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**RUNNYMEDE  
BOROUGH COUNCIL**



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### **1.1 Introduction**

Runnymede Borough Council (Runnymede) is located in the North West of the County of Surrey. The Rivers Thames and Wey mark the Boroughs North Eastern boundary and separate it from the neighbouring towns of Staines and Weybridge.

The Borough comprises urban towns, small rural villages and wooded areas and covers an area of around 7,804 hectares the main urban centres of population are Addlestone, Chertsey, Egham, Virginia Water, Englefield Green, New Haw, Ottershaw, Woodham and Thorpe. 27% of the population live in a rural area in the Borough.

It has a population of approximately 81,700 living nearly 32,642 properties. At 1%, only a small percentage of the properties in the Borough are multi-occupancy residences.

### **1.2 Current Refuse Service**

The refuse service is operated by the Council's DSO (Direct Services Organisation) under the terms of a contractual agreement which was due to expire on 1<sup>st</sup> August 2005. Since this date, the service has continued to be provided by the DSO under the terms of Best Value.

Runnymede provides residents with a weekly refuse collection service from the curtilage of their properties. The majority of residents are provided with a 240 litre wheeled bin for the containment of refuse. 120 litre wheeled bins are provided to residents on request. Residents are asked to place refuse in the wheeled bin for collection. The operatives are instructed not to collect side-waste (i.e. sacks of waste placed next to the wheeled container) and to reject any containers for which the lid is unable to close completely. These measures are enforced to both protect employees from manual handling related injuries and to encourage waste minimisation.

Provisions are made for the small number of multi-occupancy residences in the form of larger 660/1100 litre wheeled bins, which are placed at communally accessible points for collection by the refuse crews.

1,108 residents are assigned 'assisted collections', where waste operatives collect refuse from the resident's doorstep. This service is generally offered to the elderly and infirm who are unable to move their wheeled bins to the kerbside of their properties.

Runnymede operates six front line domestic refuse rounds each day between Monday and Friday. Table 1.3 presents a description of the fleet utilised for the collection of domestic refuse in the Borough. To operate a wheeled bin collection service all Refuse Collection Vehicles (RCVs) are fitted with a bin lift at the back of the vehicle to lift the bins and enable operatives to safely empty refuse into the vehicle body. Each vehicle is crewed by one driver and two loaders whom are contracted to a 40 hour week.

The number of domestic refuse rounds is being reduced by one during 2008/09; reflecting the decrease in the amount of residual waste collected in recent years due to the introduction of the collection of dry recyclables and green garden waste.

**Table 1.1 Runnymede Refuse Collection Vehicles**

Type of Refuse Collection Vehicle	Number of Vehicles	Payload	Owned by Council/Contactor/ Lease
26 tonne, 6x2, RCV	6	11 tonne	Owned by Runnymede
24 tonne, 6x2, RCV	1*	Approx 10 tonne	Owned by Runnymede
23 tonne, 6x4, RCV	1*	Approx 8-9 tonne	Owned by Runnymede

\* Spare vehicles

After collection, refuse is delivered to the Charlton Lane Transfer Station in Shepperton, which managed by SWM. Each vehicle deposits approximately 8.4 tonnes of refuse at the depot twice daily.

In 2007/08, the provisional cost of the refuse collection was £14.90 per head; the lowest in Surrey .

### 1.3 Current Recycling Service

#### 1.3.1 Kerbside Dry Recyclables Collections

97.18% of the households (32,642 properties) in the Borough are offered a weekly kerbside sorted dry recyclables collection at the kerbside. Runnymede provides residents with a 55 litre box and re-useable plastic bags in which residents are asked to place mixed paper, mixed cans, glass bottles and jars, foil and textiles. Waste operatives have been instructed to collect all dry recyclable material in appropriate containers that have been placed at the kerbside by residents on the council specified collection day.

Runnymede operates five collection rounds each day between Monday and Friday for the dry recyclable service. Table 1.2 presents a description of the vehicles currently utilised for the collection of dry recyclables in Runnymede. All vehicles are crewed by one driver and one loader whom are contracted to a 40 hour week. Occasionally, a driver and two loaders are utilised on the larger rounds.

**Table 1.2 Runnymede Recyclable Collection Vehicles**

Type of Vehicle	Number of Vehicles	Payload	Owned by Council/Contactor/ Lease
O.S.K.A.R 7.5 tonne	6	Appx. 4 tonne	Owned by Council

#### 1.3.2 Kerbside Biodegradable Waste Collections

Currently, Runnymede will collect biodegradable waste that residents place in wheeled bins for their residual waste collection.

In March 2005, Runnymede introduced a pilot kerbside collection service for biodegradable garden waste and offered it to 12,800 properties. The scheme was made permanent and expanded to the rest of the area at the end of 2006. As at the end of May 2008 4,700 residents had joined the scheme. Residents in the pilot area were prohibited from placing garden waste in their wheeled bins and offered a “chargeable” collection for garden waste at the kerbside.

Residents that contact Runnymede to opt in to the pilot garden waste scheme are charged an annual subscription of £40.00 (for 2008/09) for three sacks, with a reduction of £5 and £20 for residents opting for two sacks or one sack, respectively. For the subscription fee, Runnymede provide reusable, reinforced plastic sacks (120 litre) for the containment of garden waste and a fortnightly collection service. Residents are asked to place full garden waste sacks at the kerbside for collection. The number of households in the pilot area that have chosen to participate in the garden waste scheme is steadily increasing.

Participating households can request an “assisted lift” collection for their garden waste by contacting Runnymede if they are unable to place the material at the kerbside. Currently, 40 participating households receive an “assisted lift” collection.

Runnymede operates one garden waste collection round each day Monday to Friday. A 26 tonne Faun Rotopress vehicle is utilised by one driver and one loader for the garden waste collection. This vehicle was purchased by the council using funding from DEFRA for the garden waste collection pilot.

After collection, garden waste is delivered to a Surrey Waste Management, waste transfer station at Charlton Lane, Shepperton, prior to bulking up and transfer to a composting facility. The collection vehicle has a 14 tonne payload and is tipped approximately every three days.

### 1.3.3 Bring Sites

There are 21 bring sites across the Borough, which are all situated in locations accessible by the public such as supermarkets, the car parks of public houses and schools. There are 102 recycling banks distributed across the sites where residents can place newspaper and magazines, cans, plastic bottles, glass and textiles. Public pressure for plastic recycling schemes in the Borough materials caused Runnymede to install plastic bottle banks in May 2005. The plastic bottle bank service has proved successful. Additional banks for recycling cardboard / mixed paper and tetrapak cartons were added in 2007.

Runnymede is responsible for the mixed cans and plastic bottles recycling banks. The cardboard/mixed paper, tetrapak cartons, glass, paper and textiles recycling banks are serviced by SITA, Tetrapak, Berryman, Aylesford Newsprint and the BCR Global Textiles, respectively.

### 1.3.4 Community Recycling Centres

Residents in the Borough can take recyclable materials to the CRC at Lyne Lane, Chertsey, which is operated by SWM. The site is closed for refurbishment from January to July 2008, but there are other CRCs in close proximity to Runnymede. The CRC's are set up to allow for the segregation of the following materials for recycling;

- Paper
- Cardboard
- Glass bottles and jars
- Aluminium and steel cans
- Bric-a-brac
- Green garden waste
- Mobile phones
- Hardcore
- Scrap metals
- White goods
- Car batteries and motor oil
- Textiles and shoes
- Aluminium foil
- Gas cylinders
- Household batteries

### 1.3.5 Materials End Markets and Disposal

The materials collected through the kerbside scheme and the mixed cans collected from bring sites across Runnymede are delivered to the Weyland Waste Treatment Works in Walton-on-Thames for bulking and storage. This site is operated by Cheshire Recycling (Abitibowater) whom arrange the onward transport of materials to their appropriate re-processor.

Paper, glass, cardboard/mixed paper, tetrapak and textiles recycling banks are serviced by their re-processors and materials are collected directly by the re-processors. Plastic bottle recycling banks are serviced by the Council's DSO and delivered to a reprocessor or a SWM bulking facility.

Table 1.3 sets out the current destinations of materials collected in 2007/08.

**Table 1.3 Current Destinations of materials collected for recycling**

<b>Material</b>	<b>Destination</b>
Paper (kerbside)	Atkinson Waste Services Limited, Weyland Waste Treatment Works, Morley Road, Walton-on-Thames (Final destination, Abitibi Consolidated Recycling Europe, Ellesmere Port)
Newspaper and magazines (bring site)	Aylesford Newsprint, Kent
Cardboard and mixed paper	
Glass (kerbside)	Atkinson Waste Services Limited, Weyland Waste Treatment Works, Morley Road, Walton-on-Thames (Final destination, Berryman, Kirkby)
Glass (bring site)	Berryman, Dagenham (Final destination, Berryman, Kirkby)
Mixed cans (bring site)	Atkinson Waste Services Limited, Weyland Waste Treatment Works, Morley Road, Walton-on-Thames (Final destination, Corus, South Wales)
Plastic bottles (bring site)	Chris Baylis Limited, Langley, Berkshire and SWM, Charlton Lane, Shepperton

<b>Material</b>	<b>Destination</b>
Tetrapak drinks cartons	Recresco, Southampton. (Final destination, Sweden)
Textiles (kerbside)	Atkinson Waste Services Limited, Weyland Waste Treatment Works, Morley Road, Walton-on-Thames (Final destination, Black Country Rags, West Bromwich)
Textiles (bring site)	Black Country Rags, West Bromwich
Foil (kerbside)	Atkinson Waste Services Limited, Weyland Waste Treatment Works, Morley Road, Walton-on-Thames (Final destination, Alcan, Bristol)
Garden waste	Charlton Lane, Shepperton Waste Transfer Station (Final destination, Grundons, Beenham )

#### **1.4 Bulky Waste Collection Service**

Runnymede offers a “chargeable” bulky waste collection service. Residents are charged £28.50 for the collection of up to three items. To organise a bulky waste collection residents are asked to contact Runnymede via telephone. It takes up to seven days for the resident to receive a bulky waste collection after a request for a collection has been made. Residents in receipt of means tested benefit are entitled to one free collection in a 12 month period.

A 7.5 tonne caged tipper with a mechanical tail lift is utilised for the bulky waste collection service. There is a dedicated bulky waste collection crew comprising one driver and one loader. The bulky waste service is operated four days a week. On the fifth day the vehicle and crew are used to collect refuse from properties situated in the rural areas of the Borough.

Fridges and freezers are not collected as part of the bulky waste service. Runnymede offers a separate collection for residents that need to dispose of these items. Residents can arrange a fridge or freezer collection by the Customer Services Department of Runnymede. Runnymede does not offer any concessions for this service and all residents are charged £28.50 per item.

#### **1.5 Trade Waste**

Runnymede offers a “chargeable” collection service for commercial waste from local businesses and other commercial properties. To participate proprietors of commercial properties have to contact Runnymede via telephone. Runnymede will provide 240 or 1100 wheeled containers dependent upon the commercial customers requirements. The cost charged by Runnymede to an individual company/business for the trade waste collection service depends upon the size of container(s), number of containers and the collection frequency required by the customer. Costs charged by Runnymede for the 2007/08 trade waste service is listed below:

- One 240 litre bin, serviced once a week, £218.70 plus VAT per year
- One 240 litre bin serviced twice a week, £415.50 plus VAT per year
- One 1,100 litre bin serviced once a week, £629.60 plus VAT per year
- One 1,100 litre bin serviced twice a week, £1,196.20 plus VAT per year

Commercial waste is collected by the domestic refuse crews, co-mingled with domestic waste. One refuse round is predominantly used to collect trade waste. Runnymede has recently calculated that 11% of the total refuse collected is trade waste and that 3,382 tonnes of trade waste was collected from the Borough in the period 2007/08.

## **1.6 Additional Information**

Runnymede provides dialysis and MRSA patients that are residents of the Borough with a free fortnightly clinical waste collection service. Residents that are eligible for this service must contact Runnymede via telephone to organise collection. Runnymede asks residents to place clinical waste in a NHS supplied yellow clinical sack.

## **1.7 Waste Disposal Contract Arrangements**

In September 1999, the County Council entered into a contract with Surrey Waste Management Ltd (SWM) to provide waste management services for a period of 25 years. SWM is a wholly owned subsidiary company of SITA (UK) one of the largest waste management companies operating in the UK.

The contract requires SWM to:

- Operate the 15 Community Recycling Centres (CRCs) and 3 Waste Transfer Stations within the County
- Provided facilities to deal with all the waste delivered by the eleven borough councils and CRCs within Surrey
- Develop facilities to deal with recyclable materials collected by the borough councils and CRCs within Surrey
- Recover value from 40% of all Surrey's household waste by 31<sup>st</sup> March 2007

At the Leatherhead and Guildford Waste Depots, large bays have been constructed to provide local points where Surrey district councils can deliver recyclable materials collected from householders and recycling banks. A third facility has also been constructed at Shepperton which includes equipment to separate mixed recyclable materials (currently only mixed plastic and cans).

### **1.7.1 Controlled Wastes to be Collected**

Table 1.4 shows the arisings of controlled waste expected to be collected in Runnymede between 2005 and 2009.

In calculating and extrapolating municipal waste growth for the periods of this Action Plan, Entec has assumed an annual waste growth of 0.5% from 2005/06 onwards. Waste arisings have fluctuated in recent years however recent waste growth projections indicate that this lower growth rate could be achieved (Supplementary Report 1 to the JMWMS).

**Table 1.4 Controlled Wastes**

<b>Waste Stream</b>	<b>2002/03</b>	<b>2003/04</b>	<b>2004/05</b>	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>
Domestic mixed waste (includes bulky waste) (t/yr)			25,966	26096	26226	26357	26489
Bulky Waste (t/yr)							
Street sweepings (t/yr)			1,480	1488	1495	1502	1510
Clinical waste (t/yr)							
Recyclable material (t/yr)		4,700	4,609	4632	4655	4678	4702
Compostable material (t/yr)							
Recycling and composting rate (%)		14.72%	14.4%				
<b>Total arisings (t/yr)</b>				<b>32,078</b>	<b>32,376</b>	<b>32,537</b>	<b>32,701</b>

*N.B. Values rounded to nearest tonne*

### **1.8 Controlled Waste to be Dealt with for Recycling Purposes**

Table 1.5 shows the quantities of controlled waste that Runnymede expects to collect for recycling during the period of this plan.

Runnymede reported a recycling rate of 23.8% for 2007/08, which exceeded the 2007/08 Best Value Performance Indicator target of 20%.

There have been various studies undertaken of potential recycling and composting rates which could be achieved across Surrey. This has been highlighted by a recent Waste Compositional Analysis. The levels of future service performance will critically depend upon public participation and support, and will be updated in light of agreed service alterations.

**Table 1.5 Projected quantities of waste to be collected for recycling for the period 2004-2009**

<b>Material</b>	<b>2002/03</b>	<b>2003/04</b>	<b>2004/05</b>	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>
kerbside collected material (paper, mixed cans, glass bottles and jars, aluminium foil and textiles sorted on collection vehicles)	270	3,728	3,693	3,975	4,300	4,731	4,300
Bring Site Materials	1 793	954	915	1,116	1,283	1,548	1,700
<b>Total</b>	<b>2 063</b>	<b>4 682</b>	<b>4,608</b>	<b>5,091</b>	<b>5583</b>	<b>6,279</b>	<b>6,000</b>

*N.B. Values rounded to nearest tonne*

# Summary Sheet - Runnymede Borough Council

## General

Demographic	Value
Size of Authority	7,804 Ha
Population	81,700
Number of properties	32,642
Number of multi-occupancy properties	329 (1%)
Rural population	27%

## Refuse Services

Service	Description
Refuse collection contractor	DSO
Container(s) provided	Wheeled bin, kerbside 660/1100 litre Euro Bin, communal
Collection frequency	Weekly
Tonnage 2005/06	<i>To be inserted with finalised stats</i>

## Recycling Services

Service	Targeted materials	Container(s)	Contractor(s)	Other Details
Kerbside sort service	Paper Cans Glass Foil Textiles	55 litre box & Reusable sacks	Runnymede	Weekly collection
Chargeable "opt in" garden waste kerbside service	Garden waste	Reusable polypropylene sacks provided by the Council	Runnymede	Fortnightly collection
Bring sites	Newspaper and magazines Cans Plastic bottles Glass Textiles/shoes Mixed paper and cardboard		Runnymede	15 bring sites

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**Other Controlled Waste Services**

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<b>Service</b>	<b>Description</b>
Bulky waste collection	Chargeable daily booked collection
Clinical waste collection	Fortnightly booked collection

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**Statistics and Targets**

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<b>Data</b>	<b>Figure</b>
2005/06 Statutory Recycling target	18%
2007/08 Statutory Recycling target	20%
BVPI 84 - Kg of waste collected per head of population	# kg pa
2005/06 recycling rate	17.91%
Current recycling rate	23.8% (end of 2007/08)
Achievable recycling target for 2009	To be agreed in line with final service provisions

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## WASTE ACTION PLAN RUNNYMEDE BOROUGH COUNCIL

<b>The Way Forward Policy [Policy 1]:</b>						
<b>Action</b>	<b>Resources</b>	<b>Outcome Measurement</b> /	<b>Responsibility</b>	<b>Milestone Dates</b>	<b>Agreed Funded</b> /	<b>Priority</b>
What are you going to do?	What's needed to carry out the action	What will it achieve and how will it be measured?	Whose responsibility is it to carry out the action?	By When?	Does it have political / financial backing?	High Med or Low?
Consider alternate weekly collections and increase range of materials recycled	TBC	TBC	WCA	TBC	TBC	High
Eg : Community Partnerships						
Eg: Review and report on plan						
Other						
<b>Waste Awareness Policy [Policy 2]:</b>						
<b>Action</b>	<b>Resources</b>	<b>Outcomes / Measurement</b>	<b>Responsibility</b>	<b>Milestone Dates</b>	<b>Agreed / Funded</b>	<b>Priority</b>
Eg: Reduce waste domestically and commercially						
Eg: Participate Nat Campaigns						
Eg: Use of Sustainable products and services						
Eg: Schools program						
Other						

<b>Waste Minimisation Policy [Policy 3]:</b>						
<b>Action</b>	<b>Resources</b>	<b>Outcomes Measurement /</b>	<b>Responsibility</b>	<b>Milestone Dates</b>	<b>Agreed Funded /</b>	<b>Priority</b>
Closed lids on wheeled bins and no side waste	£10,000	Tbc – less waste collected overall	WCA - DSO	Introduced from 8 <sup>th</sup> January 2007	Yes	High
Alternate Weekly Collections being considered	Not known	Tbc	WCA - DSO	Being considered	No	High
Eg: Re-Use events						
Eg: Partnerships with waste min volunteer groups etc.						
Other						
<b>Waste Recycling &amp; Composting Policy [Policy 4]:</b>						
<b>Action</b>	<b>Resources</b>	<b>Outcomes Measurement /</b>	<b>Responsibility</b>	<b>Milestone Dates</b>	<b>Agreed Funded /</b>	<b>Priority</b>
Use local waste transfer station for green waste rather than transport material long distances	No additional resources required	Increase in amount of green waste collected, increase in customers, more sustainable service	WCA / WDA	March 2007	None	High
Investigate bring bank scheme for 'tetra pak' type drink and food cartons.	Minimal additional resources required as funded by Tetrapak	Scheme introduced end of 2007	WCA / WDA / Tetrapak	March 2007 for initial report	None	High
Eg: Liaise with partners to introduce /change services						
Other						

<b>Residual Waste Treatment [Policy 5]:</b>						
<b>Action</b>	<b>Resources</b>	<b>Outcomes Measurement</b>	<b>/ Responsibility</b>	<b>Milestone Dates</b>	<b>Agreed Funded</b>	<b>/ Priority</b>
Eg: New transfer centres						
Eg: recycle commercial waste collected						
Eg: New treatment facilities						
Other						

**Trigger Point One:**

EG: Action X needs to take place before Action Y can happen. If action X does NOT occur then we would need to look at Action Z instead