

**Democratic Services**

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29 January 2020

**SUMMONS TO ATTEND**

**MEETING:** ENVIRONMENT OVERVIEW & SCRUTINY COMMITTEE

**PLACE:** COMMITTEE ROOM 1, COUNCIL OFFICES, WOODGREEN, WITNEY

**DATE:** THURSDAY 6 FEBRUARY 2020

**TIME:** 2.00pm

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Members of the Committee:

Councillors: Alaa Al-Yousuf (Chairman), Martin McBride (Vice-Chairman), Richard Bishop, Jill Bull, Mike Cahill, Andrew Coles, Owen Collins, Harry Eaglestone, Ted Fenton, Gill Hill, Liz Leffman, Kieran Mullins, Elizabeth Poskitt and Alex Postan

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**RECORDING OF MEETINGS**

The law allows the council's public meetings to be recorded, which includes filming as well as audio-recording. Photography is also permitted.

As a matter of courtesy, if you intend to record any part of the proceedings please let the Committee Officer know before the start of the meeting.

**A G E N D A**

- 1. Minutes of the meeting held on 5 December 2019 (previously circulated)**
- 2. Apologies for Absence and Temporary Appointments**
- 3. Declarations of Interest**

To receive any declarations of interest from Councillors relating to items to be considered at the meeting, in accordance with the provisions of the Council's Local Code of Conduct, and any from Officers.

- 4. Participation of the Public**

Purpose:

To receive any submissions from members of the public, in accordance with the Council's Rules of Procedure.

- 5. Committee Work Programme 2019/2020 (Report of the Head of Democratic Services – copy attached)**

Purpose:

To provide the Committee with an update on its Work Programme for 2019/2020.

Recommendation:

That the Committee notes the progress with regard to its 2019/2020 Work Programme, and the Waste Collection data provided.

**6. Cabinet Work Programme (Report of the Head of Democratic Services – copy attached)**

Purpose:

To give the Committee the opportunity to comment on the Cabinet Work Programme published on 14 January 2020.

Recommendation:

That the Committee decides whether to express a view to the Cabinet on relevant issues in its Work Programme.

**7. Single Use Plastics (Report of the Climate Change Manager)**

Purpose:

To consider the briefing note, statement of principles and action plan arising from the work of the Single Use Plastics Working Group.

Recommendations:

- (a) That the report be noted;
- (b) That Cabinet and Council be recommended to agree the proposed next steps as described by the SUPs Working Group in its final meeting on 5 December 2019;
- (c) That Cabinet and Council be recommended to agree to the WODC Statement of Principles and Action Plan as presented; and
- (d) That the Single Use Plastics Working Group be dissolved.

**8. Air Quality Monitoring**

Purpose:

The Service Leader, Environmental and Regulatory Services, Phil Measures, will be in attendance to answer questions from the Committee.

**9. Members' Questions**

Purpose:

To receive questions from Members relating to the work of the Environment Overview and Scrutiny Committee. In order to ensure that appropriate information is to hand at the meeting, Members may wish to give notice of any questions through the Committee Officer.

Recommendation:

That Members' questions be dealt with as appropriate.



Giles Hughes  
Chief Executive

This agenda is being dealt with by Amy Barnes, Tel: (01993) 861522;  
Email: [amy.barnes@westoxon.gov.uk](mailto:amy.barnes@westoxon.gov.uk)

## WEST OXFORDSHIRE DISTRICT COUNCIL

Minutes of the meeting of the Environment Overview & Scrutiny Committee  
held in Committee Room 1, Woodgreen, Witney, Oxon  
at 2.00pm on Thursday 5 December 2019

### PRESENT

Councillors: Alaa Al-Yousuf (Chairman), Martin McBride (Vice Chairman), Joy Aitman, Richard Bishop, Mike Cahill, Owen Collins, Harry Eaglestone, Ted Fenton, Liz Leffman, Nick Leverton, Kieran Mullins, Neil Owen, Elizabeth Poskitt and Alex Postan

### 32. MINUTES

**RESOLVED:** That the minutes of the meeting of the Committee held on 10 October 2019 be approved as a correct record and signed by the Chairman.

### 33. APOLOGIES FOR ABSENCE AND TEMPORARY APPOINTMENTS

There were no apologies for absence. Councillor Owen attended for Councillor Bull, Councillor Joy Aitman attended for Councillor Andrew Coles and Councillor Leverton attended for Councillor Hill.

### 34. DECLARATIONS OF INTEREST

There were no declarations of interest from Members or Officers in matters to be considered at the meeting.

### 35. PARTICIPATION OF THE PUBLIC

No submissions were received from the public in accordance with the Council's Rules of Procedure.

### 36. COMMITTEE WORK PROGRAMME 2019/2020

The Committee received and considered the report of the Head of Democratic Services which gave an update on progress in relation to its Work Programme for 2019/2020.

#### 36.1 Single Use Plastics Working Party/Climate Action Working Group

Ness Scott, the Council's Climate Change Manager, advised Members that the Single Use Plastics Working Party had met earlier in the day and had endorsed the draft Single Use Plastics Statement of Principles, Communication Strategy and Action Plan. A final report would be prepared for consideration by the Committee on 6 February prior to its submission to the Cabinet on February 12.

Delivery of the Action Plan would be overseen by the Climate Action Working Group which would monitor and report on outcomes. A meeting of the Climate Change Action Group had been held during the previous week and the notes of that meeting, together with a copy of the presentation received by the Group, would be circulated to all Members of the Council in due course.

The Climate Action Working Group was to report back to the Council on 22 January, setting out the proposed way forward for the Council's climate action work and how it was intended to deliver on the Council's climate change commitment.

Councillor Al-Yousuf advised that, having approved the draft Single Use Plastics Statement of Principles, Communication Strategy and Action Plan, the Single Use Plastic Working Party had concluded its task, and the Members had agreed to its disestablishment.

Further work would now be taken forward by the Cabinet Member with Responsibility for Climate Change and the Climate Action Working Group. The Climate Change Manager advised that this work would be monitored and the Committee advised of progress.

Whilst the work of the Single Use Plastic Working Party had been internally focussed, Councillor Leffman indicated that she had been led to believe that black plastic could not be recycled and questioned how the Council could communicate with local supermarkets to discourage its use. The Climate Change Manager indicated that whilst the Working Group had been primarily internally focussed, consideration had also been given to ways in which key messages could be communicated to local residents and community groups. The proposed communications strategy was also directed towards local residents and the Climate Change Manager confirmed that local supermarkets could be approached and the concerns outlined incorporated within the proposed social media campaign.

Councillor Ted Fenton indicated that black plastic could be recycled and Claire Locke, the Group Manager, Commissioning advised that, whilst the Council collected black plastic, it was a challenge to recycle such material as it was difficult to identify at the Materials Recovery Facility. Consequently, it would be preferable to try and minimise its use.

Councillor Owen suggested that the Council could broaden its approach and noted that some supermarkets were already opting to use more environmentally friendly packaging materials. The Climate Change Manager confirmed that a range of alternative materials were available.

Councillor Leverton welcomed the work carried out to date and noted that Central Government was now moving such initiatives forward. Many large supermarkets were already beginning to move towards reducing unnecessary packaging and utilising more environmentally friendly materials and Councillor Leverton suggested that the Council might be better doing something locally by concentrating more on independent retailers.

Councillor Poskitt questioned whether the Council was planning to do anything to encourage residents to recycle the increased volume of material generated over the Christmas period and the Climate Change Manager confirmed that the Communications Team had this in hand. Councillor Aitman noted that the Council's Facebook page had been putting out tips on recycling on a daily basis.

### 36.2 Scrutiny in Local Government

Councillor Al-Yousuf made reference to extracts from the Local Government's Association's publication "A councillor's workbook on scrutiny" which had been circulated at his request and commended its content to Members when considering items for inclusion on the Work Programme.

### 36.3 Flood Prevention, Drainage and Sewerage Infrastructure Issues

Councillor Al-Yousuf indicated that, whilst the Council had no direct control over those areas which were the responsibility of Thames Water and the Environment Agency, the recent 'Water Day' had been a useful opportunity to focus attention and public scrutiny on those service providers. In particular, the Environment Agency had been compelled to carry out additional monitoring to provide further data. Whilst not the direct responsibility of the Council. Councillor Al-Yousuf suggested that a similar event should be held in October 2020.

Councillor Postan indicated that, whilst he had found both of the previous events useful, he felt that the most recent had been somewhat unbalanced as the major part of the discussion had focussed on the River Windrush. He reminded Members that there were other water courses in the District including two within his own ward. Councillor Postan suggested that broader control over the papers presented would be helpful. It had also been interesting to learn that the developers of new housing estates were only responsible for the provision of infrastructure as far as the site boundary.

Councillor Postan suggested that it would be helpful to receive an interim report on what work had been carried out prior to October 2020.

Councillor Owen indicated that he had found it particularly helpful to be able to speak with those operational officers who had been present as they had a more intimate knowledge of the issues faced locally.

Councillor Al-Yousuf agreed that, whilst it had no direct responsibility, the Council should continue to hold such events and endeavour to improve and expand upon their content.

Councillor Leffman indicated that, whilst she had been unable to attend the most recent event, she had been disappointed by the absence of Thames Water operational officers on the previous occasion. She advised that she found it difficult to contact the relevant officers and asked Councillor Owen to provide her with the relevant details.

Councillor Leffman considered that the underlying issue was the lack of investment by Thames Water in smaller villages such as Finstock. Aged infrastructure had not been replaced and short term remedial measures were being employed to address localised issues rather than resolving more fundamental problems with the network. It was important for the Council to continue to lobby the service providers as the impact of such failings on local residents was significant. She agreed that Thames Water should be requested to provide an interim report.

Councillor Leverton suggested that Members be invited to raise any particular concerns prior to a future meeting in order that those present could obtain the necessary information to enable them to respond. The Group Manager, Commissioning, advised that this approach had been tried in the past but had elicited only limited response.

It was **AGREED** that Matt Kirby, the Business Manager, Environmental Services, be invited to attend the next meeting to discuss the format of the 2020 'Water Day'.

Councillor Postan made reference to the work of Joseph Bazalgette in designing the sewage network in London in the 1860's and indicated that it was difficult for Members to make comment without access to a fully comprehensive map of the local sewage network. Having requested that such a map be provided he was cautioned against seeking to carry out a technical assessment when such work was more properly the responsibility of other statutory bodies. Councillor Owen indicated that he had been provided with access by Thames Water to a map showing the sewage network and flows.

Councillor Poskitt suggested that, by including a wider range of participants at the 'Water Day' greater pressure could be brought to bear than by the Council acting alone.

Councillor Al-Yousuf considered that 'break out groups could form part of the next 'Water Day' and suggested the matter could be discussed further at the February meeting when Mr Kirby would be present.

#### 36.4 Implementation of Car Parking Strategy

Councillor Poskitt indicated that the results of the recent consultation on car parking in Woodstock were currently awaited but her view remained that there was insufficient parking provision in the town.

The Group Manager, Commissioning, advised that the consultation in Woodstock had been particularly challenging. Whilst the Council sought to carry out such consultation electronically as it was far easier to process the information received, resident member of the Town Council had circulated paper copies of the consultation. This would give rise to difficulties in processing the information received and a consequent increase in costs. Officers would endeavour to process the results of the consultation as soon as possible, drawing together the information provided and analysing the free text. This would include cross analysing individual responses to questions within the survey to build a picture of the perceived local issues and potential solutions

However, the consultation had demonstrated a widely held concern over coaches entering the central triangle of the town. Whilst a practical solution to addressing this could be identified, other issues would be far harder to deal with given the historic form of the settlement and the conflict of user needs between residents, visitors and businesses. It was important for any action to be fair and equitable and to avoid favouring the interests of any one group over another. Officers would continue to analyse the responses and seek to identify solutions. The Group Manager, Commissioning, stressed that, whilst it might be possible to resolve some issues that had been raised, it would not be possible to deal with them all, particularly as there were strongly held opposing views.

A further report outlining the results of the consultation and the Council's proposed response would be submitted to the Committee and the Cabinet in due course. The Cabinet would make recommendations to the County Council with regard to any changes that were felt appropriate and the Group Manager, Commissioning, reminded Members that it would be for the County Council as Highway Authority to make any necessary Traffic Regulation Orders to give effect to such recommendations.

#### 36.5 Low Carbon and Environmental Plan and Biodiversity

Members noted that this work would be incorporated within the report of the Climate Action Working Group to be submitted to the Cabinet and Council in January 2020. Councillor Postan suggested that, as developing countries would continue to pursue economic development at the expense of environmental protection, the United Kingdom should concentrate on applying positive measures to capture carbon.

#### 36.6 Environmental Regulations

Councillor Al-Yousuf advised that Officers would continue to maintain a watching brief and indicated that the Audit and General Purposes Committee would continue to monitor the risks associated with Brexit. Any specific risks arising from revised Regulations or Government Guidance would be drawn to Members' attention.

**RESOLVED:** That progress on the Committee's Work Programme for 2019/2020 be noted and that the additional item referred to above be included within the Committee's Work Programme.

## 37. CABINET WORK PROGRAMME

The Committee received and considered the report of the Head of Democratic Services, which gave members the opportunity to comment on the Cabinet Work Programme published on 15 November 2019.

### 37.1 Electric Vehicle Charging Points

In response to a question from Councillor Leffman, the Group Manager, Commissioning, advised that tenders for site specific surveys were now being invited. Whilst these identified particular locations, they did not specify the exact location of charging points as costs would fluctuate greatly based upon the availability of a mains power supply. Equally, the Council wished to be guided in this respect by the suppliers' commercial and operational expertise.

Councillor Leffman questioned whether the locations were located solely in Carterton and Witney and the Group Manager, Commissioning, advised that the list of locations had been provided within the Exempt Information considered by the Cabinet at its meeting held on 16 October. Sites had been identified across the District within the Council's larger car parks and these only represented the first phase of installation. Additional sites could come forward at a later stage and it was also intended to provide sufficient infrastructure to allow additional points to be located at the initial locations as demand warranted. The plan was to increase provision incrementally as demand increased so as to avoid the sterilisation of parking spaces to no effect. Arrangements would have to be made to manage the use of charging bays through the revision of the Council's Car Parking Orders.

Councillor Poskitt questioned whether developers could be required to provide charging points through the planning process. The Group Manager, Commissioning, advised that this was a matter being addressed by the Climate Action Working Group and it was anticipated that this would be addressed at a national level. The Working group was looking to produce guidance as part of its wider work to reduce the carbon impact of development.

Councillor Ted Fenton enquired when it was likely that charging points would be in place. Mrs Locke advised that this was dependant to a certain extent upon the third party suppliers but she hoped that some points would be in operation by the spring of 2020.

Councillor Leverton suggested that, if possible and where known, the Council should seek to pre-empt changes to Building Regulations through planning policy guidance to ensure that developments such as the Garden Village benefited from the highest standards of design and construction. Councillor Al-Yousuf agreed that the Council should be forward thinking and noted that the intention was for the Garden Village to be an exemplar in these respects.

The Group Manager, Commissioning, explained that the Council was seeking to achieve the best possible outcomes but could not impose conditions that exceeded current policy requirements. The intention was to make the best use of the powers currently available, to consider any future policy changes that may be necessary and to maximise the opportunities offered by the Garden Village.

Councillor Postan indicated that it was essential that the Council kept abreast of technical developments in the field and applied the most up to date technology available. Appropriate publicity arrangements would also have to be put in place. Mrs Locke confirmed that an appropriate communication strategy would be put in place.

**RESOLVED:** That the content of the Cabinet Work Programme published on 15 November 2019 be noted.

38. BUDGET 2020/2021

The Committee received and considered the report of the Chief Finance Officer, which sought consideration of the initial draft base budgets for 2020/2021, draft fees and charges for 2020/2021, and the latest Capital Programme for 2019/2020 revised and future years. The views of each of the Overview and Scrutiny Committees of the Council would be submitted to Cabinet for consideration.

The Chief Finance Officer apologised that she would have to leave the meeting shortly to attend another appointment. She advised that a number of variances had been identified by other committees and acknowledged that further clarification would be required to clarify these prior to consideration of the revised budget report by the Cabinet in January 2020.

Philip Alway, the Business Manager, Finance, introduced the report and explained that this invited comments upon the first draft of the budget to be fed back to the Cabinet in January. He drew attention to the cost pressures identified at paragraph 2.10 of the report and, in particular, to the pension fund contribution of £4 Million and the £36,000 for a recycling campaign.

In response to a question from Councillor Al-Yousuf, the Chief Finance Officer advised that detailed discussions had been taking place with Ubico over the past few months regarding proposals to secure savings by changes in staffing levels and operational processes. As a result, the contract sum was within the reduced budget and Officers were now content that the savings could be delivered.

Councillor Postan asked whether the pension fund lump sum contribution could be phased over the next three years and whether, should interest rates rise in the interim, there could be a surplus at the end of that period. The Chief Finance Officer expressed doubt that the pension fund actuary would support phased contributions as the fund was currently paying out more than the Council was putting in, eroding the fund's assets. The lump sum contribution was required now and, in addition, further increases to contributions of £120,000 each year would be required over the next three years. It was uncertain whether the next revaluation of the fund would be in three or five years' time and, whilst the Council's liability to the fund would reduce in the long term, it was unlikely that a rise in interest rates would generate a surplus.

Councillor Postan suggested that an explanatory note should be added to the text.

Councillor Al-Yousuf asked how the proposed provision for investment in the climate change action plan had been calculated and questioned whether, at £600,000 (over the next three years), it was adequate. The Group Manager, Commissioning, advised that this sum had been included within the financial strategy to support the climate change and carbon reduction agenda.

Whilst it had yet to be determined exactly how this provision was to be applied, the report of the Climate Action Working Group to be submitted to Council in January would set out the proposed way forward for the Council's climate action work and how it was intended to deliver on the Council's climate change commitment. As this work developed, specific projects would be identified and reports setting out a business case would be submitted through the usual democratic forum with recommendations being made to the Cabinet and/or Council to draw down funding from that budget provision. It may be that more or less funding would be required but this would be addressed as things moved forward.

Councillor Ted Fenton made reference to the funding set aside for a recycling campaign and suggested that advertisements could be placed on the refuse collection fleet. The Group Manager, Commissioning, undertook to look at options for advertising on the waste and recycling fleet. Councillor Postan noted that similar advertisements could be seen on buses and commercial vehicles and Councillor Fenton indicated that adverts were frequently changed on London taxis. The Group Manager, Commissioning, indicated that any methods used would have to be shown to be durable on these hard working vehicles.

Councillor Al-Yousuf expressed concern at the variances in revenue expenditure in relation to Environmental Health and Food Safety, Pollution and Markets as set out at page 1.1 of the report and sought further information as to the underlying reasons. It was explained that such variances were the result of the transfer of financial responsibilities between the Council and Publica. Councillor Al-Yousuf stated that this meant that the figures provided were not comparable year on year and the Business Manager, Finance, indicated that, whilst large variances were highlighted, minor items such as inflationary increases were not.

Councillor Poskitt questioned the significant variation in the operation of the Council's markets where an apparent £86,771 surplus in 2018/2019 was now forecast to give rise to an £80,700 cost to the Council. It was explained that this was a result of the cost of refuse collection being applied to the budget heading. Councillor Al-Yousuf expressed his concern over the accuracy of the budget figures, indicating that the Committee could not carry out its role in scrutinising the budget unless it could have confidence in the figures provided.

In response to a further question from Councillor Poskitt, it was confirmed that the savings shown on the Ubico contract sum remained accurate.

Councillor Fenton drew attention to a similar variation in respect of the Council's Licensing Service and sought an explanation.

Councillor Postan indicated that the objective of the Licensing Service was not the sale of permits but the maintenance of standards.

Councillor Leverton asked whether the figures for Markets included the revenue income and the Group Manager, Commissioning, confirmed that this was the case. Councillor Leverton stressed the need to explain such variances. Councillor Postan stressed that the Council's Markets were a boon to the local community and the vitality and viability of the market towns; their continued operation supported the community as a whole.

Members also drew attention to the variation under the heading of 'Chief Executive' at page 6.1 of the report which resulted from some unexplained change in accounting arrangements. Councillor Al-Yousuf indicated that, once again, this meant that the figures provided were not comparable.

**RESOLVED:** That the Cabinet be advised that the Committee expressed its concern at the significant, unexplained variances in the draft budget and stressed the importance of ensuring the accuracy of the figures provided prior to further consideration of the Budget for 2020/2021.

### 39. PARKING ENFORCEMENT ON COUNCIL OWNED LAND

The Committee received and considered the report of the Group Manager, Commissioning, which sought consideration of the renewal of the parking order to include plots of land at Langdale Gate, Marriotts Close and the Woolgate car park, Witney.

**RESOLVED:** That the Cabinet be recommended to:

- a) renew the Parking Order to include the locations at Langdale Gate, Marriotts Close and Woolgate, identified in Annex A.
- b) enter into a lease with Witney Town Council for the land at Langdale Gate and delegate agreement for the terms of that lease to the Group Manager Legal Services, Group Manager – Commissioning (Publica Group (Support) Limited and Cabinet Member for Resources.
- c) delegate the consideration of consultation responses on the parking order, to the Cabinet Member for Environment and the Group Manager for Commissioning (Publica Group (Support) Limited.

40. SERVICE PERFORMANCE 2019/2020 – QUARTER TWO

The Committee received and considered the report of the Group Manager, Strategic Support which provided information on the Council's service performance at the end of 2019/2020 Quarter Two.

Members noted that there was an error in the graph on page three of the report as the target for missed collections should be shown as static or reducing.

Councillor Postan suggested that Members would be better able to assess the impact of missed targets if they had further information on how such targets had been set. It was then clarified the information on targets was already contained within the report. The Group Manager, Commissioning, advised that if 'in-cab technology' could be introduced next year it would improve performance significantly.

Councillor Fenton raised concern over instances where the engines of refuse collection vehicles being left running whilst stationary and the Group Manager, Commissioning, undertook to raise the issue with Ubico.

In response to a question from Councillor Poskitt, regarding weights and ratios of food and garden waste the Group Manager, Commissioning, advised that vehicles were weighed full and empty when arriving and leaving a disposal site and the mix of garden waste or food was not an issue in calculating the percentage of waste recycled as both these materials contributed to the Councils overall percentage of waste recycled or composted.

The Group Manager, Commissioning, undertook to provide waste collection data at all future meetings.

**RESOLVED:** That the report be noted.

41. MEMBERS' QUESTIONS

There were no questions from Members relating to the work of the Committee.

The meeting closed at 3.45pm

Chairman



WEST OXFORDSHIRE  
DISTRICT COUNCIL

**WEST OXFORDSHIRE DISTRICT COUNCIL**

Name and date of Committee	<b>ENVIRONMENT OVERVIEW AND SCRUTINY COMMITTEE – THURSDAY 6 FEBRUARY 2020</b>
Report Number	<b>AGENDA ITEM No. 5</b>
Subject	<b>COMMITTEE WORK PROGRAMME 2019/2020</b>
Wards affected	All
Accountable member	Cllr Alaa Al-Yousuf, Chairman Environment Overview and Scrutiny Committee Email: <a href="mailto:alaa.alyousuf@westoxon.gov.uk">alaa.alyousuf@westoxon.gov.uk</a>
Accountable officer	Keith Butler Head of Democratic Services Tel: 01993 861521 Email: <a href="mailto:keith.butler@westoxon.gov.uk">keith.butler@westoxon.gov.uk</a>
Summary/Purpose	To provide the Committee with an update on its Work Programme for 2019/2020.
Annexes	<a href="#">Annex 1</a> - Approved Work Programme for 2019/2020 <a href="#">Annex 2</a> – Waste Collection Data
Recommendation	That the Committee notes the progress with regard to its 2019/2020 Work Programme, and the Waste Collection data provided.
Corporate priorities	To enable the Committee to review its Work Programme and support the Council's priorities to protect the environment whilst supporting the local economy, to meet the current and future needs of residents and to provide efficient and value for money services, whilst delivering quality front line services.
Key Decision	No
Exempt	No
Consultees/ Consultation	None

## **1. BACKGROUND**

- 1.1. At the May meeting the Committee gave consideration to the development of its Work Programme for the year 2019/2020 having regard to the changes to the approach to scrutiny work adopted by Council on 22 October 2008.

## **2. MAIN POINTS**

- 2.1. Attached at [Annex I](#) is the approved Work Programme for 2019/2020 incorporating items rolled forward from last year, taking account of the discussions at the last meeting and providing an update on progress in relation to each item.
- 2.2. In addition to the items contained in the Work Programme there will still be the opportunity to bring forward one-off reports and papers on particular issues of interest to the Committee but it will also be necessary to maintain a general overview of the ways in which external agencies are responding to community concerns. The inclusion of a standing agenda item for Members' questions also provides the opportunity to raise relevant issues.
- 2.3. The Committee is invited to consider progress in respect of the agreed Work Programme for 2019/2020 which is attached in the [Annex I](#) to this report.

## **3. FINANCIAL IMPLICATIONS**

- 3.1. There are no financial implications arising directly from this report.

## **4. LEGAL IMPLICATIONS**

- 4.1. None

## **5. RISK ASSESSMENT**

- 5.1. Not applicable

## **6. CLIMATE CHANGE IMPLICATIONS**

- 6.1. Whilst there may be climate change implications arising from specific items within the Work Programme, there are none arising directly from this report.

## **7. ALTERNATIVES/OPTIONS**

- 7.1. In accordance with the Constitution of the Council, Committee has the power to investigate any matters it considers relevant to its work area, and to make recommendations to the Council, the Executive or any other Committee or Sub-Committee of the Council as it sees fit.

## **8. BACKGROUND PAPERS**

- 8.1. None

Work Area		Comments	Meeting / Anticipated Completion Date	Originator
1	Flood Prevention, Drainage and Sewerage Infrastructure Issues	<p>The Committee has already undertaken significant work in respect of flooding issues.</p> <p>At the last meeting it was agreed that a further 'Water Day' would be held in 2020. The Business Manager, Environmental Services will attend this meeting to discuss the format of the event.</p>	Ongoing	Environment O&S
2	Open Space Grass Cutting	<p>Following the County Council's reduction of funding, West Oxfordshire agreed to supplement the resultant shortfall in grass cutting.</p> <p>The Council has also been looking at options for a more coherent approach including collaborative working with town/parish councils but has found it difficult to make progress.</p>	Adjourned for the present to be revisited when resources allow.	Environment O&S
3	Implementation of Car Parking Strategy	<p>At the June 2018 meeting it was noted that the Cabinet was to give consideration to the implementation of the Car Parking Strategy and agreed that this item be added to the Work Programme.</p> <p>A report outlining the results of the consultation regarding parking in Woodstock town centre will be submitted to the Committee and Cabinet in due course.</p>	Further updates will be provided as appropriate.	Environment O&S
4	Low Carbon and Environmental Plan - Biodiversity	At the last meeting it was noted that this work would be incorporated within the report of the Climate Action Working Group submitted to the Council in January 2020.	Completed	Environment O&S
5	Environmental Regulations	<p>At its meeting held on 21 July 2016 the Committee agreed to monitor the aftermath of Brexit and the dismantling of the Department for Energy and Climate Change in relation to environmental laws and regulations and, in particular, two issues with a direct bearing on West Oxfordshire; air quality and flood alleviation measures.</p> <p>Officers would continue to maintain a watching brief and any specific risks arising from revised Regulations or Government Guidance would be drawn to Members' attention.</p>	On-going	Environment O&S





WEST OXFORDSHIRE  
DISTRICT COUNCIL

## WEST OXFORDSHIRE DISTRICT COUNCIL

Name and date of Committee	<b>Environment Overview and Scrutiny Committee – Thursday 6 February 2020</b>
Report Number	<b>Agenda Item No. 6</b>
Subject	<b>Cabinet Work Programme</b>
Wards affected	All
Accountable members	James Mills, Leader of the Council <a href="mailto:james.mills@westoxon.gov.uk">james.mills@westoxon.gov.uk</a>
Accountable officer	Keith Butler Head of Democratic Services Tel: 01993 861521 Email: <a href="mailto:keith.butler@westoxon.gov.uk">keith.butler@westoxon.gov.uk</a>
Summary/Purpose	To give the Committee the opportunity to comment on the Cabinet Work Programme published on 14 January 2020.
Annexes	<a href="#">Annex 1 – Cabinet Work Programme published 14 January 2020.</a>
Recommendation	That the Committee decides whether to express a view to Cabinet on relevant issues in the Work Programme for the period.
Corporate priorities	To maintain and enhance West Oxfordshire as one of the best places to live, work and visit in Great Britain and to meet the current and future needs of residents.
Key Decision	No
Exempt	No
Consultees/ Consultation	None

## **1. BACKGROUND**

- 1.1. The Cabinet Work Programme is produced on a monthly basis in accordance with the requirements of the Local Government Act 2000, the Council's Constitution and the Regulations relating to publicity for Cabinet decisions that came into force on 10 September 2012. The programme sets out the Cabinet's work programme for the following three months, as applicable.
- 1.2. The programme [published on 14 January](#), covering the period to February 2020 is included in the [Annex to this report](#), for comment.

## **2. FINANCIAL IMPLICATIONS**

- 2.1. There are no financial implications arising directly from this report.

## **3. LEGAL IMPLICATIONS**

- 3.1. None

## **4. RISK ASSESSMENT**

- 4.1. Not applicable

## **5. ALTERNATIVES/OPTIONS**

- 5.1. The Committee may take such action as it considers appropriate within its terms of reference

## **6. BACKGROUND PAPERS**

- 6.1. None

## Cabinet Work Programme published 14 January 2020

No.	Proposed Decision and (if applicable) reason(s) the matter is proposed to be considered in private	Key Decision (Yes/No)	Likely to be considered in private (Yes/No)	Decision-maker	Date of Decision	Documents	Notes
1.	To adopt an Action Plan to reduce the Council's use of Single Use Plastics	No	No	Cabinet then Council	12 February 2020	None	Will be considered by Environment Overview and Scrutiny Committee on 6 February 2020
2.	Community Infrastructure Levy: agreement to carry out consultation on a revised charging schedule	Yes	No	Cabinet	12 February 2020	None	The Economic & Social Overview & Scrutiny Committee will be asked to comment on the schedule during the consultation
3.	Approval of pre-submission draft Garden Village Area Action Plan	No	No	Cabinet then Council	12 February 2020	None	
4.	Approval of proposed revisions to Customer Access Channels	Yes	No	Cabinet	12 February 2020	None	

No.	Proposed Decision and (if applicable) reason(s) the matter is proposed to be considered in private	Key Decision (Yes/No)	Likely to be considered in private (Yes/No)	Decision-maker	Date of Decision	Documents	Notes
5.	<p>Consideration and approval of land and property matter relating to economic development</p> <p>Proposed to be considered in private because of the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 - "information relating to the financial or business affairs of any particular person".</p>	No	Yes	Cabinet then Council	12 February 2020	None	
6.	Approval of name for the Oxfordshire Cotswolds Garden Village	No	No	Cabinet	12 February 2020	Consultation/competition responses	
7.	Consideration and recommendation to Council to approve the budget, fees and charges, capital programme, prudential indicators, Medium Term Financial Strategy, Council Tax and Pay Policy Statement for 2020/21	No	No	Cabinet then Council	12 February 2020	None	

No.	Proposed Decision and (if applicable) reason(s) the matter is proposed to be considered in private	Key Decision (Yes/No)	Likely to be considered in private (Yes/No)	Decision-maker	Date of Decision	Documents	Notes
8.	<p>Consideration of tenders for the provision of Electric Vehicle Charging Points and award of contract</p> <p>It is anticipated that there will be an Appendix to the report which will contain information which will not be published because of the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 - "information relating to the financial or business affairs of any particular person".</p>	No	Yes	Cabinet then Council	12 February 2020	None	
9.	Approval of funding for the appointment of a consultant to prepare a revised Leisure Strategy for the District	No	No	Cabinet	12 February 2020	None	
10.	Approval of updated Statement of Community Involvement	Yes	No	Cabinet	12 February 2020	Current Statement	
11.	Approval of Loan to Ramsden Parish Council for works to the Ramsden Memorial Hall	No	No	Cabinet	12 February 2020	None	

No.	Proposed Decision and (if applicable) reason(s) the matter is proposed to be considered in private	Key Decision (Yes/No)	Likely to be considered in private (Yes/No)	Decision-maker	Date of Decision	Documents	Notes
12.	Approval of Procurement for Utilities Contract	Yes	No	Cabinet	12 February 2020	None	There may be an appendix containing information which will be exempt and not for publication
13.	Approval of Developer Contributions Supplementary Planning Document (SPD) Issues Paper	No	No	Cabinet	18 March 2020	None	
14.	Approval of draft West Eynsham Development Framework Supplementary Planning Document (SPD) for consultation	Yes	No	Cabinet	18 March 2020	Consultation draft	
15.	Approval of CCTV Compliance Policy, to ensure the surveillance camera commissioner code of practice and relevant legislation are met	No	No	Cabinet	18 March 2020	None	
16.	Approval of award of contract for revenues and benefits management system	No	No	Cabinet then Council	18 March 2020	None	
17.	Consideration of update report relating to the "Our House" project	No	No	Cabinet then Council	18 March 2020	None	
18.	Consideration of 2019/20 Quarter Three Performance Monitoring Report	No	No	Cabinet	18 March 2020	None	

No.	Proposed Decision and (if applicable) reason(s) the matter is proposed to be considered in private	Key Decision (Yes/No)	Likely to be considered in private (Yes/No)	Decision-maker	Date of Decision	Documents	Notes
19.	Approval of the Publica Business Plan for 2020/21	Yes	No	Cabinet	18 March 2020	None	Likely to be considered by Finance & Management Overview & Scrutiny Committee in January 2020
20.	Approval of Community Revenue Grants for 2020/2021	Yes	No	Cabinet	18 March 2020	None	
21.	Approval of the allocation of funding for Waste Transfer Station Weighbridge	Yes	No	Cabinet	18 March 2020	None	
22.	Approval of East Chipping Norton draft Supplementary Planning Document for consultation	No	No	Cabinet	22 April 2020	None	
23.	Approval of East Witney draft Supplementary Planning Document for consultation	No	No	Cabinet	22 April 2020	None	
24.	Consideration of annual Local Plan Monitoring Report	No	No	Cabinet	22 April 2020	None	Will first be considered by the Economic and Social Overview and Scrutiny Committee



WEST OXFORDSHIRE  
DISTRICT COUNCIL

## WEST OXFORDSHIRE DISTRICT COUNCIL

Name and date of Committee	<b>Environment Overview and Scrutiny Committee: Thursday 6 February 2020</b>
Report Number	<b>Agenda Item No. 7</b>
Subject	<b>Single Use Plastics (SUPs)</b>
Wards affected	ALL
Accountable member	Cllr David Harvey, Cabinet Member for Climate Change Email: david.harvey@westoxon.gov.uk
Accountable officer	Ness Scott, Climate Change Manager Tel: 01993 861344   Email: vanessa.scott@publicagroup.uk
Summary/Purpose	The report: <ul style="list-style-type: none"><li>• Presents the briefing note endorsed by members of the SUPs Working Group on Thursday 5 December 2019.</li><li>• Presents a WODC, Statement of Principles for the reduction of avoidable SUPs which is endorsed by the SUPs Working Group.</li><li>• Presents an updated SUPs Action Plan for West Oxfordshire - endorsed by the SUPs Working Group – for incorporation within the ‘Climate Action for West Oxfordshire’ work programme moving forward.</li><li>• Presents Infographics in support of a Communications Plan to reduce avoidable SUPs.</li></ul>
Annexes	<ol style="list-style-type: none"><li>1. Briefing note for the SUPs Working Group meeting, 5 December 2019.</li><li>2. WODC SUPs Statement of Principles.</li><li>3. WODC SUPs Action Plan.</li><li>4. WODC SUPs Infographic.</li></ol>
Recommendations	That the Committee: <ol style="list-style-type: none"><li>a. Notes the contents of the report.</li><li>b. Recommends Cabinet and Council to agree the proposed next steps as described by the SUPs Working Group in its final meeting on 5 December 2019.</li><li>c. Recommends Cabinet and Council to agree to the WODC Statement of Principles and Action Plan as presented.</li><li>d. Approves the dissolution of the SUP working group.</li></ol>

Corporate priorities	<ol style="list-style-type: none"> <li>1. To protect the environment whilst supporting the local economy.</li> <li>2. Working with communities to meet the current and future needs and aspirations of residents.</li> <li>3. To provide efficient and value for money services, whilst delivering quality front line services.</li> </ol>
Key Decision	No
Exempt	No
Consultees/ Consultation.	<p>The following briefing and accompanying annexes have been agreed through consultation with members of the SUPs Working Group at its final meeting held on 5 December 2019.</p> <p>A WODC Statement of Principles for the reduction of avoidable SUPs has also been through a process of an internal Officer consultation.</p>

## **1. BACKGROUND**

- 1.1. The briefing note attached at Annex 1 sets out proposals for action on Single Use Plastics (SUPs), a process for embedding this work in the Climate Action work programme for West Oxfordshire and concludes the SUPs Working Group can now be dissolved. This briefing was endorsed by members of the SUPs Working Group at its last meeting, held on Thursday 5 December 2019 and reported orally to this Committee at its meeting later that day.
- 1.2. Annex 2 presents a WODC Statement of Principles for the reduction of avoidable SUPs, which has been endorsed by the SUPs Working Group as a mechanism for communicating the Council's commitment to reducing both their own impact and that of contractors and suppliers.
- 1.3. Annex 3 provides an update on progress made on the original SUPs Action Plan developed by the SUPs Working Group in 2018/2019 and identifies the required next steps in 2020 for progression as part of the Climate Action work programme.
- 1.4. Annex 4 presents the infographics developed and agreed for the purposes of now implementing a Communications Plan.

## **2. MAIN POINTS**

- 2.1. At the meeting of the Council held 24 October 2018, the following motion was proposed by Councillor Alaa Al-Yousuf and seconded by Councillor Alex Postan:

*“This Council resolves to work towards elimination of all avoidable plastic waste and calls upon the Cabinet Member for Environment to bring forward proposals by Spring 2019 to:*

- *Phase out the use of avoidable Single Use Plastics (SUPs) in all District Council premises.*
- *Work with UBICO, PUBLICA and contracted partners to end purchase and procurement of avoidable SUPs through the Council's supply chain.*
- *Incentivise traders on District Council sites to avoid SUPs as a condition of their event permission.”*

- 2.2. Council referred the motion to the Environment Overview and Scrutiny Committee for consideration and report back, and the Committee subsequently established a Working Group to look at the issues in depth, with a view to making recommendations on delivering a reduction in SUPs.
- 2.3. This report now sets out the recommendations which Cabinet is to be requested to consider prior to Council. Any further view from this Committee will be reported at the Cabinet meeting on 12 February.

## **3. FINANCIAL IMPLICATIONS**

- 3.1. These will be managed within existing budgets, should there be a requirement for additional funding a separate report will be prepared for consideration.

## **4. LEGAL IMPLICATIONS**

- 4.1. There are no perceived legal implications associated with the proposals within this report.

## **5. RISK ASSESSMENT**

- 5.1. There are no perceived risks to the Council associated with the items covered within this report.

## **6. EQUALITIES IMPACT**

- 6.1. The recommendations of this report will have an equal impact on all staff and members of the Council.

## **7. CLIMATE CHANGE IMPLICATIONS**

- 7.1. The proposed actions within this report are designed to help reduce climate change impact by introducing new principles for how the Council, and its suppliers, consider the purchase and use of SUPs through its operations and service provision. The impact is designed to be a positive one.

## **8. ALTERNATIVE OPTIONS**

- 8.1. One alternative option to the proposed next steps included within this report, is to take no action at all. Next steps within the Action Plan have been designed to bring the work of the SUPs Working Group to a conclusion, whilst a Communications Plan has been designed to disseminate the information developed to date. With many actions coming to a close very soon, it is recommended that the Action Plan be continued and completed in its entirety.

## **9. BACKGROUND PAPERS**

- 9.1. None

**WEST OXFORDSHIRE DISTRICT COUNCIL**

**THURSDAY 5<sup>TH</sup> DECEMBER, 2019**

**SINGLE USE PLASTICS WORKING GROUP**

**BRIEFING NOTE**

This report is for information purposes only.

**I. PURPOSE**

- 1.1. To conduct a review of the single-use plastics (SUPs) action plan and agree next steps as an element of the 'Climate Action, West Oxfordshire' work programme now being led by the Climate Action Working Group.
- 1.2. To discuss the appended SUPs audit, proposed infographic designs, communications plan and draft SUPs Council Policy.

**2. RECOMMENDATIONS**

- 2.1 That the SUPs Working Group agree the proposed next steps for incorporation within the 'Climate Action, West Oxfordshire' work programme.
- 2.2 That the Environment Overview & Scrutiny Committee and Cabinet note the report and its appendices.
- 2.3 That the SUPs Working Group should then be dissolved.

**3. BACKGROUND**

- 3.2. At the meeting of the Council held 24 October 2018, the following motion was proposed by Councillor Alaa Al-Yousuf and seconded by Councillor Alex Postan:

*"This Council resolves to work towards elimination of all avoidable plastic waste and calls upon the Cabinet Member for Environment to bring forward proposals by Spring 2019 to:*

- *Phase out the use of avoidable Single Use Plastics (SUPs) in all District Council premises.*
- *Work with UBICO, PUBLICA and contracted partners to end purchase and procurement of avoidable SUPs through the Council's supply chain.*
- *Incentivise traders on District Council sites to avoid SUPs as a condition of their event permission."*

- 3.3. It was agreed at the meeting that a Working Group would be established to interpret the provisions of DEFRA's Resources and Waste Strategy and to make recommendations to the Cabinet on delivering a reduction in SUPs. This was then referred to the Environment Overview & Scrutiny Committee.
- 3.4. The Working Group met on the 14<sup>th</sup> March 2019 to set up the scope, projects and timescales for the SUPs preliminary action plan. This action plan included invitations to staff representatives.
- 3.5. A further meeting was held on the 11<sup>th</sup> April at which staff representatives were in attendance. The preliminary action plan was expanded. A verbal update was given at the Environment Overview & Scrutiny Committee by the Group Manager.

- 3.6. The Working Group met on the 13<sup>th</sup> June 2019 to discuss progress on the action plan and additional actions required. A communications plan was discussed and expanded.
- 3.7. The Working Group then met on 25<sup>th</sup> July 2019 for a further update. Additional actions were also discussed during a brainstorming session.
- 3.8. A final Working Group meeting is to take place on 5<sup>th</sup> December 2019 to conclude the work completed to date and agree the next steps for incorporation within the 'Climate Action, West Oxfordshire' work programme. The SUPs Working Group can then be dissolved.

#### **4. RISKS**

- 4.2. There are no risks associated with this report.

#### **5. REASONS**

- 5.2. To ensure the continued fulfilment of the corporate aim to 'protect and enhance the environment of West Oxfordshire and maintain the district as a clean, beautiful place with low levels of crime and nuisance'.
- 5.3. To reduce the Council's own impact on climate change, supporting staff and local residents, businesses and groups in taking environmentally-conscious decisions regarding SUPs.



## CLIMATE ACTION for West Oxfordshire

### Avoidable Single-Use Plastics, Statement of Principles

Plastic waste is one of the largest environmental challenges facing the world today. In everyday life, avoidable single-use plastic (SUPs) items may only be used for a few seconds, but once discarded can last for centuries within the natural environment.

The UK Government estimates that 8.3 billion tonnes of plastic have been produced since 1950<sup>1</sup>, of which an estimated 150 million tonnes is currently in the World's oceans. Without urgent action to cut the growing demand for plastic, it is likely that 34 billion tonnes of plastic will have been produced by 2050<sup>1</sup>. The majority of this will not be recycled, but rather be disposed of in landfill or will pollute the world's continents and oceans.

#### What are SUPs?

SUPs is a broad term which includes all products that are made wholly or partly of plastic and are typically intended to be used just once and/or for a short period of time before being disposed of. Avoidable SUPs can therefore include disposable utensils, wet wipes, plastic drinks bottle, razor blades, plastic bags, coffee cups, straws and plastic lids.

#### To support West Oxfordshire District Council in becoming free of avoidable SUPs, the Council will:

- Work alongside staff to ensure that avoidable SUPs are minimised across all of our offices and places of work.
- Remove, wherever possible, the use of all avoidable SUPs within catering services used during Council meetings and events.
- Support contractors to ensure that avoidable SUPs are minimised where possible.
- Encourage the wider community to make SUP-free choices.
- Ensure that the Council's Sustainable Procurement Policy minimises and considers alternatives to avoidable SUPs.
- Encourage the development of community and staff volunteering groups to collect litter and minimise plastic pollution within our parks and public open spaces.
- Aim to use recycled plastic materials as a direct replacement for SUPs where plastic use is unavoidable.
- Continually review internal waste and recycling schemes, and assess options to use commercial companies to recycle staff single use plastics e.g. Terracycle schemes for crisp packets.
- Work alongside our partners where appropriate to support innovative projects which aim to reduce avoidable SUPs waste.

<sup>1</sup> Smith, L. (2019) *Plastic Waste Briefing Paper, House of Commons Library, Number 08515.*

## Single-Use Plastics (SUPs) Working Group

### Action Plan

Last modified: 29/01/2020

Original Objectives	Factors to consider for the working group
<ul style="list-style-type: none"> <li>To highlight the issue of avoidable SUP and reduce the amount of unavoidable plastic used across West Oxfordshire.</li> <li>Phase out the use of avoidable Single Use Plastics (SUPs) in all District Council premises.</li> <li>Work with UBICO, PUBLICA and contracted partners to end purchase and procurement of avoidable SUPs through the Council's supply chain.</li> <li>Incentivise traders on District Council sites to avoid SUPs as a condition of their event permission.</li> </ul>	<ul style="list-style-type: none"> <li>Local elections</li> <li>Staff Resources</li> <li>OCC projects</li> <li>National campaigns (KBT, WRAP)</li> <li>The Environmental Protection (for plastic straws, cotton buds and stirrers) (England) Regulations which are to be in place April 2020.</li> </ul>

Action Plan 2018/2019	Action Owner	Progress			Next Steps in 2020
		Completed	In progress	Follow up	
Make the Defra Waste & Resources Strategy executive summary available to the group	CL	X			
Speak to Planning and Licencing about developing wording around the 'expectation that avoidable SUPs will not be used at the event' in a WODC event licence.	LC/NS		X	X	WODC is not able to directly impose a SUPs ban at licensed events. Next Step: Disseminate a Council Statement of Principles on SUPs as the reference point for organisers of WODC licensed events, communicating expectations.
Cllr Al-Yousuf to speak with AS regarding a communications plan and identify suitable initiatives.	Cllr A-Y/AS/NS		X	X	Next Step: Implement Communications Plan <ul style="list-style-type: none"> <li>Agree infographic with the Working Group, communicating what we can all do</li> </ul>

Develop “SUPs Top Tips” to encourage both staff and the public to reduce single use plastic usage via the website, social media, press statements					<p>to reduce SUPs (refer Annex 3);</p> <ul style="list-style-type: none"> <li>• Disseminate Infographic to staff via the Portal;</li> <li>• Set up public-facing, social media campaign to disseminate: ‘12 Days, 12 Ways to Tackle Plastic Waste’ (Scheduled 17<sup>th</sup> – 28<sup>th</sup> February 2020);</li> <li>• Piggyback National Campaigns where appropriate;</li> <li>• Councillors to share media campaign and engage Parish Councils, local groups;</li> <li>• Issue a Press Release once a Council SUPs Statement of Principles (Annex 1) has been consulted on, agreed and adopted;</li> <li>• Raise awareness to Council SUPs Statement of Principles at local, Council-certified events; Fold a Council SUPs Statement of Principles into future work on Sustainable Procurement / Climate Action.</li> </ul>
Circulate the Publica SUPs Audit to the Working Group.	LC	X			
Invite a staff representative onto Working Group	CL/LC	X			
Contact Property Services regarding the cost of switching from plastic milk bottles to re-usable glass.	LC/AT		X	X	Next step: to be reviewed with Publica Executive Board once sustainability and cost appraisal of the options for procuring milk has been completed.
Contact Publica Executive Board to raise the issue of changing milk delivery from plastic to glass bottles.	LC	X			
Contact Waste team for tonnage data for plastics and other waste streams e.g. glass for comparison	LC	X			
Share tonnage data for plastics and other waste streams with the working group.	LC	X			

CL to share Plastic Free Coleford design guide	AT / AS	X			Update on Plastic Free Coleford Project delivered to SUPs Working Group (08/01/2020)  Next step: Continued sharing of local action and design guides across Councils.
Contact North Leigh School re. link to their website	LC	X			
Explore the possibility of Elmfield Brasserie and Town Centre Shop of selling Wild Oxfordshire reusable cups to replace SUP coffee cups.	Cllr Coles	X			
Check Defra deadline change	LC	X			
Check where WODC plastic waste is recycled and whether it is exported to other countries.	LC / AT			X	Next step: As part of the review of WODC webpages for Climate Action, ensure this information is made publicly available.
Check which other schools are participating in the Terracycle scheme.	LC	X			Next step: Captured within Communications Plan.
Check with Heather McCulloch about contacting schools in relation to running a schools competition.	AF	X			
Monitor Plastic Free Coleford's social media activity	LC/AS	X		X	Next step: Continued sharing of local action between councils and social media activity where this is of interest.
Find out more details about Plastic Free Abingdon	LC	X			
Commission infographic designs for webpage and social media	LC/CDC graphic designers	X			
Printer cartridges used by WODC	LC / AT	X			
Seek to embed Single Use Plastic principles in the procurement process	CL / NS		X	X	Next step: NS to ensure that the Council's SUP Statement of Principles is considered during the drafting of a sustainable procurement framework /

					policy.
Keep the Working Group apprised of progress with 'Plastic Free Coleford' project	AT	X			
Create a Single Use Plastic webpage on the WODC website and Group to review page before it goes live.	AT / NS		X	X	Next step: NS/AT to capture and include the Council's SUPs Statement of Principles and Infographics within the re-design of 'Climate Action' webpages.
Engage with Leisure providers and encourage the elimination of Single Use Plastics	AT / NS		X	X	Next step: Disseminate the Council's SUPs Statement of Principles to Leisure contract providers following endorsement by the Environment O&S Committee and Cabinet.
Write a letter to central Government to lobby for the 2042 deadline to eliminate avoidable plastic waste in Defra's 25 year Environment Plan to be brought forward.	AT / NS		X	X	Next step: Consideration of the new April 2020 deadline for Environmental Protection Regulations on avoidable SUPs is required and letter to Government drafted to lobby for earlier implementation of the 2042 deadline.
Set up a meeting of staff representatives to discuss staff engagement and internal comms	AS / LC	X			
Funding for SUP actions – advice on officer time allocation and costs associated	AT// NS		X		Next step: Future actions to be encapsulated within the Climate Action work programme moving forward.

### Key

NS: Ness Scott | Climate Change Manager (WODC)

AT: Alfred Tolley | Climate Support Officer

CL: Claire Locke | Group Manager – Commissioning

AS: Andrew Smith | Communications Officer

LC: Louise Croot | Energy and Resource Project Officer (currently on maternity leave)



# PLASTICS RECYCLING

## INFOGRAPHIC

**12 WAYS**  
to reduce avoidable  
single-use plastics

Say no to plastic straws and cutlery



Bring your own reusable mug for beverages



Bring your own reusable water bottle



Get the free Refill app to find places to refill your water bottles



Use a reusable bag for shopping



Take your own containers to supermarket for deli items, fish etc.



Buy items such as fruit and vegetable loose rather than wrapped in plastic



Consider purchasing items (such as washing powder) in bulk using reusable containers from refill stations.



Consider swapping plastic bathroom products for alternative materials e.g. bamboo toothbrush, shampoo bars, razors with replaceable blades rather than disposable razors.



Ditch cling film and bring lunch in a reusable container



Give up chewing gum



Consider switching to doorstep milk delivery in reusable glass bottles

