

# Litter Bin Policy

## March 2011

### I. The Service

Charnwood Borough Council is the designated Litter Authority in Charnwood, as set out in the Environmental Protection Act 1990. In this capacity, Environmental Services has responsibility for maintaining an acceptable level of cleanliness, installing, emptying and maintaining litter and dog waste bins, on streets, in green spaces and parks for which it is accountable. This includes Charnwood Neighbourhood Housing (CNH) land.

Unless specified otherwise in this document, the supply, installation, maintenance (including cleaning), emptying, replacement or refurbishment of bins on land for which Charnwood Borough Council is accountable, is the responsibility of Charnwood Borough Council. The implementation of this responsibility has been contracted to Serco, under the Environmental Services Contract, which runs from 1<sup>st</sup> August 2009 to 31<sup>st</sup> March 2017. Any costs associated with this Policy are detailed in the Environmental Services Contract.

This policy sets out the procedures and requirements for the installation and maintenance of new bins, and the replacement and refurbishment of existing bins. It also looks in particular at the protocol for responding to requests for bins. This policy is applicable to litter, recycling and dog waste bins, and the term 'bins' refers to any of these.

At 14<sup>th</sup> July 2010, the following Charnwood Borough Council bin provision was in place, all of which are covered by the Environmental Services Contract with Serco:

<b>Bin Type</b>	<b>Quantity</b>
Free-standing Litter Bins	306
Post-mounted Litter Bins	380
Recycling Bins	3
Dog Waste Bins	157
Wall-mounted Ash Trays	7

## **2. Requests and Requirements for New Bins**

### **2.1. Origin of Requests**

The installation of new bins will come about through one of three routes:

- requests from the public; or
- requests from Parish Councils or other interested parties; or
- recognition from either Charnwood Borough Council or it's Contractor that additional bin facilities are required.

As there are on-going human and financial resource implications with the installation of any new bin, due consideration should be given to all requests for bins, using a scoring system to determine need and suitability of locations. This scoring system is shown in Appendix I, and will be followed for each request or requirement for a new bin. At the end of the assessment, the scores should be added up to give an overall score.

Prior to assessment, the suitability of location will be considered. If Charnwood Borough Council deems the location to be unsuitable for reasons of safety, such as stopping to empty a bin, proximity to housing, or installation difficulties, it may be declined prior to scoring. An alternative location may be suggested.

Once a decision has been made by Charnwood Borough Council regarding the outcome of a request for a bin, that decision will not be reviewed for a minimum of six months following the decision being made.

### **2.2. Relevant Land**

Bins will only be supplied, installed, maintained or emptied if they are on land for which Charnwood Borough Council has responsibility. This includes streets, parks, green spaces and Charnwood Neighbourhood Housing (CNH) land, but doesn't include private land such as schools, canal towpaths or riverbanks.

The zones referred to in the scoring system (appendix I) are as set out in the Environmental Protection Act 1990 Code of Practice on Litter and Refuse 2006, and relate to the level of use of areas. All areas in Charnwood for which the

Borough Council holds responsibility as the Litter Authority have been zoned, and this information is available through GIS mapping.

Special temporary responsibility may be taken for private land by Charnwood Borough Council in the short term, and this is outlined in section 2.8 of this Policy.

### **2.3. Recycling Litter Bins**

Where deemed appropriate by Charnwood Borough Council, litter bins with recycling facilities may be installed instead of, or in addition to, standard litter bins. Likely locations for such bins would be in close proximity to facilities such as shops, schools and sports grounds.

### **2.4. Preferred Style of Standard Bin Design**

Where a request or requirement for a new bin has been deemed successful using the scoring system in Appendix I, a new bin will be installed. This bin will, as far as practicable, be a standard design and style which is consistent across the Borough for the duration of the Environmental Services Contract. However, alternative designs of bin may be supplied in special circumstances e.g. conservation areas. All bins must be approved by Charnwood Borough Council prior to installation, and should include contact details for reporting problems with the bin.

To ensure ease of use by the vast majority of the general public, the bins used should have been designed to conform to the Department of Transport's Inclusive Mobility Guidelines. These guidelines state that 'Waste bins should be approximately 1300mm in height, should continue down or close to ground level and should be of a rounded design. The bin opening should be about 1000mm above ground level. Bins should be colour contrasted to their surroundings.'<sup>1</sup> They should also be highly visible, including the use of coloured banding to increase visibility. The recycling bins should use coloured apertures, which are

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<sup>1</sup> [www.dft.gov.uk/transportforyou/access/peti/inclusivemobility?page=3](http://www.dft.gov.uk/transportforyou/access/peti/inclusivemobility?page=3)

shaped according to the different waste streams for ease of use by visually impaired people.

The bin specifications for zoned areas of land are detailed below.

#### 2.4.1. Loughborough Town Centre

Consultation should be carried out with the Town Centre Partnership to ensure that bins for Loughborough Town Centre tie in with the corporate image. To improve the public realm in Loughborough it is proposed that all litter bins within the town centre of Loughborough should be of high quality, durable design with options for recycling, and floor-mounted fixings flush with the ground.

#### 2.4.2. Bin Specifications for Zones 1, 2 and 3

##### Floor-mounted litter bins

Description	100% recycled plastic outer, mild steel liner, poster kit x 2, key, stubber plate in gun metal, include sticker to show that dog waste is accepted in this bin, banding in silver and fixing should be flush with the ground when bin is removed
Capacity	110 litres
Dimensions	H 1158 x W 598mm x D553mm
Weight	28kg
Colour	Black with silver bands



**Floor-mounted recycling bins (mixed recycling, in accordance with kerbside collections)**

Description	100% recycled plastic outer, mild steel liner, poster kit x 2, mixed recycling labels x 4, orange apertures x 4, key, and fixing should be flush with the ground when bin is removed
Capacity	110 litres
Dimensions	H 1158mm x 598mm x D 553mm
Weight	28kg
Colour	Black with orange bands



**Post-mounted litter bins**

Description	Sack retention system, CBC logo, include sticker to show that dog waste is accepted in this bin; plastic with hood
Capacity	50 litres
Dimensions	H 785mm x W 450mm x D 375mm
Weight	4.6kg
Colour	Black



### Floor-mounted litter and recycling bins

Description	100% recycled plastic outer, mild steel liner, include sticker to show that dog waste is accepted in the litter part of this bin, key, and fixing should be flush with the ground when bin is removed. The recycling side of the bin should include orange signage on the top and side, along with an orange aperture. The litter side should include standard general waste signage, and a standard black aperture.
Capacity	2 x 100 litres
Dimensions	H 1177mm x W 1169mm x D 591mm
Colour	Black



### Post-mounted dog waste bins

Description	CBC logo, plastic
Capacity	25 litres
Dimensions	H 570mm x W 380mm x D 315mm
Weight	3.7kg
Colour	Red



### 2.4.3. Bin Specifications for Parks and Green Spaces

#### Floor-mounted litter bins

Description	100% recycled plastic outer, mild steel liner, stubber plate in gun metal, poster kit x 2, key, include sticker to show that dog waste is accepted in this bin, banding in silver. Fixings for hard surfaces should be flush with the ground when bin is removed, or a suitable fixing frame for soft surface settings
Capacity	110 litres
Dimensions	H 1158 x W 598mm x D553mm
Weight	28kg
Colour	Dark green with silver bands



#### Floor-mounted recycling bins (mixed recycling, in accordance with kerbside collections)

Description	100% recycled plastic outer; mild steel liner, poster kit x 2, mixed recycling labels x 4, orange apertures x 4, key. Fixings for hard surfaces should be flush with the ground when bin is removed, or a suitable fixing frame for soft surface settings
Capacity	110 litres
Dimensions	H 1158mm x 598mm x D 553mm
Weight	28kg
Colour	Dark green with orange bands



### Post-mounted litter bins

Description	Plastic with hood, sack retention system, CBC logo, include sticker to show that dog waste is accepted in this bin
Capacity	50 litres
Dimensions	H 785mm x W 450mm x D 375mm
Weight	4.6kg
Colour	Dark green with black hood



### Post-mounted dog waste bins

Description	CBC logo, plastic
Capacity	25 litres
Dimensions	H 570mm x W 380mm x D 315mm
Weight	3.7kg
Colour	Dark green





## **2.5. Timescales for Requests for Bins**

Following any request for a new bin, irrespective of the origin of the request, consideration will be given to the request, following the scoring system in Appendix I. This evaluation will be conducted by an Officer in Environmental Services with a response made to the originator of the request within 10 working days of receipt of the request.

Should a request be deemed successful, installation of the bin will take place within 5 working days of the response being made to the originator.

## **2.6. Responsibility for Installation and Maintenance of Bins**

CBC takes full responsibility (including costs) for the installation and maintenance (including cleaning and emptying) for all bins on land for which the Council is responsible. In addition, CBC may, at the Council's discretion, install and maintain bins on other 'third party' land (such as Parish Council or private land).

### **2.6.1. Installation of bins on Charnwood Borough Council Land**

Third parties must not install bins on land for which Charnwood Borough Council has responsibility.

### **2.6.2. Positioning of new bins**

New free-standing bins should always be positioned out of the main line of travel or grouped with other existing street furniture, so that they do not present a collision hazard for people with sight loss, or reduce the usable width of the footway for people using wheelchairs, mobility aids or guide dogs.

New post-mounted bins should not protrude into circulation space as a cane or guide dog could go underneath, leading their owner into the bin,

## **2.7. Provision of Bins on Third Party Land**

Should a third party (including Charnwood Neighbourhood Housing) request a new or replacement bin on their land, CBC will consider the request, and if approved, a standard bin will only be supplied and installed by CBC at a cost to the third party. Crests or logos can be added to a standard bin, and non-standard bins can be supplied, both for an additional cost

The responsibility for emptying such a bin will remain with CBC, and a charge will be made for this service. Should seasonal emptying be required, a pro rata rate will be established based on the annual charge.

## **2.8. Requests for Temporary Bins for Community Events**

Temporary bins will be provided for community events in the Borough, at the discretion of CBC, provided adequate notice is received to make the necessary arrangements. This will usually be a minimum of 10 working days however, the Council is keen to promote sustainable events and every effort will be made to assist if a shorter notice period is given.

Should these events be held on land for which Charnwood Borough Council is responsible, the provision of a suitable number and style of recycling and litter bins will be provided, including emptying at suitable intervals. There will be no charge to the organisers of the event, unless specified otherwise within the Environmental Services Contract.

Should large-scale events be held on private land, the provision of a suitable number and style of recycling bins will be provided at the discretion of Charnwood Borough Council, including emptying at suitable intervals, at no cost to the organisers of the event. Should temporary litter bins be required, and approval is granted by Charnwood Borough Council, a charge may be made for the service in accordance with an agreed rate that reflects the Environmental Services Contract costs for this service.

Temporary bins should be positioned out of the main line of travel or grouped with other existing street furniture, so that they do not present a collision hazard for people with sight loss or reduce the usable width of the footway for people using wheelchairs, mobility aids or guide dogs.

The specifications for litter and recycling bins for such events are detailed below.

**Temporary Recycling Bins (mixed recycling, in accordance with kerbside collections)**

Description	Moulded plastic liner; CBC logo; key-less
Capacity	90 litres
Dimensions	Height 1000mm Diameter: 545mm
Weight	10.65kg
Colour	Transparent, with orange 'mixed recycling' labels



**Temporary Litter Bins**

Description	Moulded plastic liner; CBC logo; key-less; include plaque to show that dog waste is accepted in this bin
Capacity	90 litres
Dimensions	Height: 1000mm Diameter: 545mm
Weight	10.65kg
Colour	Black



### **3. Maintenance of Bins**

Over time, bins are subject to wear and tear, accidental or wilful damage and will need to be either refurbished or replaced. This section looks at the process for assessing the condition of bins, who should take responsibility for their replacement or refurbishment, and the associated timescales for action. It also considers the maintenance of bins, including cleaning.

#### **3.1. Responsibility for Assessment, Replacement, Repair and Refurbishment of Bins**

Bins which have been supplied, installed and emptied by Charnwood Borough Council are included in the assessment, replacement, repair and refurbishment process.

Bins which have been requested by a Parish Council or other interested party, but have been supplied, installed and emptied by Charnwood Borough Council, will be included in the assessment, replacement, repair and refurbishment process.

Where bins included in this process are deemed to require repair, refurbishment or replacement, this will be the responsibility of the Council's Environmental Services Contractor. Refurbished bins should meet the same standard of quality as new bins.

Bins which have been supplied, installed and maintained by a Parish Council remain the responsibility of that Parish Council, and will not be included in the assessment, replacement, repair and refurbishment process. Should these bins be in need of replacement, a request for a new bin should be submitted and assessed against the scoring system in Appendix 1.

### **3.2. Frequency of Assessment of the Condition of Bins**

The condition of bins is surveyed regularly as part of the Environmental Services Contract. This is set out according to the street cleaning zones laid out in the Environmental Protection Act 1990 Code of Practice on Litter and Refuse 2006.

As part of this policy, the Environmental Services Contractor is required to assess the condition of bins as follows:

<b>Zone</b>	<b>Assessment Frequency</b>
Zone 1	Once every month
Zone 2	Once every 2 months
Zone 3	Once every 3 months
Zone 4	Once every 6 months

### **3.3. Criteria for the Assessment of the Condition of Bins**

During the Contractor's regular assessment of bins, the following criteria should be used to determine the need for repair, refurbishment or replacement.

Photographic examples of these criteria are available in appendix 2.

Where a bin is deemed to have either of the following, no action to replace, repair or refurbish the bin should be taken:

- a) No damage, or
- b) Reasonable wear and tear, but bin still fully functioning.

Where a bin is deemed to have any of the following, the bin should be repaired or refurbished where possible. If the extent of the damage is too severe to warrant repair or refurbishment, a replacement bin should be installed:

- c) Slight damage, but still fully functioning

- d) Significant damage, compromising the function of the bin, or
- e) Severe damage, causing complete loss of function of the bin.

If the outcome of the assessment using the criteria above indicates that a bin should be replaced, repaired or refurbished, action should be taken by the Environmental Services Contractor to refurbish, repair or replace that bin, as appropriate.

Regular monitoring of the decisions taken by the Environmental Services Contractor on the repair, refurbishment and replacement of bins will be carried out, in order to verify the validity of the decisions being made. This monitoring will include joint inspections by Charnwood Borough Council and the Environmental Services Contractor.

#### **3.4. Timescales for Repair, Refurbishment or Replacement of Bins**

When a bin is identified for replacement, this replacement should take place within 5 working days of the assessment being made.

When a bin is identified for repair or refurbishment, this process should start within 5 working days of the assessment being made, and completed within a further 10 working days. Should a bin be taken away from its location for repair or refurbishment, an alternative bin of equivalent specification should be installed at the same location at the time of removing the damaged bin.

#### **3.5. Cleaning**

All bins will be cleaned on a regular basis to maintain a high quality public environment.

#### **3.6. Repeated Vandalism**

Where individual bins are repeatedly targeted with vandalism, a flexible approach to finding a suitable solution should be found. This may include using a different type of bin, moving the bin to a nearby location, or removing the bin entirely.

When the most appropriate solution is to move or remove the bin, consultation should be carried out with local people to ensure that they support the solution.

#### **4. Removal of Existing Bins**

If a member of the public, a Parish Council, other interested party or Charnwood Borough Council deems a bin to be no longer needed in a particular location, an assessment will be carried out in accordance with the details in Appendix I.

If the assessment shows the bin to be in a suitable location, it will remain in place. If the assessment shows the bin to be in an unsuitable location, consultation will be carried out by Charnwood Borough Council with local people to further determine the suitability of the location.

An alternative location can be suggested for the existing bin, and an assessment will be carried out against the scoring system for a new bin, and this will be proposed in the consultation with local people.

If this consultation shows that the bin is unsuitably located, it will be removed entirely, or moved to an approved alternative location, within 5 working days of completion of the consultation. The Contractor will take responsibility for the repair of any surface damaged by the removal of a bin.

#### **5. Consultation**

This policy does not suggest public consultation on the installation of bins in general. However in some circumstances, it is recommended, such as when bins are proposed in close proximity to houses.

Where bins are proposed in Loughborough Town Centre, consultation should be carried out with the Town Centre Partnership for Loughborough, in order to comply with wider design specifications.

## **6. Authorised Officer**

Final decisions on all matters relating to bins, as outlined in this document, will be the responsibility of the Council's Authorised Officer. This is the Head of Environmental Services, or their nominated representative.



## Appendix I: Bin Installation Scoring System

Each request or requirement for a new bin should be assessed using the scoring system below.

Category	Options	Score
Street cleaning zone (NB covers tourist hotspots and lay-bys)	Zone 1 – High intensity of use, such as busy public areas	10
	Zone 2 – Medium intensity of use, such as residential areas	5
	Zone 3 – Low intensity of use, such as rural roads	1
	Zone 4 – Areas with special circumstances, such as health and safety issues	0
Proximity to existing bins	> 100 metres to any bins	10
	< 100 metres to 1 bin	5
	< 100 metres to more than 1 bin	0
Proximity to facilities	< 100 metres to schools	5
	< 50 metres to take away outlets	10
	< 50 metres to shops	5
	< 100 metres to sports facilities	2
	< 50 metres to bus stops	2
	< 100 metres to car boot sales	1
	< 100 metres to other public facilities such as pub, church, community centre	2
Number of requests for de-littering received within six months	0	0
	1-2	2
	3-5	5
	6-10	10
	Over 11	12
Number of requests for a bin received within a six month period	1	0
	2-10	10
	11-50	15
	51 or over	20

*Note: If request has come from a Councillor, add 10 points, if request has come from a Parish Council, add 10 points. If request is from both of these parties, add 15 points.*

The overall score should be compared to the thresholds shown in the table below, to determine the success of the request.

Score	Outcome
0 – 40	Unsuccessful
41 - 79	Successful

## Appendix 2: Assessment Criteria for the Replacement or Refurbishment of bins

Where a bin is deemed to have either of the following, no action to replace, repair or refurbish the bin should be taken:

- a) No damage
- b) Reasonable wear and tear, but bin still fully functioning



Where a bin is deemed to have any of the following, the bin should be repaired or refurbished where possible. If the extent of the damage is too severe to warrant repair or refurbishment, a replacement bin should be installed:

- c) Slight damage, but still fully functioning
- d) Significant damage, compromising the function of the bin



- e) Severe damage, causing complete loss of function of the bin

