

## **Great Baddow Parish Council**

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# **BIN POLICY**

## **Adopted 11<sup>th</sup> July 2016**

### **1. The Service**

Great Baddow Parish Council has the power to install, maintain and replace litter bins, recycling bins and dog waste bins where the issue is not one of public health, which is a matter for the principal authority, Chelmsford City Council.

Although the Parish Council has the power to install these bins, this has to be with the permission of the land owner and with agreement from Chelmsford City Council regarding the siting.

The Parish Council has no power to empty the bins and this is currently undertaken by Chelmsford City 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.

### **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
- requests from other interested parties
- recognition from Chelmsford City Council 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 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 Chelmsford City 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.

Where the site suggested is outside residential property, consultation will take place with the residents about the siting.

Once a decision has been made by Great Baddow Parish 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

Great Baddow Parish Council will only install and maintain bins that are located on land which it owns or controls or on land where the permission of the land owner has been obtained prior to installation.

## 2.3 Recycling Litter Bins

Where deemed appropriate by Great Baddow Parish Council, litter bins with recycling facilities may be installed instead of, or in addition to, standard litter bins.

## 2.4 Preferred Style of Standard Bin Design

Where a request for a new bin has been deemed successful, a new bin will be installed. This bin will, as far as practicable, be a standard style and design. However, alternative designs of bins may be installed in special circumstances, e.g. conservation areas. All bins must be approved by Great Baddow Parish Council and Chelmsford City Council prior to installation.

To ensure ease of use by the majority of the general public, the bins used should be designed to conform to the Inclusive Mobility Guidelines.

## 2.5 Timescales for Requests for Bins

All requests for bins, irrespective of the origin of the request will be acknowledged within 10 working days.

The siting issues and assessment will be carried out by one of the Parish Council's officers and will be submitted to the next most appropriate meeting.

## 2.6 Responsibility for Installation and Maintenance of Bins

Where a request has been successful, the Parish Council will instruct an approved contractor to install the bin. The Parish Council will take full responsibility for the installation and the maintenance of the bin. The emptying will be the responsibility of Chelmsford City Council.

## 2.7 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 reusable width of the footway for people using wheelchairs, mobility aids, guide dogs or pushchairs.

New post-mounted bins should not protrude into circulation space.

## 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.

### 3.1 Assessment, Replacement, Repair and Refurbishment of Bins

Bins which have been installed by Great Baddow Parish Council are included in this process. Bins that belong to Chelmsford City Council will not be included. However, reports of damage to the bins will be passed to them for assessment.

Where bins included in this process are deemed to require repair, refurbishment or replacement, this will be the responsibility of the Parish Council to arrange for the work to be undertaken.

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

The condition of bins will be surveyed regularly as part of the Parish Council's work. This will usually be once every three months.

### 3.3 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.

Where a bin is deemed to have either of the following, no action will be taken:

- No damage
- Reasonable wear and tear but the bin is still fully functioning

Where a bin is deemed to have any of the following, the bin should be repaired or refurbished where possible:

- Slight damage but still fully functioning
- Significant damage compromising the function of the bin
- Severe damage causing complete loss of function of the bin

If the extent of the damage is too severe, a replacement bin should be installed.

Annual monitoring of the decisions taken about the assessments will take place in order to verify the validity of the decisions being made.

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

Where a bin is identified for repair, refurbishment or replacement, this will be carried out by a contractor as soon as possible.

### 3.5 Repeated Vandalism

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

## 4. Removal of Existing Bins

If the Parish Council, Chelmsford City Council, a member of the public or other interested party deems a bin to be no longer needed in a particular location, an assessment will be carried out.

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 the Parish Council 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 in the same way as for a new bin.

If the consultation shows that the bin is unsuitably located, it will be removed entirely or moved to an approved alternative location.

## **5. Consultation**

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

## Appendix 1: Bin Installation Scoring System

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

Category	Options	Score
Site	High intensity of use, such as busy public areas	10
	Medium intensity of use, such as residential areas	5
	Low intensity of use, such as rural roads	1
Proximity to existing bins	More than 100 metres to any bins	10
	Less than 100 metres to one bin	5
	Less than 100 metres to more than one bin	0
Proximity to facilities	Less than 100 metres to schools	5
	Less than 50 metres to take away outlets	10
	Less than 50 metres to shops	5
	Less than 100 metres to sports facilities	2
	Less than 50 metres to bus stops	2
	Less than 100 metres to other public facilities, e.g. church, pub, community centre	1
Number of requests received	1-2	2
	3-5	5
	6-10	10
	11 or over	12
Special Requirements		

Score	Outcome
0-40	Unsuccessful
41-79	Successful