

## Minutes of a meeting of the Keighley Area Committee held on Thursday, 22 November 2018 in Council Chamber - Keighley Town Hall

Commenced 6.00 pm  
Concluded 7.40 pm

### Present – Councillors

| LABOUR                                      | CONSERVATIVE                         | THE INDEPENDENTS |
|---|--------------------------------------|------------------|
| M Slater<br>Abid Hussain<br>Firth<br>Farley | Brown<br>M Smith<br>Herd<br>Whitaker | Hawkesworth      |

Apologies: Councillor Godwin

### Councillor Brown in the Chair

#### 27. DISCLOSURES OF INTEREST

Councillor Farley disclosed, in the interest of transparency, that he was a Magistrate on the West Yorkshire Bench with regard to Minute 33 and could be involved with enforcement and prosecution in court. .

#### 28. INSPECTION OF REPORTS AND BACKGROUND PAPERS

There were no appeals submitted by the public to review decisions to restrict documents.

#### 29. PUBLIC QUESTION TIME

There were no questions submitted by the public.

#### 30. 3 SOUTHFIELD TERRACE, ADDINGHAM - OBJECTIONS RECEIVED TO A REQUEST FOR A DISABLED PERSONS PARKING PLACE

The Strategic Director, Place, presented a report, (**Document “L”**) which considered an application for a Disabled Persons Parking Place at 3 Southfield Terrace, Addingham.

Members were informed that there had been four objections received regarding

the application. The representations together with corresponding officer comments were outlined in Document “L”.

The applicant’s wife addressed the meeting and explained that the application had been made because the parking space outside of their house was limited and they were unable to park their vehicle outside of their home. Her husband was a blue badge holder and struggled with mobility. The couple had been forced to park elsewhere because of difficulty accessing the space outside of their home. It was explained that they had been unaware that the disabled parking space would encroach on the area outside of their neighbours’ homes. Members were advised that since the representations had been made some of the neighbours had moved and the new occupants of that property had no objection to the application.

The representations referred to concerns that the applicant would not use a disabled parking space and would continue to park elsewhere. In response to questions about the representations the applicant assured Members that the disabled parking space would be utilised.

Members questioned how the situation would be monitored and they were advised that the Neighbourhood Wardens would observe the situation. It was also expected that if the space was not used occupants of neighbouring properties would alert the wardens to the situation. In response to questions it was confirmed that the Strategic Director, Place, did have the powers to remove the disabled parking place.

#### **Resolved –**

- 1. That the application for the installation of a Disabled Persons Parking Place at 3 Southfield Terrace, Addingham, be approved.**
- 2. That the Principal Engineer be authorised to remove the Disabled Persons Parking Place if it is observed that the applicant is parked on Southfield Terrace but not wholly within the bay provided without reason.**
- 3. That the applicant be informed accordingly.**

***ACTION: Strategic Director Place***  
**(Regeneration and Environment Overview and Scrutiny Committee)**

#### **31. LOCAL HIGHWAY MAINTENANCE - DEVOLUTION UPDATE AND FUNCTION OVERVIEW**

The Strategic Director, Place, presented a report (**Document “M”**) which detailed how the Planning, Transportation and Highways Service currently managed the Local Highway Maintenance (LHM) function and allocated resources.

The report also provided an update on current operations being undertaken on the network and the indicative costs of works undertaken in the current financial year.

Members were aware that where repairs to the highway were required they were categorised, depending upon the severity of the issue, into one of three categories (CAT1, CAT2 or CAT3). Each category had a target repair time which had been agreed with the Council's Insurers. A definition of the categories and repair times was provided.

Appended to Document M" were the following details:-

- Work Undertaken as Part of the LHM Function
- A Technical Staff Overview
- An Operational Staff Overview
- CAT1 and 2 Works Update
- Updated 2017/18 CAT 3 Works List
- Current CAT3 Works List 2018/19 (completed and ordered)
- Completed Gully Cleaning in the Keighley Constituency

The funding available for pothole repairs was questioned and Members were advised that the figure for the district was £890,000 which resulted in £178,000 being available for each constituency. It was confirmed that the majority of the funds for the Keighley constituency had been utilised and it was hoped that all the repairs would be completed before the winter period.

Members queried if the overall budget for Local Highway Maintenance for 2018/2019 of £330,131 included capital funding from the Department for Transport (Dft). It was confirmed that this was not the case. It was explained that the revenue budget had reduced annually as budgets were cut. There were areas of work within the service which were giving rise to a projected revenue overspend for the year including Local Highway Maintenance and street lighting energy supply. It was agreed that a briefing note be sent to Members detailing Dft Pothole Action Fund spend in the constituency and a breakdown of Local Highway Maintenance costs to date.

It was noted that some locations on the appendices attached to Document "M" had been categorised in the wrong ward. It was agreed to provide the correct ward details for the schemes listed on P24 as Main Road and on Page 31 as High Street to the Keighley East Ward Members. .

#### **Resolved –**

- (1) That the current operational methods adopted for Local Highway Maintenance be noted.**
- (2) That the costs to date for the 2018/19 financial year be noted.**
- (3) That the 2017/18 updated list of CAT3 works as shown in Appendix 5 to Document "M" be noted.**
- (4) That the list of completed and ordered CAT3 works for 2018/19 as shown in Appendix 6 to Document "M" be noted.**

- (5) That the details of gullies cleaned within the constituency as shown in Appendix 7 to Document “M” be noted.

***ACTION: Strategic Director Place***  
**(Regeneration and Environment Overview and Scrutiny Committee)**

**32. PARKS AND GREEN SPACES SERVICE ANNUAL REPORT**

The Strategic Director, Place, presented the annual report for the devolved Parks and Green Spaces Service (**Document “N”**). The report reviewed activity during the past year and also considered the significant issues and proposed management structural changes that would have an effect over the coming 12 months with options where available for future service delivery, investment and savings.

The managed facilities in Keighley and district were reported together with the current managerial structure and details of an operational depot review in 2018. New projects which had been successfully delivered in the last 12 months were reported together with future events planned.

It was explained that following a planned move for the service to the Neighbourhood and Customer Services there would be some operational and structural changes to consider. A planned merger of the Parks and Cleansing services would take place which would positively create a larger more resilient workforce and would allow greater flexibility across the service. A management restructure would also take place and see the creation of five new Parks and Street Cleansing Manager roles that would be responsible for the combined service and report directly to Area Co-ordinators. There would also be a post of a senior Parks and Green Spaces Manager based at a more strategic level and reporting to the Shipley Area Co-ordinator. It was anticipated that the proposed new structure would be implemented early in the New Year.

Members questioned the current situation at Devonshire Park, Keighley, and it was explained that the park was an arboretum containing some of the finest trees in the district. The trees did, however, have low hanging branches which restricted visibility in some areas. The warden service patrolled the area regularly and no major accounts of drug use or drug paraphernalia had been reported in the park. No reports of rubbish bins or benches being burnt had been reported although some trees had been burnt during the hot summer months.

There had been some criticism that there was nowhere for children to play in the park. In a bid to increase visibility and access some shrubs around play areas had been removed. It was explained that the lifting/removal of any further trees to increase access would destroy those trees. The Friends of Devonshire Park had worked with the Council in the area and Wardens patrolled to deter anti social behaviour.

Delays to the drainage of the rugby pitch at Silsden Park were queried. In response Members were advised that the drainage was being conducted over an 18 month programme. A new drainage system had now been installed and grass seeded with sand banding carried out. The field would be allowed to grow throughout the summer ready for the commencement of the rugby season in

August.

Reports of water in an open drain in fields opposite the pitch were raised and concern that this would become a bog in the winter was expressed. In response it was explained that the area used to slope and had been levelled to allow for a play area. Farm land in the area now ran into that field and there were no drains in that field to alleviate the problem. Following discussions it was agreed to investigate the possibility of connecting to other drains in the area.

The Chair expressed his thanks on behalf of all Friends of Groups which the Parks and Green Spaces Service had worked with throughout the year.

#### **Resolved –**

**That the report be welcomed and the good service of the department throughout the years and the planned merger of the Cleansing Service be noted.**

***ACTION: Strategic Director Place***  
**(Regeneration and Environment Overview and Scrutiny Committee)**

### **33. STREET CLEANSING, ENVIRONMENTAL ENFORCEMENT AND COUNCIL WARDENS SERVICE**

The report of the Strategic Director, Place, (**Document “O”**) updated Members on future changes to Street Cleansing, Parks, Environmental Enforcement and Warden Services. The report also provided an update on performance and information on current and planned initiatives and the merger of the Parks Service into Neighbourhood and Customer Services.

Document “O” reminded Members of the Street Cleansing Services requirement to deliver a 25% reduction in its budget for the year 2019/20. The removal of £1m from the budget meant there had to be significant redesign of how the service was operated. It was also intended to merge Street Cleansing with the Parks Service to ensure greater efficiency between the two services.

The transformation covered three distinct changes:

- ‘Lift & shift’ merger of Parks and Landscapes operation to Neighbourhood Services and a joined management structure for Street Cleansing and Parks
- Separation of Council Wardens into two distinct roles – civil enforcement and community engagement/environmental enforcement
- Reduction of Street Cleansing resources. Specifically the loss of 25 frontline staff and 5 mechanical sweepers

Negotiations were being conducted with the trade unions regarding assimilation of staff into the new structure. It was intended that the frontline parks staff would move into Neighbourhoods in April 2019. Whilst new operational arrangements in Street Cleansing were bedded in Area Coordinators would need to assess the parks operation in detail and how both operations could link together in the future. This was estimated to take a year including assessments of all current operations,

roles, synergies, responsibilities, locations and any joined up working.

Document "O" reported changes to the Warden Services and whilst numbers would remain the same two different types of wardens would be created. The wardens would be known as Council Wardens and Neighbourhood Wardens. Their distinct roles, with Council Wardens acting as Civil Enforcement Officers and Neighbourhood Wardens focusing on environmental education and enforcement based in area teams, was explained in detail.

Operational changes to Street Cleansing within the district were reported and would create 23 new gateway routes that would cover busy gateway and arterial routes. It was estimated that those prescribed routes would last two to three hours and require crews to start earlier at 6.00am. Upon completion of those routes crews would be deployed in their constituency areas. Due to the reduction in staff numbers it was felt that maintaining consistent ward based teams was not seen as viable.

Following a very detailed presentation Members raised a number of issues including:-

- An increase in re-active wardens was welcomed.
- It was not felt that concentrating on street cleansing routes was always the best method.
- The Keighley constituency contained three substantial centres and this should be taken account with regard to operational changes to the street cleansing routes.

A Member referred to data contained in Document "O" which suggested that less tonnage was being collected from fly tipping. He questioned if that was because less rubbish was actually tipped. In response it was explained that the data he referred to was a record of the reports to the Council contact centre about fly tipping. There would be some duplication of those calls with several residents often reporting the same issue. It was agreed to investigate the potential for the recording system to eliminate that duplication.

The ability to assess the working time lost through the reduction in Council depots and subsequent increased travel time for operatives was raised and assurances that depots were not closing and that constituency working would result in operatives travelling only one day per week.

It was suggested that equipment be stored in each constituency area and it was agreed to investigate that option. A Member proposed that dedicated clean teams operated over two combined areas and it was explained that a decision on that option would depend on resources available.

The shift pattern of the enforcement officers was questioned and it was explained that they worked from 9am to 5pm although those shifts could be extended if required. During the summer time and up to the end of October wardens worked a longer shift pattern. The new operational arrangements would facilitate a shift pattern working into the evening.

The policy to ban A Boards on pavements was questioned and it was explained

that the responsibility for enforcement of that policy was with the Highways Department.

The report contained a table highlighting actions taken by the Environmental Enforcement Team in relation to waste offences. It was queried if that information was district wide and included enforcement taken through previous legislation in the Planning Act. In response it was confirmed that the information was district wide. It was agreed to investigate under which legislation the prosecutions had been taken.

A Member questioned if the loss of 25 frontline staff from the Street Cleansing Service would be undertaken through compulsory redundancy. It was explained that there were vacancies in the Waste Service and it was hoped that staff could be redeployed in that department. Members were assured that options to be considered in February 2019 could be reviewed at a later date if staffing issues had not been settled.

It was questioned if the Enforcement Wardens were funded by income generated from parking charges and it was explained that the income did contribute to their cost but it was not known if all the costs were met from that source.

The location of the 23 gateway routes which were to be created was questioned and Members were assured that a further report being presented in February 2019 would include the whereabouts of those routes.

It was also requested that the report provide a more comprehensive business plan for the future changes to Street Cleansing, Parks, Environmental Enforcement and Warden Services and include detailed budget proposals.

Statistics contained in Document "O" revealing reductions in street cleansing cases reported to the Council Contact Centre were queried. It was noted that cases in the Craven Ward had halved and it was questioned if this was because the Parish Council had employed additional street cleansing resources in that area. It was also noted that the Ilkley Ward had also seen reductions in those reports and it was suggested that residents in the wards employing their own staff were paying twice, through their Council Tax and Parish Council precept, for that service.

**Resolved –**

- 1. That the information contained in Document "O" be noted.**
- 2. That the Strategic Director, Place, be requested to present a further report, in February 2019, which presents options for a new operational model, including details of staff changes, for the service.**

***ACTION: Strategic Director Place***  
**(Corporate Overview and Scrutiny Committee/ Regeneration and Environment Overview and Scrutiny Committee)**

## 34. COMMUNITY BUILDING GRANTS

The report of the Strategic Director, Place, (**Document “P”**) set out the Community Building Grants allocation process. Community Building Grants were for Voluntary and Community Sector organisations to support them in meeting their associated building costs.

Document “P” reminded Members that, as part of the budget decision on the 25<sup>th</sup> February 2016, Bradford Council approved plans to remove or reduce:

- a) Rent subsidies provided to VCS organisations
- b) Community development grants
- c) Discretionary business rate relief to not for profit organisations

A review group had concluded that the best way forward was to combine all remaining resources from Neighbourhood and Customer Services and Regeneration and establish a single process, based on an extended core costs model used with the VCS groups for 2015-17. The proposal merged the remaining support available into one Community Building Grant and devolved the decision making to Area Committees in order to increase fairness, transparency and accountability.

Members were reminded that the process for allocation had been agreed two years previously and a flow chart explaining the procedure was appended to the report. The deadline for completed applications was shown as 3 January 2019, however, the Area Co-ordinator reported his intention to extend that deadline to provide applicants with additional time after the Christmas period to apply. It was explained that completed applications must be received in time for the Grants Advisory Group to make its recommendations before 28 February 2019. In response to questions it was confirmed that application packs would be despatched to applicants no later than 10 December 2018.

It was questioned if groups registering as a charity would receive a reduction in business rates but that information was not available at the meeting.

A Member questioned if the reductions in support had resulted in groups generating income and it was confirmed that some groups had generated income but it was not known if that was in response to reductions in support.

### **Resolved –**

- 1) That the proposed allocation process for Community Building Grants outlined in Document “P” be noted.**
- 2) The Keighley Area Coordinator be requested to organise meetings of the Area Committee’s Grant Advisory Group to consider Community Building Grant applications for funding from groups within the Keighley Area.**
- 3) That the Keighley Area Coordinator be requested to provide a further report to a meeting within the 2018-19 municipal year, with**

**recommendations from the Grant Advisory Group on how to allocate the Community Building Grants funds available.**

***ACTION: Strategic Director Place***  
**(Corporate Overview and Scrutiny Committee)**

**35. KEIGHLEY AREA WARD PLANS 2018-19 UPDATE**

The report of the Strategic Director, Place, (**Document “Q”**) outlined the work of the Keighley Area Co-ordinator’s Office in the period April to September 2018 to support ward priorities contained within the Keighley Area Ward Plans 2018-19.

It was explained that appended to the report were highlighted selected pieces of work which reflected the types of activities and actions undertaken between April to September 2018, within Wards that had contributed to addressing the priorities within the Keighley Area Ward Plans 2018-19. They were not an exhaustive list of actions but were intended to provide a flavour of the nature of activities that had been undertaken. Members were assured that a full progress report of the Ward Plans would be provided and that they would receive copies of that report.

The Strategic Director, Place, thanked the Ward officers and expressed his appreciation of their hard work.

The report outlined the role of Council Wardens which included supporting community engagement and their work during Days of Action, Street Surgeries and work with schools and individual local residents. It was explained that those actions were in addition to their duties for Parking and Environmental Enforcement. In response to questions Members were advised that the street surgeries were a joint initiative with West Yorkshire Police. Analysis had concluded that using the same format in all locations was not the best approach. In most areas the school gate surgeries worked well but the walkabout sessions were not as successful. The Ward Officers had agreed to utilise the most appropriate method in each area. A Member suggested that Wardens participate in the walkabout sessions undertaken by Incommunities. The potential to invite Members to become involved was also proposed.

The appendix to Document “Q” detailed summer activities undertaken at Riverside Gardens, Ilkley. A Member representing the Ilkley Ward expressed his appreciation for the involvement of the Youth Service in that initiative.

Members thanked all the Neighbourhood Officers for their support to achieve the outcomes contained in the Ward Plans.

**Resolved –**

**That the work of the Keighley Area Co-ordinator’s Office in the period April to September 2018 to support ward priorities within the Keighley Area Ward Plans 2018-19 be noted.**

***ACTION: Strategic Director Place***  
**(Corporate Overview and Scrutiny Committee)**

**36. COMMUNITY ENGAGEMENT ACTIVITIES, APRIL - SEPTEMBER 2018**

The Strategic Director, Place, presented a report, (**Document “R”**) which informed Members of community engagement activities undertaken by Keighley Area Co-ordinator’s during April to September 2018.

The report revealed that work was undertaken with elected Members to organise and develop varied ways of engaging with the public that were appropriate to the Wards they represented. In response to questions it was confirmed that all areas had reduced the number of Neighbourhood Forums held, however, public meetings or forums would be scheduled if it was felt they would attract sufficient interest if there was an issue which needed to be discussed in that way.

The Area Co-ordinator expressed his thanks to Ward Officers and partners for their engagement with the public.

**Resolved –**

**That the constructive engagement with a wide range of the public undertaken through community engagement activities by Keighley Area Co-ordinator’s Office in the period April to September 2018 be noted.**

***ACTION: Strategic Director Place***  
**(Corporate Overview and Scrutiny Committee)**

Chair

**Note: These minutes are subject to approval as a correct record at the next meeting of the Keighley Area Committee.**

THESE MINUTES HAVE BEEN PRODUCED, WHEREVER POSSIBLE, ON RECYCLED PAPER