

Billing Waste Water Treatment Works working party – project plan and meeting record March 2008. v5: December – March

Billing Waste Water Treatment Works	Meeting 1, 11 December 2007 2pm	Meeting 2, 8 January 2008, 2pm	Meeting 3, 11th January 2008	Meeting 4, 11 February 2008
Purpose/Objectives of the Review	<ol style="list-style-type: none"> 1. Review and evaluate evidence 2. Establish whether there is a ‘statutory nuisance’ 3. Identify the range of alternative options to move forward and make recommendations 			
Exclusions and Constraints	<p>Time will be a key constraint and resources for the Working Party will only be sufficient to attend site visits and to deliver an appropriate level of officer support.</p> <p>Agreed To Complete the review by end March 2008</p>			
Outcomes Required	<ol style="list-style-type: none"> 1. Public confidence in a robust process 2. An improved situation based on the best identified way forward 			
Information Required <ul style="list-style-type: none"> Charts ✓ Budgets ✗ Services ✓ Evidence from users/service employees ✓ Information from partners ✓ Relevant BVPIs ✗ Best Practice Councils ✓ Experts ✓ 	<ol style="list-style-type: none"> Review of officer briefing note <ul style="list-style-type: none"> Legal considerations Practical considerations Complaints – very few received. Complainants encouraged to keep records Proposed new sludge treatment works CLEAN Review of Odour Management Plan Communication Plan <p>Agreed to use O&S Committee to provide public updates. Overview and Scrutiny to deal with public/other queries</p>	<p>Scope questions for meeting with Anglian Water – January 11th.</p> <p>Review officer evidence</p> <ul style="list-style-type: none"> Mogden Schedule of Works Complaints data (including those from WBC and SNDC – Paul Mallard to provide) Recent communications review <p>Identify appropriate best practice site to visit in February</p>	<p>Meet with Anglian Water representatives (Tim Hilsdon- Manager) (11th January)</p> <p>Consider how to work with Anglian Water on new Odour Management Plan</p>	<p>Collect evidence from witnesses</p> <ul style="list-style-type: none"> CLEAN Businesses in the area Local residents, (invited to 31 January O&S 2 meeting) Ward members, Parish Councils <p>Review project plan and scope remaining meetings.</p>
Format of Information <ul style="list-style-type: none"> Officer briefings ✓ Officer reports ✓ Portfolio holder reports ✗ Councillor reports ✗ 	<p>Officer reports</p> <p>The February meeting will require case studies of other</p>	<p>Officer reports</p>	<p>Expert advice</p>	<p>Verbal and written evidence</p>

<ul style="list-style-type: none"> • Published reviews by other organisations ✓ • Case studies ✓ • Expert advice ✓ • Surveys ✓ • Witnesses verbal/ written evidence ✓ • Commissioned research ✗ • Presentations ✓ • Local/regional/national data ✓ 	<p>Councils experience.</p>			
<p>Methods used to Gather Information</p> <ul style="list-style-type: none"> • Interviews in committee/community ✓ • Focus Groups/User Groups in the Community ✗ • Public Meetings ✗ • Working Groups ✗ • Structured Visits to Other Organisations ✓ • Site Visits ✓ • Advertisements ✗ • Media ✓ • Questionnaires ✓ 	<p>The working party will visit the site at Billing and appropriate other sites identified as best practice. (Dates to be arranged – mid January Billing site & the local area)</p> <p>A meeting with OFWAT will be arranged.</p> <p>Visit to ‘best practice’ site – to be identified</p> <p>Evidence needs to be gathered from West Northamptonshire Development Corporation on planning considerations</p> <p>Chamber of Commerce to be asked for comments.</p> <p>A press release will be prepared when this Working Party has completed its work.</p>		<p>Letters to be sent to</p> <ul style="list-style-type: none"> ○ Billing Aquadrome ○ Mill Pub ○ Garden centre ○ School ○ Other businesses in area <p>Businesses need to be encouraged to keep record sheets.</p>	
<p>Co-Options to the Review Committee</p>	<p>The Working Party considered possible co-option and decided to call witnesses as and when necessary – to deliver presentations & verbal/written evidence, rather than formally co-opt to the Working Party. Interested Parties will receive information (in the form of updates to this project plan) at the O&S meeting in January</p>			
<p>Evidence gathering timetable</p>	<p>January to March 2008</p>			

Responsible Officers	Joe Alfano, Paul Mallard, Steve Elsey, (Environmental Health) Ben Bix, Mark Farmer (Overview and Scrutiny) Agreed That Steve Elsey would not be involved in the evidence gathering stages but would be involved at sign off.		Simone Wade – Policy and Governance Manager – Final report preparation	Simone Wade – Policy and Governance Manager – Final report preparation
Resources and Budgets	Budget for site visits – will be identified as meetings progress			
Final report presented by	Cllr Meredith to Overview and Scrutiny 2			
Final report submitted to	Overview and Scrutiny 2, early April 2008			
Monitoring procedure	To be agreed			

Last update, 19 March 2008.

Issues Log

11/1/2008 - Remaining meetings in March must be scheduled

28/1/2008 – Site visit to Hull identified, to be scheduled after 5 March

6/2/2008 – Ofwat representative likely to attend 11 February meeting as observer (did not attend)

17/3/2008 – Working Party decide to meet to scope draft report

18/3/2008 – Site visit to Hull not available, approach made to Ipswich. Chair decides that site visit will not add to final report as summaries from sites have already been made available for consideration