
Appendix 1 - Development of a WNC Materials Recycling Facility – A Feasibility Study

Brief for Specialist Support

1. Background

The Unitary Authority of West Northamptonshire Council was formed on the 1st of April 2021, from the former District Councils of South Northamptonshire and Daventry, Northampton Borough Council and Northamptonshire County Council.

The council's waste management team is responsible for the collection, treatment and disposal of the area's municipal waste through our waste collection services and network of Household Waste Recycling Centres. The collection services are still operated independently in the three distinct legacy areas. Dry, mixed recyclate is collected in each of the 3 legacy areas and in total around 40,000 tonnes of DMR is collected each year. At present the material collected in the South and Daventry area is separated at a reprocessing facility in Coventry and is contracted to do so until up to 2028. In the Northampton area it is the responsibility of the collection contractor Veolia to arrange for the DMR to go to a MRF - an arrangement that ends in 2028.

Following public consultation, the council recently produced a Resources and Waste Strategy detailing the principles by which the future direction of travel of the council's waste service will be determined. One element included in the action plan for 2024/5, is to investigate the feasibility of WNC, in conjunction with partner authorities, building our own MRF instead of using merchant facilities in the future.

The council would therefore like to commission work to consider the feasibility of WNC and partners designing, building and/or operating its own MRF.

2. Approach

2.1 Working with the Council's waste management team of officers, we wish to engage a suitably qualified and experienced consultant to develop a high-level feasibility study for developing our own MRF.

3. Scope & Objectives

The council would like to consider all elements of whether a council owned and/or operated MRF would be a feasible consideration for the council, to include:

- Examination of the potential risks, challenges and opportunities of a council owned and operated MRF for WNC and partners. To include a high-level look at costs and benefits, and a comparison of the "remain as is" option.
- Tonnage modelling, to include impact of government initiatives such as Deposit Return Scheme and Extended Producer Responsibility for Packaging Waste.
- Identification of suitable partners, to include an examination of their tonnage and an assessment of their level of interest in the proposal.
- Identification of suitable potential sites, with estimates of the size of site that would be required. Note: a waste infrastructure review is underway which may identify suitable sites. Results will be available during the project period.
- Examination of the type and size of MRF which would be appropriate for West Northamptonshire and its prospective partners.
- Examination of the various procurement options for the design, build and operate phases.
- An outline of the timelines for all phases of the potential project.

- Conclusions and Recommendations to include details of moving to full Business Case phase, if deemed appropriate.

4. Assumptions

It should be assumed that:

- The commission is only concerned with dry, mixed recycling.
- The MRF will deal with all of WNC's DMR from the expiry of current contracts.
- The council has very limited scope to increase revenue budgets beyond annual cost inflation. The MRF must be an "invest to save" proposition.
- The Council will roll-out DEFRA's Simpler Recycling requirements for separate collections of waste streams by 2026 and abide by its requirements.

5. Outputs

It is expected that the appointed advisor will provide a written report, to include the following, as the output for the project:

- A written report covering all aspects included in section 3, in the following formats:
 - Word document for written report.
 - Spreadsheet for tonnage and financial modelling
 - Maps and plans for identification of suitable sites.
 - Notes of discussions with suitable partners.
- Presentation to senior officers and Members on findings.

The outputs should be provided as a professionally produced report in Microsoft Word (.docx) and PDF formats, and a set of spreadsheets in Excel (.xlsx / .xlsm) format. The spreadsheets should be clearly and transparently laid out and capable of re-use such as adjustment of input values without the need for further specialist input.

The councils should be granted an irrevocable, royalty free licenses to use and adapt the outputs as they see fit.

6. Timescales

- Procurement to commence week commencing, 03/03/25
- Deadline for bidder clarification questions, 17/03/25
- Deadline for responses to clarification questions, 31/03/25
- Deadline for bidder submissions 5pm, 22/04/25
- Appoint and commence work, 05/05/25
- Conclude work, 25/07/25
- Report submitted, 11/08/25
- Presentation to Senior Officers/Members – week commencing: 08/09/25

7. Terms

The Authority reserves the right to amend this timetable.

**No return will be considered if it is not received by the date and time specified in the timetable above.
Quotations shall be sent to the given email address and are not to be sent by fax or as hard copy.**

8. Interfaces

The Provider shall be required to liaise and co-operate with any other Staff and Contractors employed across the current infrastructure provision as advised by the Council to ensure interfaces are appropriately managed.

9. Health and Safety

The Provider shall ensure that proper controls and responsibilities are in place prior to commencing any potential studies on the Sites. All workers employed by the Services Provider shall be properly trained and supervised in all safety matters and suitably equipped. In particular the Service Provider and all persons employed by the Service Provider should be aware of the site induction protocol and the minimum safety requirements to attend site:

- High visibility vests, coats or jackets should be worn at all times within the Sites.