

Committee Minutes HRA Committee Meeting Tuesday 12 May 2026
Highfield Church Halls 19:00



Thank you to Martin Benning for note taking at this Committee Meeting

1. Welcome: Prof Brown welcomed everyone to the meeting including new attendees. He also expressed thanks on behalf of HRA to Marie Finn for her work as a local Councillor.
Committee members present: Roger Brown, Martin Benning, Nicolla Martin, Karen Edwards, Paul Beard

Others present: Cllr. Lori Foster, Cllr. Jon Walsh, Cllr. John Savage, Gareth Giles (University), Graham Linecar, Sarah Millo, Malcolm White (OTRA), Simon Fidler, Sharon Burgess (OARA).
2. Apologies: Barbara Claridge, Jerry Gillen, Ken Burtenshaw, Stephen Connolly, Ed Hill, Sonia Cottrell (SUSU), Councillor Barbour, Councillor Fielker, Nadine Johnson, Dave White
3. Declarations of interest: None
4. Minutes 10 March 2026 Committee Meeting: These had been amended and recirculated - agreed
Minutes 7 April were circulated in advance and were agreed. Malcolm White had been added as attendee.
5. Matters Arising, not covered elsewhere
 - a. RB Letter to the Vice-Chancellor re the future use of Avenue Campus - – This was a positive response from the university. Dave White had agreed to lead for HRA in future discussions with the University.
 - b. Portswood Shopping Centre PBSA – the project had stalled and the demolition work would not proceed at this time.
6. Report of Meeting 05/05/26 HRA, Community Service and the Police regarding the enforcement of the PSPO in Portswood – Roger thanked Nadine for her full report. He said that, following the information shared at the meeting, he was not reassured that the police would act but another meeting was being planned. Roger said that he would keep residents informed about the role of HRA in trying to make the situation better. A brief discussion mentioned that CCTV cameras were in operation neat Waitrose and next to Westridge Road. The three Councillors had submitted a bid for money from the Community Safety Fund – this was worth £100,000 in total and would be distributed across the city. The point was made that the state of the Shopping Centre (see Item 3b.) was probably contributing to residents’ perception of the poor state of the Broadway.
7. Information Reports from Councillors
 - a. Councillor Barbour – written report attached (Agenda Annex.iv.) Also Minutes (Annex.i.) Minutes from the latest Neighbourhood Plan meeting and Minutes Annex.ii. (Terms of Reference of the Group)
 - b. Councillor Savage: John stated that Thomas Lewis Way would be closed from 25 May for 11 days. This was to facilitate the laying of new cables that would bring more electricity into the city. This would allow for more shore to ship connections and sufficient power to charge new electric buses. Councillor Foster made the point that cameras would be installed to monitor traffic during the closure of TLW so that traffic lights could be altered across the city to increase traffic flow if backed up. She also mentioned that some roads might be open to residents only but it was felt that this could be difficult to enforce. There would be a much traffic disruption during this period and it would probably affect our local roads including Brookvale Road. It was felt that it was positive communication that we were being informed of this essential closure. Local people would have to tolerate with the temporary inconvenience. The Council would be informing residents warning of possible traffic delays.

John explained that the Geothermal Facility in the city would be expanded and that he had worked on the application for funding.

Southampton University was carrying out research into improving social cohesion. All Councillors were considering the policies within the City Vision to see how they could be applied to Portswood Broadway. There would be future consultation with local groups – Roger asked that HRA be involved.

There had been a recent workshop looking at the issues around the River Itchen – people were working on a charter for the river and John explained that there would be input from a wide range of stakeholders.

John had also been working with relevant planning officers to try to contact Fusion (the owner of the Shopping Centre site). So far there had been no response so he next planned to ask the new leader of the council to make that initial contact. There had been complaints from local businesses about the impact on them due to the derelict state of the site. However, there were also proposals to allow pop up businesses to open on the site.

- c. Councillor Foster had nothing additional to report this time as she had only recently been elected

8. University

RB reported that he had attended the meeting at the University to consider the arrangements for this year's end of year refuse clear out. Further reports would be made in due course. (See Annex.iii Report on move out weekend refuse meeting).

Gareth Giles (Southampton University Head of Partnerships and Community Engagement) reported that he was new in post and was enjoying getting to know people. He reported on a successful meeting with Councillors, representatives from OARA, HRA and the Council concerning the management of students moving out of rented accommodation at the end of the summer term.

Gareth informed the meeting that planning permission had been sought for a new building on the Highfield Campus. The Stem Building would be on the corner of Burgess Road and University Road. It would be partially built on the Gower car park with about 70 car parking spaces being lost. This could impact local residents as students and university employees look to park elsewhere in nearby residential roads. He would provide further information about this.

Gareth had begun assessing the implications of the new renting regulations on students (Renters Rights Act). He also confirmed that he was keen to be part of the discussions concerning the future of the Avenue Campus.

9. HRA Crime WhatsApp group for Highfield

- a. Community Safety Fund (see Agenda Item 4b.)
- b. Crime information sharing WhatsApp Group Report NJ (Agenda Annex.iii.). This was noted and RB thanked Nadine for her report in her absence.

10. Planning

- a. Enforcement enquiry follow up BC - 24/00790/FUL - 197 Portswood Road (ex-Portswood Hardware premises) – (Update Annex.vi.).

Councillor Lori Foster agreed to look into this case.

- b. 3/3A Brookvale Road 26/00294/ELDC Application for an Existing Lawful Development Certificate - existing use as a 17-person HMO. Councillor Savage said that he was already involved in this issue and he would continue to pursue it.

(Post meeting update: The HonSec had written again to HMO Enforcement (Christopher Pearce) on 14 May. This had been in particular about fire safety at the HMO and the fact that the Licence had been increased from a 15-bed HMO to a 17-bed HMO in September 2025 with no Authority inspection (from what is assumed so far in communications with HMO). This time the HonSec had received reassurance that he would visit the property. CP confirmed, "... in the interests of progressing matters and addressing the concerns raised, I will carry out a visit to the property as soon as possible. This would allow us to verify the specific issues you have highlighted, including both fire safety provisions and amenity arrangements.". Hopefully that visit would have taken place before the next HRA Committee Meeting and before the ELDC had been approved. This is to be welcomed as HRA's main focus is on the safety of people and wellbeing who live in such a large HMO.

- c. 26/00352/FUL 41 Portswood Road – a family flat that could be turned into an HMO. Paul Beard had objected. Councillor Savage confirmed that the Council would use its HMO Policy in deciding the outcome of the application.

11. Reports

- a. Finance (MB) – income/expenditure for the last period – Expenditure = £192.58; income = £552.00; Current Account balance = £4293; High Earnings Account = £26,365
- b. Membership (NM) - Members recorded on Database 346. Paid up members Jan 29, Feb 9, Mar 44, April 76 = **158**
Not renewed in Jan 8, Feb 8, Mar 14, April 19 = **49**
- c. Digital Communications Report – There are now 1286 followers on the HRA Facebook page. An increase of 6 since the meeting of 7 April 2026. Thank you to Ken and Barbara for photos, and also to Barbara and miscellaneous others for news items.

Website - At some point in the year we will need to update to a new Wordpress Edit as the Smart Slider for photo plug-ins is out of date and occasionally breaks down. Ross is investigating costs but it will be more expensive and could be upwards of £5.99 per month. Our last payment was £71.86 for the year. The Wordpress Edit is the management system I use for running the website so it is likely that I will have to become familiar with a completely new format.

eNews emailed to members

Two eNews / Events Updates had been emailed to members - 22 April and 6 May.

Nadine Johnson Digital Communications

12. A.O.B.

- a. Update on Art for Art's Sake HRA@50 event (MB) – the planning is coming on well. So far about 12 artists and makers would be taking part. The event had been advertised in the HRA eNews and Facebook page. A poster (designed by Ken) had been placed in one of the windows of Avenue Church's Hall.
- b. Jerry Gillen had reported on two OARA issues ahead of the meeting: a PACT Meeting to be held on 14 May, 6.30pm at Avenue Church: a Street party to be held on 30 May, 1pm at the mural on Alma Road

Dates of the next meetings:

Tuesday 16 June *A volunteer note taker will be needed for these 2 dates*

Tuesday 14 July

No Meeting in August

Annex.i. Minutes of the Portswood Neighbourhood Plan Meeting 3

Monday 27th April 2026 12.45 to 2.30pm

Attendees: Cllr. Kat Barbour (KB), Cllr. Marie Finn (MF), Chris Swann (CS), Liz O'Connor (LO'C), Graham Linecar (GL), Lori Foster (LF), Cllr. John Savage (JS) Ralph White (RW)

Apologies: Clare Diaper, Ed Hill

Cc Amber Trueman and HRA for info

Cllrs Finn and Savage joined at 1.15pm

Minutes and reflections

The minutes of the previous meeting (2) were agreed. RW added some points to the SWOT analysis

Opportunities

City of culture bid - did it reveal anything we could use? Head of culture and libraries - Carolyn.

Local authority structure change - parish council type structure

Weaknesses

Loss of schools in main sector - increase in academies. Zero asset transfer to academies.

Democratic process - local election turn out. Local authority structure change.

Updates since last meeting

The shopping centre (PSC) redevelopment has stalled and the site is becoming an eyesore – we discussed writing to Fusion from this group to request an update and to suggest some ideas for pop up shops and other uses of the site in the interim.

JS has been contacting Fusion since this was announced and they are not responding to his calls. Some of the planning team in SCC may be able to get some leverage and Steve Harrison was suggested as a person to contact

JS action

It was agreed to call a public meeting on the Broadway after the election to garner views from businesses and local residents on ways forward for the Broadway and for the PSC. RW suggested asking businesses what other retail offer could be brought in LF suggested a survey to go alongside this meeting to get feedback from local residents GL is fearful that this will be delayed and that no actions will be taken at PSC

JS and LF action

We discussed the breakground clause that exists for developments and the example of a property on Abbots Way was cited where the foundations were built and it has now stalled. The Waggoners does not appear to have progressed either. The report that SCC has done on need for student accommodation is now scheduled to come out in the summer. In Portsmouth Fusion are doing the same thing as in Southampton and it might be worth linking with the planning team there to see if they are able to put any pressure onto Fusion

KB action

Ralph was involved with pop up shops - low cost and low risk, due to short term commitments. Specialist companies do this. Flourish - reach out –

LF action

It was agreed to write to Steve Harrison from this group and to also to invite Fusion to the public meeting when this is set up

KB action

Other actions were suggested and will be followed up by the people identified

Spencer Bowman – Mettricks KB to contact

Kang - Pho Vietnam LF to contact

Ahmed family JS to contact

Ask about rate reduction for existing businesses JS action

LF suggested Artel for pop up.

Contact Victory Church MF action

Kelly at Unity 101 LF to contact

Membership

The membership of this group has been organic so far and there are spaces for a few more members, Ralph White and Claudia Murg would like to join, there is information about Ralph in a confidential attachment to these minutes and info on Claudia Murg can be found on her website, [We Make Southampton – Community Media](#)

It was also suggested that Sonia Cottrell from the university be invited to join – LF to discuss with her and if interested to submit some words to support this

Action all to review potential members of this group

Terms of reference

KB has rewritten these and these are attached to be discussed at the next meeting on 1st June 2026

Action All

Stakeholder analysis

MF and CS have made additions to the stakeholders list – thank you both - and the updated version is attached with the minutes, if you think of stakeholders please email KB **Action all**

Southampton Data Observatory

MF did a brief presentation on the observatory and the data held there. [Homepage](#)

It is a hugely rich source of information and one can drill down to each ward to get statistics on issues.

Vision for Portswood in 10 years

The rest of the meeting was spent considering how the ward may be in 10 years' time and the feedback by each group is attached.

Graham and Marie

Places to talk to each other - encouraging community within the ward.

Busker stops and bakeries.

Keep areas green - not paving over front gardens. Transport - water taxis and more connected bus routes. Hiring mobility scooters. Seating improved. Warm hub.

Ralph and John

St Denys street market - by Police station and increasing planting. Trees and hanging baskets with gardening prize.

Green walls. Extend museum and art galleries - local culture points. Music events more prevalent - small scale.

Chris and Liz

Major problems- changes in economic situations that we can't control.

Improving a sense of ownership, taking pride in area. Investment in locally

Focused management - enough people locally to take care of street management - ensure wellbeing. Joined up communications between groups and councils. Local non retail

Hubs - banking, building society, council, walk in centre- service centres. Youth activities - integration and information holding family events.

Lori and Kat

They envisaged a green corridor running through Portswood, with an acoustic barrier to Thomas Lewis Way, with more trees being planted. An excellent bus transport system with buses running east west and north south. A place where teenagers can gather in shelters and enjoy time together. It would be good to have much more cooperation between all the community groups in Portswood with discussion about when setting dates for the year to avoid clashes. Running regular events for all parts of the community. It would be good to have bigger pavements and less space for cars. A suggestion to block off the top of St Denys Road and make this a space where festivals and markets could be held. The library to become more of a community hub with access to council services and weekly/monthly drop ins. To create Wildflower verges along roads, to install bee bricks in new builds and extensions, to retrofit for bats, swifts and other birds. To have a pop up recycle shop in Portswood where students can buy items left by other students the previous year.

There is a need for more local activities for families at low cost or free.

AOB

Bus Gate survey results - is there any info we can glean from that? Chris. JS to ask Wade where this is.

JS action

Marie - as lead for health and social care in the city the government wrote about NHS local health and finding hubs for treatment and asked council to find spaces.

Date of next meeting – 1st June 2026 2pm to 4pm 11 Eastfield Road St Denys

With permission of Councillor Kat Barbour

Draft Terms of Reference

April 2026

Background

Portswood has determined that it intends to contribute to the local plan, Southampton City Vision, and has established a Local Plan Steering Group to oversee the process.

1. Purpose and Mission Statement

The purpose of the Portswood Local Plan Steering group (“the PLPSG”) is to design and facilitate a process that will result in the preparation of a draft local Plan for Portswood in order to achieve the respective vision for this part of the city.

The process will be:

Inclusive – offering everyone who lives or works in Portswood opportunities to participate fully in the plan.

Comprehensive - identifying all the important aspects of life in Portswood for which we need to plan for the future.

Positive – bringing forward proposals which will improve the quality of life in Portswood.

Supported – where there is a need for professional support to complete the process.

2. Tasks

The PLPSG, along with its technical advisers, will undertake the following tasks:

1. Prepare an outline process for contributing to the local Plan.
2. Promote the process of preparing the local Plan to encourage participation and the submission of views and ideas.
3. Organise meetings to gather views and consult on ideas.
4. Assess existing evidence about the needs and aspirations of Portswood.
5. Liaise with relevant businesses and organisations to secure their input in the process.
6. Ensure that the views of the full range and diversity of interest Groups are sought through the process, as far as this is reasonably possible.
7. Analyse the views, ideas and proposals received during the planning process and use them to prepare a draft Plan.
8. Keep the Council fully informed of progress and, where appropriate, present PLPSG Meeting Minutes for acceptance and subsequent adoption.

3. Membership of the group and Quorum

- Membership of the PLPSG shall comprise no less than 5 members. Additional members can be co-opted if required.
- The Group shall review its membership from time to time.
- The Group will contain a ward councillor representative.
- Where appropriate, officers from Southampton City Council and other key stakeholders will be invited to attend Meetings in an advisory capacity.
- The PLPSG shall be quorate when 4 members are present, of whom at least one must be an elected ward councillor representative.
- The technical advisers will not have voting rights.

4. Officers and Clerking Arrangements for the Portswood local Planning Team

- Notice and associated papers shall normally be despatched three clear days before the date of the meeting. E-mail will be used where possible.
- The PLPSG shall keep Minutes or Notes of proceedings which will be recorded and open to public scrutiny.
- A Signing-In Register will be available at each Meeting for the purposes of recording those present and apologies for absence within the Minutes or Notes.

5. Frequency, Timing and Procedure of Meetings for the Neighbourhood Plan Steering Group

- The PLPSG shall meet not less than once every quarter.
- Any changes to PLPSG Terms of Reference will require Agreement by members.

6. Secretarial Arrangements for the Working Groups

- Each meeting shall nominate a Secretary/note taker. The sole duty of the Secretary is to provide brief Meeting Notes of each Meeting. A different member can be nominated as Secretary/note taker for each meeting.
- Meeting Notes must be provided to the PLPSG ideally in electronic form, and will be a matter of public record.

7. Working groups

The Steering Group may establish such working groups as it considers necessary to carry out the functions specified by the Steering Group.

The purpose of each working group is to assist the Portswood Local Plan Steering Group (PLPSG) to contribute to the city vision Plan for the community.

Each working group should:

- Each working group will tackle a specific issue, or set of issues, or the needs and opportunities facing a specific group of people within the community.
 - Each working group should have a lead person.
 - Clearly set out its purpose e.g. “to help young people (under 18 years) in the community identify their needs, ideas and concerns and to feed this into the consultation for the Plan.”
 - Outline how it will gather information and carry out consultations.
 - Set out the timescale and estimated costs of gathering information and carrying out consultations.
 - Appoint at least one, but preferably two members, to attend the regular PLPSG meetings (those persons may already be members of the PLPSG).
- Each working group will be responsible for organising its own meetings and must provide a progress report to the PLPSG meetings.

For further information please contact:

Ward councillors for Portswood ward

Production of the Plan - headings

- . Overview and Demographic Profile of the Area
- . Sustainability
- . Economic Sustainability
- . Social Sustainability
- . Environmental Sustainability
- . Housing Site Allocations
- . New Development

- . Character of Portswood
- . Housing Density
- . Development of Student Accommodation and HMOs
- . Highways, Traffic and Transport
- . Open Spaces and Woodland

The university

The River Itchen

The Common

- . Portswood Broadway
- . Trees and Grass Verges
- . Shops and Local Services
- . Business and Industry
- . Recreation grounds
- . Drainage
- . Community Infrastructure Levy Payments

With permission of Councillor Kat Barbour

Annex.iii. University Report Moveout weekend 26' stakeholder session 29/04/2026

Attendees

Cllr Savage, Cllr Barbour, Hiliary Jackson (OARA), Liz Harris (SUSU), Prof Roger Brown (HRA) G Giles (Partnerships and Community Engagement), Kirsty Bobbett (SCC), Julia Lovett (SCC), Jon Lawn (SRI,) Ross Carpenter (Residences), Sam Scott (SUSU,) Luke Shearing (Student Comms), Emily Fitzgerald (Student Comms).

Apologies Cllr Marie Finn, Ross Blainey (Residences) and Julian Jarrett-James (Residences)

Meeting notes

- **Student Waste Management and Recycling Challenges:** Osheen, Julia, Stephanie, Sam, Georgia, and other stakeholders discussed the ongoing challenges of student waste management, recycling contamination, and the need for improved education and engagement, highlighting issues such as bin misuse, knowledge gaps, and the impact of differing recycling practices among students and residents.
 - **Bin Misuse and Contamination:** Participants described recurring problems with bins left out year-round, improper sorting of recyclables, and frequent contamination, particularly in student-heavy areas, which leads to complaints and tension between long-term residents and students.
 - **Knowledge Gaps and Education:** The group identified significant gaps in recycling knowledge among students, especially international students, due to varying practices and unclear bin labelling, and discussed the need for targeted education, including induction modules, gamified learning, and consistent messaging.
 - **Behavioural Interventions:** Stakeholders shared examples of interventions such as door-knocking, welcome letters, recycling bags, and reminder texts to encourage proper waste management, noting the importance of early engagement and community-building to foster responsible behaviour.
 - **Multi-Year Approach:** The team emphasised the necessity of moving from annual clean-up exercises to a multi-year, cohort-based strategy, involving student volunteers, residents associations, and social impact labs to address long-term behavioural change and community integration.
- **Landlord Engagement and Enforcement:** Julia, Sam, Georgia, Katherine, and Osheen discussed the role of landlords in waste management, the SASH accreditation scheme, enforcement actions such as civil penalties for non-compliance, and the importance of collaboration between university, council, and landlords to improve property conditions and waste outcomes.
 - **SASH Accreditation Scheme:** Georgia explained that landlords can join the SASH scheme by passing relevant checks, which helps ensure better property management and provides a mechanism for identifying and engaging with compliant landlords.
 - **Civil Penalties for Non-Compliance:** Julia described the council's approach of issuing civil penalties to landlords who fail to address waste and recycling issues, including a recent £3,000 fine, with penalties scaled according to the severity of the problem.
 - **Collaboration and Information Sharing:** Sam and Julia agreed to work together to share information about problematic landlords, leveraging the university's advice service and council enforcement powers to target repeat offenders and improve outcomes for students.
 - **Challenges with Large Landlord Companies:** Katherine highlighted difficulties in engaging large landlord companies, noting that some are less responsive and generate significant waste at the end of tenancy periods, requiring additional intervention and support.
- **Charity Partnerships and Reuse Initiatives:** Stephanie, Osheen, Katherine, and other participants discussed existing and proposed partnerships with charities such as Scratch and the British Heart Foundation, pop-up reuse shops, and strategies to encourage donation and reuse of household items, considering cultural sensitivities and logistical challenges.
 - **Charity Donation Programmes:** Stephanie described ongoing partnerships with charities like Scratch, facilitating donations of household goods from student halls, and highlighted the need for more resources and consistent messaging to expand these efforts.
 - **Pop-Up Reuse Shops:** Osheen and others discussed the potential for pop-up shops in purpose-built student accommodation to redistribute items left behind, noting early-stage planning and the need for buy-in from developers and university leadership.

- **Cultural Sensitivities:** Osheen raised concerns about cultural perceptions of charity and reuse, especially among international students, suggesting tailored messaging and programmes to address reluctance and dietary restrictions.
- **Logistical Challenges:** The group considered issues such as managing bulk food waste, overloading of bins, and the need for targeted collections and facilities, including red bins for food waste and clear communication about collection dates and procedures.
- **Data-Driven Planning and Contractual Constraints:** Osheen, Stephanie, and others discussed the importance of collecting and analysing data on student density, waste generation, and contamination rates to inform targeted interventions, while also addressing contractual limitations with waste management providers and the need for careful planning around collections and skips.
 - **Student Density Mapping:** Osheen shared recent city council data mapping student density and housing types, which is used to identify areas requiring more intervention, such as skip collections or charity pop-ups.
 - **Waste Management Contracts:** Stephanie explained the contractual obligations with waste management providers, noting that the university must ensure waste is handled by the contracted company to avoid fines and complications, and that changes to collection methods require proper permissions.
 - **Skip Provision and Management:** The team discussed the novel idea of providing skips for bulk waste, emphasising the need for careful management to prevent misuse and ensure compliance with waste contracts.
 - **Collection Dates and Road Selection:** Participants reviewed historical collection dates and the process for selecting roads based on student population and contamination data, highlighting the importance of early notification and transparent communication with residents.
- **Stakeholder Collaboration and Communication Strategies:** Osheen, Sam, Stephanie, and others emphasised the need for joined-up communication and collaboration among university, council, residents associations, and student groups, proposing a single source of truth for students, joint comms plans, and co-design panels to ensure accessible, consistent, and sustainable messaging.
 - **Joint Communications Plan:** The group proposed developing a joint communications plan involving council, SU, student engagement, and residences, to provide students with clear, accessible information about waste management and recycling.
 - **Single Source of Truth:** Osheen and others discussed linking council and university websites to create a central hub for waste information, reducing confusion and ensuring students can easily find relevant guidance.
 - **Student Co-Design Panels:** The team agreed on the importance of including student voices in the design and review of waste management initiatives, using co-design panels and feedback mechanisms to tailor interventions to student needs.
 - **Multi-Institutional Engagement:** Osheen confirmed ongoing engagement with Solent University and other local institutions, aiming for a city-wide approach to student waste management and sharing best practices across universities.
- **Research and Knowledge Transfer Partnerships:** Jon, Osheen, and others discussed leveraging university research resources, including the Sustainability and Resilience Institute, masters and PhD students, and knowledge transfer partnerships, to support data collection, analysis, and evidence-based interventions in student waste management.
 - **Student Research Engagement:** Jon described opportunities for masters and PhD students to participate in data collection, analysis, and advocacy, acting as sustainability champions within their cohorts and supporting city-wide waste initiatives.
 - **Knowledge Transfer Partnerships:** Osheen outlined the potential for government-funded knowledge transfer partnerships to embed academic expertise in public sector and university teams, supporting benchmarking and best practice development.
- **Legislative and Policy Changes Impacting Waste Management:** Osheen, Julia, Sam, and others discussed upcoming legislative changes, such as the renters reform and ETS charges, and their implications for student move-out patterns, waste collection planning, and financial impacts on faculties, landlords, and tenants.
 - **Renters Reform Impact:** Sam noted that renters reform will likely lead students to hand in notice earlier, affecting move-out dates and requiring adjustments to waste collection planning.

- **ETS Charges and Financial Implications:** Osheen explained that new ETS charges for incineration will increase costs, necessitating reductions in conventional disposal and greater emphasis on recycling and food waste diversion.

Follow-up tasks:

- **Student Volunteer Engagement:** Recruit additional student volunteers to support door-knocking and recycling education activities in student areas. (Osheen)
- **Landlord Engagement and Data Sharing:** Coordinate between Julia and Sam to share information and collaborate on addressing problematic landlords and supporting students with landlord issues. (Julia, Sam)
- **Food Waste Collection Communication:** Develop and distribute updated communications and leaflets on correct food waste disposal, ensuring new tenants receive information when households change over. (Osheen)
- **Red Bin Provision for Food Waste:** Arrange for the provision and placement of red (or brown) bins for bulk food waste collection during student move-out periods in target streets. (Osheen)
- **Baseline Data and Collection Quotes:** Send quotes from the council regarding baseline data collection and waste collection services to Osheen and Stephanie. (Osheen)
- **Joint Communications Plan for Students:** Develop a joint communications plan for student audiences, consolidating messaging from the council, SU, student engagement, and residences, and ensure all parties signpost students to the correct information. (Osheen)
- **Feedback and Review Process:** Include student voices in the feedback and review process for waste management interventions, using the co-design panel and other mechanisms. (Osheen)
- **Road Selection for Waste Collection:** Identify and communicate the specific roads to be included in the end-of-year waste collection as early as possible, using contamination and student density data, and ensure rationale is clearly explained to all stakeholders. (Osheen)

Gareth Giles University