

## Appendix 1



Cyngor Bwrdeisdref Sirol

# Blaenau Gwent

County Borough Council

## Litter & Dog Bin Policy

## Litter & Dog Bin Policy

Blaenau Gwent Borough Council is the designated Litter Authority in Blaenau Gwent as set out in the Environmental Protection Act 1990. In this capacity, the Regeneration and Community Services Directorate 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.

Unless specified otherwise in this document, the supply, installation, maintenance, emptying, replacement or refurbishment of bins on land for which Blaenau Gwent CBC is accountable, is the responsibility of Blaenau Gwent County Borough Council.

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.

The current BGCBC bin provision in place is as follows:

Bin Type	Quantity
Litter Bins	622
Dog Waste Bins	491

### 1. Requests and Requirements for New Bins

#### 1.1 Origin of Requests

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

- requests from the public, or;
- requests from ward members, or;
- recognition from either Blaenau Gwent County Borough Council or its staff that additional bin facilities are required.

#### ***All requests must be made via the council's MCS (My Council Services) reporting system***

As there are on-going staffing 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 1, 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 BGCBC 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 BGCBC 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.

## **1.2 Relevant Land**

Bins will only be supplied, installed, maintained or emptied if they are on land for which BGCBC Council has responsibility. This includes streets, parks, green spaces, but doesn't include schools, private land, or riverbanks.

The zones referred to in the scoring system (appendix 1) 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

## **1.3 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 1, 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. However, alternative designs of bin may be supplied in special circumstances e.g. parks, town centre's. All bins must be approved by BGCBC prior to installation, and should include contact details for reporting problems with the bin

## **1.4 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 1. This evaluation will be conducted by an appointed officer/s 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 be scheduled in for the completion by the operational crews.

## **1.5 Responsibility for Installation and Maintenance of Bins**

BGCBC 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.

### **1.5.1 Installation of bins on BGCBC Land**

Third parties must not install bins on land for which BGCBC has responsibility.

### **1.5.2 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. Maintenance of Bins**

Over time, bins are subject to wear and tear, accidental or , willful 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.

Responsibility for Assessment, Replacement, Repair and Refurbishment of Bins  
Bins which have been supplied, installed and emptied by BGCBC are included in the assessment, replacement, repair and refurbishment process.

### **2.1 Frequency of Assessment of the Condition of Bins**

The condition of bins is surveyed regularly when being emptied/serviced by operational staff. 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, BGCBC is required to assess the condition of bins as follows:

### **2.2 Criteria for the Assessment of the Condition of Bins**

During the 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.

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

- i. No damage, or
- ii. Reasonable wear and tear, but bin still fully functioning.

2.2.2 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:

- i. Significant damage, compromising the function of the bin, or
- ii. 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 BGCBC to refurbish, repair or replace that bin, as appropriate.

Regular monitoring of the decisions taken on the repair, refurbishment and replacement of bins will be carried out, in order to verify the validity of the decisions being made.

## **2.3 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.

## **3. Removal of Existing Bins**

If a member of the public, other interested party or BGCBC 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 1.

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 BGCBC 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.

## **4. 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.

## **5. 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.

## 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 (Highway carriage ways where Chapter 8 regs are applicable)	0
Proximity to existing bins	>300m to any bins	10
	<200m to 1 bin	5
	<100m to more than 1 bin	0
Proximity to facilities	<100m to schools	5
	<50m to take away outlets	10
	<50m to shops	5
	<100m to sports facilities	2
	<50m to bus stops	2
	<100m 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**

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:

1. No damage
2. Reasonable wear and tear, but bin still fully functioning

Example 1 below:



Example 1

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:

1. Significant damage, compromising the function of the bin (example 2)
2. Severe damage, causing complete loss of function of the bin (example 3)



Example 2



Example 3