

Mrs Deborah Urquhart, Cabinet Member for Environment	Ref No: ENV TBC (19/20)
September 2019	Key Decision: Yes
Limit use of Household Waste Recycling Sites to West Sussex residents	Part I
Report by the Executive Director Place Services and the Director of Environment and Public Protection	Electoral Division(s): N/A
<p>Summary</p> <p>Strong evidence suggests that West Sussex residents are bearing a cost of people from outside the county using the West Sussex Household Waste Recycling Sites (HWRSs). Cross-boundary usage is naturally greatest at sites closest to the county boundaries.</p> <p>Whilst some West Sussex residents may use sites outside West Sussex, the net flow is likely to be into West Sussex. This balance of movement has tipped further toward West Sussex as adjoining councils implemented more restrictive policies.</p> <p>The policy changes recommended in this report aim to limit the use of HWRSs to West Sussex residents.</p>	
<p>West Sussex Plan</p> <p>The recommendation addresses the West Sussex Plan to reduce the amount of waste that goes to landfill.</p>	
<p>Financial Impact</p> <p>Based on recent usage surveys it is estimated that a saving of approximately £250k per annum could be achieved through reduced site usage leading to lower disposal costs.</p>	
<p>Recommendation</p> <p>That the Cabinet Member for Environment approves the proposal to restrict non-West Sussex residents from using the Household Waste Recycling sites within West Sussex, by adopting a policy which uses the measures set out in paragraph 2 of the report, effective from 1 December 2019.</p>	

Proposal

1. Background and Context

- 1.1 The Waste Team has been actively monitoring the use of the (11) household waste recycling sites (HWRS) in West Sussex and the actions and initiatives of the neighbouring local authorities.
- 1.2 Several West Sussex Household Waste Recycling Sites (HWRS) are located close to county boundaries these being: East Grinstead; Shoreham; Crawley; Burgess Hill and Billingshurst. Site user postcode surveys carried out over the past 24 months indicate significant proportions (in the region of 10%) of all users at these sites are from out of county (non-West Sussex County Council tax payers).
- 1.3 In October 2017, Surrey County Council announced changes to their policies for the use of their community recycling centres (CRCs). From 4 December 2017 they removed the free daily allowance for chargeable non-household waste, as well as introducing an ID scheme, asking residents visiting their Camberley CRC to prove they live in Surrey or Hampshire before they can use the site.
- 1.4 Surrey County Council, from 8 January 2018, also changed their opening hours and days and imposed restrictions on which sites in Surrey allow vans, pick-ups or trailers. Household waste brought in these types of vehicles to permissible sites must have a permit, which allows them only 12 visits per calendar year.
- 1.5 On 28 June 2018 East Sussex County Council agreed to introduce charges for rubble and soil, plasterboard, asbestos and tyres at all HWRS and to close sites at Forest Row and Wadhurst. Opening hours have also been reduced at Lewes and Mountfield to 9am to 4pm daily. These came into effect on 1 October 2018.
- 1.6 The County Council introduced a permit scheme in October 2018 that required vans, pick-ups and trailers to register for a permit using an address in West Sussex. Whilst this has been successful in excluding non-West Sussex County Council tax payers who uses commercial type vehicles from sites it has not tackled out of county use from people who drive a vehicle which is not required to use a permit to access a site in West Sussex.
- 1.7 As a result, the County Council has been reviewing its position in relation to cross-boundary activity. There are three main reasons for this:
 - West Sussex sites are more proximate or accessible to many Surrey, East Sussex or Brighton residents than sites provided by their own local authority;
 - Residents from out of county come into West Sussex to work and drop off material close to their workplace. The Crawley HWRS provides a convenient facility for thousands of workers commuting into the Manor Royal Industrial Estate;

- Neighbouring local authorities have more restrictions on the type of material that is accepted, without charge, at West Sussex sites.

1.8 Neighbouring local authorities do not tend to have sites located as close to the West Sussex borders, or sites that provide a superior user experience. As a result, reciprocal cross boundary visits are minimal and West Sussex is a net importer of household waste.

2. Proposal Details

2.1 The County Council proposes to limit the use at all 11 of its Household Waste Recycling Sites in West Sussex to West Sussex residents only. The proposed measures will:

- Avoid increased cross-boundary traffic and associated costs and congestion as a result of tighter restrictions introduced elsewhere;
- Encourage residents in other counties to use sites provided within their respective county-boundary by their local authority;
- Reduce congestion generally at sites to improve the experience for West Sussex council tax payers.

2.2 The new policy will be enforced through identification checks at the HWRSs to confirm residency of West Sussex. Non-residents will be advised to use the HWRS in their own county and will be provided with details of these sites.

2.3 A non-resident is defined as living at a property that does not pay council tax towards West Sussex County Council which is collected by one of the seven District and Borough Councils in West Sussex.

2.4 Upon visiting a site, proof of address will be required to gain access, this can be provided by showing:

- Photo ID such as a driving licence, passport, West Sussex bus pass; plus
- Current year's council tax bill or a recent utility bill showing a West Sussex address.

If the resident does not live in one of the 7 West Sussex districts or boroughs, or if they do not have proof of address with them, they will not be allowed to use the site.

2.5 Notice of the change of policy will commence for a four-week period prior to the implementation date. The West Sussex website will detail the change and publicity will be in place at all West Sussex HWRSs with the use of banners and leaflets and a sign stating that the site is for the use of West Sussex residents only will be placed at each site. A social media campaign will also be undertaken along with press releases.

2.6 Full "lines to take" and "frequently asked questions" will be compiled for use by the contractor site staff, the West Sussex Call Centre and the enquiry response team, residents will also have access to the frequently asked questions.

- 2.7 Viridor, the contractor managing the HWRS on behalf of West Sussex, will be charged with enforcing the new policy. This will be carried out with existing staff without requirement for additional resource or extra funding from the County Council.

Factors taken into account

3. Consultation

- 3.1 As the policy change does not impact on either West Sussex residents or District/ Borough Councils there has been no requirement for formal consultations.
- 3.2 Neighbouring local authorities have been advised of the proposal and invited to comment on the proposals.
- 3.3 A reply was received from Hampshire County Council on 4 September and is summarised below:
- Hampshire face the same pressures and continue to lobby government to reconsider their position on universal access charges;
 - Hampshire is in the process of introducing a residents' e-permit that will come into force on 1 January 2020 and will then require non-residents to pay a £5 charge per visit to access a Hampshire HRWC;
 - Any West Sussex resident who wishes to use a Hampshire site after this time will need to pay the £5 charge;
 - Hampshire is disappointed that we have not been able to agree a united approach to this matter but have no issue with the proposal but would ask that we keep them updated with the proposals as they develop, so they can ensure communications to residents are clear and timely.

4. Financial (revenue and capital) and Resource Implications

- 4.1 The data informs us that 10% of site usage at sites located at East Grinstead, Shoreham, Crawley, Burgess Hill and Billingshurst is from cross boundary users so a reduction in tonnage is anticipated at these sites. This will save both Contract Handling Fees at the sites in question along with transport and end disposal costs. Based on the current throughput at the sites in question it is estimated that a saving of £250,000 can be made in a full year.

	2019/20	2020/21	2021/22
	£'000s	£'000s	£'000s
Revenue budget	47,191	47,111	46,941
Change due to proposal	-80	-170	0
Remaining budget	47,111	46,941	46,941

- 4.2 There are no capital implications arising from this decision.

5. Legal Implications

There is a statutory requirement to provide facilities to dispose of household waste collected from the county's residents. There is no statutory

requirement to provide such services to non-residents of West Sussex. As such, there are no legal implications.

6. Risk Implications and Mitigations

Risk	Mitigating Action (in place or planned)
Sites are likely to see queues as the changes are rolled out at peak times due to the checking process.	Residents will get used to the changes and have the required information ready, as user from outside of the county are rejected they will no longer visit and speed up the process. The changes are planned to start when site visits are low.

7. Other Options Considered (and reasons for not proposing)

Several options have been considered. These included sending a permit to all residents via the council tax billing process, requesting all site users to obtain a permit by registering via an online system and the introduction of a charge for non-West Sussex residents. All these options were discounted as being too costly to implement and administer. The proposal set out in this report seeks to optimise the benefits and outcomes without being too costly or onerous for the County Council and its residents.

8. Equality and Human Rights Assessment

The protected characteristics as defined in the Equality Act were duly considered in the course of the development and design of this proposal which will not disproportionately impact on any specific identifiable groups.

9. Social Value and Sustainability Assessment

9.1 There are no significant social value issues arising from the proposals.

9.2 Due to the expected reduction in waste and visitors at the County Council's network of HWRS we should see a positive impact on the carbon footprint and energy consumption due to less vehicle movements by the public and a reduction on the transport of waste to its treatment facility.

10. Crime and Disorder Reduction Assessment

There are no known Crime and Disorder Act implications. There have been suggestions that additional management controls could lead to anti-social or illegal behaviour in respect of fly-tipping. It is not possible to guarantee that changes will not have an impact; however, experience here and elsewhere suggests the impact, if any, will be very small.

Lee Harris

Executive Director Place Services

Steve Read

Director of Environment and Public
Protection

Contact Officer: Gareth Rollings, Commissioning and Infrastructure
Manager, Waste Services, 0330 222 4161