

APSE Parks, Grounds, Streets Advisory Group Meeting

Minutes Wednesday 24 August 2016

Chatelherault Country Park, Ferniegair

1. Welcome

Group Secretary Stuart Pryde thanked all for attending the meeting in Chatelherault and for the continued strong turnouts to discuss the current issues for our services.

Stuart Pryde informed the group that due to the unforeseen circumstances which occurred in Aberdeen over the weekend, Steven Shaw is unfortunately unable to attend and present. It is hoped that Steven will be able to provide this presentation at the next meeting of the group scheduled for Wednesday 2 November.

2. Attendance and Apologies

See attached.

3. Minutes for 2 March 2016

The minutes were noted as a true and correct record of the meeting.

4. Matters Arising

There was no matters arising from the minutes of the above meeting.

5. Inspiring litter prevention strategies

Emma Leel provided the group with some background information to the potential for an APSE working group to collectively look at a number of litter and fly tipping issues.

Emma highlighted that **the national litter strategy 'Towards a Litter-free Scotland'** sets out **Scotland's approach to improving our environment by addressing litter and flytipping** problems.

As part of this Zero Waste Scotland has been tasked with coordinating the delivery of the strategy, which will be dependent on a wide range of partners including local authorities, public sector, private sector, landowners, third sector and the resource management industry.

As a key part of **Zero Waste Scotland's** Litter & Flytipping Programme in 2016-17 they are developing a stakeholder engagement approach which puts those organisations at the forefront of litter and flytipping prevention and management in a key delivery role.

Zero Waste Scotland are looking to convene a number of stakeholder groups tasked with developing, implementing and evaluating themed work streams which reflect the interventions within the Strategy.

The potential group is hoped to be established to enable Local Authorities to collaborate and take action on innovative initiatives to support delivery of the National Litter Strategy, working together to develop strategies that will transform cleansing operations and manage a shift to prevention in a way that will inform future best practice.

Following Emma's presentation it was agreed that the group would like to be sent a copy of the briefing note on this potential group to be able to look over in more detail and then allow attendees to provide their feedback on this potential group. It was also agreed that as part of this Louise Melville would ask for volunteers to email their confirmation, **they'd be happy to be involved in this group.**

6. Trunk road litter management

Stuart Pryde provided the group with an update on the discussion which was held at the Aviemore Parks forum. The group discussed the issue with trunk road litter management and the difficulties which Local Authorities face regarding this. At the forum it was agreed that it would be good for a briefing note to be prepared to be issued to the membership. A list of the current problems with arrangements which were highlighted at the forum and are contained within the briefing included:-

- Co-ordinating grass cutting schedules delivered by the Operating Companies with Local Authority litter management programmes presents difficulties when considering and delivering the core activities of the Local Authority
- Failure to co-ordinate grass cutting with litter management visits leads to litter being fragmented and spread further afield to the detriment of the visual amenity of the road.
- **Planting schedules for shrubs and trees don't consider the role such features play in trapping wind-blown litter and shrub pruning activities don't always take account of access for litter picking, particularly during the winter months when leaf fall exposes otherwise concealed litter**
- Local Authorities are not traditionally structured to permit the night time working required to co-ordinate with the Operating Companies lane closure and speed restriction arrangements that permit safe working. Accordingly, local authorities require to deliver additional periods of traffic management with the associated cost and additional periods of disruption to travel
- Where it is possible to work in parallel with the Operating Companies to benefit from existing lane closures, Local Authorities still incur additional training time and costs for staff to ensure familiarity and compliance with the Operating Companies safe systems of work.
- Both of the above result in additional cost to the public purse
- Differing arrangements for discrete roads make it unclear to the general public exactly who to contact in case of littering related complaints.
- While only 3 Operating Companies cover the network in Scotland, 32 Local Authorities with different resourcing and methodology are required to deliver litter management up to their respective multiple boundaries
- Failure on the part of the Local Authorities to deliver timeous litter clearance and road sweeping could, for example lead to detriment to surface water drainage systems which would incur additional cost to rectify
- Local Authorities do not have access to CCTV that would assist in delivery of enforcement of legislation in relation to littering offences

As well as this other problems highlighted during the advisory group included:-

- There was no clarity on this with regards to sweeping
- The importance of the public being made aware of the responsibilities
- Awareness raising & communication
- Boundary zones issues
- Lack of resources for litter picking and detritus removal
- Specification of the maintenance of the contract
- Litter from the SuDS areas

It was agreed that these additions would be added to the briefing & as well as this Louise Melville would ask the group to provide any examples of issues they currently face to be used as short case studies for part of the briefing. The draft briefing would then be circulated for all for comment with any further amends/ changes made following the November meeting with the intention to issue the briefing to the membership at the end of the year/ start of 2017.

7. **Member feedback on any other manager's forums /focus groups**

It was agreed by the group to add this as a standing item to the APSE advisory group agendas. It was agreed that members of the group would provide a short update to colleagues on any related forums to help disseminate information to all. Some of the groups include:-

- Scottish Bereavement Benchmarking group
- Scottish Government & Burial & Cremation Bill
- Greenspace Scotland Park Managers Scotland
- APSE Process Benchmarking

It was noted as part of this that the Burial regulations are likely to be issued in the near future and it was noted for the group to look out for this.

8. APSE update

Louise Melville provided the APSE update including briefings; research including new **"Engine of the Council"** publication and new Scottish research publication which is currently underway looking at relationships and communication between elected members, officers and community groups; training and the APSE Energy programme.

As part of the update Louise Melville provided the group with information on the new Scottish Commercialisation advisory group which was introduced at the recent Scottish APSE AGM in June. The request was made to introduce the group following the interest **within Scotland at the National group and also the positive feedback from APSE's April Scottish Commercialisation event in Glasgow.** It was noted that the first advisory group meeting is scheduled for Thursday 29th September in the Central Belt and the appointed Chair & Secretary of the group are Cllr Archie Dryburgh & Ronnie Dempster of Dumfries & Galloway Council.

9. Evidence, data & state of the market

Debbie Johns, Head of Performance Networks provided a detailed presentation on what the Performance Networks trends and state of the market surveys are telling us with regards to

parks, grounds and street cleansing services. Debbie also provided information **on the “hot off the press” allotments state of the market survey** which APSE had recently conducted.

During the presentations attendees highlighted some of the enforcement pilots which they have been working on within the areas of dog fouling and litter. Both Scottish Borders & North Ayrshire highlighted some recent work and it was noted it would be good to have a member of the Council along to speak about the outcomes of these pilots.

Debbie also highlighted to all that the next deadline for APSE Performance Networks returns was Monday 12th September.

10. Date and venue of the next meeting

The next meeting of the group will be held on Wednesday 2 November, venue still to be confirmed.

Topics hoped to be included on the day are:-

- **Aberdeen City's “No Ball Games” initiative**
- Community Empowerment Bill (Allotments)
- SuDS maintenance

11. AOCB

No other competent business.

12. Lunch

13. Process benchmarking meeting

Louise Melville & Debbie Johns provided a background to the process benchmarking meeting highlighting the different ways in which the group could look to process benchmark with each other. There was then a discussion as to the potential areas the process benchmarking group would like to consider looking into in more detail. These included:-

- Trunk road litter picking
- Efficiency of types of mechanical sweeping machines
- Double shifting
- Play park inspections
- Tree surveys
- Memorial headstones

The group asked if the PN team would be able to drill down the PN reports into Scotland family groups (e.g. the same groups as the Local Government Benchmarking Framework). Debbie confirmed that if there was a sufficient sample size then these reports could potentially be put together.

There was also a discussion on the potential of streamlining reports in terms making it clearer as to what information has been used within each report e.g. 2nd batch information. Potential options included putting a date on the documents to highlight

which information has been used and looking at potentially grouping reports together within the online portal.

A member of the group requested that the reports be grouped together before issued via email/ post, Debbie highlighted that if the different types of reports (e.g. direction of travel, performance at a glance, PI standings etc) were batched, this could potentially mean a long delay in receiving everything as all of the reports are worked on/ issued at different times. Debbie agreed to have a look into how the PN team could group the reports in one place for ease of reference.

At the end of the meeting it was agreed that out of the list above the group would like to **concentrate the first process benchmarking project on “Trunk road litter picking”**. It was agreed that Louise would email all asking them to provide/ prepare information for the next meeting which mapped the process involved in their Council picking up trunk road litter (e.g. noting all of the processes involved).

Parks, Grounds & Street Services Group

24 August 2016

Attendee List

Name	Authority
Louise Melville	APSE
Debbie Johns	APSE
Stuart Pryde	East Lothian Council
Emma Leel	Zero Waste Scotland
Stephen Duffy	Fife Council
Elaine Downie	Fife Council
John Campbell	Fife Council
Gordon Crockatt	East Ayrshire Council
John Hay	East Ayrshire Council
Derek Leith	Stirling Council
Craig Gardner	Stirling Council
Bailie Nina Baker	Glasgow City Council
Hugh Wynne	Garnethill Community Council
Cllr Donald Balsillie	Clackmannanshire Council
Kevin Robertson	Angus Council
Gordon Allan	Angus Council
Robert Bryce	Perth & Kinross Council
Kirsty Glennie	Perth & Kinross Council
Cllr Peter Craig	South Lanarkshire Council
David McGoldrick	Glasgow City Council
Craig Haining	North Ayrshire Council
Thomas Reaney	North Ayrshire Council

Andy Sheridan	Aberdeenshire Council
Ken Gray	Renfrewshire Council
Craig McIntyre	Renfrewshire Council
Cllr Barry McCulloch	North Lanarkshire Council
Iain Stewart	South Lanarkshire Council
Robert Lowther	Dumfries & Galloway Council
Nicola Simpson	Dumfries & Galloway Council
Gillian Telford	East Dunbartonshire Council
Jason Hedley	Scottish Borders Council
Iain Stewart	Scottish Borders Council
Paul Brannan	Glasgow City Council

Apologies

Cllr Norman Hampshire	East Lothian Council
Donnie McManus	East Renfrewshire Council
Ken Forbes	North Lanarkshire Council
Steven Shaw	Aberdeen City Council
Melissa Simpson	Argyll & Bute Council
Karen Reeves	City of Edinburgh Council
Cllr Denis Dixon	City of Edinburgh Council
Kenny Inglis	Clackmannanshire Council
Claire Mennim	Falkirk Community Trust
Graham Downs	Falkirk Council
Thomas McMenamin	Glasgow City Council
Allan Walker	Inverclyde Council
Cllr Joe Wallace	Midlothian Council
Justin Venton	Midlothian Council
David Crighton	Stirling Council
Andy Johnston	West Lothian Council
Tony Fleming	West Lothian Council