

**Scottish Parks, Grounds & Streets advisory group**  
**Minutes 2 November 2016**  
**Hamilton Town House**

**1. Welcome & Introduction**

In the absence of Cllr Norman Hampshire, Stuart Pryde, Secretary of the advisory group welcomed all for attending today's meeting in Hamilton. He confirmed that this meeting was again another extremely well attended event and hoped all would find the day informative and interesting.

**2. Attendance & Apologies**

Please see attached.

**3. Minutes from Previous meeting**

The group agreed the previous minutes were a true and accurate record.

**4. Matters Arising from Previous meeting**

Louise Melville confirmed that Steve Shaw of Aberdeen City Council had agreed to provide the presentation on "Ball Game signage" at a future meeting in 2017.

**5. Edinburgh's sensor trial: Looking at smart technology within street cleansing**

Andrew MacLeod, Project Officer, City of Edinburgh Council provided a very interesting and thought provoking presentation on the Council's bin sensor trial. Andrew began his presentation with an introduction to how the sensor worked including information on how the sensor runs off a 3G network and is placed on the underside of the bin lid. As well as the main reasons behind completing the trial, which was to help look at efficiency savings which could help with the ongoing budget pressures facing the authority.

The presentation also included a demonstration of what the back office system (Enevo) provides including bin weights, number of bins, location of the bins as well as an alert in terms of any issues which may involve fire or tipping over.

Some of the recent analysis has already enabled City of Edinburgh to review their bin set up/ current service. Following the trial a number of efficiencies have been identified and the Council plan to review and potentially remove a number of bins from the current routes. Andrew and the team also hope that in the future the Council's contact centre will be able to access data and real-time update residents as and when enquiries are logged. The team also hope to use the system as routing system, providing dynamic incab routing (similar to a satnav) and when the refuse vehicle is full it will also guide the crew to the waste transfer station. The crew will also be able to add information to the system in order for the call centre to have more detailed information to relay to residents.

Andrew highlighted that since the introduction of the trial the number of complaints received had been reduced by approximately 30-40%.

Following the presentation the group asked a number of questions which included cost, possibility to schedule complaint bins, what tablets could be paired with the system and what was the initial officer time involved in setting up the trial.

## **6. Litter Managers Network: Feedback from ZWS workshops**

David Barnes, Programme Area Manager, Zero Waste Scotland provided the group with feedback collected during the various ZWS workshops which had recently taken place. The workshops had involved 29 of the 32 local authorities and the intention was to align priorities and concerns of all involved. A full spreadsheet of the information will be made available post meeting but some of the specific priorities included:-

- Guidance & Training
- CoPLAR implementation
- Bins y No bins
- Improving the enforcement process
- Education
- Communication
- Flytipping prevention

Following the immediate feedback the key questions to ask all include:-

- Is this the priority list?
- Is there anything missing?
- The list does not need to be static it will be something which will evolve and develop over time

These discussions will continue during the afternoon Litter Managers session which is taking place following lunch.

## **7. Trunk road litter management: update on briefing note and further comment**

The group discussed the draft briefing which had been circulated to all. It was agreed that this briefing would be issued by APSE to try to highlight some of the key concerns and issues local authorities were facing regarding trunk road litter management.

It was noted that detritus is not currently contained within the definition of litter and refuse, local authorities are awaiting Scottish Government feedback on the 2<sup>nd</sup> duty. Zero Waste Scotland confirmed they would look to try to gather clarification on this issue for the group before the briefing is completed.

## **8. How local authorities can best deal with the Community Empowerment Bill particularly in relation to allotments**

The group held a discussion on the Community Empowerment Bill, with particular focus on allotments. It was noted that some local authorities had capital commitment to develop new allotment sites. A general discussion was also held on what strategies local authorities had in place to meet the Community Empowerment Bill.

It was highlighted to the group that guidance notes would be released in relation to section 9, which had not yet been in acted. Guidance on allotments including workshops would also be taking place and it was confirmed that Peter Duncan of Fife Council was sitting on the steering group.

The group noted that it would be good to have a speaker in relation to the Community Empowerment Bill at a future meeting of the group.

## **9. Member feedback on any other managers' forums/ focus groups**

As part of the discussions within this agenda item it was noted that:-

- Feedback from the Scottish Bereavement Benchmarking group included a national campaign on funeral poverty
- The Improvement Service had held a session on meaningful performance on 1,000 head of population. It was confirmed that a follow up session would be held next year. Louise Melville confirmed she would pass this information onto Debbie Johns, Head of Performance Networks in order for Debbie to follow up any potential support APSE could provide regarding this
- There was also a discussion around the budgets cuts taking place in England and the increased focus on income generation with some local authorities looking to be self-funding by 2020, including Nottingham City Council.

## **10. APSE Update**

Louise Melville provided the group with an update on the work of the association included the newest piece of research "Work it out: Creating local systems of Employability support". This collaborative report from APSE and NLGN scrutinises the current place of local authorities in tackling unemployment. Louise also provided the group with information on APSE's new Promoting Excellence You Tube programme which looks at a number of innovative case studies from local authorities including Liverpool and Aberdeen City. Finally, Louise provided information on the other services provided by APSE including Energy, Solutions, Training, Performance Networks and events.

## **11. Date & venue of next meeting**

The next meeting is scheduled for Wednesday 1 March 2017, venue TBC.

## **12. A.O.C.B**

There was no other competent business noted.

## **13. Lunch**

## **14. Process benchmarking meeting: focussing on the processes involved in trunk road litter picking and Litter Managers Network**

### Process benchmarking

Debbie Johns provided the group with a draft template matrix in order for local authorities to complete information on their processes for trunk road litter picking. Following a discussion on the main processes and issues facing local authorities the group agreed a list of processes for the matrix and as part of the litter managers network agreement was made to complete and return the matrix to APSE in order for collation to be completed.

It was agreed that APSE would issue the matrix for attendees to complete and return along with the minutes of the meeting.

### Litter Managers Network

Below are the action points from the litter managers meeting:-

No	Action	Owner
1.	ZWS to provide support through KSB to 32 Local Authorities. Local Authorities to rezone land by <b>end of February</b> .	Local Authorities
2.	Each Local Authority to provide 1 piece of current/good practice for an initiative/process that works well for their Local Authority by <b>27th of January 2017</b> (template provided).	Local Authorities
3.	Communications activity and planning for day of action. 4-6 Local Authorities to get involved in shaping this, volunteers required by <b>16<sup>th</sup> November</b> . ZWS to facilitate initial meeting, 1 <sup>st</sup> meeting to be held end of November/beginning of December. Contact <a href="mailto:emma.leel@zerowastescotland.org.uk">emma.leel@zerowastescotland.org.uk</a>	Local Authorities
4.	ZWS to seek clarity on who is responsible for Duty 2 on trunk roads	ZWS
5.	ZWS to provide Chairperson support for next 2 meetings with a view to a Local Authority taking on the role from APSE Conference in May	ZWS
6.	Complete Performance Network Process Benchmarking matrix (contact Louise Melville at APSE for more information)	Local Authorities

#### Attendance

Name	Authority
Graeme Fyvie	Aberdeenshire Council
Kevin Robertson	Angus Council
Gordon Allan	Angus Council
Louise Melville	APSE
Debbie Johns	APSE
Andrew MacLeod	City of Edinburgh Council
Murray Black	City of Edinburgh Council
Karen Reeves	City of Edinburgh Council
Nicola Simpson	Dumfries & Galloway Council
Gordon Crocket	East Ayrshire Council
Brian Jones	East Ayrshire Council
Stuart Pryde	East Lothian Council
Dougie Fox	East Lothian Council
A Hogarth	East Lothian Council
Donnie McManus	East Renfrewshire Council
Adrian Baines	East Renfrewshire Council
Graham Downs	Falkirk Council

Ross Fenwick	Falkirk Council
Elaine Downie	Fife Council
John Campbell	Fife Council
Bailie Nina Baker	Glasgow City Council
Stephen Egan	Glasgow City Council
Allan Walker	Inverclyde Council
Mark Findlay	North Lanarkshire Council
John Whittaker	North Lanarkshire Council
Ken Gray	Renfrewshire Council
Cllr Jim Sharkey	Renfrewshire Council
Jason Hedley	Scottish Borders Council
Daren Silcock	Scottish Borders Council
Ian Guild	South Lanarkshire Council
Colin MacKay	Stirling Council
Craig Gardner	Stirling Council
Ian Bain	West Dunbartonshire Council
Alex Haggarty	West Dunbartonshire Council
David Hartley	West Dunbartonshire Council
David Barnes	Zero Waste Scotland
Emma Leel	Zero Waste Scotland

#### Apologies

Melissa Simpson	Argyll & Bute Council
Kenny Inglis	Clackmannanshire Council
Gillian Wilson	Clackmannanshire Council
Claire Mennim	Falkirk Community Trust
Justin Venton	Midlothian Council
Anna Kowalska	Scotland Excel
Gary Mooney	Scotland Excel
Tony Fleming	West Lothian Council
Iain Stewart	South Lanarkshire Council
Cllr Norman Hampshire	East Lothian Council
Steve McDermott	The Highland Council