



**Project Integra – Strategic Board Minutes**

Name of meeting	Project Integra Strategic Board	
Date of meeting	Tuesday 24 <sup>th</sup> June 2025, 10am-12-pm	
Venue	Online Meeting – MS Teams	
Attendees	<p>Councillors:</p> <p>Cllr Dave Ashmore (DA)  Cllr Ian Bastable (IB)  Cllr Geoffrey Blunden (GB)  Cllr Steve Cramoysan (SC)  Cllr Stephen Hammond (SHa)  Cllr Eamonn Keogh (EA)  Cllr Rupert Kyrle (RK)  Cllr Robert Mocatta (RM)  Cllr Kirsty North (KN)  Cllr Alan Oliver (AO)  Cllr Netty Shepherd (NS)  Cllr Chris Tomblin (CT)</p> <p>Officers:</p> <p>David Allister (DA)  Helen Taylor-Cobb (HTC)  David Emmett (DE)  Mark Grey (MG)  Claire Griffiths (CG)  Rob Harbour (RH)  Sean Herdman-Grant (SHG)  Sam Horne (SHo)  Toni Johnson (TJ)  Paul Laughlin (PL)  Olivia Longley (OL)  Dan McCartney (DMC)  Karyn Punchard (KP)  Colin Read (CR)  Sonja Reames (SR)  Kaylee Shaw (KS)  Ian Spicer (IS)  Richard Tebbutt (RT)  Ruth Whaymand (RW)  Ashley Wild (AWi)  Campbell Williams (CW)  Abigail Wylde (AWy)  Paul Wykes (PW)</p>	<p>Portsmouth City Council  Fareham Borough Council  New Forest District Council  Winchester City Council  Gosport Borough Council  Southampton City Council  Eastleigh Borough Council  East Hampshire District Council  Hampshire County Council  Hart District Council  Havant Borough Council  Basingstoke and Deane Borough Council</p> <p>Eastleigh Borough Council  Basingstoke and Deane Borough Council  Portsmouth City Council  Veolia  Havant Borough Council  Southampton City Council  East Hampshire District Council  Hampshire County Council  Eastleigh Borough Council  Hampshire County Council  Project Integra  Fareham Borough Council  New Forest District Council  Gosport Borough Council  Havant Borough Council  Winchester City Council  Basingstoke and Deane Borough Council  East Hampshire District Council  Rushmoor Borough Council  Basingstoke and Deane Borough Council  Winchester City Council  Project Integra  Test Valley Borough Council</p>
Apologies:	<p>Cllr Christine Guinness (CG)  Linda Bratcher (LB)  Stephanie Lucking (SL)</p>	<p>Rushmoor Borough Council  Southampton City Council  Gosport Borough Council</p>
		Actions
<b>1.</b>	<b>Introductions and Domestic Arrangements</b>	
1.1	Cllr Mocatta opened the meeting and round-the-room introductions were given.	

<p><b>2.</b></p> <p>2.1</p>	<p><b>Apologies</b></p> <p>Apologies as above.</p>	
<p><b>3.</b></p> <p>3.1</p>	<p><b>Declarations of Interest</b></p> <p>There were no declarations of interest.</p>	
<p><b>4.</b></p> <p>4.1</p> <p>4.2</p>	<p><b>Minutes of the Last Meeting and Matters Arising (Report 131)</b></p> <p>There were no outstanding actions from the last meeting.</p> <p>The minutes were agreed to be a true record.</p>	
<p><b>5.</b></p> <p>5.1</p>	<p><b>Annual Report</b></p> <p>RM explained that the annual report was not ready to present and that it will be circulated via email when complete. Any questions on the report can be answered at the next meeting.</p>	
<p><b>6.</b></p> <p>6.1</p>	<p><b>Proposals for PI Projects 2025/26</b></p> <p>AWy gave a presentation overview of the proposed PI project for 2025/26, which included:</p> <p>Joint Municipal Waste Management Strategy (JMWMS)</p> <ul style="list-style-type: none"> <li>• Background on the JMWMS and work that was started last year on a review.</li> <li>• A rewrite of the strategy rather than updates or amendments.</li> <li>• Extending the review period from 3 years to 5 years to encompass the start of local government reorganisation, with a shorter review period to allow for any changes.</li> <li>• Including a public consultation.</li> <li>• Creating a working group with representatives from all partners rather than hiring external consultants.</li> <li>• A timeline with a draft strategy being presented in early 2026 and time allowed for the strategy to go through individual authority approval.</li> <li>• A proposed action plan to sit under the strategy to provide more detail</li> </ul> <p>Benchmarking Project</p> <ul style="list-style-type: none"> <li>• A project that uses the cost data previously submitted as part of the chief executive output work last year and other metrics to create benchmarking data.</li> <li>• The purpose of the project would be to highlight the similarities and differences between services in the partnership rather than creating a league table.</li> <li>• The project could also include data from neighbouring authorities as a comparison.</li> </ul> <p>Members Briefing Project</p> <ul style="list-style-type: none"> <li>• A series of pre-recorded webinars on a range of waste and recycling topics to brief all authority members, not just the PI board.</li> <li>• The recordings could also be used as a comms tool for residents and put on authority websites.</li> </ul>	

<p>6.2</p>	<ul style="list-style-type: none"> <li>• Webinars to be followed by a live (unrecorded) question and answer session.</li> <li>• Possible topics include a waste and recycling overview as well as national legislation updates on Extended Producer Responsibility, the Deposit Return Scheme and Simpler Recycling.</li> </ul> <p>AWy asked for questions and feedback.</p> <p>JMWMS Questions:</p> <p>HTC explained that she had concerns around officer capacity to work on the JMWMS given that a lot of authorities are in the process of planning and introducing their food waste service. RM agreed that this is a significant consideration.</p> <p>IB outlined that it will be important to set out a clear timetable for the JMWMS in respect to LGR and how the two are interconnected. He highlighted that the work needs to be meaningful and mindful of any LGR changes. RM suggested that one option would be not to start work on the JMWMS until after the government release more information on LGR in September. This would ensure that the work is started with a solid understanding of the LGR feedback and timeline. IB agreed that this would be sensible.</p> <p>KS highlighted that officers need to understand how much work would be needed to re-write the JMWMS so that they can determine whether they have the capacity to commit to the work. RM agreed and asked AWy whether it would be possible to quantify the amount of work needed. AWy explained that it is difficult to answer but that the first step would be to look at which parts of the JMWMS need reviewing and which are still relevant. This then would provide an indication of how much work there will be alongside other elements like the public consultation.</p> <p>RM asked whether the public consultation is a statutory duty or if its optional. AWy explained that it is not statutory but that it was suggested that it would be beneficial to have the public involved given the magnitude of the changes happening in waste. RM expressed concern around the response rate and usefulness of the feedback to a consultation given the size of the consultations taking place currently on LGR.</p> <p>SHG suggested that there are two stages to the work, first an exploratory stage to establish a clear proposal outline for the new strategy and to determine the purpose of the public consultation. Then a second stage which would take place once more information has been provided on LGR to progress work on rewriting the strategy with the caveat that it is a flexible and adaptable project.</p> <p>RM shared that his biggest concern around the public consultation is the cost and response rate. He highlighted that it is not currently clear how it will be funded or how valuable it will be. He suggested that officers start exploratory work in a working group to create a proposal for the JMWMS and consultation, including any cost, before further work is started.</p>	
<p>7.</p> <p>7.1</p>	<p><b>Simpler Recycling Compliance</b></p> <p>RM asked authorities to provide an update on their Simpler Recycling compliance progress:</p> <p>NFDC – KP shared that NFDC is in phase one of their new service roll out introducing wheeled bins, weekly food waste collections and alternate weekly collections for residual and DMR. The roll out was going well and initial participation</p>	

	<p>in the food waste service was higher than expected. There have been some reports in the media of issues with grazing animals accessing food caddies in open forest areas and the team are monitoring the situation.</p>	
7.2	<p>WCC – CW explained that WCC is due to start their food waste service in October in a phased process with one round to be rolled out every three weeks from October to March. WCC have already ordered their vehicles and expanded their depot to accommodate the additional service. Caddies and liners have also been ordered, and the plan is for WCC to provide residents with twenty-six free liners to start the service. WCC is also doing work to look at the options for implementing the other parts of Simpler Recycling and following HCC’s decision on the MRF are putting together different DMR options including a possible three weekly residual collection. CW shared that the team are planning to go to cabinet with the options at the start of 2026.</p>	
	<p>RM asked when WCC will be delivering their food caddies to residents. CW explained that the first round is due to start on the 6<sup>th</sup> of October and container delivery will take place in the 3-week period prior to this. This process of 3-week delivery will then be repeated for the remaining rounds.</p>	
7.3	<p>SCC – EA shared that SCC is planning to deliver food waste from April 2026 and that they have started the procurement process for vehicles and caddies. He noted that SCC is hoping to learn from some of the early adopters in Hampshire and said that any knowledge sharing would be greatly appreciated. SCC faces similar challenges to PCC being a densely populated area and there are concerns around providing food collections to communal area, but the team are putting a lot of work into this. EA outlined that residents in SCC are particularly concerned about recycling a wider range of items and therefore the MRF plans will be welcome.</p>	
	<p>RH explained that SCC’s initial focus is on food waste and that they are expecting to receive their vehicles in October or November. SCC’s intention is to run a 3 phase roll out with five rounds in total running from January to March. Once food waste is fully implemented the team will then turn to Simpler Recycling in more detail and the proposals that they may take to cabinet in terms of DMR configuration.</p>	
7.4	<p>TVBC – PW outlined that TVBC is planning to roll out their food waste service across the borough at the same time in October. TVBC is planning to have eight food rounds and have expanded their depot to accommodate the additional service. They are expecting their vehicles in the next few weeks and are planning to start delivering the bins and caddies from the end of August. TVBC have also recruited new staff for the service and have a comprehensive comms plan in place.</p>	
7.5	<p>EBC – TJ explained that EBC is in a slightly different place to other authorities as they already have a longstanding food waste collection service in place. Currently the team are doing a significant amount of work to improve participation rates with the service after the initial participation rates dropped. EBC have implemented Simpler Recycling in their trade waste service as per the regulations but have noticed that asking residents to recycle differently at work to at home is causing some confusion. The team are also doing work to look at operational strategies, including the possibility of a three weekly residual collection, and are planning to present all the options to cabinet for a decision.</p>	
7.6	<p>FBC - IB shared that FBC have also implemented Simpler Recycling in their trade waste service and are planning to roll out their food service from March 2026. FBC have purchased their vehicles and have rearranged their depots to accommodate</p>	

	<p>them. FBC have ordered their food caddies and have selected silver caddies with an orange lid after concerns were raised about visibility and trip hazards associated with the traditional brown/green caddies. FBC have made the formal decision to delay any changes to their DMR service until the MRF is ready in 2027. IB highlighted that this does mean that glass collections won't be going ahead but FBC are planning to introduce bring banks to increase participation.</p>
7.7	<p>GBC – CR outlined that GBC's contract is due to expire in March 2026 and their main focus has been on the renegotiation of this which is now complete. They are now in the process of procuring vehicles and caddies for their food service which is planned to start in March 2026. The rollout is planned to happen in one stage however there are concerns around delivery timescales for vehicles. GBC are also waiting for the settlement funding from Defra for food waste and also challenged their revenue funding but haven't had an outcome from this yet.</p>
7.8	<p>PCC - DE explained that like EBC, PCC are in a slightly different position to others as they have a fully rolled out food service for both individual and communal properties. PCC is currently running a round optimising and modelling project ahead of the twin stream DMR service, and are also halfway through a depot refurbishment to provide space for the additional fleet.</p>
7.9	<p>HBC – SR shared that HBC have also been doing significant work on their contract and have made the decision to go in house from April 2026 with a two-year extension with Norse until then. HBC are aiming to roll out their food waste service from April 2026 but are at the beginning of the procurement process so this will be dependent on delivery timelines. Other projects HBC are working on include hiring a comms officer, assessing a twin stream DMR option, and rolling out plastic collection bring banks.</p>
7.10	<p>EHDC – SHG explained that EHDC are planning to conduct a full food waste roll out to start from the 31<sup>st</sup> of March 2026. They are acquiring an additional depot site for food waste vehicles which will also have additional space for Simpler Recycling vehicle changes.</p>
7.11	<p>BDBC and HDC – HTC shared that they have renegotiated their contract to bring the extension forward by a year to allow food waste to start in October. The food vehicles are due to arrive throughout the summer and have all been fitted with cages to allow for any future WEEE collection plans. Food caddies are also arriving over the summer, and the kitchen caddies have been printed with a QR code linked to online information so that it's easy for residents to access. 52 liners are being provided free of charge to residents to start the service and a significant comms campaign will run alongside the roll out.</p>
7.12	<p>RBC – RW highlighted that RBC is approaching five years since their food waste roll out and that although there was high participation to begin with engagement did drop off. A re-engagement project was run last year which involved stickering residual bins with 'no food waste' stickers was run last year which increased participation significantly and now engagement is back to initial levels. RBC's current focus is on their contract renegotiation which is due to expire in 2027 and whether to extend this or go out to market.</p>
7.13	<p>HCC – KN outlined that the formal decision on food waste disposal has now been approved, and that HCC continue to lobby the government about additional new burdens funding. PL explained that HCC is working with Veolia to progress the MRF project following the decision to go ahead with a twin stream MRF at the end of</p>

	<p>April. Currently, the key work is on tendering for civils work and for an organisation to fit the machinery. Other work being done includes a project to reaffirm the waste flow and types of materials that the MRF will need to handle. This includes work to establish the impacts of DRS although this is relatively unknown at this stage. PL indicated that planning requirements are also being fulfilled and will be completed shortly so it is hoped that building work can start in the autumn.</p> <p>RM thanked everyone for their update and expressed that it was helpful to understand the position of other authorities.</p>	
<p><b>8.</b></p> <p>8.1</p> <p>8.2</p>	<p><b>Disposal Contract Update</b></p> <p>Food Waste Approval Update:</p> <p>SHo provided an update on the food waste disposal arrangements and explained that HCC has been working with Veolia to put in place disposal arrangements for food waste as per the Simpler Recycling requirements.</p> <p>Veolia have procured 3<sup>rd</sup> party arrangements either within Hampshire or very close to Hampshire for food waste disposal. Arrangements have been made with Eco in Dorset and Herriard near Basingstoke on a 3-year term with an inflationary price mechanism. Veolia are also in the process of making arrangements at the transfer stations in Hampshire including procuring lidded electric containers which can be transported to the AD sites to limit vehicle movement.</p> <p>SHo noted that the work on updating the transfer stations will cost around £300,000 and that HCC have highlighted to Defra that this is an additional cost alongside ongoing disposal costs.</p> <p>IB asked whether any work has been done on the extra carbon emissions produced from transporting food waste to the AD sites. SHo explained that a specific carbon assessment hasn't been done to compare the current arrangements to future food waste disposal. However, the hope is that by having bulking arrangements in place vehicle movements will be limited, and research indicates that AD and ERF outlets for food waste have a similar carbon output. SHo also highlighted that there are limited options for AD plants in and around Hampshire currently and that potentially in the future carbon could be a driver for Hampshire to invest in their own facility.</p> <p>DMR Income Sharing Proposal:</p> <p>SHo gave a presentation on HCC's DMR income sharing proposal, which included:</p> <ul style="list-style-type: none"> <li>• Context for the proposal</li> <li>• Background on DMR income</li> <li>• Historic DMR income splits</li> <li>• Material basket prices</li> <li>• Income sharing principles.</li> <li>• Income scenarios</li> <li>• Next steps</li> </ul> <p>SHo caveated that the numbers used in the presentation were based on current values, prices and forecast tonnages and that the figures are purely an indication and are subject to change.</p> <p>SHo asked for any questions.</p>	

	<p>SHa asked whether any modelling had been done looking at DRS and how the scheme will impact tonnages or income. SHo explained that the impacts of DRS have been considered as part of the wider modelling work based on other DRS schemes in Europe. He emphasised that regardless of how DRS is implemented, some material will continue to go through kerbside collections and the lack of government information on options surrounding this presents significant challenges. The new MRF therefore needs to be adaptable and able to manage DRS material. There have been suggestions of a digital DRS scheme or a mechanism for authorities to claim for unredeemed deposits but at this stage nothing has been confirmed. SHo explained that aluminium cans are one of the most valuable and if this stream is lost to DRS, then the income will inevitably decrease.</p> <p>SC asked how EPR will impact the volume of waste and what impact it will have on difficult to process materials. SHo answered that as the producers will be subject to increased prices for hard to recycle materials that it is very likely that they will move to a more easily recyclable, and therefore cheaper, packaging material. He outlined that the plan is for the MRF to be as flexible as possible to be able to adapt to any new material streams. The MRF will be modular in design and feature robotics to achieve this. The challenge is that authorities need to be fixed in their decisions about infrastructure whereas producers have more flexibility to change. However, it is hoped that the EPR scheme administrator will provide a better link between authorities and producers.</p> <p>SC asked who decides how much DMR income HCC retains and whether the WCAs would be able to have full transparency into this process. SHo explained that HCC's intention would be to be fully transparent with the PI partners in terms of income, material value and tonnages. However, the EPR payment mechanism hasn't been made very clear, and more work needs to be done on this to fully understand the system which ultimately will influence the percentage of income retained by HCC.</p>	
<p><b>9.</b></p> <p><b>9.1</b></p>	<p><b>Any Other Business</b></p> <p>RM highlighted that the position of deputy chair is still vacant and asked anyone interested in filling the position to let him know before the next meeting.</p>	
<p><b>8.</b></p>	<p><b>Date of Next Meeting</b></p> <p>Proposed date: Tuesday 21<sup>st</sup> October 2025, 10am-12.30pm, including the AGM.</p>	