



## **Procedure: Dual-Purpose Bin Siting**

A resident or Town Councillor may approach the Town Council to request a siting of a dual-purpose bin. Community Infrastructure Levy funds can be utilised for the purchase, but the Town Council must budget for the emptying of these.

### **1. When Consultation is Required**

In the first instance a discussion with the relevant officer should be undertaken – they will then be able to ascertain the suitability of the land.

Discussion will take place with the Ward member(s)

A resident survey should be undertaken where:

- A new bin is proposed in close proximity to residential properties; or
- There is likely to be a direct impact (visual, odour, noise, or use patterns).
- Other Local District or County Councillors maybe considered to be approached for consultation

### **2. Defining the Consultation Area**

- Identify properties immediately adjacent to, and directly opposite, the proposed location.
- As a guide, include all properties within clear sightline of the site (typically 6–10 properties, depending on layout).

### **3. Method of Consultation**

Ward Members may consider:

- Deliver a short written notice to relevant properties; or
- Speak directly with residents (door-to-door), where appropriate.
- Issue a QR survey

### **4. Information to be Provided**

Residents should be given:

- The proposed bin location (clear description or simple map)
- The purpose (dual-purpose litter/dog waste bin)
- Reason for proposal (e.g. demand, lack of nearby provision)
- A clear deadline for responses (normally 7–10 days)
- Contact details for responses
- Invitation to indicate alternative location for consideration, if they do not approve.

### **5. Recording Responses**

- Record all responses received (support, objections, and comments)
- Note the number of properties consulted and response rate
- Summarise key concerns (e.g. proximity, smell, misuse)

### **6. Assessing Feedback**

Ward Members should:

- Consider whether there is clear support or significant objection
- Weigh concerns against practical need and absence of alternative sites
- Where objections are substantial, consider alternative locations

### **7. Reporting Back**

- Provide a brief written summary to Officers including:
  - Location proposed
  - Number of properties consulted
  - Summary of responses
  - Ward Member recommendation

### **8. Final Decision**

- Officers will consider the Ward Member feedback alongside operational factors (servicing, safety, existing provision) before confirming installation. If there is any uncertainty then consideration should be given to a report to the relevant committee.

### **9. Record Keeping**

- All consultation summaries should be retained by the Council as part of the decision record.