

Annex A



Community Safety Overview & Scrutiny Committee 12 January 2015

Report of the Assistant Director Governance & ICT

Review of the Use of A-boards –Final Report

Summary

1. This report presents the findings from the A-boards Scrutiny Review together with the arising recommendations.

Background to Review

2. In March 2013, this Committee were asked to consider whether or not to carry out a scrutiny review on the use of A-boards, with the aim of identifying suitable requirements/ guidelines that could be implemented across the whole city. It was suggested that as part of a review Members could consider:
 - Whether introducing an A-board licence was a suitable approach, recognising:
 - a. It may have income potential, and may encourage more responsible use, and help monitor the proliferation of A-boards.
 - b. It would require an appropriate level of enforcement which may have a significant impact on staff resources.
 - What appropriate Enforcement measures could be taken by the Council in relevant situations under the Highways Act 1980. It was recognised that to help address the staffing resource issue, Members could to consider the approach taken by Brighton & Hove i.e. identifying additional staff resource in monitoring and enforcing the streetscape through improved cross directorate/team working, with officers undertaking multiple enforcement regimes, including the use of civil enforcement officers, city cleaning officers and PCSOs.

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- What might be acceptable in respect of A-boards e.g. dimensions, colour, design, rules on illumination and safety considerations etc
4. CYC Highways agreed that a review based on the suggestions above would be beneficial, as in their view their current practise was time consuming, resulted in allegations of victimisation and did not effectively tackle the problems some people had freely and safely using the footway.
 5. The Committee noted the work being undertaken by officers in support of the then Cabinet Member for Transport & Planning's consideration of a zero tolerance zone for the city centre. This included looking at how those businesses that were benefitting from boards due to their location being off the beaten track, might be affected by the introduction of a zero tolerance zone (recognising it might affect their viability). The intention was to identify how best to overcome that problem whilst still ensuring the majority of boards were removed. It was also intended that an approved policy for the city centre would be implemented, however given the Scrutiny Review; it was not considered an appropriate use of resources to advance it until the proposed scrutiny review had been concluded.
 6. However, the Committee agreed they did not want to see one approach for the city centre and another for the rest of the city. Instead, some members of the Committee argued strongly for recommending a total ban on A-boards across the whole city.
 7. Other members of the Committee in recognising that it was necessary to clamp down on those that were dangerous, agreed that the council should acknowledge that the overwhelming majority of A-boards were safe and sensible, vital for local businesses and supportive of York's economy. They therefore did not agree with the suggested recommendation to Cabinet. Instead they argued for the introduction of some sensible guidelines and the provision of appropriate enforcement. The Committee therefore requested some initial information on the implications of both options and the effect they may have on the city and CYC resources.
 8. In April 2013, CYC's Traffic Network Manager provided the requested information (see Annex A) suggesting that whilst a total ban would benefit the appearance of the city and the safety of the partially-sighted, there would likely to be an adverse consequence to the small business community. There would also be resource implications around the ability of the Traffic Network Team to enforce a city wide ban.

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9. At the same meeting, the Committee was made aware of a petition on A Boards submitted by Micklegate traders in March 2009 to a meeting of the then Executive Member for City Strategy and Advisory Panel(EMAP), which led to the Executive Member approving the development of intervention guidelines for an enforcement policy for the removal of A-boards and the like from the Public Highway.
10. Noting that the introduction of guidelines had previously been agreed but not acted on, and having agreed that some permanent action was required, the Committee agreed not to proceed with a report recommending that the Cabinet approve a total ban of A-boards. Instead they agreed to undertake a review to identify suitable guidelines for the use of A-boards, taking into account other issues such as alternative ways of advertising and health and safety issues. The Committee also agreed to set up a Task Group to carry out the review on their behalf, made up of the following members:
 - Cllr Helen Douglas (Task Group Chair)
 - Cllr Keith Orrell
 - Cllr Gerard Hodgson

Initial Information Gathered

11. A-boards are used by businesses and other organisations to advertise on the highway, including footway, verge and sometimes in the city centre the carriageway (during pedestrian only periods). They are generally metal, wood or plastic boards in an 'A' shape, and their positioning can regularly present an obstruction and potential hazard to users of the highway, pedestrians in particular.
12. The proliferation of A-boards can make it difficult to negotiate the path, and falling over an A-board can be painful and can adversely affect a person's confidence and mobility. Therefore it is essential for all people including those in wheelchairs or with pushchairs, and the blind and partially sighted to have a clear route along a pavement. Without this, many people will walk into A-boards and injure themselves, or inadvertently walk into the road whilst attempting to avoid an A-board. Sometimes A-boards are at different distances from the kerb on the same street; this increases the possibility of crashing into more than one A-board in a short space of time.

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13. Local Authority Responsibilities

Councils have a dual role in the control of A-Boards on the highway, that of the:

- Local Planning Authority who have powers and duties under the Town and Country Planning Act 1990 (as amended) and the
- Highway Authority who under the Highways Act 1980 have powers and duties to protect the rights of the public to the use and enjoyment of the highway, specifically in regard to the use of the highway safely and without obstruction, and responsibility for street scene enforcement.

14. However, an A-Board located on private land contained within the forecourt of a premise requires neither express consent under the planning system nor approval under the Highways Act.

15. A number of other types of advertisement can also be displayed by a shop or other business without needing the Council's Consent i.e. they have 'Deemed Consent', except those on a listed building which require listed building consent. However, there are size and positioning limits on those signs e.g.:

- An unlit 'fascia' sign above the shop window and below any first floor windows.
- An unlit hanging or projecting sign at right angles to the frontage, at least 2.5 metres above the ground (Outside of a conservation area, certain types of illumination to these signs are permitted).
- Signs inside a shop provided they are more than 1 metre back from the window

16. The Government has produced an illustrated booklet which explains the types of advertisement that is allowed without needing consent, entitled 'Outdoor advertisements and signs: a guide for advertisers' – see: <http://www.communities.gov.uk/documents/planningandbuilding/pdf/326679.pdf>

17. Where consent is needed, the following Draft Local Plan policies are used to judge the application :

GP21 – Advertisements - Consent will be granted for signs, hoardings and large advertising panels where their size, design, materials, colouring and any form of illumination does not detract from the visual amenity of the areas in which they are displayed, particularly with regard

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to the character of listed buildings or conservation areas, and a) there is not adverse effect on public safety and b) in residential areas on sites clearly visible from roads, the advertisement is in keeping with the scale of surrounding buildings and public areas.

HE8 – Advertisements in Historic Locations - Within conservation areas, or on listed buildings, advertisements will be expected to comply with policy GP21 and consist of: a) a design and scale that respects the character and appearance of the area and b) good quality materials that are sympathetic to the surface to which they are attached. Within conservation areas externally illuminated advertisements that require large light fittings will not be permitted.

GP22 – Banners - Advertisement consent will only be granted for the display of banners on or between buildings, structures or trees where there are of a high quality and are maintained as such, and there would be no adverse effect on highway safety or visual amenity.

18. National Best Practice

Nationally, there is no agreed best practice. The Task Group considered, a comparative scrutiny review carried out by **Brighton & Hove** in 2010, undertaken as a result of concern over how accessible their public highways were. They considered whether pavements in the city were too cluttered thereby reducing the ability of residents and visitors to move freely, in particular those with mobility issues. The review took into account and balanced the competing needs of different groups of highway users. They considered evidence from disability advocacy groups, residents associations, business associations and private residents, and carried out site visits to areas identified as hotspots around the city. As a result of their review they introduced a licensing scheme for the use of A-boards – see copy of their scheme at Annex B. There are a number of other Local Highway Authorities that have introduced a licensing scheme.

19. Where a licence is not required some Local Highway Authorities have agreed some voluntary guidelines / requirements for use of A-boards on the public highway - see example of voluntary guidelines in use in **Bristol** at Annex C. In those areas, an organisation that wishes to place an A-board on the highway is responsible for complying with those guidelines.
20. Some Local Highway Authorities allow the use of A-boards and only take action when necessary – see example policy from Essex County Council

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at Annex D. Whilst others enforce a total ban – see copy of example policy banning the use of A-boards in Hackney at Annex E.

21. Use of A-Boards in York
City of York Council (CYC) has a long established practise of tolerating A- boards on the highway unless a complaint is made in which case action is taken to get the board removed. CYC's Highways Team confirmed the current approach regularly results in the board owners making complaints about staff because they feel victimised, and this then takes up a significant amount of staff time in dealing with the complaint.
22. Approximately 5 years ago in the city centre, a more thorough approach was taken following a number of more wide ranging complaints. At that time advice was given that only if a board was positioned flat against a property, would be unlikely that any further action would be taken. As a result most of the A-boards in the footstreets area were removed by their owners. By tackling the city centre as a project rather than taking individual action, officer time dealing with the matter was substantially reduced.
23. In addition, City of York Council went through the process of actively decluttering the city centre by taking action to remove street signs, bollards and other items of street furniture.
24. However, officers have confirmed that a reduction in resources has resulted in the issue of obstruction by A-boards not being as vigorously acted upon as in the past. As a result, a brief audit undertaken in late 2012 identified approximately 150 boards back on the city centre streets causing obstructions. For example, in 2011 three A-boards were observed in front of an historic building at the Goodramgate / Deangate junction. In the first week of December 2012 this number had increased to eight boards in a line.
25. By early 2013 (at the time this review was commenced), the level of obstruction of the footway was becoming a growing concern, and was seen as a very real problem for those who were blind / partially sighted or needed to use a wheelchair. In particular, a growing number of A-boards in the Clifton Green area were identified, some of which were obstructing the footpaths, and others were tied to trees. The Task Group recognised the same kinds of issues were most likely being duplicated in other local shopping areas.
26. CYC's Arboricultural Manager confirmed that signs are often chained around trees and locked sometimes preventing stem clearing work as

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had been the case along Clifton Green. In that particular area the sign also blocked visibility for cars exiting onto the main road.

27. CYC's countryside officer expressed concern around the use of trees for displaying notices, as signs and chain can cause abrasion damage to tree bark and if very tight, prevent tree growth and expansion eventually killing the tree as it grows.

Consultation

28. As work on the scrutiny review got underway, a number of members of the public and a number of local business owners expressed an interest in participating in the review asking that their views be considered. With this in mind and in light of the initial information gathered, the Task Group agreed to hold a consultation event in order to give all interested parties an opportunity to make their views known.
29. A wide range of interested parties were invited to the event held in February 2014, including individual traders, a number of disabled people who had expressed an individual interest in being involved, those who had recently made a complaint to the CYC Highways Team, members of the Council's Equality Advisory Group, and representatives from other relevant organisations e.g.:
 - Royal National Institute of Blind People
 - York Access Group
 - York Older People Assoc (YOPA)
 - Guide Dogs for the Blind Association
 - York Federation of Small Businesses
 - York Retailers Forum
 - York Civic Trust
30. Feedback from the event is shown at Annex F.
31. The Task Group also considered a briefing issued by the National Institute of Blind People (RNIB) on 'What can I do about... Advertising boards (A-boards)', which makes clear that the RNIB supports a complete ban on A-boards.

Analysis of A-board Options

32. Taking the approaches in place elsewhere and taking account of the previous decision made by an Executive Member in 2009 (see

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paragraphs 9-10), there are a number of options on the use of A-boards to consider:

- A. Maintain the current arrangements
- B. Introduce voluntary guidelines
- C. Introduce a policy for the use of A-boards with or without a licensing scheme
- D. Introduce a total ban
- E. Introduce a combination of the above

33. Options A & B

To a degree, both these options are in theory self regulating in that if a business is careful with its 'obstruction' a complaint is less likely to be made. Problems in the past have erupted when there has been an over zealous reporting of problems by individuals for reasons more to do with the look of the streetscape rather than an actual serious obstruction. Having said that there are clearly some areas where protecting the street scene should be regarded as a high priority e.g. Stonegate or where pedestrian flows are very high. The risk with both approaches is a gradual increase in number of A-boards over time and in the case of Option B a gradual drift away from the council's guidelines.

However, if the voluntary guidelines were adhered to (Option B) they may help to mitigate the number of complaints received as they would encourage a more uniform approach to the placement of a-boards, which affected parties agreed would make life easier if A-boards were to remain present on the streets of York.

34. Option C

This option has its attractions in that this approach is very strictly regulated and would therefore be much less reliant on personal views of complainants, businesses, officers and Members. This option would require a uniform approach and introduce clear dos and don'ts and would result in an overall reduction in A Boards. It would also mean that the parameters on 'free unobstructed' pavement widths would result in there being some streets where the use of A-boards would not be accepted, unless flat against the building frontage e.g. where the footways are less than 2 metres wide. The introduction of a licensing scheme and the associated cost to businesses may lead to a reduction in the number of A-boards on York streets and help address the issue of multiple A-boards per business.

35. Option D

This option is a very simple and straight forward approach but if applied universally across the whole authority area could not only take up significant officer time but be seen as unnecessary and unhelpful by some, the business sector in particular. The Highways Team would estimate an annual figure of around 150 complaints (some to do with the look of the streetscape rather than an actual serious obstruction), but were unable to provide an exact breakdown of the types of complaints received. Based on that number and the reasons behind some of those complaints, Option D may be deemed a heavy handed approach.

36. Option E

This option recognises the differing circumstances across the York area and could for example designate the city centre for a ban on A-boards whilst maintaining the current toleration approach for the outlying areas where pedestrian flows are significantly lower. Further work would be necessary to set out reasonable boundaries for the different zones.

37. Enforcement of Options

- Options A & B - Option B would require officers to carry out a one off piece of work to draft the voluntary guidelines. Once in place, the neither of these options would require additional staff resources if officers continued only responding to complaints as and when received.

To enable either approach to flourish, officers would need to be able to give priority to clear cases of obstruction whilst resisting the more frivolous complaints in the knowledge that this approach is fully supported by elected Members. There would of course continue to be differing views on what a clear case of obstruction is so it is suggested that if voluntary guidelines were to be introduced, reference be made to pictorial examples of acceptable and unacceptable uses of "A" boards rather than using strict arbitrary measurements.

- Options C & D – Both of these options would incur significant officer time if a decision were taken to proactively investigate and enforce breaches of the policy and non licensed A-boards, or enforcing a total ban. Staff resources do not currently exist within the Highways Team to enforce these options in a proactive way; hence a new post would be required, probably in the Grade 5 or 6 range.

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In the case of Option C, the cost of this post could potentially be recouped from the income generated by the issue of annual licences. However the introduction of a licensing scheme may deter some businesses from using A-boards thereby limiting the income generated.

The alternative approach would be to consider the approach taken by Brighton & Hove i.e. identifying additional staff resource in monitoring and enforcing the streetscape through improved cross directorate/team working, with officers undertaking multiple enforcement regimes, including the use of civil enforcement officers, licensing officers, city cleaning officers and PCSOs.

Also in the case of Option C, if a decision were taken to only respond when a complaint is received (as currently happens) no additional staff resource would be required. However the Highways Team would not recommend that approach as it would significantly water down the positive impact a policy could have. This approach would also not be acceptable for use with option D as it would result in no change to the current arrangements.

- Option E – This option would be likely to require some enforcement dependent on the combination of options used, which again may lead to the need for additional resources.

Review Conclusions

38. Bearing in mind the level of re-emergence of A-boards in the city centre, the Task Group recognised that much of the benefit of the councils de-cluttering work previously undertaken had since been lost. Furthermore, they recognised the growing number of alternative forms of street furniture being used for advertising purposes e.g. bicycles, flower carts etc. They therefore agreed that any consideration of the options above should apply to all forms of street advertising not just A-boards.
39. The Task Group acknowledged the reasons why a business would choose to use an A-board; inexpensive form of advertising, versatile, increasing footfall etc. However, whilst they heard from a number of businesses on the benefits they bring (see notes from consultation event at Annex F), they were unable to evidence the actual value / income generated by the use of street advertising, to the individual businesses. The Task Group were also encouraged to hear that businesses would adhere to guidelines on the use of A-boards if they were introduced.

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40. When implementing policies a Local Authority has a duty (Equality Act 2010) to consider the impact and take reasonable mitigating measures to ensure equality issues are not compromised. So in recognising the perceived benefits for individual businesses, the Task Group also had to balance those against the very genuine and evidenced difficulties that obstructions to the highway create for highway users, particularly the Blind, partially sighted and those with mobility difficulties.
41. The Task Group recognised the difficulty of positioning an A-board in such a way that it works for all. They noted that guide dogs are trained to steer their owners around permanent obstructions and to walk along the outside edge of the pathway, and are therefore more affected by A-boards placed in that position rather than those up against the building line. As that they learn their regular routes and obstructions that are continually re-positioned (as in the case of many A-boards) affect their progress. In comparison, the Task Group noted those who are partially sighted and those who use canes prefer to walk along the building line.
42. They acknowledged the view of the consultees representing those affected groups that whilst a total ban on the use of A-boards would be their preferred option (option D), their alternative preference would be an agreed policy addressing the most appropriate placement of A-boards etc to control and limit their obstructiveness (Option C).
43. Furthermore, the Task Group recognised there are some streets, particularly in the city centre where the width of the footpath and roadway (during pedestrian only hours) would not allow for the use of an A-board regardless of a policy, licensing scheme or voluntary guidelines. The Task Group agreed that implementing a total ban in those streets was the only option. However they agreed the Council should encourage businesses in those streets to use other forms of advertising and were pleased to learn of the Council's forthcoming The Legible York (Wayfinding) Project ¹ which would provide additional advertising opportunities.
44. The issue of resourcing the enforcement of the various options was also considered. The Task Group accepted the Highways Team did not have

¹ A scheme supported by Reinvigorate York, to deliver improved orientation/navigation for residents and visitors in the city. It is aimed at encouraging more people to walk, more of the time. The first phase of implementation will take place in spring 2015, any will include a totally new mapping base of the city centre installed within new street furniture/totems/monoliths and supplemented with finger posts. It will enable a significant volume of other information to be accessible through the use of smart technology e.g. a layer which includes retail, eating and leisure information. The intention being that this will provide much wider opportunities for businesses in the city to promote their offer.

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the relevant resources and therefore agreed the approach taken by Brighton & Hove should be investigated as a potential way forward for York i.e. identifying additional staff resource through improved cross directorate/team working, with officers undertaking multiple enforcement regimes, including the use of civil enforcement officers, licensing officers, city cleaning officers and PCSOs.

45. They also acknowledged the risk of liability associated with some of the options but recognised that as all of the options have been introduced by other Highway Authorities across the country it must be possible to manage any such risks effectively. For example, they noted that those Local Authorities with a licensing scheme had written into their policy that the licensee must indemnify the council against any claims in respect of injury, damage or loss arising out of the grant of the licence and stipulated the amount of Public Liability Insurance cover required.
46. Overall, having considered all of the options, the Task Group agreed that the current arrangements were unacceptable i.e. that A-boards are not permitted but are tolerated until a complaint is made. They agreed this arrangement suited none of the interested parties, that it created confusion and that it left the council open to criticism.

Review Recommendations

47. Therefore having considered all of the information gathered in support of the review and all of the available options, the Task Group agreed that recommending the introduction of some suitable 'guidelines' as per the review remit, would not be the right approach for York. They therefore agreed to recommend **Option E** i.e.:
 - i) The introduction of a policy allowing the use of A-boards under strict criteria.
 - ii) The policy to include a list of streets where the use of A-boards is prohibited at all times due to the limited widths of footways
 - iii) That appropriate resources be identified to ensure the full and proper enforcement of the new policy. This to include consideration of the potential for improved cross directorate/team working outlined in paragraph 44 above.
48. The Task Group chose not to recommend the introduction of a licensing scheme.

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49. In January 2015 the Task Group presented their draft final report to the full Community Safety Overview & Scrutiny Committee. The Committee endorsed the draft recommendations listed above and agreed to make a further recommendation that:
- iv) The Policy (based on Option E, as detailed in Recommendations (i) & (ii) above) be trialled for a two year period.

Council Plan 2011-15

50. Ensuring the public highway remains free of obstruction and safe for all users (particularly for those with mobility difficulties or who are blind / partially sighted), contributes to the corporate priorities of building safer inclusive communities, and protecting vulnerable people. The use of A-boards also encourages and supports new and existing small businesses to set up and grow, thereby helping to create jobs and grow the economy.

Implications & Risk Management

51. **Financial & HR** – The recommended option would require additional staff resources which may have a cost implication depending on the source of those additional resources. However the introduction of a licensing scheme could potentially mitigate any additional staffing costs.
52. **Equalities** – The use of A-boards does have an adverse impact on the blind and partially sighted, and those with mobility issues and those with small children in pushchairs etc. However an agreed standard approach to their use would go some way to mitigate their impact.
53. **Legal** - All of the options outlined in the report with the exception of Option D could result in complaints of obstruction of the footway by those most affected, which this Council as the local Highway Authority would have to justify to the complainant. However, other Highway Authorities are successfully managing the risk of liability from either allowing or licensing obstructions in the highway. Therefore all of the options are suitable for consideration.

Appendix 1

Contact Details

Author:

Melanie Carr
Scrutiny Officer
Scrutiny Services
Tel No. 01904 552054

Chief Officer Responsible for the report:

Andrew Docherty
AD Governance & ICT

Wards Affected:

Report Approved **Date** 20 December 2014
All

For further information please contact the author of the report

Background Papers: N/A

Annexes:

Annex A – Initial Analysis of Pros & Cons of introducing a City Wide Ban on A-Boards

Annexes B-E – Example Policies for Various Options

Annex F – Feedback from Consultation Event held February 2014

Annex B

Report of the Community Safety Overview & Scrutiny Committee

A-boards Scrutiny Review Final Report - Cover Report

Introduction

1. This cover report presents the final report from the A-boards Scrutiny Review and asks Cabinet to approve the recommendations arising from the review.

Background to Review

2. In March 2013, this Committee were asked to consider whether or not to carry out a scrutiny review on the use of A-boards, with the aim of identifying suitable requirements/ guidelines that could be implemented across the whole city. At that time some members of the Committee argued strongly that instead of carrying out a review of that nature they should be recommending a total ban on A-boards across the whole city.
3. In April 2013, CYC's Traffic Network Manager provided information which suggested that whilst a total ban would benefit the appearance of the city and the safety of the partially-sighted, there would likely to be an adverse consequence to the small business community. There would also be resource implications around the ability of the Traffic Network Team to enforce a city wide ban.
4. The Committee was also made aware of a petition on A Boards submitted by Micklegate traders in March 2009 to a meeting of the then Executive Member for City Strategy and Advisory Panel (EMAP), which led to the Executive Member approving the development of intervention guidelines for an enforcement policy for the removal of A-boards and the like from the Public Highway.
5. Noting that the introduction of guidelines had previously been agreed but not acted on, and having agreed that some permanent action was required, the Committee agreed not to proceed with a report

recommending that the Cabinet approve a total ban of A-boards. Instead they agreed to undertake a review to identify suitable guidelines for the use of A-boards, taking into account other issues such as alternative ways of advertising and health and safety issues.

6. A Task Group made up of the following members was subsequently set up to carry out the review on their behalf:

- Cllr Helen Douglas
- Cllr Keith Orrell
- Cllr Gerard Hodgson

7. The Task Group worked on the review between June 2013 and December 2014.

Review Recommendations

8. In January 2015, the Community Safety Overview & Scrutiny Committee considered the Task Group's review findings as presented in the final report at Appendix 1 and endorsed their draft recommendations listed below:

- i) The introduction of a policy allowing the use of A-boards under strict criteria.
- ii) The policy to include a list of streets where the use of A-boards is prohibited at all times due to the limited widths of footways.
- iii) That appropriate resources be identified to ensure the full and proper enforcement of the new policy. This to include consideration of the potential for improved cross directorate/team working outlined in paragraph 44 of the review final report.

9. The Committee also agreed to make a further recommendation that:

- iv) The Policy (based on Option E, as detailed in Recommendations (i) & (ii) above) be trialled for a two year period.

Council Plan 2011-15

10. Ensuring the public highway remains free of obstruction and safe for all users (particularly for those with mobility difficulties or who are blind /

partially sighted), contributes to the corporate priorities of building safer inclusive communities, and protecting vulnerable people. The use of A-boards also encourages and supports new and existing small businesses to set up and grow, thereby helping to create jobs and grow the economy.

Options

11. Having considered the final report at Appendix 1 and its associated annexes, Cabinet may choose to amend and/or approve, or reject the recommendations arising from the review as set out in paragraphs 8 & 9 above.

Implications & Risk Management

12. The implications and risks associated with the recommendations above are detailed in paragraphs 51-53 of the review final report at Appendix 1.

Recommendations

13. Having considered the final report and its annexes, the Cabinet is recommended to approve the recommendations shown in paragraph 8 & 9 above.

Reason: To conclude the Scrutiny Review in line with CYC Scrutiny procedures and protocols.

Contact Details

Author:

Melanie Carr
Scrutiny Officer
Scrutiny Services

Tel No.01904 552054

Chief Officer Responsible for the report:

Andrew Docherty
AD Governance & ICT

Report Approved

Date

23 January 2015

Wards Affected:

All

For further information please contact the author of the report

Background Papers: None

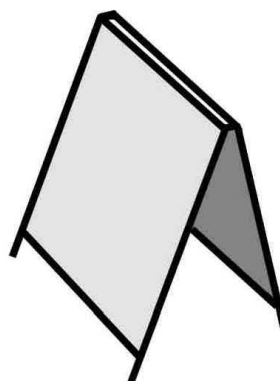
Annexes:

Appendix 1 – A-boards Scrutiny Review Final Report

Annex C

'A' Boards

Permission and Management Guidance



Introduction

Advertising Boards, or 'A' Boards, are small movable advertising boards commonly seen on footways outside businesses, advertising services or products.

As these boards are located in the public realm, their physical presence impacts on all highway users and if placed in inappropriate locations they can be inconvenient or hazardous to the public, especially those with disabilities.

The Council aims to encourage business growth and understands businesses need to advertise and therefore supports the appropriate use of 'A' Boards. The Council, however, also requires that the public realm is accessible for all and that barriers to accessibility are removed or mitigated.

The Council has adopted these guidelines to provide a clear framework whereby a business can apply for permission to place an 'A' Board on a footway. This permission will be based on the criteria set out below which address the suitability and nature of the location and the management of 'A' Boards by the business.

In adopting the 'A' Board Permission and Management Guidelines the Council aims to make all areas of the city clean, vibrant, accessible and safe.

1.0 What is the aim of this guidance?

- 1.1 To explain where an 'A' Board can be placed on a footway so they don't cause an unnecessary obstacle to the safe use of footway.

2.0 What is an 'A' Board?

- 2.1 'A' Boards are all types of adverts, directional, information signs placed upon the footways. This does not include boards on private property, including privately owned shopping centres.
- 2.2 'A' Boards shall be a standard A1 size (637 x 1100 x 800mm) and a maximum of 1.1 metres high. Note: all 'A' Boards shall fall within these parameters unless otherwise approved in writing by the Council.
- 2.3 The Following will not be permitted:
 - Rotating or swinging signs.
 - More than one 'A' Board per business.
 - Illuminated/Powered or with amplified speakers.
 - Affixed to the footway or street furniture.
 - 'A' Boards that cannot be removed by hand or require mechanical assistance to remove.

3.0 Why do I have to obtain permission?

- 3.1 For any object/structure to be placed on the footway it is a legal requirement of s115 of the Highways Act 1980 that the appropriate permission be obtained from the Council.
- 3.2 To ensure that the powers contained within the Highways Act 1980 and Road Traffic Regulation Act 1984 Town and Country Planning Act 1990 and Town and Country Planning (Control of Advertisements) (England) Regulations 2007 are applied fairly and consistently and in the public interest.
- 3.3 If permission is granted, an 'A' Board licence will be issued which will contain the conditions of the permission.

'A' Board Guidelines

4.0 How do I apply for permission?

- 4.1 The Council has produced an application form which you should have received with this guidance which you need to fill in and submit. The form requires you to assess where your 'A' Board can go on the footway and to provide information to enable the Council to consider your application.
- 4.2 It is important you read these guidelines carefully before you complete your application form.
- 4.3 At the end of this guidance there is a flow diagram which shows how the application is processed and what you need to do.

5.0 Where can I place an 'A' Board?

- 5.1 Assessing where your 'A' Board can go on the footway is the critical part of your application. **You must ensure there will be a minimum 2 metre free and unobstructed clearance of footway around the 'A' Board at all times.**
- 5.2 This minimum clearance of 2 metres cannot be reduced as it is the minimum width of highway desired to enable wheelchairs and pushchairs to pass safely.
- 5.3 'A' Boards can only be located on footways within the frontage of your building. They cannot be located away from your business, at the end of the street or on the opposite side of the road.
- 5.4 Placing 'A' Boards in sensitive areas, such as conservation areas or close to listed buildings, may be unacceptable. This is because of the adverse impact that the proliferation of such displays can have on visual amenity. If relevant to your application, the visual amenity consideration of the 'A' Boards will form part of the Council's assessment.
- 5.5 Where multiple business occupancy premises share joint accesses, only one 'A' Board will be permitted per building frontage.
- 5.6 'A' Boards **can** be located at:
 - The back of footway or where existing obstructions (such as service boxes, bins, lamp columns, etc) are clustered together and form an existing obstruction, providing that the 2 metre minimum clearance rule is still achieved and is set back a minimum of 500mm from the face of the kerb.
 - On a grass verge, providing it is a minimum 500mm from the kerb edge and does not obscure pedestrian or driver sight lines or traffic signs.
- 5.8 'A' boards **cannot** be located:
 - In the middle of the footway.
 - Within 500mm of the kerb face.
 - Affixed to or on existing street furniture.
 - On a road.
 - Adjacent to building emergency exits.
 - Outside other businesses.

- 5.9 If the footway fronting your business cannot accommodate the 'A' Board **and** the 2 metres unobstructed clearance (e.g. the footway is too narrow, street furniture etc) then Council is unable to grant permission. However, if you contact the Council (details below) we will discuss with you what other possible alternative options may be available.

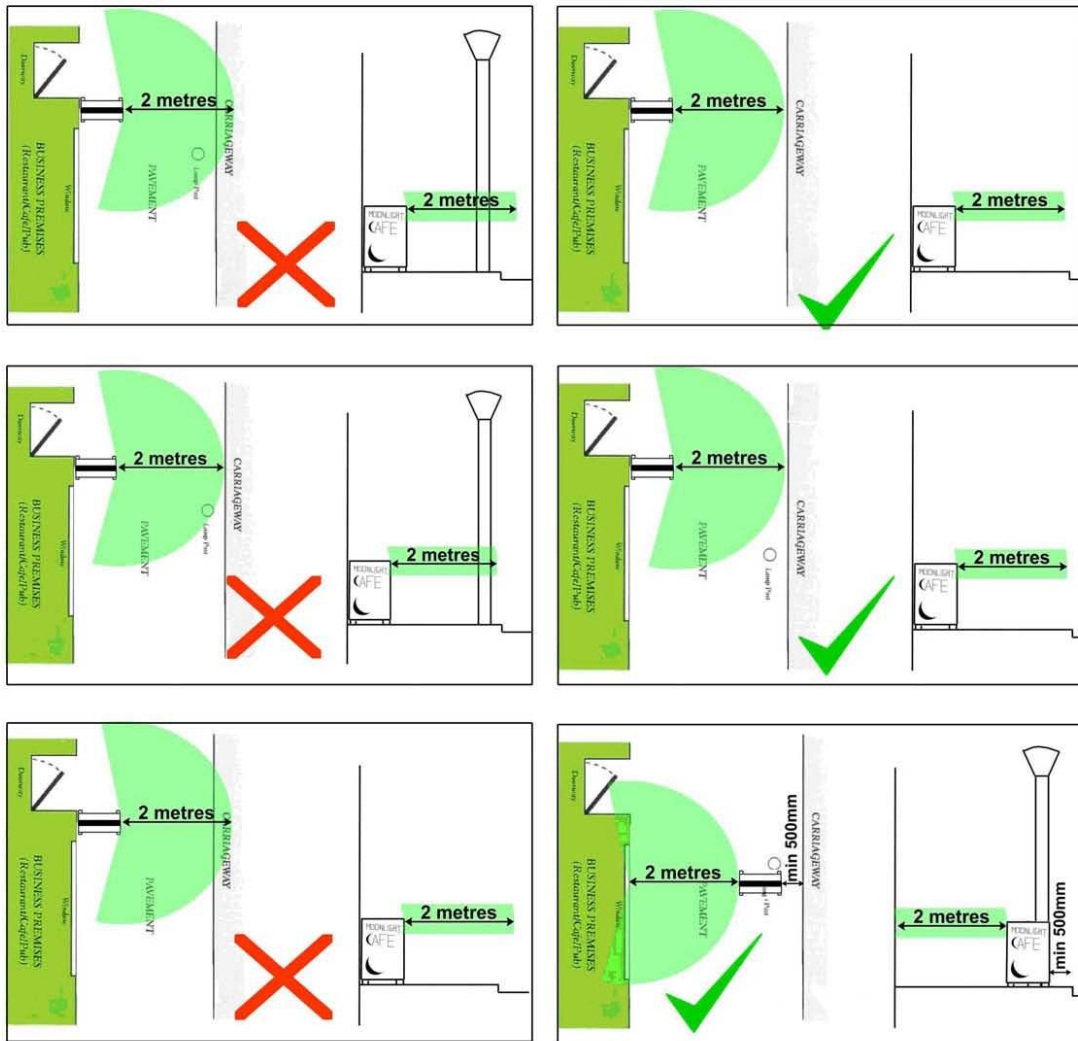
Indicative sketches have been produced (see the right page) to assist and guide you on acceptable locations. Please note these are to assist you to consider how to apply the criteria your board location does not need to match this exact image.

It is important to note you are responsible for locating where the 'A' Board should be placed. You need to measure and assess the footway in front of your business and when you think you have selected a suitable location mark this on the application form plan.

6.0 Compliance and enforcement

- 6.1 Once permission is granted, all 'A' Boards must comply with this guidance together with the conditions of the licence. The Council reserves the right to take enforcement action where compliance is not achieved.
- 6.2 'A' Boards placed on the footway without permission create a nuisance, breach advertising legislation or present a danger and will be removed by the Council in accordance with relevant legislation.
- 6.3 Council officers will regularly inspect 'A' Boards to ensure the conditions of the licence are upheld. If it is found the Licensee is not complying with the conditions of the licence then the Council may withdraw permission for the 'A' Board.
- 6.4 If the 'A' Board is not managed in accordance with the licence and these guidelines, the Licensee will receive a verbal notification in the first instance from a Council Officer. Following this, should the Council be required to revisit the licensee to reinforce compliance, the Licensee will receive a written notification that they must ensure the conditions of the licence are adhered to. Should the Licensee continue with non-compliance with the conditions of the licence then the Council may move to withdraw the highway licence and the associated permission.
- 6.5 In the event of the Council moving to withdraw the highway licence, the Licensee will have the right to appeal to an officer or committee of members.
- 6.6 Please note the history of a businesses management of an 'A' Board will form part of the consideration to issue a new licence, or renewal of permission.

'A' Board Guidelines



7.0 Making an application

- 7.1 Once you have read the guidance and assessed where an 'A' Board can be located, you need to complete the application form and submit it to the Council together with payment. It is important that you make sure you have provided all necessary information.
- 7.2 Once we have received an application, it will be assessed to ensure the guidance criteria have been met. If that is the case, we shall issue you a notice which you must display in such a position (e.g. shop window) that it can be viewed by the public for 28 days. This is because the legislation requires that the public receives prior notification and that, if they have reason, they can raise objections to the Council.

7.3 Following this 28 day period, if no objections have been received the permission will be granted. A licence will be issued and you may place the 'A' Board on the footway at the approved location.

7.4 However if objections are received during the 28 day notification period these objections together with your application, will be assessed by a committee of the Council on whether to grant permission. Further details are available upon request.

8.0 How long does a licence last?

8.1 Every 'A' Board licence will last for one year from the date of the end of the notification period. This will be recorded on your licence and you must reapply for renewal no later than 6 weeks before the permission expires.

'A' Board Guidelines

9.0 Management of 'A' Boards.

- 9.1 Once an 'A' Board licence has been granted, it is the responsibility of the Licensee to ensure the 'A' Board is managed in accordance with the conditions of the permission and these guidelines (see 6.7).
- 9.2 The Licensee is wholly responsible to ensure that the 'A' Board is located at the approved location and must ensure it is inspected and maintained on a regular basis. This must be conveyed to the staff who will place and remove the 'A' Board.
- 9.3 'A' Boards can only be located as detailed on the application form plan. Moving them to alternative locations is not allowed.
- 9.4 If the 'A' Board, for whatever reason, is moved from the approved location, it must be replaced or removed from the highway immediately by the Licensee.
- 9.5 The 'A' Board must conform to the specification within this guidance and as detailed in the application form.
- 9.6 The 'A' Board cannot be left on the footway outside the opening times of the business it serves.
- 9.7 The 'A' Board cannot be left on the footway after 9pm.
- 9.8 'A' Boards that become damaged must be removed and repaired or renewed.
- 9.9 'A' Boards cannot carry any other structure or object.

10.0 Conditions of an 'A' Board licence

- 10.1 The Highway permission will take the form of a licence which, when issued, must be displayed in a prominent position and be visible for inspection by Council Officers.
- 10.2 The licence will contain a number of conditions, examples of which are:
 - The Licensee shall carry public liability insurance and will indemnify the Council against any claims that might arise in respect of injury, damage or loss arising out of the grant of permission unless such arise out of negligence by the Council.
 - The licence will limit the hours of permission to business operating hours but not between the hours of 9pm and 6am.
 - Outside the permitted hours of operation the 'A' Board must be removed and stored in the business premises.

Please note: The 'A' Board Permission and Management Guidance is not exhaustive and any application may be assessed against additional criteria depending on the nature of the 'A' Board, location or other matters the Council considers pertinent. In addition the Council reserves the right to condition a licence as it deems appropriate for any individual licence application.

11.0 Fees

- 11.1 The Council's basic fee for granting permission for an 'A' Board and issuing a highways licence, is currently set at £50 for a one year licence period. Please note this figure will be reviewed annually and you should check the current fee before making any payment.
- 11.2 For the locations where the Council is land owner (such as in the City Centre) an additional £50 annual charge is applicable to the licence permission fee.

12.0 Contact details

If you wish to discuss any of the guidance please contact the following:

**Highways Development Control
Highways & Transportation
Municipal Buildings
Dale Street
Liverpool L2 2DH**

**Telephone 0151 233 3001
Email hdc@liverpool.gov.uk**

'A' Board application process

1. Applicant obtains guidelines and application form.
2. Applicant completes application form based on information contained in the guidance.
3. Applicant submits to Council application form and fee.
4. Council assesses application - Note: If the application is incomplete or does not contain required information, the form will be returned and will not be assessed until it is resubmitted with the form completed correctly.
5. Following assessment and if the application meets the required criteria, a notice will be issued to the applicant who must display and maintain it for a period of no less than 28 days in a prominent position e.g. window, fronting the 'A' Board location. – Please note it is important this notice stays in position for 28 days. Failure to comply will make the application invalid.
6. If no objections are received, an 'A' Board licence permission will be issued.
7. If objections are received, the Council shall assess the objections and make a decision whether to issue the licence or refuse.
8. Upon completion of the one year permission, the applicant must reapply for a new licence following this process.

Annex D

Andy Docherty
Monitoring Officer
City of York Council
West Offices
Station Rise
York YO1 6GA

By post and fax: monitoringofficer@york.gov.uk

17 June 2015

Dear Mr Docherty

Guidance on the use of A boards in York

We write concerning the lawfulness of the Council's current and proposed approach to the use of A board advertising on the streets of York.

The difficulties A boards cause

It is essential for many people including blind and partially sighted people to have a clear route along a pavement. The proliferation of A-boards can make it difficult for blind and partially sighted people to negotiate the path. This can result in people walking into A-boards and injuring themselves, or inadvertently walking into the road whilst attempting to avoid an A-board.

Falling over an A-board can be painful, and can adversely affect a person's confidence and mobility. RNIB campaigns for a complete ban on the use of A-boards as we consider that this is the only realistic way to prevent the proliferation of Aboards enabling blind and partially sighted people to walk along their local streets without fear of injury.

Background to this matter

This matter has a long history which we do not intend to detail here. The facts relied upon are as follows:-

Royal National Institute of Blind People

Patron Her Majesty The Queen • **President** Dame Gail Ronson DBE

Chair Kevin Carey • **Chief Executive** Lesley-Anne Alexander CBE

Principal address: 105–121 Judd Street, London WC1H 9NE • Registered charity number 226227 (England and Wales), SC039316 (Scotland) and 1109 (Isle of Man) Incorporated by Royal Charter • Registered in England no. RC000500

The Council currently has a policy that A boards are not permitted but they will be tolerated until a complaint is made. This policy has led to a significant increase in the use of Aboard advertising which has had a detrimental effect on blind and partially sighted people, other vulnerable pedestrians and on the street scene.

In March 2013, following complaints from blind and partially sighted people, the Council established a Community Safety Overview and Scrutiny Committee to consider the use of A board advertising on the streets of York. The Scrutiny Committee did not report until January 2015, however, in their report they acknowledged the difficulties that A boards caused blind and partially sighted and other disabled people, they also set out some of the legislation governing this area, looked at “National Best Practice” and set out a number of options as to the proposed way forward including licensing, a complete ban and informal guidelines.

The Committee recommended that Option E in their report be implemented. This consisted of:-

- i) The introduction of a policy allowing the use of Aboards under strict criteria
- ii) The policy to include streets where the use of A boards is prohibited at all times due to the limited use of footways
- iii) That resources be identified to ensure the full and proper enforcement of the new policy.

The review does not appear to have conducted an equality impact assessment (see below) but stated that:-

“Equalities – the use of A boards does have an adverse impact on blind and partially sighted, and those with mobility issues and those with small children in pushchairs etc. However, an agreed approach to their use **would go some way** to mitigate their impact” **[emphasis added]**

In terms of risk management the report stated:-

“Legal – All of the options outlined in the report with the exception of option D could result in complaints of obstruction of the footway by those most

affected, which this council as local highway authority would have to justify to the complainant. However, other highways authorities are successfully managing the risk of liability by either allowing or licensing obstructions to the highway. Therefore all of the options are suitable for consideration”

The Scrutiny Committee report was discussed by the Cabinet on 10 February 2015. There was general consensus amongst the Councillors as follow:-

- The current situation was unacceptable
- There should be a balance between the needs of vulnerable pedestrians and traders
- There was no need for Aboards in the main thoroughfares
- There should be a presumption against the use of Aboards unless the business could show that they were necessary
- There was a need for planning to look at other forms of advertising
- There were no additional resources for enforcement

The minutes record the decision of the Cabinet as follows:-

“That having considered the Task group’s final report and annexes, Cabinet agree to request the Director of City and Environmental Services to prepare guidelines for the use of Aboards across the city, in consultation with interested parties, for consideration at a future meeting. Although this item was discussed in February 2015, it does not appear that any draft guidelines have yet been produced.

The law in relation to the use of Aboards

RNIB is concerned that the Council has not adequately understood the law in relation to the use of Aboards and how this might impact on any guidelines that are proposed. We have enclosed with this letter a document prepared by RNIB which sets the legal position out in some detail. This was sent to all Cabinet members prior to the meeting.

We have briefly set out the legal provisions below in so far as they relate to any guidelines proposed by the Council:-

The Highways Act 1980

The Highways Act places certain obligations on highways authorities to prevent obstruction to the highway in particular:-

- Section 130(3) states that it is the duty of a council who is a highway authority to prevent, as far as possible, the stopping up or obstruction of the highway

Much of the case law around obstruction focuses on whether the obstruction in question was a reasonable use of the highway, however, case law has determined that a permanent obstruction (i.e. one that is not **purely** temporary in nature) to the highway is never a reasonable use of the highway. 'De minimus' obstructions are not considered to be obstructions and some obstructions may be considered reasonable.

In RNIB's view it is highly likely that the majority of A boards placed on the highway would be considered unlawful obstructions for the following reasons:-

- The obstruction caused by the A board is not purely temporary in nature
- There is no element of necessity in its deployment (as with, say, scaffolding),
- The obstruction caused would not be considered 'de minimus' (as their 'footprint' is not insubstantial) and
- They are nothing to do with the use of a highway as a means of transit (rather they are there to attract customers to the premises).

It is not clear that highways officers or Councillors have understood their highways obligations when determining whether they will 'permit' the placement of Aboards on the pavement. If an Aboard constitutes an obstruction, the Council has a duty to remove it.

Advertisement Control

We welcome Cabinet members indications that they want to see the planning department working with traders to develop alternative sympathetic forms of advertising on buildings to replace A boards. However, it is not clear that Councillors or officers have had regard to the other obligations on the planning team which relate to the use of advertising in the street.

The Town and Country Planning (Control of Advertisements) (England) Regulations 2007 regulate the placement of outdoor advertisements. The regulations set out a number of categories of deemed consent but these categories will not generally apply to Aboard advertising. Any advert not benefitting from deemed consent will require the express consent of the relevant local planning authority provided via an application for planning permission. Displaying an Aboard without consent is a criminal offence and prosecution can result in a fine of up to £2,500. If an Aboard is placed on the highway without consent then it will not be considered a reasonable use of the highway and will therefore constitute an obstruction in breach of the Highways Act (Westminster City Council v. Moran 1999 77 P & CR 294).

It is not clear that the Council or traders understand this and we are very concerned that a number of Aboard policies (including the Bristol policy – see below) refer to the fact that the guidelines do not absolve traders of these obligations without explaining what these obligations actually are.

The Equality Act

Under the provisions of the Equality Act 2010 it is unlawful for a public authority to discriminate in the exercise of its public functions. This includes highways functions.

Section 19 of the Act makes it unlawful to indirectly discriminate against disabled people. Indirect discrimination may occur when a service provider applies an apparently neutral provision, criterion or practice which puts disabled people at a particular disadvantage.

Section 20 (3) requires that where a provision criterion or practice puts a disabled person at a substantial disadvantage in comparison to a person who is not disabled, an Authority must take such steps as is reasonable to avoid the disadvantage

Section 20(4) requires that where a physical feature puts a disabled person at a substantial disadvantage in comparison to a person who is not disabled, an Authority is required to take such steps as is reasonable to have to take to avoid the disadvantage.

Local Authorities, and highways and planning authorities in particular, are also subject to the Public Sector Equality Duty (PSED) and are required to have "due regard" to equality outcomes in everything they do. Councils are required to ensure that they eliminate discrimination, advance equality of opportunity and foster good relations between, amongst others, disabled and non-disabled people.

A Highways Authority that has a policy of allowing the use of Aboards and/or a practice of not taking action against those which obstruct the pavement may be considered to be indirectly discriminating against blind and partially sighted people.

A Planning Authority which has a practice of not taking action against A boards placed without consent may be considered to be indirectly discriminating against blind and partially sighted people.

The duty to change practices, policies and procedure is likely to extend to changing policies which unreasonably prevent advertising on walls forcing advertising onto the streets in the form of Aboards which disadvantages blind and partially sighted people.

A boards are likely to constitute physical features under the Equality Act and so the Highways Authority will need to take action to ensure that these boards do not place blind and partially sighted people at a substantial disadvantage.

Similarly Authorities which have a policy of allowing A board obstructions etc will need to impact assess these arrangements to ensure that they meet the requirements of the PSED. It is likely that this will require local authorities to specifically consult with blind and partially sighted people. Where negative impacts are identified, the local authority will need to consider changes to the policies/practices in order to eliminate discrimination and better promote equality of opportunity and good relations between disabled people and non-disabled people (including traders). Simply stating that having an agreed

standard approach to use the use of Aboards “would go some way” to mitigating their impact is unlikely to be sufficient.

Summary

In summary, it is clearly unlawful to place an A board on the street without explicit advertisement consent from the local planning authority. If an A board is placed without the necessary advertising consent it is unlawful and would therefore be considered to be an unreasonable obstruction to the pavement requiring the highways authority to take action.

Whilst a planning authority has the power to grant advertisement consent to an A board in deciding whether to grant permission they will need to give consideration to safety issues which arise for vulnerable pedestrians.

In addition advertisers would need to obtain the consent of the local highways authority as ‘owners’ of the land on which the Aboard is placed as part of the application process. In determining whether to grant consent, the highways authority will need to consider whether any obstruction caused is ‘de minimus’. If it was not considered ‘de minimus’ the highways authority would then need to consider whether the obstruction was reasonable in any event. They will also need to consider their duties under the Equality Act and in relation to the PSED.

A local authority which fails to take action against unlawful advertisements or obstructions to the pavements leaves itself open to Judicial Review action to enforce the requirements of the Highways Act and/or the Town and Country Planning (Control of Advertisements) (England) Regulations 2007 and /or the Public Sector Equality Duty. They will also leave themselves open to a County Court action for breach of the Equality Act. Where a person is injured following a collision with an Aboard the Council is also potentially liable for any personal injury claim.

The policies of other local authorities

The Scrutiny Committee report provided details of other policies being operated by authorities around the country and as noted above suggested that none of the approaches outlined in the Committee report were problematic legally as other authorities appeared to be managing these risks effectively. RNIB considers that the approach of other Councils who have no

policy (effectively allowing Aboards without any restriction), have informal guidelines or operate a licensing regime is unlawful and increasingly places these Councils at serious risk of litigation.

It would appear from the Cabinet meeting that the informal guidelines adopted by Bristol City Council were considered a model that could be adopted in York subject to some changes. Having discussed this matter with our colleagues in Bristol they have informed us that the policy adopted in Bristol is not effective in controlling the use of Aboards in the city and that they continue to be problematic for blind and partially sighted residents and visitors.

The Council should also note that Surrey County Council have adopted a similar informal approach and they are currently facing legal action from a blind man who fell over an A board injuring himself. The legal action is brought on the basis of breach of the Equality Act (in particular a failure to enforce the requirements of the guidelines) and a personal injury claim.

If the Council adopts a similar (guidelines) approach to that adopted by Surrey County Council and a blind or partially sighted resident is injured falling over an A board it is likely that the Council will face similar action.

Proposed way forward

As noted above, RNIB campaigns for a zero tolerance approach to Aboards. However, we have given very careful consideration to the discussion at the Cabinet meeting and discussed the matter with other groups representing the interests of blind and partially sighted people and would like to suggest a compromise position which we think will address the requirements set out by the Cabinet on 10 February, the needs of blind and partially sighted people and other vulnerable pedestrians and the needs of small business who believe they are likely to be adversely affected by a complete ban. Crucially, we consider that the proposal outlined below is also within the law.

The Council should adopt a general policy of zero tolerance of A boards. However, the policy will make clear that in exceptional circumstances a trader may still make an application to the local planning authority for advertisement consent (as the law requires) for an A board where they can demonstrate that their business would suffer a significant detriment by not having an Aboard.

The application would need to demonstrate to the satisfaction of the highways team (as owners of the land) that the placement of the board would not constitute an (unreasonable) obstruction and would not place vulnerable pedestrians at risk. They would also need to demonstrate that they have explored alternative forms of advertising but that these are not feasible. In determining the application for advertisement consent the planning authority should consult blind and partially sighted people in accordance with section 175A of the Highways Act.

As part of the duty to make reasonable adjustments, the planning team would also need to give serious consideration to any alternative forms of advertising suggested and the Council's policy would make clear that alternative forms of advertising would be considered.

We believe the above approach would serve to limit the number of Aboards on the streets to those small businesses who could demonstrate that it was imperative for their business to have one and there was no other way of meeting their advertising needs. We consider that this accords with the view of Cabinet members. It would ensure that both the Council and blind and partially sighted people are aware of the locations of approved Aboards. This should make any enforcement easier and assist blind and partially sighted people in navigating the streets.

If the Council were prepared to consider the above approach, RNIB and other blind and partially sighted people organisation would be happy to work with the Council to develop a policy. However, if the Council simply wishes to go along with the guidelines approach such as that operated by Bristol and Surrey then we would be extremely reluctant to engage in further consultation as we believe that this approach is unlawful and places blind and partially sighted people and other vulnerable pedestrians at risk. It also places the Council at risk of liability.

We look forward to hearing from you with 21 days setting out the Council's proposed approach to this matter and timescales.

Please ensure that your response is provided in electronic (word) format in order to facilitate transcription.

Yours sincerely

Samantha Fothergill
Solicitor

Annex E



RNIB
105 Judd Street
London
WC1H 9NE

Customer & Business
Support Services

Andrew Docherty
Assistant Director of Governance and ICT

West Offices
Station Rise
York YO1 6GA

Email: alison.hartley@york.gov.uk
Direct Line: 01904 55 3487
Fax: 01904 55 1047

Our ref: AHA LCS1.1631
Your ref:

08 July 2015

Dear Ms Fothergill

Re: Guidance on the use of A Boards in York

Thank you for your letter dated 17 June 2015.

The Council is acutely aware of its statutory duties and responsibilities in relation to the Highway Act 1980 and those under the Equality Act 2010, including the public sector equality duty.

To clarify, no decision has yet been made by the Council in relation to the form that any policy may take in relation to the enforcement of A Board advertising on the highway. The work in developing a fair and reasonable policy to deal with the issue is ongoing. The report to which you refer was taken to the Cabinet following a recommendation from the Overview and Scrutiny Committee, and Officers are presently working on a draft policy to put before the Executive (formerly Cabinet). Should the Executive resolve to do so, extensive consultation will take place on any proposed policy.

I agree that in formulating and consulting upon such a policy, an Equalities Impact Assessment will be required. I also agree that A Boards are capable of being unreasonable obstructions on the highway, and that it is necessary to consider the impact of any policy which may consider licensing A Boards, on people with disability, including blind or partially sighted people. To identify and assess such impacts, meaningful consultation and engagement with those affected must be carried out.

The Council is therefore very pleased that the RNIB wish to continue to engage with the Council in this process. The Officers anticipate that the next report to the Executive will be

Director: Ian Floyd

www.york.gov.uk

on 27th August, and look forward to receiving your feedback through the consultation processes that will follow.

Yours faithfully

Alison Hartley
Senior Solicitor

Director: Ian Floyd

www.york.gov.uk

AHA/LCS1.1631 (674454)