



**Notice of a public meeting of  
Decision Session - Cabinet Member for Environmental Services**

**To:** Councillor Levene (Cabinet Member)  
**Date:** Tuesday, 11 March 2014  
**Time:** 2.30 pm  
**Venue:** The Drake Room - 1st Floor West Offices (F029)

**AGENDA**

**Calling In.**

**Notice to Members - Calling In:**

Members are reminded that, should they wish to call in any item\* on this agenda, notice must be given to Democracy Support Group by:

**4:00 pm on Thursday 13<sup>th</sup> March 2014**, if an item is called in.

\*With the exception of matters that have been the subject of a previous call in, require Full Council approval or are urgent which are not subject to the call-in provisions. Any called in items will be considered by the Corporate and Scrutiny Management Committee.

**1. Declarations of Interest**

At this point the Cabinet Member is asked to declare any personal, prejudicial or pecuniary interests they may have in the business on this agenda.

**2. Minutes**

(Pages 1 - 6)

To approve and sign the minutes of the meeting held on 9<sup>th</sup> October 2013.

### **3. Public Participation - Decision Session**

At this point in the meeting, members of the public who have registered their wish to speak at the meeting can do so. The deadline for registering is **5pm on Monday 10<sup>th</sup> March 2014**. Members of the public may speak on item on the agenda or an issue within the Cabinet Member's remit.

Any written representations should be with the Democracy Officer by 5pm on 2013.

#### **Filming or Recording Meetings**

Residents are welcome to photograph, film or record Councillors and Officers at all meetings open to the press and public. This includes the use of social media reporting, i.e. tweeting. Anyone wishing to film, record or take photos at any public meeting should contact the Democracy Officer (whose contact details are at the foot of this agenda) in advance of the meeting.

The Council's protocol on Webcasting, Filming & Recording of Meetings ensures that these practices are carried out in a manner both respectful to the conduct of the meeting and all those present. It can be viewed at [http://www.york.gov.uk/downloads/download/3130/protocol\\_for\\_webcasting\\_filming\\_and\\_recording\\_of\\_council\\_meetings](http://www.york.gov.uk/downloads/download/3130/protocol_for_webcasting_filming_and_recording_of_council_meetings)

### **4. Litter Policy** (Pages 7 - 18)

This report seeks to detail the way in which the Council will ensure the levels of cleanliness in the public realm are maintained to an acceptable standard.

### **5. Urgent Business**

Any other business which the Cabinet Member considers urgent under the Local Government Act 1972.

Democracy Officer:

Laura Bootland

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Email: [laura.bootland@york.gov.uk](mailto:laura.bootland@york.gov.uk)

For more information about any of the following please contact the Democratic Services Officer responsible for servicing this meeting:

- Registering to speak
- Business of the meeting
- Any special arrangements
- Copies of reports and
- For receiving reports in other formats

Contact details are set out above.

**This information can be provided in your own language.**

我們也用您們的語言提供這個信息 (Cantonese)

এই তথ্য আপনার নিজের ভাষায় দেয়া যেতে পারে। (Bengali)

Ta informacja może być dostarczona w twoim własnym języku. (Polish)

Bu bilgiyi kendi dilinizde almanız mümkündür. (Turkish)

یہ معلومات آپ کی اپنی زبان (بولی) میں بھی میا کی جا سکتی ہیں۔ (Urdu)

 **(01904) 551550**

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City of York Council

Committee Minutes

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Meeting	Decision Session - Cabinet Member for Environmental Services and Cabinet Member for Leisure, Culture and Tourism
Date	9 October 2013
Present	Councillor Levene (Cabinet Member for Environmental Services) and Councillor Crisp (Cabinet Member for Leisure, Culture and Tourism)
In attendance	Councillors Jeffries, Reid and Richardson

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## 6. **Declarations of Interest**

At this point in the meeting, Members were asked to declare any personal interests not included on the Register of Interests, any prejudicial interests or any disclosable pecuniary interests which they may have in respect of business on the agenda. None were declared.

## 7. **Minutes**

Resolved: That the minutes of the last Decision Session held on 20 August 2013 be approved and signed by the Cabinet Member for Environmental Services as a correct record.

## 8. **Public Participation**

It was reported that there were two registrations to speak under the Council's Public Participation Scheme and that three Members had also registered to speak.

Councillor Jeffries spoke in respect of agenda item 4 (Grange Lane Play area). She stated that she was disappointed that council funding was not available to carry out the work. Referring to paragraph 6 of the report, she also stated that Chapelfields Residents Association had not been asked to include the installation of a fence to their list of potential schemes and, should they decide to do so, it would be a significant amount of their £9,500 allocation.

Councillor Reid spoke in respect of agenda item 6 (Winter Maintenance). She highlighted the key points in the written submission from the Liberal Democrat Group (*attached to the on-line agenda papers for the meeting*) and stated that a petition on this issue was to be presented to Full Council.

Ms Becky Cook spoke in respect of agenda item 6 (Winter Maintenance) on behalf of residents of Grantham Drive. She drew attention to the number of accidents that had occurred in the area and stated that it was very important to retain the grit bin and to listen to the views of residents, as they had very good local knowledge about the problems.

Mrs Galloway spoke on behalf of Foxwood Residents Association in respect of agenda item 6 (Winter Maintenance). She expressed concern at the consultation process and stated that the timing was such that residents associations had not had the opportunity to include the funding of grit bins in their budgeting should they wish to do so. Mrs Galloway stated that consideration had not been given to effects on bus routes and that key issues such as the impact on cycle routes, the elderly and vulnerable, shops and schools had not been taken into account.

Councillor Richardson spoke as a ward member and on behalf of Haxby Town Council in respect of agenda item 6 (Winter Maintenance). He expressed concern at the consultation process and stated that the number of responses was poor. He drew attention to the number of elderly or vulnerable residents in the area and stated that he was against the proposed reduction in the number of salt bins.

**9. Grange Lane Play Area**

The Cabinet Member for Environmental Services and the Cabinet Member for Leisure, Culture and Tourism considered a report in response to a recent petition received from 251 residents from across York. The petition requested the installation of a dog deterring fence around the play area off Grange Lane and that more dog dirt bins and litter bins be provided close to the play equipment.

Consideration was given to the following options:

Option a Officers from the Community and Equality team would support applications for the funding sources outlined in the report and actively pursue other funding streams if necessary

Option b To wait for other funding sources to become available.

Members commented that the playbuilder scheme had not envisaged fencing being required. Whilst it was regrettable that funding was not available to carry out the work, option A in the report offered an opportunity to seek a way forward.

Resolved: (i) That the receipt of the petitions be noted.

(ii) That officers from the Community and Equality team would support applications for the funding sources outlined in the report and actively pursue other funding streams if necessary.

Reason: To support the requests from residents.

**10. Petition Calling on City of York Council to Improve the Road Surfaces Particularly in Fulford Park, Cherry Wood Crescent, Eastward Avenue and St Oswald's Road**

The Cabinet Member for Environmental Services considered a report prepared in response to a petition submitted to Council by Councillor Aspden with 66 names and addresses of residents of the named streets and surrounding area. The petition also included a further 34 website signatures. The petition requested that the Council improved the road surfaces in Fulford in particular Fulford Park, Cherry Wood Crescent, Eastward Avenue and St Oswald's Road.

The Cabinet Member considered the following options:

Option 1 Rank the carriageways in the Fulford ward along with other grade 3 roads for inclusion in a future scheme programme as in accordance with the approved process.

Option 2 Add a scheme to resurface the carriageway on Fulford Park to the 2013/14 programme. It was

estimated that the cost of the scheme would be £46,750.

Option 3 Add a scheme to resurface the carriageway on Cherry Wood Crescent to the 2013/14 programme. It was estimated that the cost of the scheme would be £66,250.

Option 4 Add a scheme to resurface the carriageway on Eastward Avenue to the 2013/14 programme. It was estimated that the cost of the scheme would be £42,750.

The Cabinet Member commented on the analysis of the distribution of carriageway schemes over the last three years, as detailed in paragraph 7 of the report, and on the established system that was in place to assess the priorities.

Resolved: (i) That the receipt of the petition be noted.

(ii) That Option 1 be approved (Rank the carriageways in the Fulford ward along with other grade 3 roads for inclusion in a future scheme programme as in accordance with the approved process).

Reason: The road surfaces within the Fulford ward to be assessed in accordance with the Council's evidence based prioritisation process and ranked accordingly.

## **11. WINTER MAINTENANCE REVIEW 2013**

The Cabinet Member for Environmental Services considered a report which detailed proposed amendments to the winter maintenance services following a review and public consultation on the road gritting and grit bin provision.

The Council's budget setting process had identified target savings of £60k in 2014/15 from the current winter maintenance allocation of £180k. The aim of the review was to provide a safe, efficient and effective winter maintenance service that was fit for purpose.



The scoring criteria that had been put in place, as detailed in paragraph 8 of the report, was noted.

The Cabinet Member gave consideration to the following options:

- Option 1 Maintain the road gritting regime and highway and ward grit bin provision the same as that of the 2012/13 season.
- Option 2 Implement the Primary Gritting Route (PGR), Secondary Gritting Route (SGR) and grit bin provision (158) published in the winter maintenance consultation proposal.
- Option 3 Implement option 2 with the addition of bus routes of 30 minutes frequencies or less in one direction and school bus routes not included in proposed primary gritting route. This option will reduce the number of grit bin provision to 150 due to the extension of the primary grit route.

The Cabinet Member stated that he was satisfied that option 3 presented a balance between the need to make savings and the safety of residents. The consultation that had been carried out had enabled residents to put forward their views and these had been listened to. The grit bin assessment form, annex 1 to the report, ensured that the criteria used was fair and transparent. A Community Impact Assessment had also been carried out.

Officers were thanked for the work that they had undertaken.

- Resolved:
- (i) That the grit bin assessment process be approved.
  - (ii) That Option 3 (Implement the primary gritting route, secondary gritting route and grit bin provision published in the winter maintenance consultation proposal with the addition of bus routes of 30 minutes frequencies or less in one direction and school bus routes not included in the proposed PGR)

Reason: By undertaking a review and consultation on the gritting and salt bin provision the Council has taken

residents' feedback and recommends option 3 to provide a safe, efficient and effective service.

Councillor Levene – Cabinet Member for Environmental Services  
[The meeting started at 4.00 pm and finished at 4.30 pm].



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Decision Session - Cabinet Member for  
Environmental Services

11<sup>th</sup> March 2014

Report of the Assistant Director (Communities, Culture & Public Realm)

## **Litter Management Policy and Procedure**

### **Summary**

1. This report seeks to detail the way in which we will ensure the levels of cleanliness in the public realm are maintained to an acceptable standard and seeks to highlight our need to bring about behavioural change with regards to the need for people to take responsibility for the correct disposal of their litter, by using litter bins or taking their litter home

### **Background**

2. As an organisation we aim to maintain our public realm to as high a standard possible utilising the resources available internally coupled with the resources available from the voluntary sector and partner organisations.
3. The policy and procedure details the Council's approach to encouraging residents and businesses, under the Smarter York agenda, to get involved in the delivery and planning of local services (See Annex 1).

### **Consultation**

4. In line with our Smarter York initiative, our Smarter York Officers are working with the Communities and Equalities team on increasing our volunteering offer to residents and businesses and at the same time seeking their commitment to the Smarter York agenda by sign up to the Smarter Charter.
5. Residents have been consulted via the Big York Survey, this policy will assist them to understand the ways and means that we use to maintain cleanliness standards and therefore increase positive perception levels.

## **Options**

- a) The principal options available are:
- a. To implement the policy and procedure outlines in Annex 1.
  - b. To implement the outcomes identified in the current review of City Centre street cleansing regimes, which is looking at hours of work, use of modern machinery and training of frontline staff, If agreed this implementation would be completed in July of this year.
  - c. To undertake a Smarter York Spring Clean event over the four weeks covering Monday 17<sup>th</sup> March to Friday 11<sup>th</sup> April.
  - d. To undertake a publicity event on the 17<sup>th</sup> March to highlight the impact of careless disposal of litter on our streets and cost of street cleansing across the city.
  - e. To undertake a review of Commercial Waste operations in the city centre engaging with business, RIG, scrutiny, which will lead to an improved service and cleanliness of the city centre and reducing the levels of anti social behaviour.
  - f. We will invest future capital sums on upgrading our existing stock of litter and dog waste bins as well as expanding the use of solar powered compactor bins.
  - g. We will look to introduce the dual use of bins for litter and dog waste rather than have separate bins for each, where applicable. Bins will be clearly marked as dual use
  - h. To develop a new neighbourhood enforcement role as part of the development of the Anti-Social Behaviour Hub, proposed introduction September 2014.
  - i. To consider other ways of working outside of the proposed policy and procedure

## **Analysis**

- e) Option a to h) cc.
- f) Option i) This would detract from the good work already started and would reduce confidence that we will maintain cleanliness standards.

## **Council Plan**

- g) Through the proposed measures we will support the following areas of the Council Plan:
- Build Stronger Communities – by increasing our work with volunteers groups and individuals.
  - Protect the Environment – by maintaining a level of service required for each local area.
- h) We will also continue to use the Smarter York initiative as a driver for change and improvement in services.

### **Implications**

- i) There are no financial, human resources, equalities, legal, crime and disorder, IT, property or other implications beyond those outlined in the report.

### **Risk Management**

- j) There are no known risks.

### **Recommendations**

- k) The Cabinet Member is recommended to:
- i. Approve the policy and procedure in Annex 1
  - ii. Approve options b to h

Reason:

This will ensure cleanliness standards are maintained and continue increased ownership of the Smarter York agenda by both staff, residents and businesses

## **Annexes**

1 – Litter Management Policy and Procedure

**Contact Details**

**Author:**

Russell Stone  
Head of Public Realm  
Tel. 553108

**Chief Officer responsible for the report:**

Charlie Croft  
Assistant Director (Communities, Culture  
and Public Realm)

**Report  
Approved**



**Date** 10 February, 2014

**Specialist Implications Officer(s)**

**Wards Affected:**

**All**



**For further information please contact the author of the report**

# **CITY OF YORK COUNCIL**

## **Litter Management Policy and Procedure**

## **Litter Management Policy**

### **1. Introduction**

As pressure on council resources has increased over recent years we have had to change the ways in which we carry out our cleansing regimes by targeting our resources and increasing our work with volunteers.

This policy and procedure details and brings together the council's approach to encourage residents and businesses, under the Smarter York agenda, to get involved in the delivery and planning of local services.

### **2. Scope**

This Policy applies to litter which has been dropped, thrown or otherwise deposited by an individual. For the purposes of this policy the definition of litter includes paper, chewing gum, cans, bottles, food and drink containers, plastic, leftover food and cigarette ends, although this list is not exhaustive.

### **3. It is our policy to ensure that:**

- We see an improvement in the visual public realm by highlighting the need to bring about behavioural change with regards to how people discard their litter and the need for them to take responsibility for their actions by not dropping litter, but place it in a bin or take it home with them.
- As part of the Smarter York agenda we will work with local volunteers on the delivery and planning of local services.
- We utilise education as the first step to achieve improved standards.
- We use enforcement in the form of Fixed Penalty Notices (FPN's) where appropriate to achieve improved standards.
- We work with the York & North Yorkshire Probation Trust (YNYPT) to improve the public realm by utilising the resources available, by individuals undertaking compulsory work for the benefit of the community under the supervision of both the YNYPT and our own supervisors.



- We work with local businesses via our planning and licensing teams to encourage the management of litter outside their premises.
- We work with city centre businesses, waste disposal providers, the city centre management team and our waste services team to minimise the impact of commercial waste collections on the look of the city centre.
- We utilise innovative solutions such as solar powered litter bins to ensure efficiencies and service standards, including any sponsorship opportunities that arise.
- We constantly review the provision of our services and working methods, involving employees, trade unions and service users, to ensure our teams are capable of producing the required standards and are able to use the machinery and plant available to do so.
- We consult with all stakeholders such as Equalities groups, Reinvigorate York and the Environment Forum when planning changes to our services.

### **Litter Management Procedure**

The following procedure applies to all areas of work, in accordance with the council's Litter Management Policy.

#### **4. Public Realm Team**

- 4.1 We will continue to target our resources at areas identified by staff, residents and businesses.
- 4.2 We will use the results of customer surveys such as the Big York Survey, when reviewing services in order to increase perception levels.
- 4.3 We will continually review our working methods to ensure standards are met using the resources available.

#### **5. Smarter York**

- 5.1 We will facilitate the deployment of volunteers, both individual and groups, to undertake litter clearance operations.

- 5.2 We will supply the tools, equipment and training necessary to ensure the efficient and safe undertaking of work.
- 5.3 Our Smarter York team will work with volunteers, whether individuals, groups or businesses to promote the Smarter Charter and increase local involvement in the planning and delivery of services.
- 5.4 The newly created Smarter York Officers will work closely with the Volunteer Officer within Communities and Equalities to develop this agenda, building up a network of volunteers including residents, businesses, individuals and groups, some will already be working with us and others will be new.
- 5.5 The Smarter York Officers will also lead on Smarter York Projects such as Spring Clean events and environmental campaigns both local and national linked to litter reduction with groups such as Keep Britain Tidy. These campaigns may lead the sharing of benchmarking data with these groups and other local authorities.

## **6. Education**

- 6.1 Working with officers from the new Anti Social Behaviour Hub we will utilise education as the first steps to encouraging the reduction in litter levels.
- 6.2 Education will take the form annual engagement with York's secondary schools and higher education establishments, and primary school visits in hot spot areas.
- 6.3 An annual education fair in the city centre to engage with residents and visitors.
- 6.4 We will utilise social networking and the Safer York Website as part of our anti-littering campaigns

## **7. Enforcement**

- 7.1 Enforcement will take the form of regular patrols by our Community Enforcement team and the issuing of fixed penalty notices for littering offences.

- 7.3 The council is currently developing a joint approach with North Yorkshire Police to address the issues of anti-social and nuisance behaviour. A key part of this is the development of a neighbourhood enforcement role with individuals accredited with enforcement powers by the Chief Constable under the Community Safety Accreditation Scheme (CSAS). Enforcement activities linked to litter will be undertaken as part of this new role.
- 7.4 The creation of a single 'CSAS Neighbourhood Enforcement Officer' creates an opportunity for the council to consolidate its street level enforcement functions and consider integrating this role within the current NYP Safer Neighbourhood Team and deploying a proactive patrolling function which will enable the council and the police to have a more intelligence led targeted approach to street level enforcement.
- 7.5 From a customer perspective, the community would benefit from a joined up approach to ASB resolution resulting in the right officer with the right powers being tasked to deal with the complaint.
- 7.6 Addressing the impacts of littering in our communities will have a positive impact in addressing community priorities and the council priorities to 'Build Stronger Communities' and 'Protect the Environment'. ASB takes many forms which impact on the communities, the establishment of the multi agency ASB Hub will enable the council to positively address littering and fly-tipping.

## **8. York & North Yorkshire Probation Trust (YNYPT) Community Payback**

- 8.1 Since April 2011 we have been working in a coordinated manner with the YNYPT which has led to an increased number of hours worked on tasks identified by residents, officers and members on all types of works linked to the local environment. (See table 1)
- 8.2 We will aim to increase the annual use of YNYPT with regards to the total numbers of hours worked by offenders.

- 8.3 We will aim to offer a varied work content in order to enable offenders to have a wide range of experience leading to the opportunity to apply, where applicable for full time employment.
- 8.4 We will be co locating one of the YNYPT supervisors to work alongside our supervisory team at Hazel Court in order to streamline the procedures and deployment of offenders to tasks.

**TABLE 1**

<b>YEAR</b>	<b>SUPERVISED BY CP SUPERVISORS</b>	<b>SUPERVISED BY CYC STAFF</b>	<b>TOTAL</b>
April 2011 to March 2012	5,005	N/A	<b>5,005</b>
April 2012 to March 2013	7,056	3,032	<b>10,088</b>
<b>Act</b> April 2013 to July 2013	3,426	939	4,365
<b>Est</b> April 2013 to March 2014	10,278	2,817	<b>13,095</b>

## **9. Local Businesses**

- 9.1 Existing licenses for some takeaways that operate after 23.00 include licence conditions relating to litter, e.g. cleaning the area outside their premise at the end of trading.
- 9.2 We will continue to work with local businesses with regards to the impact they may have on their local environment.

## **10. Innovation**

- 10.1 We will continue to look at modern methods of service delivery including:
- Expansion of use of Solar powered litter bins, by working with the bin provider and frontline staff to identify options for

locations where we can introduce further solar powered bins to further increase cleanliness standards and availability of resources to maintain other traditional bins which require more visits to empty.

## **11. Litter Bins**

- 11.1 We will continue to monitor the condition of our existing traditional style bins and replace as required, subject to available resources.
- 11.2 We will continue to provide litter and dog waste bins in line with available resources and local need, bins will be serviced as required depending on the location and type of bin.

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