

Agenda for a meeting of the Shipley Area Committee to be held on Wednesday, 11 October 2017 at 6.00 pm in Ian Clough Hall, Baildon

Members of the Committee – Councillors

| CONSERVATIVE | LABOUR | GREEN |
|--|------------------------|-------|
| Heseltine Shaw Barker Davies Riaz Townend | Greenwood Ross-Shaw | Love |

Alternates:

| CONSERVATIVE | LABOUR | GREEN |
|--|-------------|---------------------|
| Cooke Ellis Pennington M Pollard D Smith Whiteley | Hinchcliffe | H Hussain Warnes |

Notes:

- This agenda can be made available in Braille, large print or tape format on request by contacting the Agenda contact shown below.
- The taking of photographs, filming and sound recording of the meeting is allowed except if Councillors vote to exclude the public to discuss confidential matters covered by Schedule 12A of the Local Government Act 1972. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted. Anyone attending the meeting who wishes to record or film the meeting's proceedings is advised to liaise with the Agenda Contact who will provide guidance and ensure that any necessary arrangements are in place. Those present who are invited to make spoken contributions to the meeting should be aware that they may be filmed or sound recorded.
- If any further information is required about any item on this agenda, please contact the officer named at the foot of that agenda item.

Decisions on items marked * are not Executive functions and may not be called in under Paragraph 8.7 of Part 3E of the Constitution.

From:

To:

Parveen Akhtar

City Solicitor

Agenda Contact: Palbinder Sandhu

Phone: 01274 432269

E-Mail: palbinder.sandhu@bradford.gov.uk

A. PROCEDURAL ITEMS

1. ALTERNATE MEMBERS (Standing Order 34)

The City Solicitor will report the names of alternate Members who are attending the meeting in place of appointed Members.

2. DISCLOSURES OF INTEREST

(Members Code of Conduct - Part 4A of the Constitution)

To receive disclosures of interests from members and co-opted members on matters to be considered at the meeting. The disclosure must include the nature of the interest.

An interest must also be disclosed in the meeting when it becomes apparent to the member during the meeting.

Notes:

- (1) Members may remain in the meeting and take part fully in discussion and voting unless the interest is a disclosable pecuniary interest or an interest which the Member feels would call into question their compliance with the wider principles set out in the Code of Conduct. Disclosable pecuniary interests relate to the Member concerned or their spouse/partner.*
- (2) Members in arrears of Council Tax by more than two months must not vote in decisions on, or which might affect, budget calculations, and must disclose at the meeting that this restriction applies to them. A failure to comply with these requirements is a criminal offence under section 106 of the Local Government Finance Act 1992.*
- (3) Members are also welcome to disclose interests which are not disclosable pecuniary interests but which they consider should be made in the interest of clarity.*
- (4) Officers must disclose interests in accordance with Council Standing Order 44.*

3. INSPECTION OF REPORTS AND BACKGROUND PAPERS

(Access to Information Procedure Rules – Part 3B of the Constitution)

Reports and background papers for agenda items may be inspected by contacting the person shown after each agenda item. Certain reports and background papers may be restricted.



Any request to remove the restriction on a report or background paper should be made to the relevant Strategic Director or Assistant Director whose name is shown on the front page of the report.

If that request is refused, there is a right of appeal to this meeting.

Please contact the officer shown below in advance of the meeting if you wish to appeal.

(Palbinder Sandhu - 01274 432269)

4. PUBLIC QUESTION TIME

(Access to Information Procedure Rules – Part 3B of the Constitution)

To hear questions from electors within the District on any matter this is the responsibility of the Committee.

Questions must be received in writing by the City Solicitor in Room 112, City Hall, Bradford, BD1 1HY, by mid-day on Monday 9 October 2017.

(Palbinder Sandhu - 01274 432269)

B. BUSINESS ITEMS

5. *SHIPLEY AREA COMMITTEE AND SHIPLEY CONSTITUENCY AREA PARTNERS' ADVISORY GROUP (SCAPAG) ISSUES

Up to a maximum of 15 minutes will be allowed for SCAPAG members to raise new items of information, questions, requests or suggestions that may have arisen within their organisation/neighbourhood and which are relevant to raise at the meeting.

Issues raised in accordance with the above must be received in writing by the Shipley Area Co-ordinator's Office in Shipley Town Hall, Shipley, BD18 3EJ, by mid-day on Monday 9 October 2017.

(Damian Fisher – 01274 437146)

6. *SCAPAG MEETING NOTES - 28 JUNE 2017

1 - 2

The Area Co-ordinator will present the notes (**Document "K"**) of SCAPAG contributions made at the meeting with the Area Committee held on 28 June 2017.

Recommended –

That the notes be received.

(Damian Fisher – 01274 437146)



7. **NOMINATION TO LIST PROPERTY AS AN ASSET OF COMMUNITY VALUE - DENHOLME ALLOTMENTS, FOSTER PARK VIEW, DENHOLME** 3 - 20

The Council has received a nomination to list property known as Denholme Allotments as an Asset of Community Value under the Localism Act 2011.

The Strategic Director of Corporate Services will submit **Document "L"** which considers whether the nomination and nominated asset meet the Asset of Community Value criteria set out in the Localism Act and contains a recommendation as to whether or not the nomination should be approved.

Recommended –

That the nomination of the property known as Denholme Allotments, Foster Park View, Denholme, Bradford as an Asset of Community Value be accepted.

(Regeneration & Economy Overview & Scrutiny Committee)
(Nigel Gillatt – 01274 434224)

8. **SHIPLEY AREA NEIGHBOURHOOD POLICING TEAM ACTIVITY TO ADDRESS THE "SAFER COMMUNITIES" PRIORITIES WITHIN THE SHIPLEY CONSTITUENCY WARD PLANS FOR 2016/2018**

The Shipley Area Co-ordinator will submit **Document "M"** which provides an update on some of the work undertaken by the Shipley Area Neighbourhood Policing Team and an overview of the Shipley Constituency Performance data.

Recommended –

- (1) That the work undertaken by the Shipley Area Neighbourhood Policing Team from April 2016 to July 2017 that contributed to addressing priorities within the ward plans for the Shipley Area be noted.**
- (2) That the positive partnership working that has been established with Elected Members, Council Officers, community organisations, volunteers and residents within the Shipley Area be noted.**

(Environment & Waste Management Overview & Scrutiny Committee)
(Damian Fisher – 01274 437146)



9. PARKS & GREEN SPACES SERVICE ANNUAL REPORT

21 - 28

The Strategic Director of Place will submit **Document “N”** which sets out the annual report for the devolved Parks and Green Spaces Service, reviews activity during the past year and also considers the significant issues that will have an effect over the coming 12 months with options where available for future service delivery, investment and savings.

Recommended –

That the contents of the report be noted.

(Environment and Waste Management Overview and Scrutiny Committee)

(Ian Wood – 01274 432648)

10. CLEANER AND GREENER STREETS AND NEIGHBOURHOODS IN SHIPLEY - DEVOLUTION TO AREA COMMITTEE

29 - 54

The Shipley Area Co-ordinator will submit **Document “O”** which provides an update relating to Council Wardens, Environmental Enforcement and Street Cleansing in the Shipley Area. It highlights a developing approach that delivers on the cleaner/greener agenda at an Area, Ward, neighbourhood and street level that is supported by residents, businesses and community organisations as part of the People Can – Make a Difference Campaign.

Recommended –

That the information in the report be noted and welcomed.

(Corporate/Environment & Waste Management Overview and Scrutiny Committees)

(Damian Fisher – 01274 437146)

THIS AGENDA AND ACCOMPANYING DOCUMENTS HAVE BEEN PRODUCED, WHEREVER POSSIBLE, ON RECYCLED PAPER



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**SHIPLEY AREA COMMITTEE AND SHIPLEY CONSTITUENCY AREA PARTNERS'
ADVISORY GROUP (SCAPAG)
WEDNESDAY 28 JUNE 2017
SHIPLEY TOWN HALL**

K

NOTES OF SCAPAG CONTRIBUTIONS TO THE MEETING

Present: Peter Ashton & Joe Ashton (Baildon Town Council); Pete Chambers (Saltaire Village Society); Howard Clough (Cottingley Community Association); David Jessop & Gillian Thorne (Wrose Parish Council); Geoffrey Winnard & Edwina Simpson (Bingley Town Council)

Apologies: Trevor Dufton (Wilsden Parish Council); Gianfranco Sabelli (Windhill Community Association); Alison Swszczowski (Denholme Town Council)

Item 5: SCAPAG ISSUES

No issues.

Item 6: NOMINATION TO LIST PROPERTIES AS ASSETS OF COMMUNITY VALUE – MYRTLE PARK, BINGLEY TOWN HALL AND BINGLEY SWIMMING POOL

Presenting Officer: Stephanie Moore

Edwina Simpson: I would like to thank the Area Committee for considering these nominations. Cllr Heseltine has already raised some of the points that I was going to mention so I would just like to add that Bingley Town Council does consider Bingley Town Hall to be a community building. It has been used by the community since it was built in 1920 and we feel that it will continue to be of value to the community.

Item 7: NOMINATION TO LIST PROPERTIES ON JENNY LANE, BAILDON AS ASSETS OF COMMUNITY VALUE

Presenting Officer: Stephanie Moore

No comments.

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Report of the Strategic Director of Corporate Services to the meeting of Shipley Area Committee to be held on to be held on 11th October 2017

L

Subject:

Nomination to list property as an Asset of Community Value – Denholme Allotments, Foster Park View, Denholme, Bradford.

Summary statement:

The Council has received a nomination to list property known as Denholme Allotments as an Asset of Community Value under the Localism Act 2011.

This report considers whether the nomination and nominated asset meet the Asset of Community Value criteria set out in the Localism Act and contains a recommendation as to whether or not the nomination should be approved.

Stuart McKinnon-Evans
Strategic Director of Corporate
Services

Report Contact: Nigel Gillatt,
Senior Estates Surveyor
Phone: (01274) 434224
E-mail: nigel.gillatt2@bradford.gov.uk

Portfolio:

Regeneration, Planning & Transport

Overview & Scrutiny Area:

Regeneration & Economy

1. SUMMARY

- 1.1 The Council has received a nomination to list property known as Denholme Allotments as an Asset of Community Value under the Localism Act 2011. This report considers whether the nomination and nominated asset meet the Asset of Community Value Criteria set out in the Localism Act and contains a recommendation as to whether or not the nomination should be approved.

2. BACKGROUND

- 2.1 The Community Right to Bid provisions of the Localism Act 2011 came into effect on 21st September 2012. The purpose of the provisions is to allow communities time to prepare bids for land and property assessed as being of benefit to the community when those assets come up for disposal.

3. OTHER CONSIDERATIONS

3.1 The Community Right to Bid

- 3.1.1 Local community groups and parish councils are able to nominate privately and publicly owned land and property for inclusion on a list of assets of community value. The list is maintained by CBMDC which is also responsible for managing the process for determining whether a nomination of a property as an asset of community value is successful. At its meeting of 6th November 2012 the Executive resolved that the determination of nominations be devolved to Area Committee.
- 3.1.2 The listing of land or property as an Asset of Community Value has the effect of preventing owners from disposing of their listed property without first notifying the Council of their intention to sell. The notification of intention to sell triggers a six week moratorium on disposal during which local community groups and parish councils are able to express an interest in bidding for the property. If no expressions of interest are received the owner is free to dispose of his property at the end of the six week period. If an expression of interest is received the initial six week moratorium extends to six months to allow community groups and parish councils to prepare to bid for the property or to negotiate with the property owner. At the end of the six month period the owner is able to sell the property to whoever they want and by whatever means they wish. If the property is not sold within 18 months of the notification of intention to sell the disposal process must start again. Once sold the property is removed from the list.
- 3.1.3 The Community Right to Bid provisions **do not**:
- Give community groups or parish councils a right of first refusal when listed land and buildings come up for sale.
 - Give community groups or a parish council the right to purchase land and property listed as assets of community value at a reduced price i.e. less than market value.
 - Compel a property owner to sell to a community group or parish council. Once the procedures set out in the Act are complied with property owners are free to sell their property to whomever they wish.

- Restrict how a property owner can use their property.

3.2 **Definition of an Asset of Community Value**

- 3.2.1 The Act provides that land or property falls within the definition of asset of community value where its current primary use furthers the social wellbeing or social interests of the local community, **and** where it is realistic to think that this use will continue. Social interests include culture, recreation and sport. A property will also qualify when its main use in the recent past meets the definition, **and** it is realistic to think that its use may again fall within the definition within the next five years (whether or not in the same way as before).
- 3.2.2 Social interests include a) cultural interests; b) recreational interests; c) sporting interests. Wellbeing is the things that people value in their life that contributes to them reaching their potential (economic, social or environmental).
- 3.2.3 The Act sets out details of certain types of land and property which are exempt from the Community Right to Bid provisions.

3.3 **Who can nominate an asset to be listed**

- 3.3.1 Nominations to list an asset as being of community value can be made by:

- A local voluntary or community group that is [incorporated](#) – this means it has a separate legal status from its members.
- A local voluntary or community group that is [not incorporated](#) but has at least 21 members who appear on the electoral roll within CBMDC or a neighboring authority.
- A parish council.
- Neighboring parish councils – if a parish council borders an unparished area it may nominate asset within that area.
- Community interest groups with a local connection which has one of the following structures:
 - a) A charity.
 - b) A community interest company.
 - c) A company limited by guarantee that is non profit distributing.
 - d) An industrial provident society that is non profit distributing.

For a local group to be able to nominate it must be able to demonstrate that its activities are wholly or partly concerned with the local authority area within which the asset is located or with a neighbouring authority (which shares a boundary with Bradford).

3.4 The Nomination

3.4.1 The nomination application is included at Appendix 1.

3.4.2 Officers have assessed the nomination and have found that:

| Criteria | Finding | Comment | Criteria Met? |
|---|---------|---|---------------|
| The nominator is eligible to nominate Assets of Community Value? | Yes | Unincorporated body – list of 21 members supplied. (Voting status not checked). | Yes |
| Is the nominated asset exempt from listing? | No | | Yes |
| The land and buildings are used (and in the past 5 years) to further the social well-being and social interests of the local community (as defined by the Localism Act 2011) and this use is not ancillary. | Yes | | Yes |
| It is realistic to think that the building or land will continue to be used in a way which will further the social well-being and social interests of the community within the next 5 years? | Yes | | Yes |

3.4.3 Accordingly, Council's Officers have assessed that the criteria for listing have been met and recommend that Denholme Allotments is listed as an Asset of Community Value.

3.5 Appeals & Listing

3.5.1 Property owners (but not occupiers) may appeal against the Council's decision to list their property as an asset of community value. In the first instance the property owner should ask the Council to review its decision. If the Council upholds its decision to list, the owner may appeal to the First Tier Tribunal.

3.5.2 There is no provision within the Act for nominators to challenge a decision not to list a property or decision to remove a property from the list following a review. However, the Council will be required to provide nominators with reasons why their application is unsuccessful or why a property has been removed from the list.

3.5.3 As mentioned at 3.1.3 above the listing of land or property as an Asset of Community Value does not prevent a land owner from changing the use of the listed asset. The Act provides that a listed asset can be removed from the list if the nature of the asset changes so that it is unrealistic to expect it to be used for social, sporting, environmental benefits in the near future. An example of substantial change would be the progression of development works.

- 3.5.4 The listing of an asset is not retrospective and has no effect on binding agreements for sale already in place at the date of listing.

4. FINANCIAL & RESOURCE APPRAISAL

A property owner has a right to compensation for losses incurred as a result of listing.

5. RISK MANAGEMENT AND GOVERNANCE ISSUES

None

6. LEGAL APPRAISAL

Land or property may only be listed as an Asset of Community Value where it meets the criteria and definitions set out in the Localism Act 2011.

Property owners may appeal against the decision to list their property as an Asset of Community Value. In the first instance the decision to list the property will be subject to internal review within the council. If the council upholds the decision to list, the owner may appeal to the First Tier Tribunal.

7. OTHER IMPLICATIONS

7.1 EQUALITY & DIVERSITY

None

7.2 SUSTAINABILITY IMPLICATIONS

None

7.3 GREENHOUSE GAS EMISSIONS IMPACTS

None

7.4 COMMUNITY SAFETY IMPLICATIONS

None

7.5 HUMAN RIGHTS ACT

None

7.6 TRADE UNION

None

7.7 WARD IMPLICATIONS

None

7.8 AREA COMMITTEE ACTION PLAN IMPLICATIONS (for reports to Area Committees only)

None

8. NOT FOR PUBLICATION DOCUMENTS

None.

9. OPTIONS

- 9.1 **Option 1:** Accept the nomination on the grounds that it meets the criteria and definition of an Asset of Community Value as set out in the Localism Act 2011.
- 9.2 **Option 2:** Reject the nomination on the grounds that it does not meet the criteria and definition of an Asset of Community Value as set out in the Localism Act 2011.
- 9.3 Option 1 is the preferred option as the nominated asset meets the criteria for listing set out in the Act.

10. RECOMMENDATIONS

Recommended -

That in accordance with Option 1 the nomination of the property known as Denholme Allotments, Foster Park View, Denholme, Bradford as an Asset of Community Value be accepted.

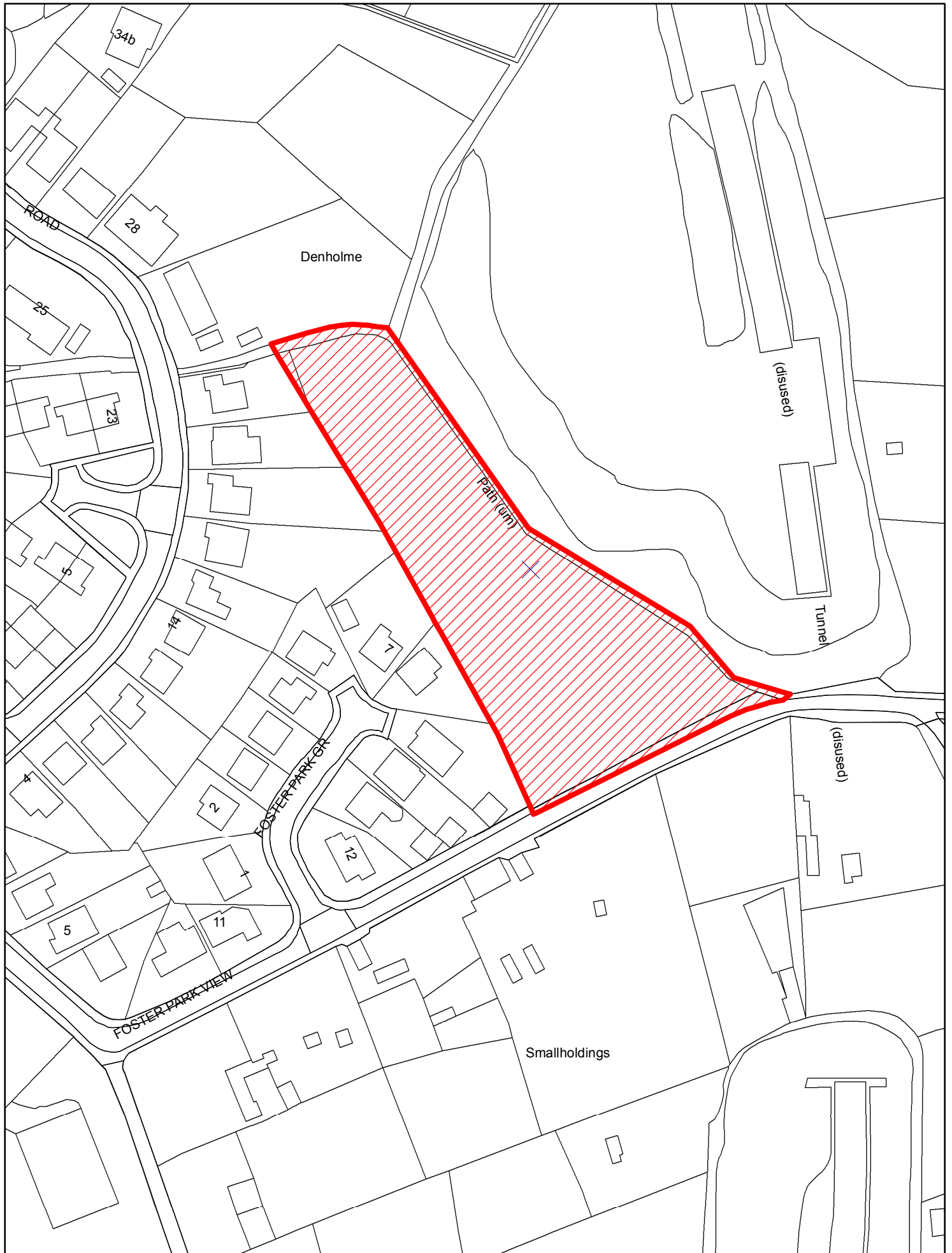
11. APPENDICES

Appendix 1 - Nomination Form and Plan

12. BACKGROUND DOCUMENTS

Report to the Executive meeting of 6th November 2012; The Localism Act 2011 – The Community Right to Bid.

ACV 0061 - Denholme Allotments



Scale at A4
1:1,250

Page 9
Date: 03/07/2017

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Nomination Form

Ref.....
(for Council use)

| | | |
|--|--|---|
| Section 1: About You | | |
| Title | Ms. | |
| First Name | MAGGIE | |
| Surname | GARRATT | |
| Address | 12 KNOWES ST., DENHOLME: BD13 4DB. | |
| Postcode | BD13 4DB | |
| Telephone number | 01274 830495 OR 07516 620101 | |
| Email address | perminebotanicals@hotmail.co.uk | |
| Your relationship to the nominating organisation | Tenant and Committee Member. | |
| Section 2: About your Organisation | | |
| Please provide evidence that you are eligible to make a nomination. See the Appendix for information about who can nominate. | | |
| 2.1 Name of organisation | DENHOLME NEW ALLOTMENTS | |
| 2.2 Organisation type | Place a cross against all those that apply | Registration number of charity and/or company (if applicable) |
| Neighbourhood forum | | |
| Parish Council | | |
| Charity | | |
| Community interest company | | |
| Unincorporated body | X | |

| | |
|------------------------|-------|
| Approved Management | |
| No..... | 19561 |
| 30 JUN 2017 | |
| Passed to....ADH..... | |
| File..... | |

company limited by guarantee

industrial and provident
society

2.3 Number of members registered to vote locally (unincorporated bodies)

In the case of an unincorporated body, at least 21 of its individual members must be registered to vote locally. If relevant, please confirm the number of such members and provide the names and addresses of 21 members registered to vote locally. If they are registered to vote in the area of a neighbouring local authority, rather than in Bradford District, please confirm which area that is.

All Allotment members are resident locally.

There are currently 36 members on 28 plots.
(List enclosed)

2.5 Local connection

Your organisation must have a local connection, which means that its activities are wholly or partly concerned with the administrative area of Bradford Council or a neighbouring local authority. In some cases this will be obvious, e.g. an organisation whose activities are confined to the city. If it is not obvious, please explain what your organisation's local connection is.

We are an Allotment site in Denholme

2.6 Distribution of surplus funds (applicable to certain types of organisations only)

If your organisation is an unincorporated body, a company limited by guarantee, or an industrial and provident society, its rules must provide that any surplus funds are not distributed to members, but are applied wholly or partly for the benefit of the local area (i.e. within the administrative area of Bradford or a neighbouring local authority). If relevant, please confirm that this is the case, and specifically which area this applies to.

Any annual surplus is either retained to build reserves,
or reinvested in the allotment site.

The decision on spending is taken by the allotment members.

2.7 More about your organisation

What are the main aims and activities of your organisation?

We are an allotment site, providing plots for the recreational pursuit of allotment gardening.

We aim to provide an environment where people can learn to grow their own food and give support and encouragement to this end.

As well as the open day, we have work parties for jobs such as fence mending and hedge cutting, and people form bonds as they work together and this generates a supportive and friendly atmosphere.

If your organisation isn't a registered charity or company please provide evidence of its status such as trust deed, Articles of Association, constitution where appropriate.

3. Details of the land or building(s) that you are nominating.

Please provide information which helps to clarify the exact location and extent of the asset being nominated. This could include:

- Where the land is registered, the Land Registry Title Information document and map with boundaries clearly marked in red (less than one month old). Provision of Land Registry information is not essential but it may help us to reach a decision on the nomination more quickly.
- A written description with ordinance survey location, and explaining where the boundaries lie, the approximate size and location of any building/s on the land and details of any roads bordering the site.

If the boundary is not clearly defined you may be required to submit further evidence prior to your nomination application being accepted.

- A drawing or sketch map with boundaries clearly marked in red – websites which might help you in plotting boundaries include: <http://maps.google.co.uk>

| | |
|--|---|
| Name of the asset | DENHOLME NEW ALLOTMENTS |
| Address or location of the asset | FOSTER PARK, DENHOLME . |
| Description of the asset and its boundaries | LAND AREA 1 1/3 ACRES . FENCED . STORAGE CONTAINER, POLYTUNNEL, GREENHOUSES & SMALL SHEDS . |
| 4. Owners and others with an interest in the building or land | |
| Please supply the following information. If any information is not known to you please say so. | |
| Current owner's name and address (if known) | BRADFORD COUNCIL CITY HALL . BRADFORD . |
| Current leaseholder(s) name and address | DENHOLME SMALL HOLDERS We are included in their lease, and pay them £200 per year for our site |
| Names and addresses of all current occupants of the land | DENHOLME NEW ALLOTMENTS |
| 5. Reasons for nomination ; Why you think the land or building is of community | |

value

Please note that the following are not able to be assets of community value:-

- *A building wholly used as a residence, together with land "connected with" that residence. This means adjoining land in the same ownership. Land is treated as adjoining if it is separated only by a road, railway, river or canal.*
- *A caravan site.*
- *Operational land. This is generally land belonging to the former utilities and other statutory operators.*

5.1 Does the use of the asset currently further the social wellbeing or social interests* of the local community, or has it done so in the recent past? If so, how?

** These could be cultural, recreational and/or sporting interests – please say which one(s) apply.*

We provide a well run allotment site of 28 plots, with over 70 people working on them and fresh produce is shared with family, friends and neighbours, so many more people benefit in this way. There are all age groups from toddlers to elderly and a friendly and supportive community.

The therapeutic value of gardening is well known and there are both physical and mental benefits to growing and eating your own food.

We support and encourage newcomers, so they are learning new skills and forming friendships with a like minded group of people.

When we started, there was just a rough field with a fence round it, but over the years we have worked hard and raised funds to make improvements.

We now have a communal polytunnel, a storage container and plenty of equipment for all to use.

In the summer, we often get curious walkers wanting to have a look, and we are happy to show them round and talk to them about our plots, but we also invite the public in when we have our annual Open Day in August.

We show people round and provide refreshments and a plant and produce stall, and also a quiz game for the children. This has always been well supported by our allotmenters, who bake cakes, set up the stalls and donate plants and fruit and vegetables, etc and is well attended by local people.

We do feel we are part of our local community and that our contribution is a very positive one.

5.2 How could the building or land be acquired and used in future?

If it is listed as an asset of community value, community interest groups (not limited to your organisation) will get the opportunity to bid for it if it comes up for sale. Please set out how you think such a group could fund the purchase of the building or land, and how they could run it for the benefit of the community.

We have an active and capable committee and could try for funding from the Lottery or other sources.

Since we started, we have been self-managed and self sustaining and to date have raised over £10,000 in funding.

We would continue to run it for the benefit of the community, as we have been doing this all along.

6.1 What to include

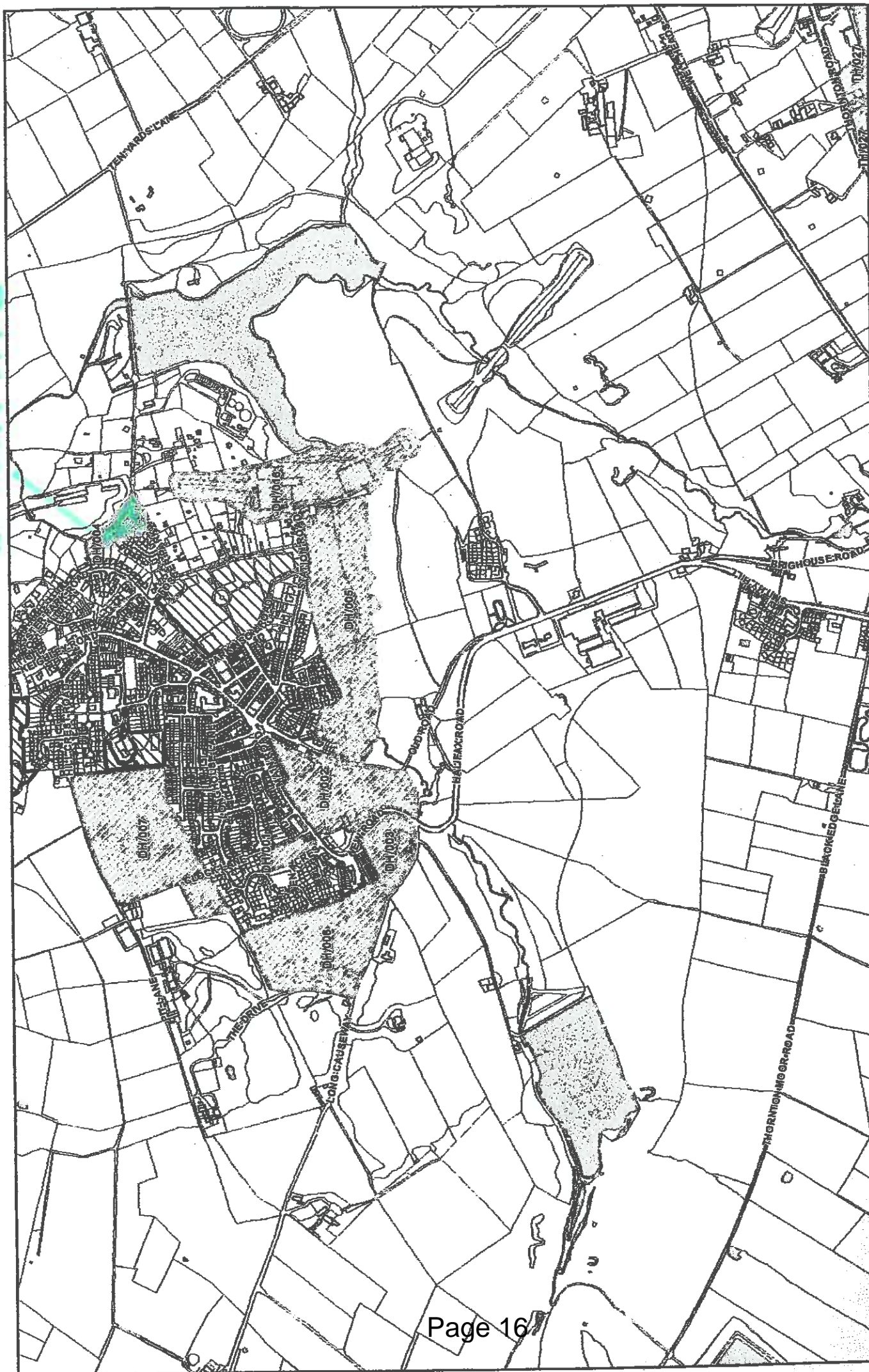
- ✓• Your organisation's constitution, Articles of Association or Trust Deed (section 2.7)
- ✓• Your sketch plan of the asset that you are nominating (section 3).

6.2 Signature

By signing your name here (if submitting by post) or typing it (if submitting by email) you are confirming that the contents of this form are correct, to the best of your knowledge.

Signature.....*M. Garbutt*.....

Date.....*20th June '17*.....



MAY '16

GreenSpaces



Possible Development Sites



Vicky Ellis,
11 Beech Avenue,
Denholme.

Jackie Cordingly,
5 Denton Row,
Denholme.

Chris Guy,
The Barn,
Middle Whieshaw Farm,
Ogden Lane,
Denholme.

John Nuttall,
6 Low Fold,
Keighley Rd.,
Denholme.

Teresa Devany,
15 Mary St.,
Denholme.

Nicola French,
10 Clapham St.,
Denholme.

Brian Dobson,
6 Water Meadows Dve.,
Denholme.

Kim Phelps,
45 Heatherlands Ave.,
Denholme.

Vanessa Hutchison,
22 Foster Park Rd.,
Denholme.

Sheila Craven,
45 Seven Acres,
Denholme.

Gary Watson,
12 Foster park Rd.,
Denholme.

Christine Earl,
7 Old Rd.,
Denholme.

Duncan Pickles,
24 Ogden Lane,
Denholme.

Alison Brown,
24 Ogden Lane,
Denholme.

Andy Slingsby,
18 Chapel St.,
Denholme.

Brendan Bonfield,
24 Longhouse Lane,
Denholme.

Marjorie Gough,
8 Beech Drive,
Denholme.

Robert Priestley,
22 Ogden Lane,
Denholme.

David James,
68 Foster Park Road,
Denholme.

Penny Stewart,
6 Denton Row,
Denholme.

Brian Mackie,
6 Chapel House,
Halifax Rd.
Cullingworth.

Constitution

1. NAME

The Organisation shall be known as Denholme New Allotments Association....., hereafter referred to as the Organisation.

2. OBJECT

of the organisation is to provide Allotment Gardens for the benefit of the people of Denholme, and to support and encourage the practice of allotment gardening.

3. POWERS

- i) to provide the site and facilities for the recreational pursuit of allotment gardening within the community.
- ii) to provide support and advice to new gardeners.
- iii) to organise outings, speakers and information sessions if required.
- iv) to raise funds
- viii) to network with other organisations and agencies and forge cooperative links with the local community. and to do all such other lawful things as are necessary to further the objects of the organisation.

4. MEMBERSHIP

All tenants of Allotments on the site are automatically Members of the Association and have a right to Vote.

Where there are multiple tenants on one plot, the rule is one plot, one vote.

5.

- The Secretary shall keep an up-to-date record of membership.
- Membership may be terminated by the Management Committee on the grounds of a member or group acting against the objects of the organisation or bringing the organisation into ill repute

5 MANAGEMENT COMMITTEE

The duty of the management Committee will be to carry out the objects of the organisation and provide the management and control of affairs of the organisation

- i) At the annual general meeting of the Organisation, the members shall elect from amongst themselves a Chair, Vice-Chair, Treasurer and Secretary who shall hold office from the conclusion of that meeting.

plus three..... additional members
- ii) The committee shall have authority to co-opt two additional members as necessary. These co-optees will have voting rights.
- iii) In the event of any committee members resigning before expiry of office the committee shall co-opt a member to fill this vacancy. In the event of an officer resigning, a replacement shall be elected by the committee from amongst its own members
- iv) All members of the Management Committee shall resign at the AGM but shall then be eligible for re-election
- v) The committee shall meet no less than four times annually
- vi) There shall be a quorum when at least one third of the number of members of the committee for the time being or 3 members of the committee, whichever is the greater, are present at a meeting
- vii) The committee shall keep minutes of the proceedings at meetings of the committee and any sub-committee.
- viii) The committee may invite any persons with particular knowledge, experience or skill to attend committee meetings on special issues but without having the right to vote.

- ix) The committee may set up sub-committees from time to time.
- x) All committee members should be sent written notice of all meetings at least seven days in advance of such meeting unless, when there is urgent business, shorter notice may be given in agreement with the secretary.

6. ANNUAL GENERAL MEETING

- i) An annual general meeting shall be held in January each year, the date, time and place to be determined by the committee.
- ii) Each annual general meeting shall be convened by the secretary who shall notify all members in writing at least fourteen days before the date of that meeting.
- iii) Any motion for consideration at the annual general meeting must be in the secretary's hands no later than seven days prior to the date of the meeting.
- iv) The business of the annual general meeting shall include:
- adoption of annual report and accounts
 - election of the committee and its officers and any other business necessary.
- v) Nominations for the committee should be submitted to the secretary 24 hours before the annual general meeting. If there are more nominations than there are vacancies to be filled, an election will be held.
- vi) Every member shall be entitled to one vote
- vii) The quorum for both the annual general meeting and special meetings will be ten voting members

7. SPECIAL GENERAL MEETING

A special general meeting should be convened at the request of at least 5 members, made in writing to the secretary giving fourteen days notice. Such a meeting shall be held within thirty days of that request. Agenda and motions submitted should be circulated to all members.

8. FINANCE

- i) All monies raised by or on behalf of the organisation should be used to further the objects of the organisation
- ii) The treasurer shall keep account of all income and expenditure and shall submit accounts to the annual general meeting. A bank or building society account shall be established in the name of Denholme New Allotments Association and withdrawals shall be made in the name of the organisation on the signature of any two of three named committee members.

9. ALTERATIONS TO THE CONSTITUTION

This constitution may be altered by means of a resolution passed by a two-thirds majority of those present and voting at an annual general meeting or special meeting held for that purpose. Any alterations to this constitution shall take immediate effect, providing that such implementation shall not run counter to any other provision of this constitution.

10. DISSOLUTION

The Organisation may be dissolved at any time by means of a resolution agreed by a two thirds majority of those present and voting at any annual general meeting or special meeting called for that purpose. The Organisation's assets will be distributed as voted upon at that meeting, following the satisfaction of all debts and liabilities, to another voluntary organisation with similar objects.



Report of the Shipley Area Co-ordinator to the meeting of Shipley Area Committee to be held on 11 October 2017

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Subject:

Shipley Area Neighbourhood Policing Team activity to address the "Safer Communities" priorities within the Shipley Constituency Ward Plans for 2016 / 2018

Summary statement:

This report gives an update of some of the work undertaken by the Shipley Area Neighbourhood Policing Team and an overview of the Shipley Constituency Performance data.

Steve Hartley
Strategic Director of Place

Report Contact: Damian Fisher
Shipley Area Co-ordinator
01274 (437146)

Portfolio:

Environment

Overview & Scrutiny Area:

Environment and Waste Management

1. SUMMARY

- 1.1 This report gives an update of some of the work undertaken by the Shipley Area Neighbourhood Policing Team and an overview of the Shipley Constituency Performance data.

2. BACKGROUND

- 2.1 Appendix A gives an overview of the Shipley Area between April 2016 and July 2017 and gives a comparison with the same period in the previous year.

3. OTHER CONSIDERATIONS

- 3.1 There are now named Police and Council Ward Officers aligned to Wards across the Area who are supported by designated staff with allocation to specific areas. The boundaries are co-terminus and therefore enable effective co-ordination, tasking and problem solving.
- 3.2 Shipley Neighbourhood Policing Team works closely with the Shipley Area Office including a number of joint community initiatives including school gate parking days of action, partnership meetings and specific multi agency problem solving across the constituency. (Appendix A gives specific detailed examples by ward)

4. FINANCIAL & RESOURCE APPRAISAL

- 4.1 Not applicable.

5. RISK MANAGEMENT AND GOVERNANCE ISSUES

- 5.1 No significant risks.

6. LEGAL APPRAISAL

- 6.1 There are no known legal implications.

7. OTHER IMPLICATIONS

7.1 EQUALITY & DIVERSITY

- 7.1.1 The information in the report seeks to address emerging crime and community safety priorities across all communities within the Area.

7.2 SUSTAINABILITY IMPLICATIONS

- 7.2.2 The involvement of a wide range of partners in working together to address community safety and crime issues contributes to finding sustainable solutions.

7.3 GREENHOUSE GAS EMISSIONS IMPACTS

7.3.1 No impacts.

7.4 COMMUNITY SAFETY IMPLICATIONS

7.4.1 All the work identified within this report contributes to improving community safety.

7.5 HUMAN RIGHTS ACT

7.5.1 No specific implications.

7.6 TRADE UNION

7.6.1 None.

7.7 WARD IMPLICATIONS

7.7.1 The information provided in this report is relevant to all Wards within the Shipley Area.

7.8 AREA COMMITTEE WARD PLAN IMPLICATIONS

7.8.1 The actions contained within this report impact on all the priorities within the Safer Communities theme in all Ward Plans.

8. NOT FOR PUBLICATION DOCUMENTS

8.1 None.

9. OPTIONS

9.1 This report is presented primarily for information.

10. RECOMMENDATIONS

10.1 That Shipley Area Committee notes the work undertaken by the Shipley Area Neighbourhood Policing Team from April 2016 to July 2017 that contributed to addressing priorities within the ward plans for the Shipley Area.

10.2 That the Shipley Area Committee notes the positive partnership working that has been established with Elected Members, Council Officers, community organisations, volunteers and residents within the Shipley Area.

11. APPENDICES

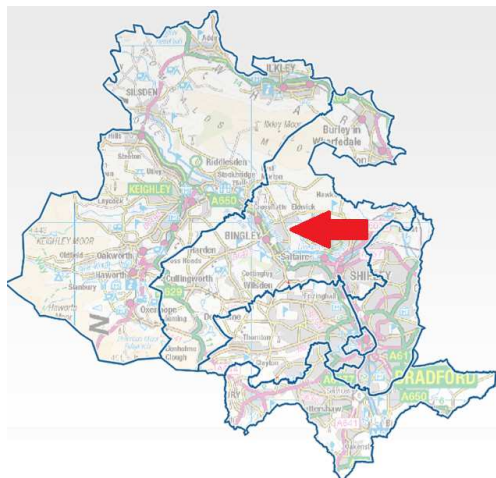
11.1 Appendix A – Shipley Performance Data – April 2016 and July 2017.

12. BACKGROUND DOCUMENTS

12.1 Report of Shipley Neighbourhood Police Inspector to Shipley Area Committee, Document AH, Shipley Neighbourhood Policing Team activity to address the 'Safer Communities' priorities within the Shipley Constituency Ward Plans for 2016/17, 15 February 2017.

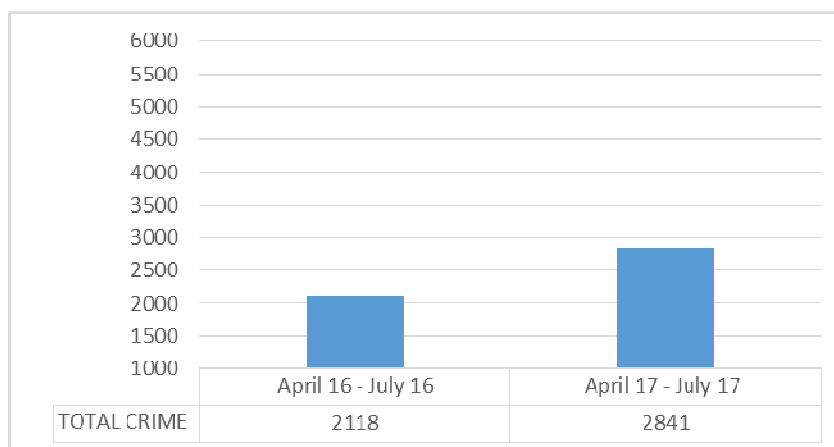
SHIPLEY

- Baildon
- Bingley
- Bingley Rural
- Shipley
- Wharfedale
- Windhill & Wrose

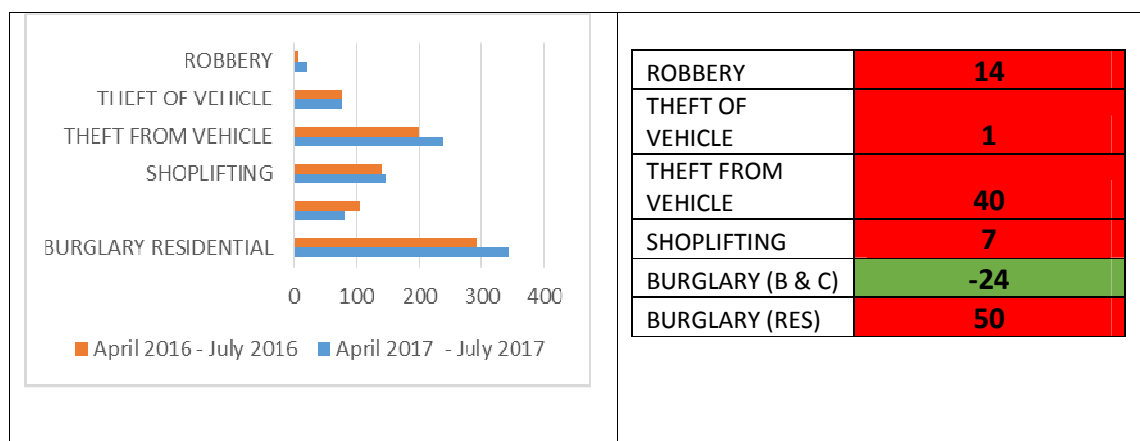


CRIME FIGURES

The following data highlights figures for the main crime types in Shipley for the year to date (this will equate to crime figures between beg April 2016 to middle of July 2017 with a comparison of the same period from the previous year):



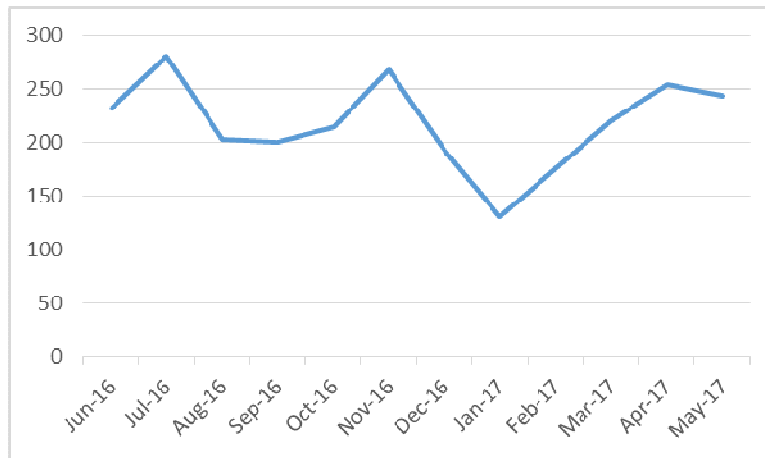
This is broken down into different crime types as below along with an increase and decrease figure for each:



ANTI SOCIAL BEHAVIOUR

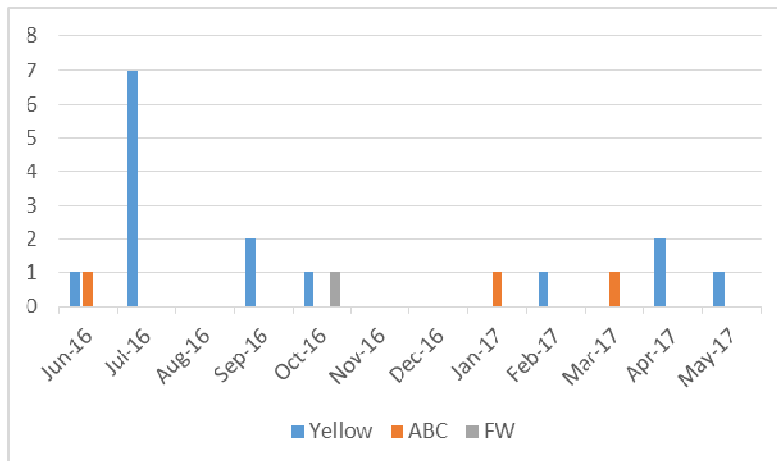
ASBAT (calls for service)

The below chart shows the total number of calls for service for nuisance related issues for the previous 12 months:



ASB INTERVENTIONS

Over the previous 12 months there have been a total of 19 interventions served across Shipley. The below breaks this total down into Yellows, ABCS and Finals Warnings across the 12 months:

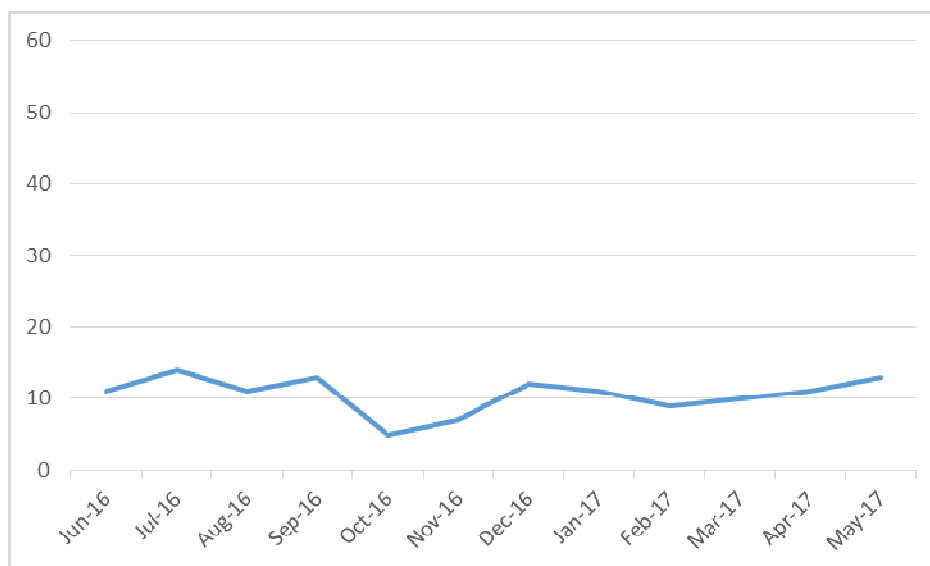


SUCCESSFUL CRIMINAL BEHAVIOUR ORDERS

No current CBOs present for this PWA.

HATE CRIME

The below shows the trend of hate crimes / incidents reported over the previous 12 months across Shipley. The data has been extracted from Niche and includes Hate Crimes, Race Hate Incidents, Faith Hate Incidents, Disability Hate Incidents, Sexual Orientation Hate Incidents and Transgender Hate Incidents.



POLICE UPDATE

It has been almost 2 years now since I took up the role of Shipley Neighbourhood Policing Team Inspector and working with my Communities and Partners to resolve issues that matter locally remains my priority.

I have a committed team of Ward Officers and PCSOs, supervised by a Sergeant, who have specified ward areas to police. This they continue to do with an absolute passion for tackling issues such as drug use, speeding, antisocial behaviour, burglary and other criminality. They are the officers who are 'out on the ground' and who want you to tell them about things that matter to you. They work tirelessly to bring offenders to justice, and to protect those in our communities that are most vulnerable. These officers work in partnership with many different groups and organisations and have detailed knowledge of individuals and/or locations that demand increased visibility and positive action to be taken. My team all now carry handheld devices which enables them to complete their work whilst remaining out and about in their local areas without the need to return to the Police Station. At first sight it can seem like they are merely using their mobile phones when in essence they are actually updating crime reports, submitting intelligence reports or reviewing information on logs they have been despatched to. They are actively encouraged to park up at pertinent points in order to complete their clerical tasks, thus providing increased visibility and acting as a deterrent. Additionally they wear body worn video cameras which enables them to obtain evidence by way of good quality video footage, thus leading to an increase in guilty pleas at the first opportunity. In addition to these officers I also have 5 teams of officers who are responsible for call handling across the whole of Shipley Ward area. These officers work 24/7 and each team is managed by a Sergeant.

You will be aware that over the past 12 months crime in general has increased, however some of that can be linked to an instruction sent in 2015 to all Chief Constables by HM Chief Inspector of Constabulary to reiterate the need to record every crime that comes to Police notice. The result being that one incident can result in multiple crimes being recorded which has seen our crime increase in line with crime data integrity. It is absolutely right that we adhere to this to ensure an accurate reflection of what is

happening in our area.

The main areas of concern being residential burglaries (which includes garages and sheds within the curtilage of a property) and theft from motor vehicles. My team, along with the Crime Reduction officers, work hard to ensure that our residents take basic crime reduction steps in order to reduce their chances of becoming a victim of crime. That being said a large proportion of our crimes occur where properties and/or vehicles are left insecure. These easy targets are adored by the opportunist criminal and we need to take the temptation away. Research has shown that in a large number of the burglaries it is high powered, expensive vehicles that are the main target, and additionally that the offenders are travelling criminals coming into our area. In order to target these criminals we regularly have Force resources, such as Roads Policing officers, working across the District which enables us to patrol the arterial routes and borders. We have recently also had support from our mounted colleagues in Shipley, Baildon and Cullingworth. This support will continue and additionally my officers will deploy into areas of concern in and amongst call handling.

We will continue to pass messages utilising different avenues such as WYP Social Media pages and Partner websites in an effort to reinforce the need to be vigilante regarding security measures. I would also encourage people to report any information that may assist with our enquiries via 101, or 999, rather than posting such information onto local social media pages that we either do not have access to, or do not monitor.

Shipley Ward – rough sleepers and beggars, as well as drug dealing, ASB and speeding. Positive action has been taken with numerous dispersal orders being authorised and offenders being interviewed with prosecutions pending. In addition we are building cases for criminal behaviour orders. A day of action took place early September involving a number of partner agencies whereby the focus was on promoting Bradford Cares along with educating local residents and shoppers about the services available to the rough sleepers/beggars, and the pitfalls of giving them any money. We now hold monthly partnership meetings in order that we can continue to work together to tackle this issue. Philip Davies MP is aware of the work that we are undertaking.

Speed watch - On the 13th July on Owlet Road – 7 vehicles speeding were identified, and also on Gaisby Lane where 11 vehicles speeding were identified. Letters were issued. 27th July, Gaisby Lane, 8 vehicles were speeding, maximum speed 46mph in a 30mph area. 4 letters were issued.

29th July Moorhead Lane no vehicles were speeding, Nab Wood Drive 5 vehicles were speeding. 4 letters issued and 1 x traffic offence report.

Drug dealing - Following a day of action on the 24th March 2017, in the Festival Avenue area of Shipley area targeting drug dealing, two peoples have been charged with : Possession with intent to supply Class A - Crack Cocaine - Possession with intent to supply Class A - Heroin

Baildon Ward – residential burglaries and speeding.

Speed watch - 10th July 28 vehicles were found to be speeding which resulted in 24 letters being issued. The highest speed was 58mph in a 30mph area. The off road motor cyclists have also spent time in the area to tackle some issues with quad bikes.

Residential burglary levels have been high across the ward and as such we have increased our patrols in the area, including the force resources as mentioned above. Additionally our Neighbourhood Watch Co-ordinator has set up a total of 36 new NHW schemes in the ward

Windhill & Wrose – gang related ASB and disorder in the West Royd area. We are fully aware of the heightened concerns around recent criminality. At a recent public meeting we appealed to the community to come forward with intelligence and we confirmed that we would be completing reassurance patrols in the area, which we have done. In early October I will be attending a meeting called by the Leader of the Council to discuss how partners, including the residential social landlord and elected members, can further improve this community for its residents.

Bingley Ward – drug dealing in the vicinity of Myrtle Park and speeding.

Drug dealing is an issue for us and one that PC Cath Gallimore, ward officer, is working to address. From September 2016 to September 2017 in Bingley there are 17 offences recorded – 5 Trafficking offences and 12 possession of drugs. 2 resulted cautions, 4 community resolution, 3 charged and enquiries ongoing with the remaining ones. Speed watch – on the 21st July at Otley Road, Eldwick 2 vehicles were speeding, with a maximum speed of 36mph in a 30mph area. Letters were sent.

29th July on Bingley bypass 2 vehicles were speeding. 2 x traffic offence reports issued
30th August Park Road, 236 vehicles monitored and 8 were speeding. Highest speed was 42mph in a 30mph area.

Residential burglary levels have been high across the ward and as such we have increased our patrols in the area, including the force resources as mentioned above. Additionally our Neighbourhood Watch Co-ordinator has set up a total of 48 new NHW schemes in the ward

Bingley Rural Ward – residential burglaries and speeding.

On the 12th July on Lee Lane 8 vehicles were speeding, 7 letters issued. Further speed watch initiatives will be carried out on Lane side, Wilsden and Haworth Road, Cullingworth over the coming weeks.

Residential burglary levels have been high across the ward and as such we have increased our patrols in the area, including the force resources as mentioned above. Additionally our Neighbourhood Watch Co-ordinator has set up a total of 27 new NHW schemes in the ward

Wharfedale Ward – residential burglaries and speeding.

At a recent Menston community meeting, called in relation to the increase in residential burglaries, officers from my team attended and addressed a number of issues and concerns and were able to provide crime prevention advice as well as re iterate some facts around perceptions. Our Neighbourhood Watch Co-ordinator has set up a total of 23 new NHW schemes in the ward

Speeding – Roads Policing officers have deployed into the area to address the issues on the bypass towards Menston. On Burley bypass 1 person has been summoned to court for travelling in excess of 100mph.

The individual ward officers for each of the areas have responsibility for working with Partners, and other Departments across Bradford District, in order to tackle these issues. Community meetings have been attended both to listen to concerns and also to provide updates as to any ongoing work. We are more than happy to attend at local meetings and answer any concerns that residents may have. I have highlighted some of the positive results due to work that my officers have undertaken, however, I acknowledge that there is still work to be done. We will continue to listen to our communities and act on their concerns.

I am extremely proud of the work that my team do. We work hard to protect our communities, some of the details of which have already been identified above, and we will continue to do so over the next 12 months by: carrying out increased proactive patrols to target serious acquisitive crime offenders, completing additional community Speed watch initiatives, continuing to tackle the issues around rough sleepers/beggars and by working in conjunction with our Organised Crime Unit to target drug related activity.

Julie Deacon
Inspector
Shipley Neighbourhood Policing Team

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Report of the Strategic Director of Place to the meeting of the Shipley Area Committee to be held on 11 October 2017

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Subject:

Parks & Green Spaces Service Annual Report

Summary statement:

The annual report for the devolved Parks & Green Spaces Service reviews activity during the past year and also considers the significant issues that will have an effect over the coming 12 months with options where available for future service delivery, investment and savings.

Steve Hartley
Strategic Director, Place

Portfolio:

Environment, Sport and Culture

Report Contact
Ian Wood
Principal Manager Parks & Green
Spaces

Overview & Scrutiny Area:

Environment and Waste Management

Phone: (01274) 432648
E-mail: ian.wood@bradford.gov.uk

1. SUMMARY

- 1.1 The annual report for the devolved Parks & Green Spaces Service reviews activity during the past year and also considers the significant issues that will have an effect over the coming 12 months with options where available for future service delivery, investment and savings.

2. BACKGROUND INFORMATION

2.1 The Parks & Green Spaces (PGS) Service

- 2.1.1 PGS currently sits in the Sport and Culture Service, which is part of the Department of Place and the main function is the management, maintenance and development of the district's parks and other green spaces. The area of land managed by the section totals over 1,000 hectares of parks/grassed areas and around 850 hectares of woodland.

- 2.1.2 Woodland management, tree works, play area maintenance, highway weed-spraying and technical services are all delivered on a District wide basis whilst the management and maintenance of local parks and green spaces is provided through at least one operational depot based within each Area Committee boundary. The operational areas, using a total of 74 permanent gardeners, manage and maintain:-

- 36 parks, of which 5 retain Green Flag status
- 115 recreational 'grounds' (including football, rugby, cricket, tennis and bowls facilities)
- 283 outdoor play/fitness facilities across 163 sites
- 50 pavilion/changing rooms
- 20 lodges and 5 cafes
- 40 War Memorials

- 2.1.3 The PGS service also provides support to community, voluntary and 'friends of' groups, including the booking of some 230 events held annually within Parks and Green Spaces ranging from Bingley Music Live to the local village gala.

- 2.1.4 PGS provides a grounds maintenance service to schools and numerous council services including Estates Management, Bereavement Services, Highways, Libraries, Museums, Sports Centres, Adults and Children's Services (including winter gritting operations).

- 2.1.5 PGS has provided growing support to the council's highway winter gritting operation with some 25 staff now regularly employed as drivers to cover precautionary gritting routes or ride-on tractor operatives to treat footways.

2.2 Managed Facilities in Shipley/Bingley

- 2.2.1 Within the constituency the following 8 main parks are managed and maintained by the service area teams with the Trees & Woodland unit managing St Ives Estate:-

- 2.2.2 Prince of Wales Park: Myrtle Park: Foster Park: Harden Park: Menston Park: Crowgill Park: Northcliffe Park: Roberts Park and Greenwood Park.
- 2.2.3 There are also 26 recreation grounds, 37 equipped play areas, 8 MACA's (Multi Activity Communal Areas) and 7 Skate/BMX parks and a number of public open spaces. Other facilities include 18 football pitches, 9 bowling greens, 2 cricket pitches, 14 tennis courts and an aviary.
- 2.2.4 In addition to horticultural works the service is responsible for the upkeep of the entire infrastructure (fences, walls and footpaths) and the associated structures within the above sites including 13 pavilions, 2 cafes, 3 changing facilities and 7 lodges one of which is the parks office for Roberts Park and the Shipley Area.

2.3 Operational Depot Review of 2017

- 2.3.1 The adopted requirement for maintenance standards remain at minimum levels for general grass cutting, hedges, flower and shrub bed maintenance. Budgets are set to reflect the levels of workforce required to maintain these minimum standards with little or no resource resilience. Service performance throughout the peak season is therefore highly susceptible to unseasonal weather or unexpected staff absence.
- 2.3.2 The operational staff have successfully delivered all maintenance to the highest possible standard throughout the year. As a result of this it has been notable that complaint numbers have fallen in general and by almost three quarters from local bowls clubs, certainly a reflection of the work of the gardeners involved and also possibly due to the closer working between management and the bowls leagues. The adoption of more sustainable flower bed regimes appears to have been successful, particularly as the herbaceous planting begins to become established.
- 2.3.3 Given that the weather pattern has been favourable, the major operational issue remains that of litter and fly tipping with other programmed activity (such as general grass cutting) suffering due to the need to clear excessive litter. The purchase of two solar powered, compacting Bigbelly bins for the play area at Roberts Park have proved more than useful although costs (£5,000 each) determine that the service is unlikely to be able to provide any further significant numbers.
- 2.3.4 Officers have continued to engage with many partners such as Friends of Groups, Town/Parish Councils, local community groups, In Bloom committees, councillors and the Neighbourhood Service to deliver a wide range of improvements to the Area's green spaces as evidenced by the retention of the Green Flag status for Roberts Park.

2.4 New Works (Including Section 106 Monitor)

- 2.4.1 The following new or refurbished facilities have been successfully delivered in the last 12 months:

Cliffe Avenue Play Area refurbishment

Cliffe Avenue Play Area Table Tennis table

Cliffe Avenue Teen Shelter

2.4.2 Over the coming year the Technical Unit will be engaged in delivering the following projects:

Roberts Park Play Area refurbishment

Oakleigh View (toddlers) Play Area refurbishment

Thompson Lane additional play equipment to supplement existing play provision

Cliffe Avenue West playing fields improvements (with Baildon Dynamos)

2.4.3 Shipley/Bingley Section 106 Recreation Receipts

| | Total | Unallocated | Allocated | Allocated Projects |
|-----------------------------|--------------|--------------------|------------------|---------------------------|
| Baildon | 56,612 | 17,470 | 39,142 | Cliffe Ave Play & Pitch |
| Bingley | 87,064 | 87,064 | 0 | |
| Bingley Rural | 27,862 | 27,862 | 0 | |
| Shipley | 34,107 | 34,107 | 0 | |
| Wharfedale | 14,340 | 14,340 | 0 | |
| Windhill & Wrose | 53,717 | 53,717 | 0 | |

2.5 Events

2.5.1 PGS administers, stages and/or supports a high number of events throughout the year in its parks & recreation grounds (over 230) with 43 events expected within the Shipley area this year: some of which are major District events such as the historic Bingley Show, Saltaire Heritage Weekend and Festival.

2.5.2 The Sport & Culture events team is responsible for organising, delivering and promoting a number of prestigious destination events across the District. These include Skyride, Bradford City Run and the popular Bingley Music Live festival which attracts in the region of 40,000 people over the weekend.

2.5.3 Other significant events planned this year in Shipley/Bingley area include:

- 3 fun fairs at Thompson Lane Recreation Ground and Menston Park
- Saltaire Festival, Roberts Park
- Full events list at Roberts Park (bands, theatre groups)
- Summer long galas and fun days at several parks/recreation grounds
- Cycling event in various parks
- Children's summer activities – across all wards
- Boot Camp fitness at Roberts Park and Menston Park

2.5.4 All the above events create a very large footfall in our parks and green spaces from both the local community and the wider population of the district; indeed, some of the larger events attract people from all over the country.

3. OTHER CONSIDERATIONS

3.1 Community Asset Transfers (CATs) to Town/Parish Councils

- 3.1.1 The first CAT involving the transfer of all PGS assets within a Town/Parish Council boundary took effect from April of this year. In addition to the leasehold transfer of most PGS assets (tree work not yet devolved), Burley Parish Council have also taken over the maintenance of all highway sites in the Parish through a Service Level Agreement.
- 3.1.2 The PGS Service, therefore, no longer visits Burley and staffing budgets have been reduced to reflect this change as part of the savings programme.
- 3.1.3 Wilsden Parish Council also has a longstanding commitment to carry out a similar exercise and officers continue to consider the available options.

4. FINANCIAL & RESOURCE APPRAISAL

4.1 Budget Savings 2017/18

- 4.1.1 The Service is charged with a savings target of £180,000 for the current year as part of the adopted Outcome Based Budget Process.

| | 17/18 |
|-------------------------------|--------------|
| CAT's Town/Parish Councils | 25 |
| Car Parking Charges | 40 |
| BML | 50 |
| Woodlands | 40 |
| Bowling Greens/Sports Pitches | 25 |
| Total | 180 |

- 4.1.2 Members will note that further savings are required from Bowls Clubs in conjunction with other Sports Clubs using playing pitches. The overarching principle remains that of community management of facilities as delivered through implementation of the Playing Pitch Strategy, however other options based on increased voluntary activity will also be considered.
- 4.1.3 Devolution of the management and maintenance of parks and open spaces to local Town/Parish Councils will be pursued where a significant cashable saving is available; Burley Town Council has already completed such a lease involving a range of service providers. The introduction of car park charging within identified parks and woodlands remains challenging and it is unlikely that the cumulative saving will be achieved during the current year. St Ives Estate is included within the first phase of sites to implement parking charges.
- 4.1.4 Proposed savings within the Trees & Woodland unit reflect completion of management plans for all Woodlands together with reduced volumes of activity following the introduction of a higher threshold requirement for authorising tree works and the introduction of a new tree management system.

4.2 Financial Performance 2016/17

- 4.2.1 With a notional net budget of £339,000 the Shipley operational depots returned an indicative underspend in the region of £50,000. Following adjustments to allow for transfer of members of staff and bearing in mind the high levels of overspend in previous years, the current assessment suggests budget levels are adequate for the resources required to deliver the required standards.

5 WARD PLAN IMPLICATIONS

- 5.1 PGS do not feature widely within many of the Ward Action Plans, however there is clear support for existing 'Friends of Groups' such as Prince of Wales Park together with an aspiration to develop further activity. Partnership working with a number of the local councils is recognised with significant elements relating to the provision of green space and horticultural features.
- 5.2 There is a clear commitment to support local councils and other groups considering or preparing to take on responsibility for community facilities or services such as Burley Parish Council – see section 3.1.
- 5.3 PGS continues to work closely, and generally successfully, with the Neighbourhood Service to deliver such joint aspirations.

6. LEGAL APPRAISAL

- 6.1 The contents of this report are in accordance with the decisions of the Executive on 9 October 2012 and 16 April 2013
- 6.2. The Council has various powers to provide parks and pleasure ground and other recreational facilities but is under no duty to do so. The management of such facilities is a matter for the Council subject to its general duties under Occupiers Liability legislation or Health and Safety.
- 6.3. Members should note that Section 106 Agreements entered into after the 1st July 2017 will no longer contain recreational contributions. These will now be subject to the CIL Charging Schedule and the use and distribution of such infrastructure funding will become a matter for the Executive. However S106 contributions payable under agreements entered into before that date can still be used for the intended purpose. It should also be noted that in areas where there are local councils 15% of CIL monies received for their areas will be distributed to them to spend on infrastructure projects including parks and recreation.

7. OTHER IMPLICATIONS

7.1 EQUALITY & DIVERSITY

Area Committee decisions will need to be made in line with Equal Rights legislation. This will require Area Committees to assess the potential equality impact of any decisions they make.

7.2 SUSTAINABILITY IMPLICATIONS

Increased local decision making has the potential to create more sustainable solutions to local issues.

7.3 GREENHOUSE GAS EMISSIONS IMPACTS

The PGS Service provides a pro-active approach in the reduction of greenhouse gas emissions through the local deployment of its maintenance teams. Teams are based in areas in an effort to reduce travelling times with its fleet/plant resulting in reduced fuel consumption. In addition to this parks and recreation grounds/trees/woodlands provide communities with 'green lungs' which can naturally assist with the filtering of polluted air.

7.4 COMMUNITY SAFETY IMPLICATIONS

There are no Community Safety Implications arising from this report.

7.5 HUMAN RIGHTS ACT

There are no Human Rights Act implications arising from this report.

7.6 TRADE UNION

Trade Unions at all levels are engaged in consultation over the proposals included in this report.

7.7 WARD IMPLICATIONS

The information in this report is relevant to all Wards in the area.

Increased devolution of the services will allow the Area Committee to further address local priorities for those services within wards.

8. NOT FOR PUBLICATION DOCUMENTS

None.

9. RECOMMENDATIONS

That Shipley Area Committee note the content of this report.

10. BACKGROUND DOCUMENTS

None.

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Report of the Area Co-ordinator to the meeting of the Shipley Area Committee to be held on 11 October 2017

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Subject:

Cleaner and greener streets and neighbourhoods in Shipley – Devolution to Area Committee

Summary statement:

This report provides an update relating to Council Wardens, Environmental Enforcement and Street Cleansing in the Shipley Area. It highlights a developing approach that delivers on the cleaner/greener agenda at an Area, Ward, neighbourhood and street level that is supported by residents, businesses and community organisations as part of the People Can – Make a Difference Campaign.

Steve Hartley
Strategic Director, Place

Portfolio:
**Neighbourhoods and Community Safety/
Environment, Sport and Culture**

Damian Fisher, Area Co-ordinator
Louise Williams, Area Co-ordinator
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Overview and Scrutiny Area:

**Corporate /
Environment and Waste Management**

1.0 SUMMARY

- 1.1 This report provides an update relating to Council Wardens, Environmental Enforcement and Street Cleansing in the Shipley Area. It highlights a developing approach that delivers on the cleaner/greener agenda at an Area, Ward, neighbourhood and street level that is supported by residents, businesses and community organisations as part of the People Can – Make a Difference Campaign.

2.0 BACKGROUND

- 2.1 In 2012 the Council Executive devolved a number of services to Area Committees. The purpose of this was to increase local accountability and to increase the effectiveness of service delivery through increased synergy between services at the local level.
- 2.2 The role of Ward Councillors is integral to the functioning of the developing approach. Good local leadership encourages positive behaviours with local communities and has a positive impact on staff who feel more valued and motivated.
- 2.3 In December 2015 a report came to Area Committee outlining the People Can Make a Difference Campaign which the Shipley Area Committee endorsed.
- 2.4 Within Neighbourhood and Customer Services, Area Co-ordinators are responsible for a range of officers and devolved services that promote the clean and active communities agenda and make contributions to other outcomes. This report only deals with the cleaner elements. However, it is important to recognise that the services and resource allocation also support a wider range of outcomes (highlighted within Ward Plans) as part of their roles and functions:
- 2.5 These include the following:
- Ward Officers
 - Council Wardens
 - Street Cleansing Operatives
 - Youth Workers
 - Environmental Enforcement Officers and
- 2.6 **The developing approach to cleaner streets and neighbourhoods**

These area-based functions allow a more joined-up and flexible approach to tackling issues at a ward-and neighbourhood-level. Essentially ward-based teams are created that include functions delivered by different staff. Ward Officers consider the priorities included in Ward Plans and work with the officers listed above to develop projects to respond to the priorities. These projects often involve actions by different officers dependent upon their knowledge and roles.

In terms of maintaining clean streets and neighbourhoods there is a balance between:

- Street cleansing clearing up
- People taking responsibility themselves

- 2.7 Within the scope of reduced resources, there is an increased need to encourage more people and communities to take on more personal responsibility and for our services to support people who volunteer to help.

To maintain clean streets and neighbourhoods we need to get the balance right between the following approaches:

- Deployment of a responsive street cleansing service
- Enforcement of the law where people infringe it and cause environmental issues
- Raising awareness within the public of the possible implications of irresponsible behaviour
- Encouraging residents to volunteer and take action themselves.

- 2.8 Therefore there are important educative and engagement roles. In terms of Ward Officer and Warden education and engagement, there are numerous examples of projects that are undertaken that help to support the cleaner and greener agenda.

Sometimes this work is led by residents or businesses and when it isn't, officers encourage and support residents to become involved as part of the 'People Can' approach. Examples of who staff engage with include schools, community organisations and individual residents.

2.9 **Environmental Enforcement**

The Environmental Enforcement Team is responsible for enforcing legislation affecting the visible environment. The Team consists of the Environmental Services and Enforcement Manager, 2 Senior Enforcement Officers and 7.5 Enforcement Officers. The Team moved from Environmental Health to Neighbourhood and Customer Services in January 2016 in order to work more collaboratively with Council Wardens, Ward Officers and Street Cleansing Operatives. Enforcement Officers are already working for part of the week from Area Co-ordinator's Offices to facilitate this closer working relationship.

Enforcement staff have been deployed to area teams as follows:

Bradford East = 2.5 officers

Bradford West = 2 officers

Bradford South = 2 officers (Including 1 Senior Enforcement Officer)

Keighley = 1 officer

Shipley = 1 officer

1 Senior Enforcement Officer also provides additional cover across Bradford West,

Shipley and Keighley as required.

Deployment of staff across areas has been based on numbers of service requests/complaints received over previous years. The deployment model is regularly reviewed to ensure that resources are deployed appropriately.

Enforcement Officers respond to complaints generated through the Council's Contact Centre and from referrals by Council Wardens and other Neighbourhoods staff. However, as part of the area-based approach to tackling environmental issues affecting neighbourhoods, the Team is embracing opportunities to move from a reactive to a more proactive service.

The team covers the following work areas:

2.10 Flytipping

Flytipping is a criminal offence that carries an unlimited fine or up to 5 years imprisonment upon successful prosecution. Nationally there have been year on year increases in flytipping. In 2014/15 - 10,561 incidents of flytipping were recorded in Bradford. 1,985 tonnes of waste was illegally dumped costing the Council over £270,000 for collection and disposal of the waste. The Environmental Enforcement Team actively investigates flytipping incidents to identify and prosecute offenders. The team carries out a range of work to tackle flytipping :

- 2.11 Surveillance of fly tipping hotspots** – there are currently a number CCTV cameras which have been placed at fly tipping hotspots. The cameras are linked to the Council's CCTV network and are placed on lampposts. They have been very successful in capturing flytipping incidents involving vehicles. The team used the DVLA database to identify vehicle keepers who are then interviewed under the Police & Criminal Evidence Act to secure prosecutions against drivers and/or passengers of vehicles who were involved in the flytipping. The success of the cameras has resulted in the team securing additional funding to purchase more cameras. They are currently being rolled out across the district as more locations are being identified. It must be noted that not all locations are suitable for these types of cameras due to connectivity issues with the Council's CCTV network.

In addition the team has invested in a further 7 standalone covert cameras. These are designed to be hidden at locations where CCTV cameras are not suitable such as rural locations, back streets, lay bys etc. These cameras allow the team some flexibility to carry out surveillance in difficult areas and they can be moved to different locations relatively easily. The team has also had successful prosecutions using these types of cameras.

- 2.12 Fixed Penalty Notices (FPNs) for flytipping-** New legislation was introduced last year allowing Council's to issue fixed penalty fines for low level flytipping as an alternative to prosecution. The definition of "low level" flytipping means where a car boot or less of domestic waste is flytipped. In Bradford the Council set the fixed penalty fine at £400 payable within 15 days which is reduced to £300 if paid within 10 days. The Enforcement Team started issuing FPNs in October 2016 and to date has issued 26 with the vast majority being paid. This has generated £6,100 of income

which the team has reinvested into surveillance cameras.

- 2.13 **Work with land owners** – officers work with land owners to identify long term solutions to reduce/prevent the recurrence of fly tipping at sites where rubbish is regularly dumped. This includes encouraging the land owner to sell or develop the site, fence off the land or ensure waste is removed regularly from the site. In cases where land ownership is known enforcement action may also be considered and the Enforcement Team can prosecute landowners for allowing waste to accumulate on their land.
- 2.14 **Ward Officer Team (WOTs) meetings** – officers take fly tipping data and intelligence to WOTs to ensure that a multi-agency approach is developed and that the most sustainable solution is sought. Recently this has resulted in multi agency stop and search operations that target criminal behaviour in relation to motor vehicles e.g illegal waste carriers, uninsured drivers and unsafe vehicles.
- 2.15 **Community engagement and education/enforcement** – some fly tipping hotspots are close to residential areas and often the fly tipping is caused by local residents. It is often difficult to identify and prosecute offenders and community-based solutions are the only option. An example of this is rubbish dumped on unadopted back streets. The Council is not responsible for cleaning unadopted back streets and the responsibility for this falls to residents. In such cases occupiers (not owners) of properties adjoining the unadopted streets are legally responsible for the waste and this is difficult to enforce due to the large number of occupiers of some unadopted back streets.

In such cases Enforcement officers work closely with Council Wardens and Ward Officers to undertake days of action to talk to residents to educate them about the services that they can use to responsibly dispose of their waste. People are also encouraged to report fly tipping. Back street community clean ups are organised where residents working alongside Wardens and Ward officers collect the rubbish and Street Cleansing teams remove and dispose of the rubbish. In some areas this has worked very well however where there has been poor engagement and participation by residents then the Environmental Enforcement team will follow up with formal action involving serving enforcement notices on all occupiers, arranging removal of the rubbish and recovering the costs from all the occupiers.

- 2.16 **Seizure of vehicles** – new legislation allowing Councils to seize vehicles involved in flytipping was used for the first time in Bradford last year. A van that was involved in multiple flytips was eventually caught on CCTV camera. The vehicle was not registered or insured and the keeper could not be traced. Images of the vehicle were circulated to Council Wardens and Clean Teams to see if the vehicle could be found. The vehicle was eventually spotted by a cleansing operative and the Enforcement Team were notified. The Enforcement team worked in partnership with the Police to seize the vehicle. Images of the vehicle and the driver publicised in local press and social media and after the owner of the vehicle refused to come forward the vehicle was crushed. The crushing of the van was a first for a Yorkshire Council and received national media attention on ITN news as well as a massive 50,000 views and breaking the record on the Councils' Face book page. The driver of the vehicle has since been identified by the public and a prosecution is now pending.

- 2.17 **Rubbish in Gardens and on private land** – the Enforcement team receives large numbers of complaints relating to rubbish in gardens and on private land. New powers under the Anti-Social Behaviour (Crime & Policing) Act 2014 has allowed the team to successfully use Community Protection Notices (CPNs) to ensure householders and landowners keep their property clean and tidy and free of rubbish accumulations. Non-compliance with a CPN is a criminal offence and offenders can be issued with £100 fixed penalty fines or prosecuted. Fines can be up to £5000 for householders and £20,000 for businesses Where CPNs have not been complied with the team has prosecuted offenders and in some cases applied for Remedial Orders (Court Orders) to ensure the notices are complied with. A recent prosecution for non-compliance with a CPN resulted in a statutory maximum £20,000 fine.
- 2.18 **Behaviour Change** - The Enforcement team works closely with the Press Office to ensure all successful prosecutions for waste offences are publicised through the press and social media in order to maximise awareness of these types of offences and penalties to hopefully effect behaviour change so that the public become more responsible about their waste.
- 2.19 **Duty of Care** – The Team enforces the Duty of Care regulations to ensure businesses contain all their waste and only use licensed operators to collect, transport and dispose of waste. The Enforcement Team and Council wardens regularly visit businesses to ensure compliance with the regulations.

The Householder Waste Duty of care Regulations came into force in 2005 and placed on all householders a responsibility to ensure that whoever is used to collect, transport and dispose of waste, are appropriately licensed. Recently there has been an increase in householders using unlicensed carriers of waste which has resulted in a small number of prosecutions. The Enforcement Team is currently looking at ways to identify and tackle illegal waste carriers which target vulnerable members of the public.

- 2.20 **Litter & Dog Control Order offences** – The Council currently issue £80 fixed penalty fines for litter and dog control order offences. Fines can be issued by Council Wardens and Environmental Enforcement Officers. The Enforcement Team will also issue fixed penalty notices on behalf of the public if there is an accompanying witness statement and the person is prepared to attend court. Where fixed penalty notices have been issued to the public for littering & dog control order offences and the fines have not been paid the Environmental Enforcement Team prepare prosecution files for these offences. In the last 18 months there have been 2 successful prosecutions for dog fouling offences.

2.21 **Performance figures**

As mentioned above the Enforcement Team receives requests for service (complaints) from a number of sources e.g. direct from the public, Council Wardens and other Council Officers. The Enforcement Officers work closely with Wardens and a large number of complaints are initially referred to wardens to investigate in the first instance. These are typically complaints about rubbish in gardens. Wardens will visit

problem properties and request owners and occupiers to tidy up their gardens. Any non-compliance with Wardens requests are referred back to the Enforcement Team for formal action.

2.22 Service Requests (complaints)

The following table shows numbers of service requests received by the Enforcement Team and numbers dealt with by Wardens for 2015/16 and 2016/17.

| | 2015/16 | 2016/17 |
|--|---------|---------|
| Total Complaints Received | 5891 | 6651 |
| Dealt with by Enforcement | 3960 | 4520 |
| Dealt with by Wardens | 1931 | 2131 |
| Referred back to Enforcement by Wardens | 358 | 476 |

The following table shows the numbers of complaints per Ward for years 2015/16 and 2016/17.

Shipley

| | 2015/16 | 2016/17 |
|------------------|---------|---------|
| Baildon | 78 | 139 |
| Bingley | 74 | 112 |
| Bingley Rural | 79 | 152 |
| Shipley | 189 | 248 |
| Wharfedale | 19 | 19 |
| Windhill & Wrose | 107 | 176 |
| Total | 546 | 846 |

2.23 Statutory Notices

The Anti-Social Behaviour (Crime & Policing) Act 2014 allows Councils to issue Community Protection Notices (CPNs) to remove waste from private land e.g. back gardens. Before a CPN can be served a Community Protection Warning (CPW) must be served. The CPW is a strongly worded letter that has the Council and Police logo across the top and is very effective at securing compliance. If a CPW is not complied with then a CPN is served. Non compliance with a CPN is a criminal offence and upon prosecution can lead to fine of up to £5,000 for domestic premises and £20,000 for businesses.

Generally there are high levels of compliance with CPWs and therefore CPNs are only served in extreme circumstances.

Other statutory notices are served where there is a more specific problem that may require more immediate action such as accumulations of toxic or hazardous waste (e.g. asbestos) or where rodent infestations are associated with waste.

- 2.24 The following table shows the number of CPWs, CPNs and “other” Notices) served by Ward for waste offences for the years 2015/16 and 2016/17:

| Ward | 2015/16 | | | 2016/17 | | |
|------------------|---------|------|---------------|---------|------|---------------|
| | CPWs | CPNs | Other Notices | CPWs | CPNs | Other Notices |
| Baildon | 2 | 0 | 3 | 5 | 1 | 3 |
| Bingley | 2 | 2 | 4 | 7 | 2 | 3 |
| Bingley Rural | 6 | 0 | 2 | 7 | 0 | 0 |
| Shipley | 8 | 2 | 9 | 11 | 6 | 6 |
| Wharfedale | 0 | 0 | 12 | 0 | 0 | 8 |
| Windhill & Wrose | 5 | 1 | 3 | 3 | 0 | 18 |

Prosecution of Offences

The key strategy for the Enforcement Team over the last 18 months has been to increase levels of enforcement for waste offences (such as rubbish in gardens) by serving statutory notices and prosecuting offenders for non-compliance with the requirements of notices, in particular CPNs. Due to high levels of compliance with CPWs and CPNs prosecutions for these offences have not always been necessary and the vast majority of prosecutions have been for flytipping offences.

The deployment of CCTV cameras has allowed the team to proactively target flytippers by undertaking extensive surveillance of flytipping hotspots and subsequently identify and prosecute offenders. However as most flytipping offences involve the use of a vehicle a successful prosecution depends on the ability to identify the registered keeper of the vehicle. Unfortunately a number of vehicles caught on camera have not registered the vehicle keeper details with the DVLA and therefore it is not always possible to identify the offender. Such cases are referred to the Police and details are placed to the Police Automatic Number Plate Recognition (ANPR) system for further action.

In addition for “low level flytipping” typically involving a vehicle dumping a car boot or less of domestic waste a £400 flytipping fixed penalty notice will be issued as opposed to a prosecution. However for serious flytipping offences e.g. more than a car boot load of waste or commercial waste then the policy is to prosecute for the offence.

There has been a significant increase in prosecutions since January 2016 compared with previous years. For example in 2015 there were only 7 prosecutions for waste offences. This included 4 prosecutions for littering.

Number of Prosecutions since 1st January 2016 to date

| Offence | Number of Prosecutions |
|-------------------------|------------------------|
| Flytipping | 23 |
| Non compliance with CPN | 8 |
| Duty of Care | 3 |
| Dog Fouling | 2 |
| Total | 36 |

Total fines = £42,905

Total Costs = £16,560

Note – All fines are paid to the Ministry of Justice, however the Council receives the costs.

2.25 Parking Services/Wardens

Improvements to information about parking on the Council's website – we are currently reviewing and updating the Parking Services-related content on the Bradford Council website in order to make the site more user friendly to the public, with all the relevant information in one place in plain English. Car park information has been set up in constituency areas with additional information included such as the number of spaces.

- 2.26 Cashless parking introduced in mid-August 2017 – this will enable customers to pay for on- and off-street parking using their mobile phone and debit/credit card. Customers download an app or registered users can text. There is no cost to the Council for this service. The customer will be charged 6p for parking charges under £4.00 and 12p if they pay over £4.00. If the customer wants to extend their stay it will cost them 12p on top of the additional parking charge. It is a more convenient method of payment for customers as they can extend their stay without returning to their car and they obviously don't need to have cash to park.
- 2.27 Permit applications on line started on 29th August 2017 – the web site has been improved to update the permit pages and customers are being encouraged to go on line to apply for or to renew a permit. Specific information is provided about what is required for different permit applications, reducing the need for further contact. The site is user-friendly and an acknowledgement of receipt of the application is sent immediately to the customer. The customer is notified via email if the application has been approved, but if the application is rejected the reason is stated including the additional information that is required.
- 2.28 Smart phone technology to issue Penalty Charge Notices (PCNs) started in July 2017 - the wardens have an application on their Smart phones to issue PCNs. The new software also provides real time data so that any PCNs issued are immediately recognised on the system so the customer can pay or appeal immediately. The new technology enables the wardens to issue PCNs more easily and quickly and reduces the amount of equipment they need to carry. The new technology also results in

fewer errors, as the warden scans the car registration rather than manually inputting it.

- 2.29 Response Master Self-serve – specialist correspondence software to provide drivers contesting parking fines with prompt and clear responses to appeals was introduced a few years ago. This automated software solution delivers greater consistency and accuracy and has recently been extended with a self-serve option for the public. This new self-serve platform allows drivers to informally test the appeal they are thinking of submitting, as they can find out more about the contravention code and the reason the PCN was issued to determine whether their appeal is likely to be successful. This has created increased back office efficiencies as the time spent answering phone calls from frustrated members of the public has fallen, the number of appeals has reduced as customers choose not to challenge the PCN after getting advice from self-serve and when appeals are submitted the reasons for the appeal are clearer and more relevant.
- 2.30 Systems and Information Officer Post – the back office function in Parking Services is increasingly automated and reliant on a variety of systems/software. As officers have reduced their hours, it has enabled us to create this new post to support the team in all systems - and information - aspects of their work. The post holder will also be responsible for keeping abreast of new technological developments to ensure that we take advantage of systems that improve our efficiency and the customer experience.
- 2.31 Blue badge - Council Wardens work with the Corporate Fraud Unit to tackle the misuse and abuse of the Disabled Persons (Blue Badge) Parking Scheme, making a difference to over 16,000 disabled badge holders. Blue badge misuse is when a blue badge is used to gain free parking without the badge holder being present or when the badge has been stolen, forged or is for a deceased person. In 2016/17, 175 referrals were made by Council Wardens, 35 of which resulted in the offender being prosecuted. This work helps reduce the number of repeat offenders and creates access to key parking spaces close to important amenities. Council Wardens in the city centre have been put forward, with other Council services, for the Sovereign Health Care Awards owing to their involvement in this work.
- 2.32 Apprentices - 10 apprentice posts, Neighbourhood and Customer Services Support Officers, are being advertised in the Service with a closing date of 18th September 2017. This apprenticeship covers three different roles: Council Wardens, Customer Services Officer and Environmental Enforcement Officer. The apprentices will be on fixed term contracts working for six months in each of the afore-mentioned areas.
- 2.33 Radios – a survey of the district is being undertaken to identify where radio transmitters may need to be placed to optimise radio coverage.
- 2.34 Body cameras - the Police, other agencies and other councils are increasingly recognising the deterrent effect of body cameras in relation to issues of violence and aggression. Body cameras also provide reassurance to staff and the public. Evidence of fly tipping captured on body cameras has been used for prosecution. Body cameras have been purchased for all Council Wardens and they are expected to wear these all the time when they are on duty.

- 2.35 Litter enforcement contract – like many local authorities Bradford Council has procured the services of a company, 3GS, to enforce littering and dog control offences. From 17th July, eight Enforcement Officers have been issuing Fixed Penalty Notices (FPNs) to people who drop litter, urinate, spit and for Dog Control Order offences. They are working seven days a week on a shift system, predominantly in Bradford City Centre but they will also be able to cover other urban centres. The Enforcement Officers also spend significant time informing and educating offenders about their behaviour and the impact it has. They provide a total solution from the issue of the FPN to receiving and chasing payment, including the preparation of the prosecution file. The payment for a FPN will be £80 as the early payment option has been removed.

The contract is cost neutral to the Council and some of the money paid in fines by the offenders will be reinvested in cleansing services in the district, meaning that those who drop the litter will be paying for it to be picked up. The company does not offer incentives for the issuing of FPNs and the Enforcement Officers dedicate two hours every month to work on community-based projects and this is paid for by 3GS.

2.36 **Publicity and Marketing**

Neighbourhood Services are currently in discussions with Keep Britain Tidy and the Council's marketing department with regards a hard hitting and sustained anti-litter/fly tipping and dog fouling campaign. The programme of campaigns throughout 2017/2018 will focus on different themes. The timetable is yet to be finalised but it is intended that the first campaign will begin in September with regards chewing gum litter. This is a significant problem within the Bradford District. It is very costly and time consuming to remove and removal it in itself can cause damage to some surfaces such as tarmac.

Bradford Council will take part in a national campaign organised by the Chewing Gum Action Group (CGAG). The group is chaired by Defra and brings together representatives from the gum industry, the various regional "tidy" groups and the Chartered Institute of Waste Management. The purpose of the campaign is to raise awareness of the issue of discarded gum, to change behaviours and to ultimately reduce littered gum.

It will promote the following messages;

- Put your gum in a bin – a tangible way you can do your bit to show you care about where you live.
- It's your responsibility to do the right thing
- People who irresponsibly dispose of their gum can be fined up to £80 on-the-spot

This is a good time for the Council to be involved. The new enforcement team have already fined people for discarding gum and the campaign will explain that discarded chewing gum is litter.

Initially the campaign will be started in Bradford town centre with a launch on the 5th October and then be rolled out to Shipley and other centres.

The campaign, will post on social media on Bradford Council's Twitter and Facebook pages, as well as send out a Stay Connected e-newsletter to all waste and recycling subscribers (approximately 9,500 subscribers).

Monitoring and evaluation will be carried out during and after the campaign. We will be assisted in this by the Keep Britain Tidy Group.

- 2.37 Following on from this campaign car litter will then be targeted. 'We're Watching You Signs' will be erected at strategic locations of the district to raise awareness and remind car owners of their responsibilities and that they will be fined for littering. More details will be provided of forthcoming campaigns in future reports.



The Press Office will also be involved in promoting maximum publicity for all campaigns together with any fines/prosecutions for offences to effectively manage behaviour change moving forward.

2.38 Operational issues (Street Cleansing)

Solar powered Smart Bins

Currently there are 14 solar-powered Big Belly bins deployed in Shipley. The locations for some bins have changed based on study of data from the online monitoring system for these bins; the current locations are shown below:

| | |
|---------------------------------------|---------------------|
| Main Street, Bingley | Bingley Town Square |
| Main Street, Bingley | Next to Bus Stop 4 |
| Main Street, Bingley | Outside Kebab Ranch |
| Central Avenue, Shipley | Outside Adams News |
| Manor Lane, Shipley (pedestrian area) | Outside Asda |
| Market Square, Shipley | Next to toilets |

| | |
|--|-----------------------------|
| Market Square, Shipley | Next to bus stop S8 |
| Well Croft, Shipley | Outside discount store |
| Market Square, Shipley (pedestrian area) | Outside Greggs |
| Roberts Park | Coach Road playground |
| Market Square, Shipley (pedestrian area) | Outside Superdrug |
| Market Square, Shipley (pedestrian area) | Outside William Hill |
| Northgate, Baildon | Outside Martin's newsagents |
| Roberts Park | By skate park |

The efficiency of a Big Belly bin is derived from reducing the need to empty the bin as often, but also by removing the need for a driver to visit a bin to check if it needs emptying. Optimum locations for these bins are where there is high usage of several bins where installation of one or more Big Belly bins would reduce the overall number of regular litter bins and also reduce the frequency of emptying the bins.

Big Belly litter bins can compact the rubbish they hold which increases capacity to between 600 litres and 800 litres of rubbish, which is six to eight times more than the capacity of the litter standard bin. They have a solar panel on the top which powers a 12V battery that is constantly on trickle-charge; requiring only eight hours of *daylight*, not *sunlight*. Having this smart infrastructure significantly reduces the number of staff hours required servicing bins and the bins have an integrated sim card and online telemetry management system that notifies the Council when it needs emptying by sending an email to management or a driver via a PC or smartphone. This means that only the bins that are approaching capacity will be emptied on any given day. In turn, this frees up valuable staff resources to enable the Council to create a cleaner environment for its residents and tourists with particular emphasis on attention to detail.

There are plans to trial some sensors inside existing litter bins with an eye to understanding if further efficiencies can be derived from placement of sensors in remote locations to reduce any unnecessary journeys to empty.

2.39 Litter Bin Survey

Over the past few months an audit has been carried out on all the litter bins in the district. The Clean Team Drivers have collected the data by using their Smart Phones. The data has then been uploaded to an online GIS layer which allows the user to view not only locations of bins, but pictures of the bin too. This piece of work is still on-going. There is a Data cleansing exercise to check locations and remove any duplication and once all this is completed the layer will be made available to staff in each Area Coordinator's office and to local Councillors via the Intranet. The current number of litter bins prior to data cleansing checks in Shipley is 620.

2.40 Mechanical Sweeper Routing

The primary purpose of the Mechanical sweeping operation is to remove detritus (silt/mud), which if not tackled can lead to blocked gullies, unsafe roads and pavements, and accelerated weed growth. The routing exercise has required the development of a huge database of street-based information that allows the routing software to understand the requirements of the service. The eventual outcome will be electronically held routes that have been optimised to reduce any inefficiency in the existing service. These routes will allow a nominal frequency to be stated for each street in the district, though the undertaking of that frequency will still be subject to adverse weather and service-stand-downs.

- 2.41 The project has reached a stage where a set of routes for the large road sweepers will be ready for testing by October. The project will then move on to the routing of the small sweepers which will be more complex but it is the intention new routes will be trialled for these machines. Members can have an input into the new routes if they so wish. It is anticipated that routes which need to be amended over the next year will be easily modified electronically.

Over the summer weed spray units have been fitted on the back of five mechanical sweeper units and are currently being trialled. It is hoped the trial will prove successful and there maybe potential efficiency savings in the current weed spraying operation.

2.42 Service Requests (Appendix 1)

There has been a small increase in the number of requests for service for Street Cleansing within the Shipley Constituency; however it still has the lowest number of reports in the District. To put these requests for service in to perspective, this is equivalent to 1.00 requests per day within an area containing around 100,000 residents.

Whilst Shipley ward has seen a larger increase, the total number in the period is still only equivalent to 1.71 reports per week.

The biggest increase in cases logged is in the "Other" category. A third of these were for other services such as Waste, Parks, Highways etc; another third could have been logged under one of the existing categories (including fly tipping or dead animals); the final third were a mix of miscellaneous information and more complex problems that don't fit under just one service. This increase could be linked to the increasing numbers of reports being made online by customers.

There has been very little change between the two periods. The figure of 163 during these four months equates to 1.33 reports per day within the entire Constituency. The Constituency has the lowest rate of fly tipping occurrences being reported in the District.

2.43 Performance – Street Cleansing (Appendix 2)

The service conducts regular surveys of each Ward to establish a local snapshot of environmental indicators for performance management purposes. The grading methodology is derived from the former Best Value National Performance Indicator - NI 195 indicator and the sample selection process has been adapted to specifically suit Ward based surveying.

In each Ward approximately six to eight priority streets are graded every month. These are areas of high pedestrian footfall, main roads or retail areas. In addition the monitoring officer will select a further seven to nine streets to include in the survey.

Grades for litter and detritus are awarded as follows:

- A None present
- B+ Almost clear
- B Some present but not below acceptable standard
- B- Part of street falls below an acceptable standard (half-fail)
- C Street falls below acceptable standard
- C- Very poor condition
- D Street is completely affected

The number of streets failing on Litter monitoring has always been exceptionally low within the Shipley Constituency and 2016/17 saw no change to that. To put things in perspective, the district average is 5.52% in the same year.

There are no service concerns about the detritus rates in the Shipley Area. The area contains many roads that are adjacent to fields and hills where surface wash-off is expected.

3.0 OTHER CONSIDERATIONS

3.1 Proposals for Area Committee decision-making

- 3.1.1 There are a number of factors to take into account when considering how to deploy resources at an Area level. For example, the Council policy on parking enforcement (as set out in Bradford Council's application to Central Government when taking on responsibility for the function) is based on national statutory guidance. The policy expects a consistent, fair and transparent approach within the district to parking enforcement. With effect from 23rd January 2012 the civil enforcement function passed from Civil Enforcement Officers employed by Parking Services to Council Wardens. Council Wardens are now the Council's designated Civil Enforcement Officers. As such, Council Wardens are expected to deal with all cars parked in contravention in accordance with the district policy. This means that Council Wardens need to have a regular presence in parking hotspots and deal with any cars they find parked in contravention. Statutory guidance clearly states that discretion is a back-office function and it is therefore not the decision of a

Council Warden as to whether they deal with a car parked in contravention. The Council Warden has to issue a PCN and this can be appealed by the customer.

3.1.2 In terms of the deployment of Council Wardens, the Area Committee may wish to consider the range of functions the Warden has to carry out and the risks associated with not balancing these. For example, if Council Wardens are not deployed to parking hotspot areas there is a likelihood of increased contraventions, safety and congestion implications, complaints and reduced income. Similarly, if Council Wardens do not deal with environmental issues there will be an effect on the visual amenity and the likelihood of an increase in complaints and anti-social behaviour.

3.1.3 In terms of Street Cleansing members are able to have influence and decide where staff and resources are deployed, the new routing patterns and the forthcoming prescriptive cleansing work plans.

4.0 FINANCIAL AND RESOURCE APPRAISAL

4.1 The Council Warden Service budget

The total Council Warden budget for the 76 Council Wardens (including 3 Area Operations Managers) has been set at £2,166,600 for the financial year 2017/18.

| Area Team | Number of posts | Budget (£) 2017/18 |
|--------------------------|-----------------|--------------------|
| City Centre Team | 22 | 697,300 |
| Bradford East | 12 | 314,300 |
| Bradford South | 10 | 262,400 |
| Bradford West | 12 | 314,400 |
| Keighley | 9 | 236,400 |
| Shipley | 8 | 210,500 |
| Area Operations Managers | 3 | 131,300 |
| TOTAL | 76 | 2,166,600 |

4.2 Street Cleansing

The Shipley Street Cleansing front line operation has 23 staff, 3.5 Mechanical Sweepers (1 shared with Keighley) five large transit pick-ups with an overall budget of £723,700

5.0 RISK MANAGEMENT AND GOVERNANCE ISSUES

- 5.1 The financial risks posed are limited by the nature of the expenditure delegated.

6.0 LEGAL APPRAISAL

- 6.1 No specific issues.

7.0 OTHER IMPLICATIONS

7.1 EQUALITY AND DIVERSITY

- 7.1.1 Area Committee decisions will need to be made in line with Equal Rights legislation. This will require Area Committees to assess the potential equality impact of any decisions they make.

7.2 SUSTAINABILITY IMPLICATIONS

- 7.2.1 Increased local decision-making has the potential to create more sustainable solutions to local issues.

7.3 GREENHOUSE GAS EMISSIONS IMPACTS

- 7.3.1 No specific issues.

7.4 COMMUNITY SAFETY IMPLICATIONS

- 7.4.1 Increased local decision making has the potential to improve community safety through more closely addressing local priorities.

7.5 HUMAN RIGHTS ACT

- 7.5.1 There are no Human Rights Act implications arising from this report.

7.6 TRADE UNION IMPLICATIONS

- 7.6.1 Trade unions are being consulted at levels 1, 2 and 3 on all changes to Street Cleansing and Warden services.

7.7 WARD AND WARD PLAN IMPLICATIONS

- 7.7.1 The information in this report is relevant to all Wards in Shipley. An increased level devolution of the services will allow the Area Committee to further address local priorities for those services.

8.0 NOT FOR PUBLICATION DOCUMENTS

- 8.1 There are no not for publication documents.

9.0 OPTIONS

- 9.1 As the Services have now been devolved, the Area Committee can decide how to shape the Service within the previously-mentioned parameters.

10.0 RECOMMENDATIONS

- 10.1 Shipley Area Committee notes and welcomes the information in this report.

11.0 APPENDICES

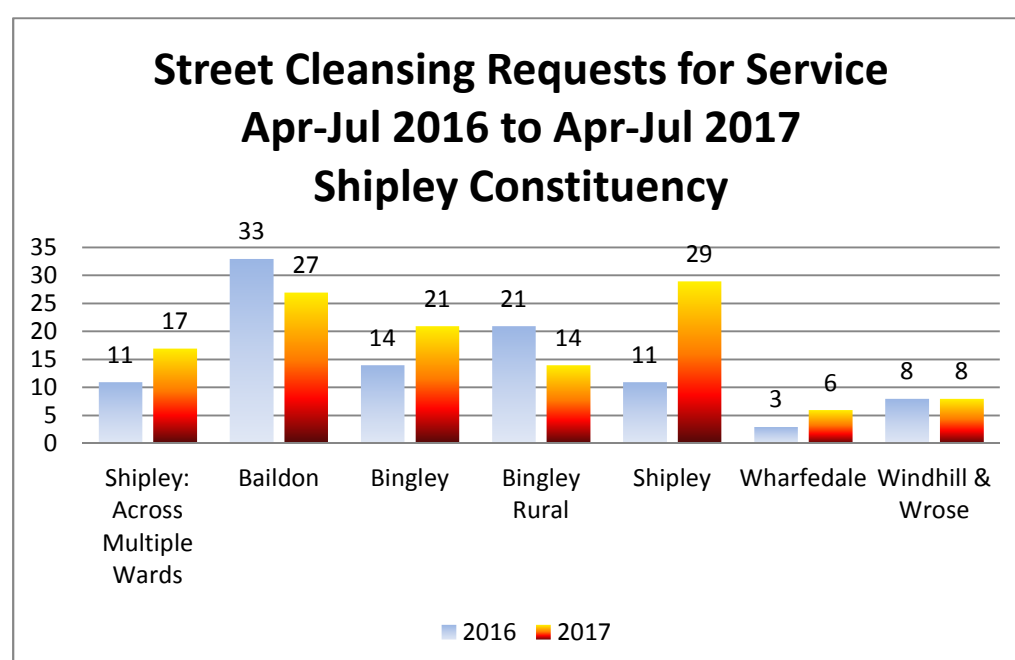
- 11.1 Appendix 1 Service Requests – Street Cleansing
- 11.2 Appendix 2 Performance Monitoring – Street Cleansing

12.0 BACKGROUND DOCUMENTS

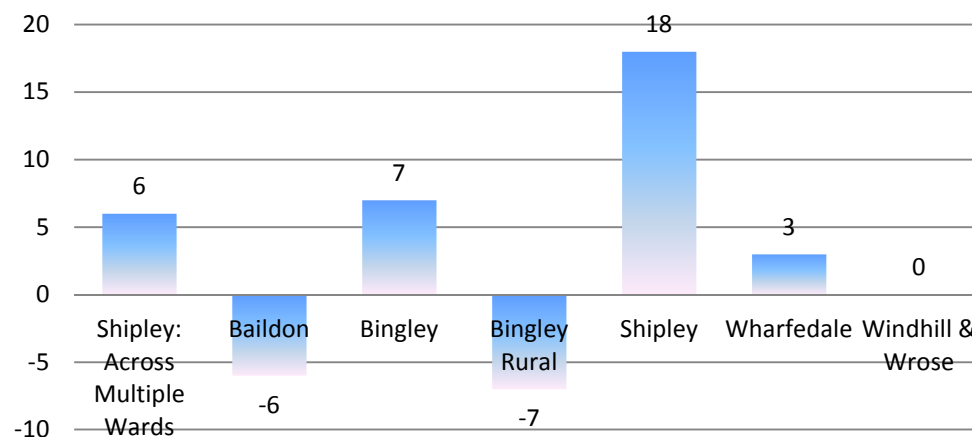
- 12.1 Document 'R' Street Cleansing Devolution, Shipley Area Committee, 24 July 2013
- 12.2 Document 'AY' Street Cleansing and Council Warden Services within Shipley, Shipley Area Committee, 29 January 2014
- 12.3 Document 'J' Cleaner and greener streets and neighbourhoods in Shipley - Devolution to Area Committee, Shipley Area Committee, 29 June 2016

SERVICE REQUESTS

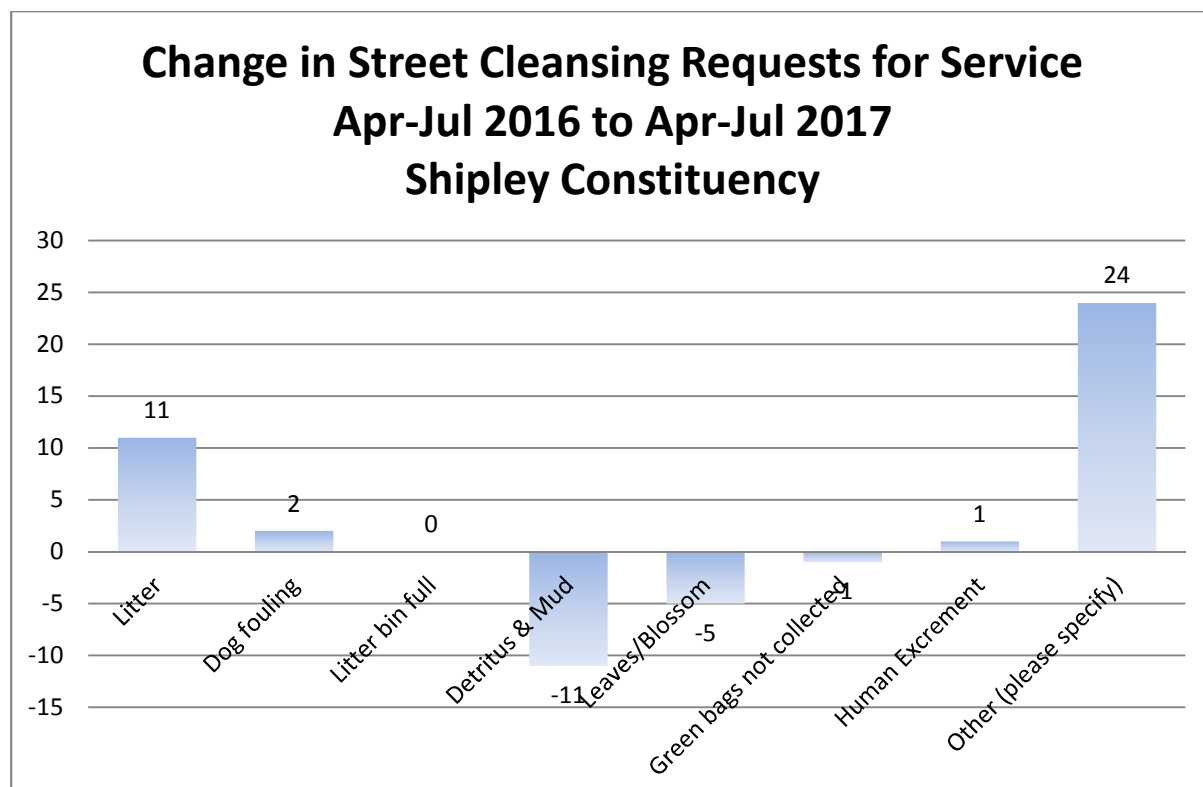
| | Apr-Jul 2016 | Apr-Jul 2017 | |
|--------------------------------|-----------------|-----------------|-----------|
| Area | 2016 | 2017 | Change |
| Shipley: Across Multiple Wards | 11 | 17 | 6 |
| Shipley: Baildon | 33 | 27 | -6 |
| Shipley: Bingley | 14 | 21 | 7 |
| Shipley: Bingley Rural | 21 | 14 | -7 |
| Shipley: Shipley | 11 | 29 | 18 |
| Shipley: Wharfedale | 3 | 6 | 3 |
| Shipley: Windhill & Wrose | 8 | 8 | 0 |
| Total | 101 | 122 | 21 |



Change in Street Cleansing Requests for Service Apr-Jul 2016 to Apr-Jul 2017 Shipley Constituency



| | Apr-Jul | | Change | |
|--------------------------|------------|------------|-----------|--------------------------|
| | 2016 | 2017 | | |
| Litter | 23 | 34 | 11 | Litter |
| Dog fouling | 12 | 14 | 2 | Dog fouling |
| Litter bin full | 13 | 13 | 0 | Litter bin full |
| Detritus & Mud | 15 | 4 | -11 | Detritus & Mud |
| Leaves/Blossom | 11 | 6 | -5 | Leaves/Blossom |
| Green bags not collected | 1 | 0 | -1 | Green bags not collected |
| Human Excrement | 0 | 1 | 1 | Human Excrement |
| Other (please specify) | 26 | 50 | 24 | Other (please specify) |
| TOTAL | 101 | 122 | 21 | |



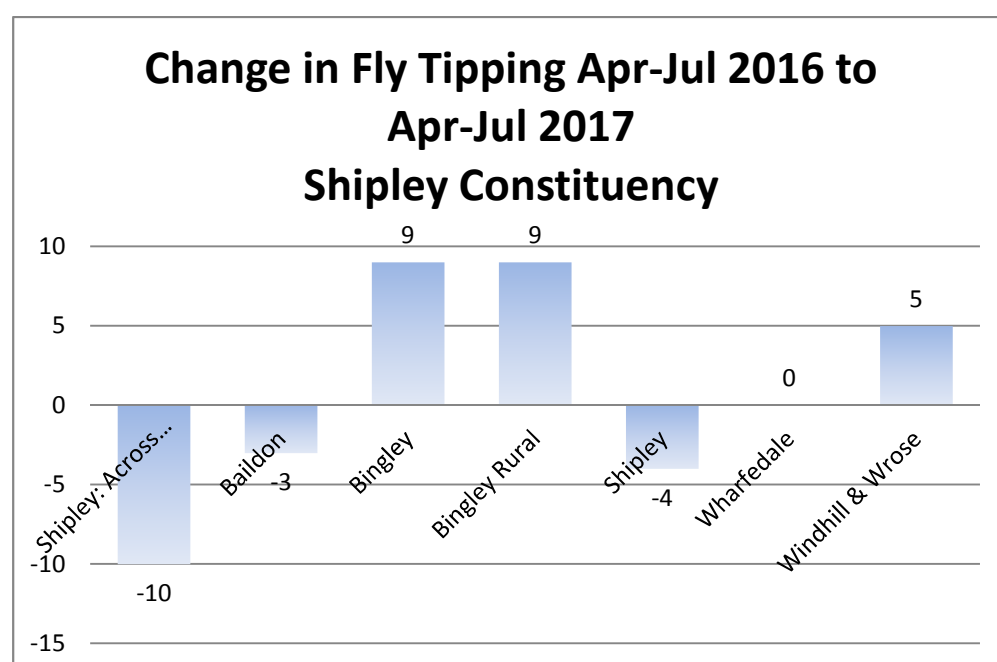
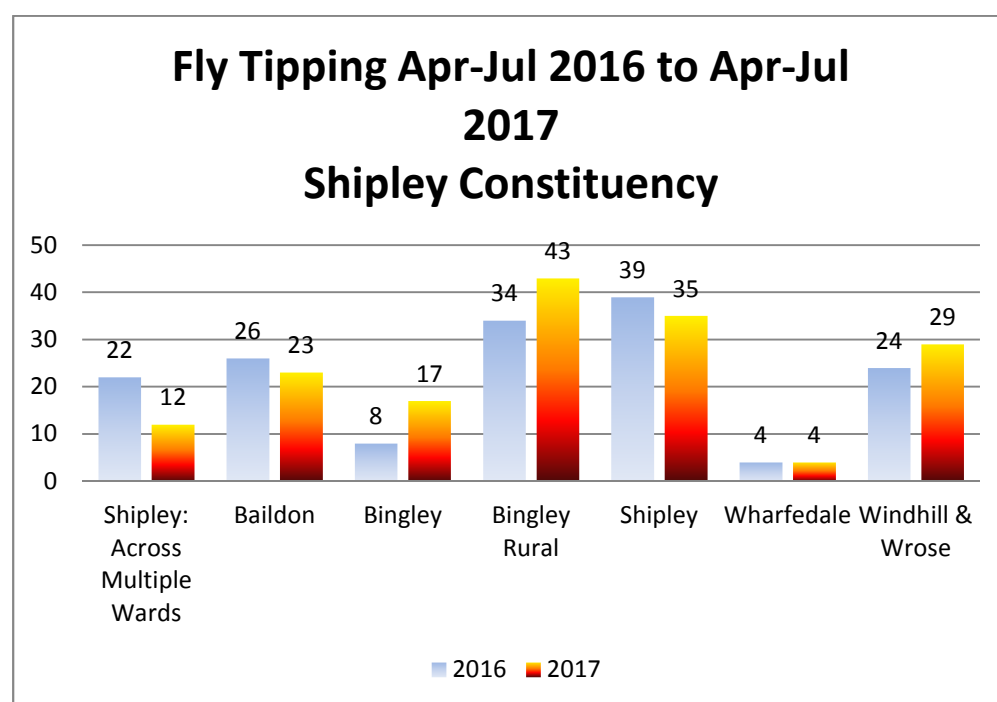
There has been a small increase in the number of requests for service for Street Cleansing within the Shipley Constituency; however it still has the lowest number of reports in the District. To put these requests for service in to perspective, this is equivalent to 1.00 requests per day within an area containing around 100,000 residents.

Whilst Shipley ward has seen a larger increase, the total number in the period is still only equivalent to 1.71 reports per week.

The biggest increase in cases logged is in the “Other” category. A third of these were for other services such as Waste, Parks, Highways etc; another third could have been logged under one of the existing categories (including fly tipping or dead animals); the final third were a mix of miscellaneous information and more complex problems that don’t fit under just one service. This increase could be linked to the increasing numbers of reports being made online by customers.

Fly Tipping Reports

| Total | Apr-Jul | Apr-Jul | Change |
|--------------------------------|------------|------------|----------|
| Area | 2016 | 2017 | |
| Shipley: Across Multiple Wards | 22 | 12 | -10 |
| Baildon | 26 | 23 | -3 |
| Bingley | 8 | 17 | 9 |
| Bingley Rural | 34 | 43 | 9 |
| Shipley | 39 | 35 | -4 |
| Wharfedale | 4 | 4 | 0 |
| Windhill & Wrose | 24 | 29 | 5 |
| Total | 157 | 163 | 6 |



There has been very little change between the two periods. The figure of 163 during these four months equates to 1.33 reports per day within the entire Constituency. The Constituency has the lowest rate of fly tipping occurrences being reported in the District.

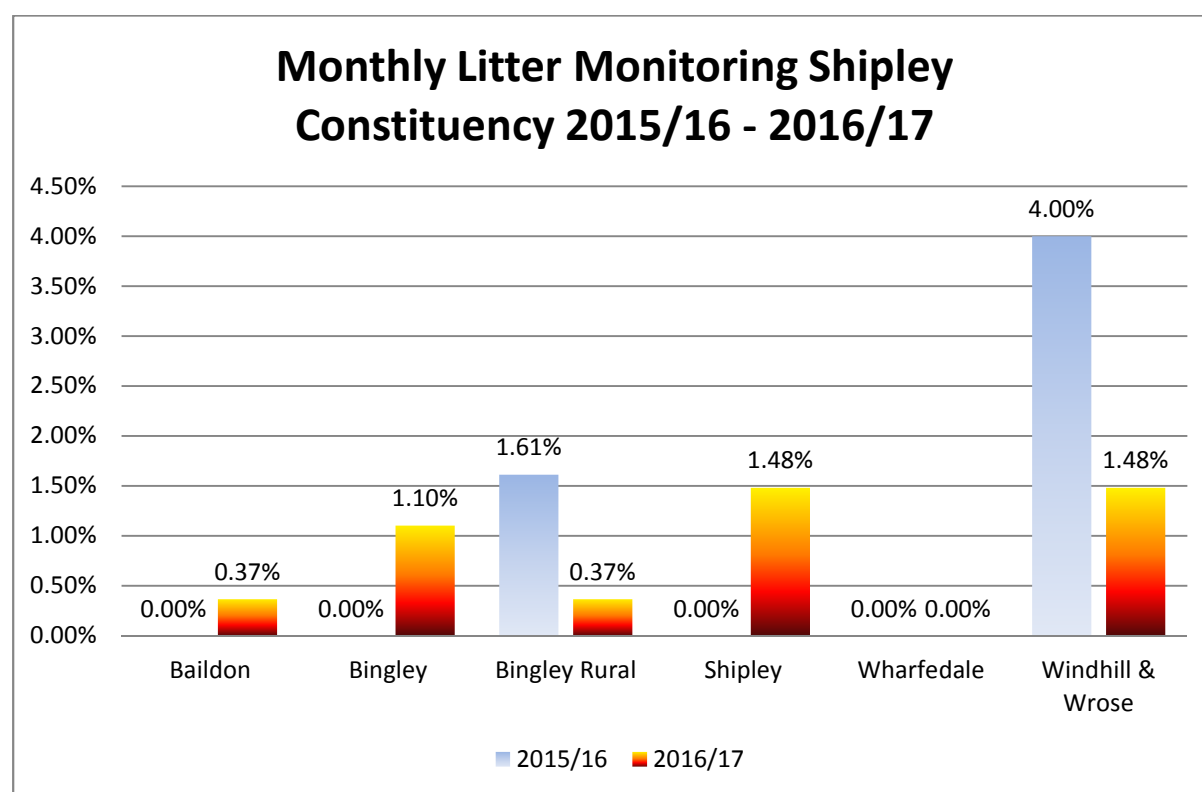
Monthly Monitoring 2015/16 to 2016/17

Monthly Monitoring 2015/16 to 2016/17

Shipley Area Constituency

Litter - % of streets failing to reach an acceptable standard

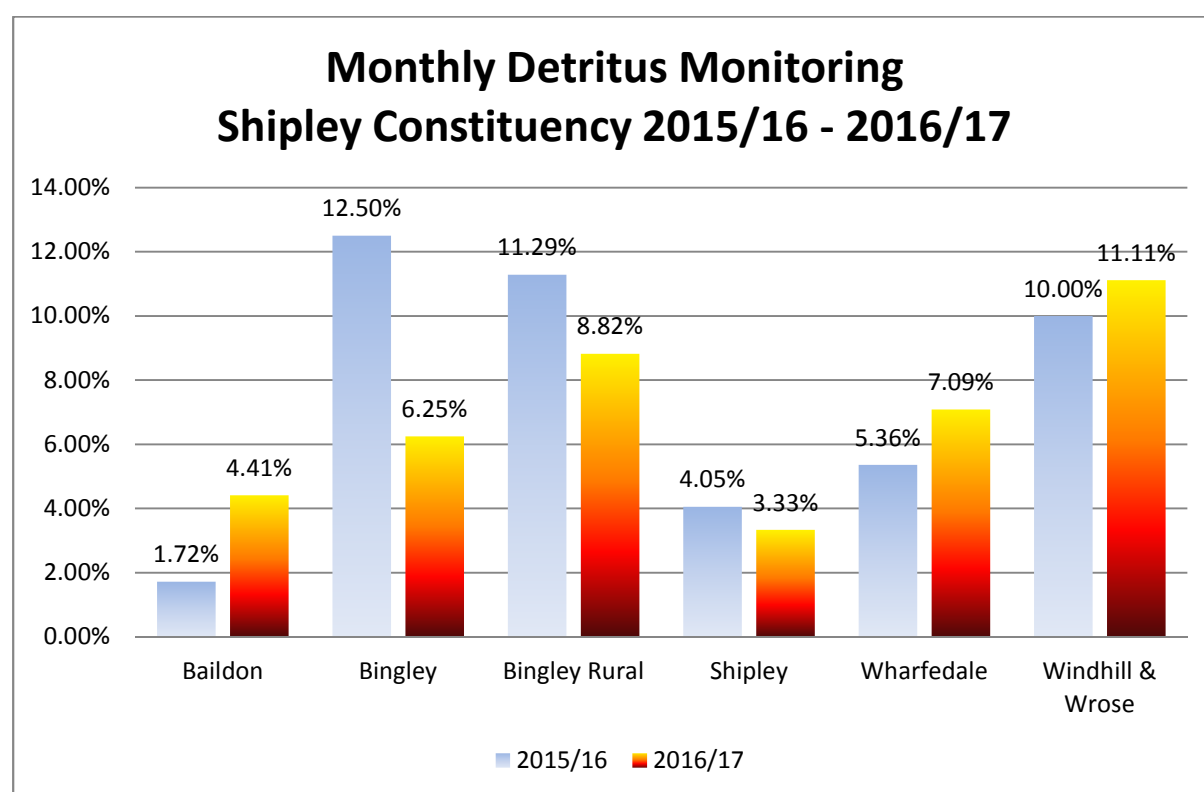
| Ward | 2015/16 | 2016/17 |
|---------------------|--------------|--------------|
| Baildon | 0.00% | 0.37% |
| Bingley | 0.00% | 1.10% |
| Bingley Rural | 1.61% | 0.37% |
| Shipley | 0.00% | 1.48% |
| Wharfedale | 0.00% | 0.00% |
| Windhill & Wrose | 4.00% | 1.48% |
| Shipley Area | 0.82% | 0.80% |



The number of streets failing on Litter monitoring has always been exceptionally low within the Shipley Constituency and 2016/17 saw no change to that. To put things in perspective, the district average is 5.52% in the same year.

Detritus - % of streets failing to reach an acceptable standard

| Ward | 2015/16 | 2016/17 |
|---------------------|--------------|--------------|
| Baildon | 1.72% | 4.41% |
| Bingley | 12.50% | 6.25% |
| Bingley Rural | 11.29% | 8.82% |
| Shipley | 4.05% | 3.33% |
| Wharfedale | 5.36% | 7.09% |
| Windhill & Wrose | 10.00% | 11.11% |
| Shipley Area | 7.42% | 6.83% |



There are no service concerns about the detritus rates in the Shipley Area. The area contains many roads that are adjacent to fields and hills where surface wash-off is expected.

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