

ENVIRONMENTAL ENFORCEMENT ACTION PLAN 2008/09

Objective	Action	Timescale	Lead	Outcome	Comments/Areas for Improvement
1. Determine Duty of Care arrangements for waste streams identified as prevalent fly-tipping incidents.	(i) Visit all premises which handle waste tyres.	April 08	Environmental Protection Pollution Control Officer	112 premises identified for investigation. 13 no longer operating. 99 premises visited, 8 did not handle tyres. 67 produced documents on request. All but 2 subsequently satisfied requirements. 2 Enforcement Notices served.	3 waste brokers identified without necessary licence. One ceased practice, one referred to Environment Agency. One Fixed Penalty Notice served and not complied with. Prosecution pending. Flytipping of tyres reduced from 10 in April to 4 in May.
	(ii) Contact all house clearance companies, van hire and 'Man with a Van' operations.	June 08	Environmental Protection Pollution Control Officer	Seven such companies advertise in CCDC area. All given Duty of Care information.	
	(iii) Contact all building companies/contractors	June 08	Environmental Protection Manager	107 companies written to.	
	(iv) Visit all skip hire companies.	July 08	Environmental Protection Pollution Control Officer	5 skip hire companies were found to be based in the district. All were visited and produced correct documentation.	
	(v) Contact all gardening services companies.	Sept. 08	Environmental Protection Pollution Control Officer	17 gardening companies were identified as based in the district. 3 were found to be no longer trading. All except 1 leave waste on site and the one has applied for waste carrier licence.	

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	(vi) Contact all decorating companies.	October 08	Environmental Protection Pollution Control Officer	82 decorating companies were either written to or telephoned and Duty of Care information given.	
2. Work with partners to ensure vehicles capable of carrying waste are assessed and paperwork in order as necessary.	Waste carriers exercise with Police, Environment Agency in both Cannock and Rugeley.	July 08	Environmental Protection Pollution Control Officer	3 July 08 Rugeley; 60 vehicles stopped, 5 Waste Carrier Licences produced on the day and 8 advisory letters sent. No Notices required to be served for Rugeley exercise. 31 July 08 Cannock; 13 waste carrying vehicles stopped, 3 Notices served and 1 advisory letter sent.	One vehicle seized by Police.
3. Raise awareness of Duty of Care responsibilities.	(i) Prepare information for inclusion in Building Control application packs and planning applications that require Building Regulation approval.	June 08	Environmental Protection Manager	Achieved September 08.	Branding caused delay.

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	(ii) Prepare information for new commercial occupiers for inclusion in Economic Development information packs.	June 08	Environmental Protection Manager	Achieved	Branding caused delay.
	(iii) Prepare and distribute leaflets and posters to DIY outlets and builders merchants.	August 08	Environmental Protection Senior Environmental Health Officer	Not achieved due to staffing issues.	Carried over to 09/10.
	(iv) Arrange for messages to be included on reverse of parking tickets, CCDC car parks.	August 08	Environmental Protection Manager	Achieved. A total of 5 messages alternating on the roll, were used for 6 months from end Aug. 08.	Evaluation survey showed that the public had either not noticed or not remembered the messages.
	(v) Approach estate agents with view to producing information for vendors and new occupiers.	October – December 08	Environmental Protection Pollution Control Officer	Achieved. 19 estate agents identified, 2 no longer trading, 16 agreed to distribute.	
	(vi) Produce short video for distribution and on web/in reception.	January 09	Environmental Protection Manager	Research undertaken but script not written due to staffing issues.	No facility to play a video or DVD in reception.
4. Reduce amount of litter.	(i) Identification of litter hotspot areas.	May 08	Streetscene Officer Street Cleansing	11 hotspot areas identified.	

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	(ii) Collect information from Cannock and Rugeley town centre shops re. cigarette litter generated by staff and distribute information/posters.	May 08	Environmental Protection Street Wardens' Manager	Data collected from 70 shops in Cannock and 93 shops in Rugeley. All shopkeepers supportive of Action Plan.	A3 posters too large – future ones need to be A4.
	(iii) Litter patrols with Staffs. Police in Cannock and Rugeley towns.	May 08	Environmental Protection Pollution Control Officer	2 patrols in each town. No littering witnessed.	Those seen using bins approached and thanked. Shop assistants on cigarette breaks confirmed information had been cascaded.
	(iv) Covert litter patrols in evenings at fast food outlets.	May 08	Environmental Protection Pollution Control Officer	One evening patrol in each of the 4 weeks, including one Sunday. 6 Fixed Penalty Notices issued and paid.	
	(v) Collect information from Hednesford town centre shops re. cigarette litter generated by staff and distribute information/posters.	June 08	Environmental Protection Street Wardens' Manager	33 shops visited and data collected. All shopkeepers supportive of Action Plan.	
	(vi) Litter patrols with Staffs. Police in Hednesford town.	June 08	Environmental Protection Pollution Control Officer	2 patrols undertaken. No littering witnessed.	24 persons spoken to and thanked for using litter bins.
	(vii) Covert litter patrols in evenings at fast food outlets.	June 08	Environmental Protection Pollution Control Officer	4 patrols undertaken. IFPN issued and paid. 3 persons seen using litter bins.	

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	(viii) Monitor litter hotspot areas and review.	June 08	Environmental Protection Street Wardens' Manager	9 hotspot areas monitored. 5 – good 4 - poor	Monitoring to continue.
	(ix) Assess litter bin provision in identified hotspot areas.	July 08	Streetscene Officer, Street Cleansing	2 damaged bins replaced in hotspot areas.	
	(x) Provide necessary litter bins in identified areas.	Aug/Sept. 08	Head of Environmental Services	As (ix) above.	
	(xi) Assess litter on routes to school/corner shops.	Sept. 08	Environmental Protection Street Wardens' Manager	Undertaken both morning and evenings around all High schools. Only on one occasion was litter found to be significant.	
	(xii) Organise competitions in High schools to design chewing gum wrappers and produce winning designs.	Sept./Oct. 08	Environmental Protection Street Wardens' Manager	Not achieved.	Discussions with the High schools showed a lack of interest.
	(xiii) Litter patrols outside High schools.	Sept./Oct. 08	Environmental Protection Manager	4 out of 5 schools achieved. 3 advisory letters to children under 16 years old, 1 Fixed Penalty Notice to a taxi driver, 1 Fixed Penalty Notice to a member of the public.	Policy required for issuing FPN's to juveniles.

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	(xiv) Assess retail car parks to determine appropriateness of litter clearing notices.	October 08	Environmental Protection Street Wardens' Manager	Achieved. No retail car parks required litter clearing notices.	
	(xv) Explore joint use of partner's chewing gum removal equipment, through contractor.	Nov. 08	Head of Environmental Services	Not achieved.	Due to retendering of the Streetcare Contract, this will now be considered when the new Contract is in place (June 2010).
5. Reduce incidence of fly-tipping.	(i) Ensure covert CCTV equipment is deployed at hotspots and monitored.	Ongoing.	Environmental Protection Pollution Control Officer	Ongoing	
	(ii) Upgrade CCTV equipment to 3G for speed of interrogation.	May 08	Environmental Protection Manager	Achieved	
	(iii) Purchase additional covert CCTV equipment for non-secure locations.	Sept. 08	Environmental Protection Manager	Achieved – demonstrations and quotations received in September. 2 new systems purchased in December 08.	
	(iv) Deploy signage as deterrent.	June 08	Waste and Engineering Services Senior Technical Officer	Delay due to legal query.	Deployment from Nov. 08.

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	(v) Explore training an officer to take fingerprints and publicise.	July 08	Environmental Protection Manager	Achieved but determined not to be a viable option. Staffs. Police will provide Scenes of Crime Officer to large flytipping incidents.	
6. Raise awareness of fly-tipping.	(i) Publicise work of department in tackling fly-tipping.	May 08	Environmental Protection Pollution Control Officer	Achieved. Express & Star article 3 May 08 – flytipped tyres.	
	(ii) Use enviro-crime scene tape and witness request boards at major fly-tip sites.	June 08	Environmental Protection Pollution Control Officer	Achieved September 08.	Delay due to error on witness boards.
	(iii) Offer reward leading to successful prosecution.	Pilot – June – Aug 08	Environmental Protection Manager	Achieved	Formalisation of scheme in 09/10 Plan.
	(iv) Arrange for messages to be included on reverse of parking tickets, CCDC car parks.	August 08	Environmental Protection Manager	Achieved. A total of 5 messages alternating on the roll, were used for 6 months from end Aug. 08.	Evaluation survey showed that the public had either not noticed or not remembered the messages.
	(v) Prepare and distribute posters and summary cards to petrol stations.	Sept. 08	Environmental Protection Senior Environmental Health Officer	Not achieved due to staffing issues.	Rolled forward to 2009/10 Plan.
	(vi) Produce short video for distribution and on web/in reception.	Jan. 09	Environmental Protection Manager	Research undertaken but script not written due to staffing issues.	No facility to play a video or DVD in reception.

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7. Reduce incidence of dog fouling.	(i) Identify hotspot areas from complaint database and contractors.	May 08	Food and Safety Health and Safety Officer (Enforcement) Streetscene Officer, Street Cleansing	51 hotspot areas identified.	
	(ii) Target hotspot areas with patrols, 88 hours per quarter.	Ongoing. From end May 08	Food and Safety Health and Safety Officer (Enforcement)	Ongoing	
8. Reduce number of empty/eyesore buildings.	(i) Bring 15 empty properties back into use.	April 09	Private Sector Housing Manager	Achieved	Reported through Housing Service Improvement Plan.
9. Reduce number of empty commercial properties.	(i) Survey district to identify properties.	December 08	Private Sector Housing Manager	Not achieved.	Planning issue.
	(ii) Extend action plan to incorporate bringing back into use.	April 09	Private Sector Housing Manager	Link working with Planners; ongoing.	
10.Reduce land which is an eyesore.	(i) Survey district to identify land which is an eyesore.	February 09	Environmental Protection Street Wardens' Manager Private Sector Housing Manager	Not achieved.	No powers for Environmental Health.

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	(ii) Extend action plan to incorporate improvements.	April 09	Private Sector Housing Manager	In conjunction with Planning.	Section 215 work or Planning Enforcement.
11. Maintain areas cleaner, greener and safer.	(i) Organise 'Own Your Streets' events, with partners, targeting areas identified by analysis of needs.	3 events within 08/09	Environmental Protection Street Wardens' Manager	4 events achieved; Moss Road, Carfax, Heath Hayes and Prospect Village.	Involvement of all age groups. Interaction with vulnerable persons and in Heath Hayes incorporated fire safety checks.
	(ii) Empower front line employees and contractors to report incidents of fly-tipping, graffiti, littering and dog fouling.	Sept. 08	Head of Environmental Health	Achieved July 09.	
	(iii) Protocols to be established for authorised officers to have access to Central Control's CCTV footage.	Sept. 08	Environmental Protection Manager	Achieved on target.	

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	(iv) CCTV operators to report incidents of fly-tipping, dog fouling, littering, graffiti and matters of public nuisance and/or public safety to authorised officers.	Sept. 08	Community Safety Development Officer	Achieved	
	(v) Develop network of street champions to report environmental issues.	April 09	TBC	Not achieved. Other options being considered through Own Your Streets process.	
12. Introduce recycling into commercial sector.	(i) Pilot cardboard and paper collection as separate waste stream.	Ongoing.	Head of Environmental Services	Ongoing	
	(ii) Assess expansion of pilot scheme.	October 08	Head of Environmental Services	Progress report to Policy Development Committee Sept. 09.	