic premises. (For collections from trade or other types of property please contact the Customer Service Centre on 01527 881288)

You are required to dispose of the following items yourself ...

For details of the nearest household waste sites please contact the Customer Service Centre on 01527 881288 or log on to our web site www.bromsgrove.gov.uk.

- | | | | |
|---------------|----------------|---------------------------|------------------------|
| • Asbestos | • Car Tyres | • Fluorescent Light Tubes | • Lead Batteries (Car) |
| • Oil | • TV | • Paint | • Computers |
| • Oil filters | • Oily sludges | • Other hazardous waste | |

How can you help...

- Please ensure that you provide a clear list of items for collection when you contact us. Please note that our operatives will only collect the items that have been listed.
- All items should be left in one accessible location outside, clearly visible and clearly marked for collection.

Charges

Item	Cost £
3 Piece Suite	15.00
Bathroom Suite (bath, sink and toilet)	15.00
Bed (2 singles)	15.00
Bed (Double)	15.00
Black bags of rubbish (up to 10)	15.00
Bookcase or Cabinet	15.00
Carpet (each)	15.00
Cooker	15.00
Dish Washer	15.00
Doors (Household – up to 4)	15.00

Item	Cost £
Fence Panels (Up to 4 6ft x 6ft)	15.00
Fridge or Freezer	15.00
Piano (depending on size)	45.00
Shed (depending on size)	45.00
Table	15.00
6 Dining Chairs	15.00
Tumble Dryer	15.00
Wardrobe	15.00
Washing Machine	15.00

For larger quantities requiring excessive loading time an Officer will need to visit to provide a price. If you require an item collecting that is not detailed above or are unsure of how much the cost would be, please contact the Customer Service Centre on 01527 881288.