



**Notice of public meeting of
Community Safety Overview & Scrutiny Committee**

- To:** Councillors Douglas (Chair), Healey (Vice-Chair), King, Hodgson, Watson, Steward and Orrell
- Date:** Tuesday, 23 April 2013
- Time:** 5.00 pm
- Venue:** Severus Room (F032) West Offices, York

AGENDA

1. Declarations of Interest

At this point, Members are 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 this agenda.

2. Minutes

(Pages 3 - 8)

To approve and sign the minutes of the meeting held on 12 March 2013.

3. Public Participation

At this point in the meeting, members of the public who have registered their wish to speak at the meeting may do so. Members of the public may register to speak on an item on the agenda or an issue within the remit of the committee. The deadline for registering is **5.00pm on Monday 22 April 2013**.

4. Attendance of Cabinet Member for Environmental Services

The Cabinet Member for Environmental Services will be in attendance for this item to provide a progress update on his priorities and challenges for this municipal year and to discuss his priorities and challenges for 2013/14.

5. Report on A-Boards (Pages 9 - 32)

This report provides information on A-boards, including the implications associated with implementing a total ban on the use of A-boards. Members are asked to consider whether to proceed with a scrutiny review to identify some guidelines for the use of A-boards across the whole city.

6. Options for Commercial Waste Recycling

Officers will give a presentation on options for Commercial Waste Recycling.

7. Improving Community Resilience Scrutiny Report - Final Report (Pages 33 - 58)

This report presents information gathered in support of the Community Safety Overview and Scrutiny Committee's review on Improving Community Resilience and asks Members to agree the recommendations arising.

8. Work Plan (Pages 59 - 60)

Members are asked to consider the Committee's draft work plan for 2013/14. Members are also asked to discuss possible topics for scrutiny review in the coming municipal year.

9. Urgent Business

Any other business which the Chair considers urgent.

Democracy Officer:
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For more information about any of the following please contact the
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- Registering to speak
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Scrutiny Committees

The purpose of all scrutiny and ad-hoc scrutiny committees appointed by the Council is to:

- Monitor the performance and effectiveness of services;
- Review existing policies and assist in the development of new ones, as necessary; and
- Monitor best value continuous service improvement plans

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City of York Council

Committee Minutes

MEETING	COMMUNITY SAFETY OVERVIEW & SCRUTINY COMMITTEE
DATE	12 MARCH 2013
PRESENT	COUNCILLORS DOUGLAS (CHAIR), HEALEY (VICE-CHAIR), KING, HODGSON, WATSON, STEWARD AND ORRELL

45. DECLARATIONS OF INTEREST

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

46. MINUTES

RESOLVED: That the minutes of the meeting of 25 February 2013 be confirmed and signed as a correct record.

47. PUBLIC PARTICIPATION

It was reported that there were no registrations to speak at the meeting under the Council's Public Participation Scheme.

48. POLICE AND CRIME PANEL WORKPLAN 2013 -2014

Members received a presentation on the Police and Crime Panel Work Plan for 2013-14. A copy of the presentation is attached to the on-line agenda papers for this meeting. City of York Council representatives on the panel were in attendance, together with the panel support officer from North Yorkshire Council.

Details were given of the composition of the Panel, including the mechanism by which the independent members were appointed, and the Panel's responsibilities. Discussion took place regarding the Panel's priorities for the year ahead. It was noted that the Plan was primarily derived from the Police and Crime Plan. Details were given of the consultation that was

currently taking place on the Plan. It was noted that Cabinet had submitted a response which had been broadly supportive of the contents of the Plan but emphasised the need to identify synergies with the valuable work carried out by the Safer York Partnership. Members requested that the Committee be consulted on future plans, but recognised that the timescale was such that it was not possible for this to take place in respect of the current plan.

It was noted that the key messages were published after every Panel meeting. Members requested that these be included in regular reports to the committee.

Members agreed that it would be useful to invite the Police Commissioner to attend a future meeting.

- RESOLVED:
- (i) That the Police and Crime Panel Work Plan be noted.
 - (ii) That key messages arising from Police and Crime Panel meetings be presented to Members.
 - (iii) That the Police and Crime Commissioner be invited to attend meetings of the committee on an annual basis and that representatives from the Police and Crime Panel also be invited to attend on an annual basis. The arrangements should be such that there is a presence from the Police on a six monthly basis.

REASON: To ensure that the committee is aware of the work of the Police and Crime Panel.

49. THIRD QUARTER FINANCE AND PERFORMANCE MONITORING REPORT

Members considered a report that provided an update on financial performance, service plan improvement actions and performance measures for Environmental Services and Public Protection.

Members noted the overspend in specific areas and that the targets for commercial waste income and for parking services had not been achieved.

Members requested further information on the following issues:

- The historic performance of commercial waste
- A briefing note on recycling rates
- Air quality projects referred to in paragraphs 19 and 20 of the report

RESOLVED: That the financial and performance position of the portfolio be noted.

REASON: In accordance with budgetary and performance monitoring procedures.

50. USE OF A-BOARDS ACROSS THE CITY- BRIEFING PAPER

Members considered a briefing paper on the use of A-Boards outside of the city centre and were asked to consider whether they wished to carry out a full scrutiny review into this topic.

It was noted that the Cabinet Member for Transport, Planning and Sustainability was currently considering taking forward a zero tolerance zone for the city centre. Members discussed whether any such policy should be restricted to the city centre or should be citywide.

Officers explained the current arrangements that were in place. If complaints were received about A-Boards the matter was investigated and if the board was found to be causing an obstruction letters were sent to the board owner and to the owners of neighbouring businesses if they were displaying similar boards.

Members raised the following issues:

- It was noted that, although some Members believed that the Council had adopted a policy in respect of A-Boards, officers had been unable to confirm this to be case.
- The difficulties that A-Boards posed to disabled people.
- The damage caused to trees when signs were fixed to them.
- The licensing of A-Boards was a possibility but would be a huge administrative burden.

- As well as posing a risk to pedestrians, A-Boards were unsightly.
- Officers' comments about the difficulties of enforcing a citywide ban were noted.

Some Members stated that unless the A-Boards posed a danger to pedestrians, businesses should be allowed to display them. This was particularly important in the current economic circumstances. Other Members stated that they were in support of a zero tolerance policy being introduced on a city wide basis. A view was also put forward that, prior to any introduction of a citywide policy, an evaluation of the effectiveness of a city centre policy should be carried out after a suitable period of time.

A motion was put forward that it be recommended to the Cabinet Member for Transport, Planning and Sustainability that a citywide ban on A-Boards be implemented.

Councillors Healey and Steward requested that it be recorded that they voted against the motion.

RESOLVED: That it be recommended to the Cabinet Member for Transport, Planning and Sustainability that a citywide ban of A-Boards be implemented.

REASON: To ensure the removal of the many and varied obstructions from the public highway, the protection of trees, and the safety of all public highway users.

51. DOMESTIC WASTE RECYCLING SCRUTINY REVIEW - INTERIM REPORT

Members considered an update report on the findings from the Domestic Waste Scrutiny Review.

The Chair of the Task Group explained the background to him submitting the scrutiny topic. He expressed his concern at the lack of progress that had been made on the review and explained the reasons for this, including an officer being absent because of sickness. The Task Group had ascertained that, due to the planned timing of work, it would not be possible to complete the comparison work that they had requested in

support of objective iii of the review until later in the municipal year 2013/14.

Officers stated that the team involved in providing the information was small in number and hence the absence of an experienced member of staff did have an impact. Nevertheless the Task Group had been provided with information, which was presented in the Interim Report. Officers stated that they would circulate a briefing note detailing the work that had taken place this year to promote recycling. They would also take on board the Task Group's findings in respect of the way Southampton City Council had used data to help focus their behaviour change campaigns.

Some Members expressed concerns that the services and information provided by St Nicholas Fields were not equal to those provided by the Council.

Members considered the following options:

- (i) Reform the Task Group to conclude the work on the review, at the appropriate time in the new municipal year once the comparison data was available.
- (ii) Discontinue the formal Task Group review and request that officers present comparison data arising from the control areas to the full committee once the initiatives had been completed in the 2013/14 municipal year.
- (iii) Conclude the review at this stage and decide whether or not to recommend that control areas be introduced as part of the work on the initiatives in 2013/14.

Officers stated that it would be possible to carry out further work and report back to the Task Group within three months.

RESOLVED: That further information be presented to the Task Group within three months.

REASON: To progress the scrutiny review.

52. IMPROVING COMMUNITY RESILIENCE

A report had been circulated which provided information gathered in support of the Committee's review on Improving Community Resilience.

RESOLVED: That this item be deferred to the next meeting.

REASON: To enable full consideration to be given to the report.

53. WORK PLAN

Consideration was given to the Committee's work plan.

As agreed earlier in the meeting the following additions to the work plan were agreed:

- Attendance of Police Commissioner and representatives of the Police and Crime Panel to be scheduled into the work plan.
- Item on Improving Community Resilience to be included on the agenda for the next meeting.

RESOLVED: That, subject to the inclusion of the above items, the work plan be approved.

REASON: To ensure that the committee has a planned programme of work in place.

Councillor Douglas, Chair

[The meeting started at 5.00 pm and finished at 7.00 pm].



Community Safety Overview & Scrutiny Committee**23 April 2013**

Report of the Assistant Director Governance & ICT

Review of the Use of A-boards Across the City**Introduction**

1. A-boards are used by businesses and other organisations to advertise on the pavement. They are heavy metal boards in an 'A' shape scattered across walkways, sometimes causing a dangerous obstruction.
2. 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.

Local Authority Responsibilities

3. 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.

4. 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.
5. A number of other types of advertisement can also be displayed at 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
6. The Government has produced an illustrated booklet which explains the types of advertisement that are allowed without needing consent, entitled 'Outdoor advertisements and signs: a guide for advertisers' – see: <http://www.communities.gov.uk/documents/planningandbuilding/pdf/326679.pdf>
7. Where consent is needed, Draft Local Plan policies are used to judge the application - see Annex A.

Use of A-Boards in York

8. 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. This 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.
9. Approximately 4 years ago in the city centre, a more thorough approach was taken following a number of more wide ranging complaints. 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.

10. At that time, the advice given to the owners was that if their board was positioned flat against their property it would be unlikely that any further action would be taken. In addition, City of York Council has for the last 2 to 3 years been actively de-cluttering the city centre by taking action to remove street signs, bollards and other items of street furniture.
11. Officers have confirmed that more recently, a reduction in resources has resulted in the issue of obstruction by A-boards not been as vigorously acted upon as in the past. In fact, a brief audit was carried out a short while ago and approximately 150 boards were observed back on the city centre streets causing obstructions. For example, about a year ago 3 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 8 boards in a line.
12. Obviously, this level of obstruction of the footway is becoming a growing concern, and is seen as a very real problem for those who are blind / partially sighted or need to use a wheelchair. Bearing in mind the re-emergence of A-boards in the city centre, much of the benefit of the council's de-cluttering work has also been lost.
13. The Cabinet Member for Transport & Planning is currently considering taking forwards a zero tolerance zone for the city centre – see map of suggested zone at Annex B. It has been recognised that the viability of some businesses that benefit from boards due to their location being off the beaten track, may be affected by the introduction of a zero tolerance zone. So as part of the ongoing work, this is being looked at to try to overcome the problem whilst still ensuring the majority of boards are removed. It is intended that an approved policy for the city centre will be in place early in the new financial year.
14. But what of elsewhere in the city? It has been identified that there are a growing number of A-boards in the Clifton Green area, some of which are obstructing the footpaths, others are tied to trees. And it is likely that the same kinds of issues are duplicated in other local shopping areas.
15. CYC's countryside officer also has concerns around the use of trees for displaying notices as it can cause permanent damage to the bark of a tree and therefore effect the growth and lifespan of a tree.

National Best Practice

16. Nationally, many Local Highway Authorities have already addressed the issue around the use of A-boards. In many places a licence is not required but the Local Highway Authority has agreed some guidelines/requirements for A-boards on the public highway. Examples of best practice guidelines/requirements from Kent County Council and Bristol City Council are shown at Annexes C & D respectively.
17. In those Local Highway Authority areas, any organisation that wishes to place an A-board on the highway is responsible for complying with the guidelines/requirements in place which have been designed to protect all highway users, including those with mobility and visual impairments.
18. **Kent County Council** has based their requirements on the Department for Transport (DfT) guidance on 'Inclusive Mobility' which suggests a minimum unobstructed footway width of 2.0m wherever possible, or 1.5m where fewer pedestrians are expected. However the two metre guideline is not law, and cannot be enforced. The DfT guidelines also state:

"Apart from road works and scaffolding, there are many other sometimes temporary obstructions that can cause problems for disabled people, particularly those with visual impairments. A-frame advertisement boards placed outside shops ... vehicles and bicycles parked on pavements are all potential hazards.

Wherever feasible obstructions of this kind should be kept to a minimum and should not encroach on the clear space (horizontal and vertical) needed to provide safe passage for pedestrians."
19. Kent CC also encourages organisations to consider alternative methods of advertising off the highway instead of using an A-board, e.g. fixed wall boards, and mounted display boxes, window displays, hanging signs, changeable cloth signs, display screens or light bars.
20. **Bristol City Council** have put in place a very practical guide for the use of A-boards. This includes where they may be placed on the Highway i.e. within a distance of 60 cm immediately in front of the premises they are advertising provided that 1.8 metres of clear footway can be retained between the road and the board. They have also included a general guide on the style, size, colour and use of illumination etc, in order to discourage a proliferation of mismatched A-boards which ultimately could lead to a cluttered appearance.

21. In regard to the acceptable footway widths required by Kent County Council and Bristol City Council (2m and 1.8m respectively), it should be noted that in some areas of York, these do not exist. Therefore this would need taking into account if a decision were taken to introduce some suitable requirements/ guidelines for York (outside of the city centre zone being addressed by the Cabinet Member for Transport, Planning and Sustainability). If a decision were taken not to allow A-boards in areas where an acceptable footway width does not exist, it may result in criticism from affected traders, and lead to allegations of victimisation.
22. Elsewhere, other Local Authorities have introduced their own acceptable standards and guidelines for the placing of A-boards and use Licensing Officers to enforce their guidance. However this has a resource implication which often means the local guidelines are not correctly enforced.
23. In **Nottingham**, following consultation and discussions with local businesses in May 2009, the City Council agreed an A-boards policy. Their new guidance outlined that an A-board should not be swinging or rotating and should be no more than one metre high. And, it completely banned A-boards in parts of the city where there were in excess of 20,000 pedestrians a day or where pedestrian safety and servicing needs were adversely affected by narrow footways or other physical restrictions.
24. Nottingham City Council does not license A-boards, and if a business does not comply with the guidelines the council sends warning letters, and then confiscates the A-board.
25. In the **Royal Borough of Windsor and Maidenhead**, a licence is required to place an A-board in a public space with a flat rate charge of £450 for every application. A further £450 pounds is charged every two years to renew the licence. If the application for an A-board is refused, £150 is returned to the business. Licences for A-boards are issued with the following guidelines:
 - A-boards and other goods are only allowed on pavements where sufficient width of footway can be left clear and unobstructed for pedestrian usage of the area (usually a minimum of 2 metres)
 - A-boards and goods must be removed from the street outside the times permitted in the licence.

- A-boards and goods must not be placed in the way of vehicle movements - this is to ensure free and unobstructed access by the emergency services

26. In **Brighton & Hove**, a comparative scrutiny review was carried out in 2010, following concern over how accessible their public highways were. Their Scrutiny Panel 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 part of that wider review, the Scrutiny Panel looked in detail at issues around the use of A-boards. The findings from that review associated with the use of A-boards, are provided at Annex E.
27. The **Royal National Institute of Blind People** (RNIB) supports a complete ban on A-boards. In their view, it would enable many people to walk along their local streets without fear of colliding with a heavy, painful sign. They do not believe that a complete ban would have an adverse economic impact on traders. In their view, a complete ban places all traders on the same footing regardless of the width of pavement outside their premises.
28. RNIB wants businesses and other people who use A-boards to be more aware about the impact of this form of advertising. They believe that unmonitored, over-use of the boards without any local guidelines is dangerous and obtrusive. Also, that the continued use of A-boards without consideration for the passing pedestrians is a low level form of anti-social behaviour.

Analysis

29. In March 2013, having considered all of the information gathered (as shown above and in Annexes A-E), the Committee were asked to consider whether or not the use of A-boards warranted further investigation and whether a full scrutiny review on their use should be undertaken with the aim of identifying suitable requirements/ guidelines for implementation 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 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.
 - What might be acceptable in respect of A-boards e.g. dimensions, colour, design, rules on illumination and safety considerations etc
30. CYC Highways recommended 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.
31. The Committee noted the work being undertaken by officers in support of the Cabinet Member for Transport & Planning consideration of a zero tolerance zone for the city centre, but agreed:
- i. They did not want to see one approach for the city centre and another for the rest of the city.
 - ii. A full scrutiny review was not required.
32. Instead, some members of the Committee argued strongly for a total ban on A-boards across the whole city and agreed they wanted to recommend a total ban to Cabinet.
33. 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.

34. CYC's Traffic Network Manager has provided information on the implications of having a total ban on A-boards and the effect it may have on the city and CYC resources. In particular, whilst a total ban would benefit the appearance of the city and the safety of the partially-sighted, there is likely to be an adverse consequence to the small business community. There may also be issues around the ability of the Traffic Network Team to enforce a city wide ban – see Annex F.

Council Plan 2011-15

35. 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 priority of building safer inclusive communities.

Implications

36. There are no known Financial, Legal or HR implications associated with the recommendation in this report.

Options

37. Having considered the information within this report, the Committee may choose to:
- a) Proceed with a recommendation to Cabinet for a city wide ban on the use of A-boards
 - b) Proceed with a review on the use of A-boards in order to identify suitable requirements/ guidelines for implementation across the whole city, in line with the bullet points in paragraph 29 above
 - c) Make no recommendation to Cabinet thereby leaving the arrangements as they currently stand, as outlined in paragraphs 8-11 above
38. If Members are unable to agree on their recommendation to Cabinet i.e. whether or not to recommend a total ban on the use of A-boards across the city, the Committee can instruct the scrutiny officer to prepare a minority report for submission to Cabinet at the same time as the majority report.
39. In those circumstances each member of the Committee may support (by signature) no more than one report. The report with the support of the greatest number of committee members shall be the report of the

Committee, and the report with the support of the least number of members shall be the minority report.

Recommendation

40. Having considered the information provided in this report, in particular the implications associated with implementing a total ban on the use of A-boards, Members are recommended to proceed with a scrutiny review to identify some sensible guidelines for the use of A-boards across the whole city.

Reason: To ensure the removal of the many and varied obstructions from the public highway, the protection of trees, and the safety of all public highway users.

Contact Details

Author:

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Chief Officer Responsible for the report:

Andrew Docherty
AD Governance & ICT

Report Approved **Date** 5 April 2013

Specialist Implications Officer(s) N/A

Wards Affected:

All



For further information please contact the author of the report

Background Papers: N/A

Annexes:

Annex A – Draft Local Plan Policies Used to Judge Applications for Advertisement Consent

Annex B – Map of the Suggested Zero Tolerance Zone for the City Centre

Annex C – Best Practice Guidelines from Kent County Council

Annex D – Best Practice Requirements from Bristol City Council

Annex E – Findings from Brighton & Hove City Council Scrutiny Review

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

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Draft Local Plan Policies Used to Judge Applications for
Advertisement Consent

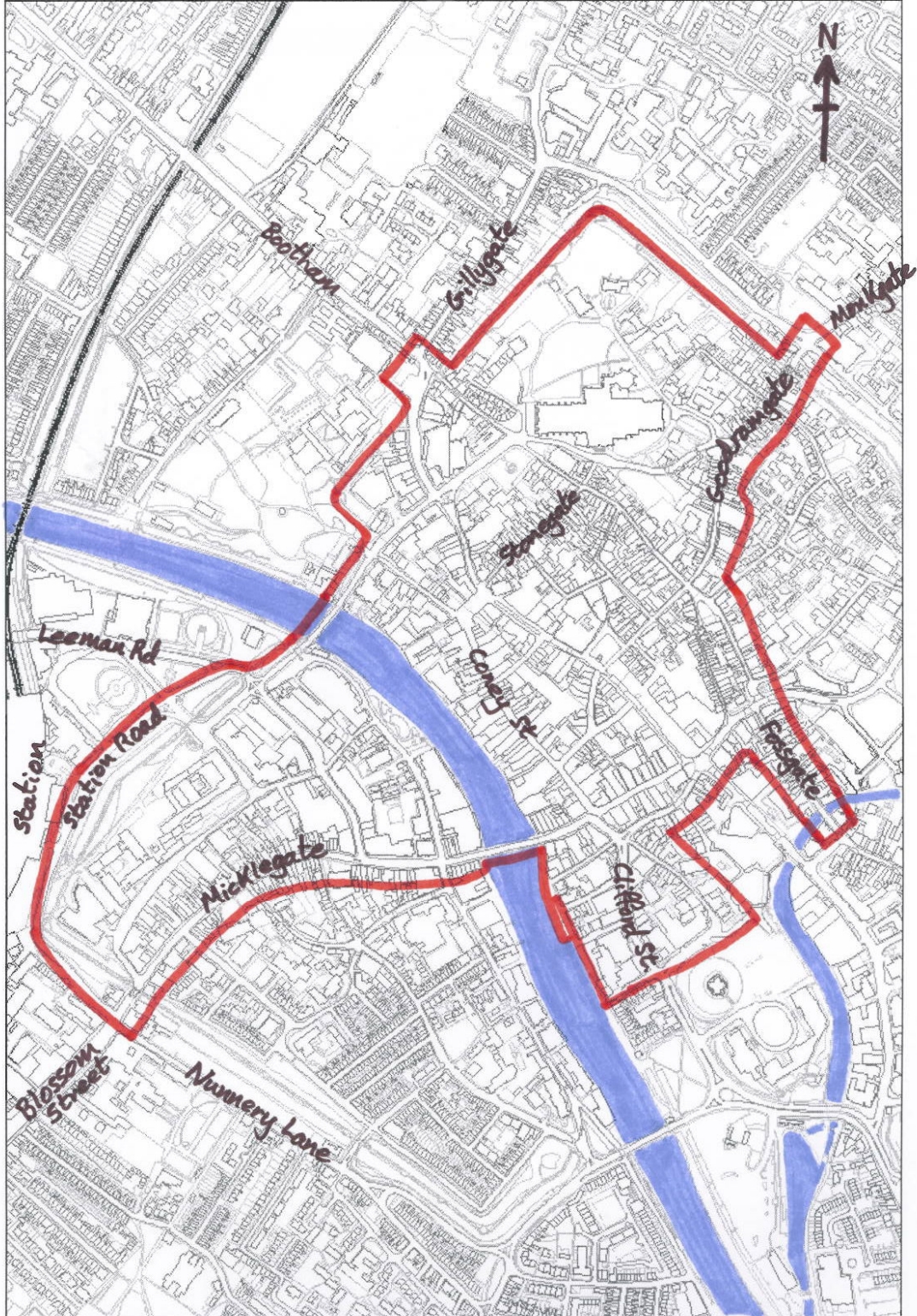
GP21 – Advertisements - Consent will be granted for signs, hoardings and large advertising panels where their size, design, materials, colouring and any form of illumination does not detract from the visual amenity of the areas in which they are displayed, particularly with regard to the character of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

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CYC Proposed Zero Tolerance Zone



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IMPORTANT INFORMATION

Changes to the Management of A-boards on the Highway

Dear Sir or Madam,

Kent County Council (KCC) has recently approved changes to how Advertising boards (A-Boards) are managed on the highway under the "Temporary Obstructions Policy". A licence is not required but an organisation that wishes to place an A-board on the highway will be responsible for complying with the KCC "Requirements for A-boards on the public highway". The requirements are detailed overleaf. The requirements exist to protect all highway users, including those with mobility and visual impairments. Alternative methods of advertising off the highway, including wall mounted or hanging signs, should always be considered before placing an A-board on the highway.

Kent as Highway Authority promotes the free and safe passage of all users of the highway. Our requirements follow the "Inclusive Mobility" guidance from the Department for Transport, which requires a minimum unobstructed footway width of 2.0m wherever possible, or 1.5m where fewer pedestrians are expected.

Where we do find A-Boards placed inappropriately, we will advise the owner to resite them. However, if the owner does not take action, we may remove the boards ourselves.

To view or download a copy of our policy and examples of alternative methods of advertising, please visit: www.kent.gov.uk/aboard or write to: Kent County Council, Highways & Transportation, Invicta House, County Hall, Maidstone Kent ME14 1XX or please call 08458 247 800.

Yours faithfully,

Bryan Sweetland - KCC Cabinet Member for Environment and Enterprise.

Your questions answered

Why have A-board Requirements - surely such matters don't make any difference to highway users?

KCC need to keep the footway, which is part of the highway, accessible to all users of the highway. By reducing unnecessary clutter and creating a more uniformed approach along streets, we hope to improve access along the highway for all users - which may help to encourage more people to walk and shop along our streets.

Does this mean I have permission to place an A-board on the highway?

No. This is not blanket permission; you may require planning permission from your Borough, City or District Council. Where possible, you should place your A-board on a private forecourt off the highway, or within your tables and chairs enclosure if you have one.

What can I do instead of using an A-board?

There are many "off-highway" advertising methods that KCC are keen for businesses to consider instead of placing an A-board, e.g. fixed wall boards, and mounted display boxes, window displays, hanging signs, changeable cloth signs, display screens or light bars. Examples are shown on our website; please note - you may require planning permission from your District or Borough Council.

Can KCC enforce this policy?

We hope that local businesses respect the "Requirements" that are detailed overleaf. Action will be taken to remove unauthorised problem items or items that cause an obstruction on the highway.

1. All A-boards placed on the highway should be able to be moved freely and easily. An A-board should not be attached to any sort of object on the highway. Whilst positioned on the highway they should be stable and kept upright, this can include being safely and discretely weighted down if required.
2. The A-board shall not cause any damage to the highway, or impede surface water drainage or obstruct access to any premise.
3. A-boards will be the owner's responsibility when placed on the highway, and the highway authority will not be liable for any damage or injury caused to highway users. The owner should hold Public Liability Insurance to indemnify the Kent County Council up to the value of £5 million against any liability, loss or damage, claim or proceeding whatsoever arising under Statute or Common Law in respect of the placing of temporary obstructions on the highway or their removal there from.
4. The A-board should relate to the normal business of the premises. A premise may only place one A-board. If your business has 2 entrances on 2 different streets, you may be able to place one on each street if there is adequate footway space. The A-board should not be placed on the public highway where a private forecourt is available.
5. A-boards may only be displayed directly outside of the business, during business hours. It is to be removed outside these hours and should not be positioned remotely from the property.
6. A-boards should not cause a visual distraction to drivers of road vehicles or obstruction to pedestrians on the highway.
7. A-boards should be easily detectable and noticeable to users who have visual impairments and situated in such a way that they can be negotiated with ease by users with mobility problems. 2m minimum unobstructed footway is required for busy areas and should be aimed for in all cases. For less busy areas, a minimum unobstructed footway width of 1.5m should be maintained at all times. No A-board may be positioned in areas of high pedestrian flow if specified by the highway authority, or where there is not enough remaining footway.
8. The A-board must be between: 0.8m to 1.05m high and 0.45m to 0.7m wide.
9. An A-board should be removed or repositioned with immediate effect if requested by the Highway Authority or member of the emergency services or an officer from a local authority in the interest of access to the highway or to maintain the highway.
10. Planning permission may be required. You should contact you local Borough City or District Council planning authority for further information
11. Nothing in these guidelines absolves those concerned form their legal responsibilities under the Highways Act 1980 and other relevant legislation, including the content on the A-board from S.5 of the Public Order Act 1986.

I, the undersigned, represent the business detailed below in agreeing to comply with the above requirements when placing an A-Board on the public highway.

Full name & address of Company	<input type="text"/>		
Email Address:	<input type="text"/>		
Phone Number	<input type="text"/>	Emergency Number	<input type="text"/>
Print Name:	<input type="text"/>	Date	<input type="text"/>
Signature	<input type="text"/>		

Kent County Council will only use the information provided in relation to with the processing and recording of your acceptance of these requirements to place an A-board on the highway. The information may be shared with the relevant district, borough or city council or statutory regulators for compliance and monitoring purposes as necessary.





“A” BOARDS: GUIDELINES

1. Introduction

- 1.1 The Council has 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 have powers and duties under the Highways Act 1980 and responsibility for street scene enforcement.

These guidelines have been prepared specifically in relation to street scene enforcement and is not intended to override any controls under the planning regime or express permissions required under the Highways Act 1980.

- 1.2 “A” Boards located on private land contained within the forecourt of a premises will require neither express consent under the planning system nor approval under the Highways Act.

2. Purpose of Guidelines

- 2.1 These Guidelines are intended to provide advice on siting “A” Boards on highway land.
- 2.2 As the Highway Authority, the Council has a duty 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.

The effective and proper enforcement of the laws relating to highways are essential to protect the local environmental interest of the residents, visitors and businesses of Bristol from the harmful impact that breaches of highway law can have.

- 2.3 The application of the Council’s duty as set out in paragraph 2.2 above, provides the basis for securing a consistent and fair approach to pursuing breaches of “A” Board displays on highway land.
- 2.4 A decision about enforcement action has serious implications for all involved: the general public, businesses, victims, witnesses and defendants. By applying the same principles, everyone involved in the process is helping to treat stakeholders fairly but effectively.
- 2.5 These Guidelines also support the Council’s objectives as set out in the Bristol Development Framework and the Joint Local Transport Plan for the West of England, to improve the pedestrian environment and encourage walking as a more sustainable and healthy form of travel. The guidelines also form a key part of Bristol’s Walking Strategy, which has been developed under the overall policy approach of the Joint Local Transport Plan.

3. Scope of Guidelines

- 3.1 These Guidelines apply solely to “A” Boards and other freestanding pavement signs, placed upon the Highway, which includes footways footpaths, paved areas and pavements and/or attached to highway property pursuant to the Council’s duty highlighted in paragraph 2.2 above.

It does not apply to “A” Boards on private property, including privately owned shopping centres.

An “A” Boards may display the business carried on, the goods sold or services provided, or the name or qualifications of the person carrying on the business, or supplying the goods or services, on those premises.

- 3.2 The Council understands the needs of businesses, and that to attract customers, businesses may wish to place “A” Boards and display goods outside of their premises.

This Guidelines set out allowances for what is considered acceptable in respect of “A” Boards pursuant to paragraph 2.2 above.

- 3.3 Wherever possible “A” Boards should be located within the curtilage of the property.

4. Practical Guidelines for “A” Boards on the Highway

- 4.1 “A” Boards and other freestanding pavement signs should be placed within a distance of 60 cm immediately in front of the premises they are advertising provided that 1.8 metres of clear footway can be retained between the road and the board.

No “A” Board or other freestanding pavement signs should be placed on highway land where there are private forecourts that could be used to accommodate them in accordance with conditional deemed consent.

Dimensions of “A” Boards

- 4.2 “A” Boards should be a standard A1 size and a maximum of 1.1 metres high. This is to ensure some uniformity in design, and thereby limit the size of the obstruction in the highway.

Colour and Design

- 4.3 Strong colours enhance in small quantities; too much and the effect is overpowering. To achieve impact a sign or advertisement should contrast with its background but it should not overwhelm it. Vibrant colours can be appropriate in commercial areas to add excitement, but may not be appropriate in more sensitive areas such as Conservation Areas or close to Listed Buildings.
- 4.4 Signs which are purely promotional rather than informative, for example, a sign bearing wording advertising a “Sale” or “Special Offer”, are discouraged in favour of

a sign bearing the name of the company or organisation owning or operating in the premises. This is not because of the subject matter of the sign, but in order to discourage a proliferation of promotional advertising, which ultimately could lead to a cluttered appearance.

Illumination

- 4.5 No electrical supply or Illumination will be considered on the Highway where it constitutes a highway hazard.

General

- 4.6 All "A" Boards and other freestanding pavement signs should be temporary in their nature so that they can be easily removed (e.g. require no excavation to install or remove).
- 4.7 "A" Boards and other freestanding pavement signs must not damage the highway. They must also be stable and not easily blown over.
- 4.8 Rotating or swinging signs, boards, displays, etc. on public highway should be avoided.
- 4.9 "A" Boards should relate to the normal business of the trading establishment.
- 4.10 Where multiple occupancy premises share joint accesses, only one sign, board, display, etc. will normally be considered appropriate per frontage (such as Arcades and Courts). However alternative options may be considered such as larger shared boards.
- 4.11 Any business should only display one "A" Board.
- 4.12 Advance directional "A" Board signs should not be placed on the highway away from premises.
- 4.13 It is not permitted to fix/chain boards or adverts to any bollard or piece of street furniture.
- 4.14 Placing "A" Boards in sensitive areas such as conservation areas or close to listed buildings can be unacceptable because of the adverse impact that the proliferation of such displays can have on visual amenity. As such particular attention will be paid to the visual amenity consideration of the "A" Boards in such locations.
- 4.15 "A" Boards will be the owners' responsibility when placed on the highway and the Highway Authority will not be liable for any injury or damage caused to highway users where these are placed on the highway.

All "A" Boards should be removed in their entirety from the Highway at the end of the days trading.

- 4.16 Nothing in these guidelines absolves those concerned from their legal responsibilities under the Town and Country Planning Act 1990 as amended and the Highways Act 1980.

5. Safety Considerations

- 5.1 The impact of an advertisement on public safety will depend on the nature of the advertisement and its location. The advertisement should not be so distracting or confusing that it endangers people who are taking reasonable care for their own and others safety.
- 5.2 A sign would be considered a hazard if: -
- It obstructs visibility;
 - Its content or appearance might distract the attention for a period of sufficient duration to endanger the viewer;
 - It might create glare and dazzle the viewer;
 - It obstructs, overshadows or distracts the attention away from highway, signs, signals or beacons.

6. Equality

- 6.1 On 5th April 2011 the new public sector 'Equality Duty' came into force under the Equality Act 2010. The aim of the duty is for public bodies to consider the needs of all individuals in making society fairer by tackling discrimination and providing equality of opportunity for all.

7. Enforcement

- 7.1 Enforcement will be taken by the Council in appropriate situations under the Highways Act 1980.
- 7.2 "A" Boards that create a nuisance or present a danger are likely to be removed by the Council in accordance with relevant legislation. This may involve serving a Notice requesting its removal before seeking a court order for removal and disposal where necessary. However "A" Boards that constitute an "immediate" danger, hazard or obstruction will be removed from the highway immediately.
- 7.3 "A" Boards removed from the highway, will be stored for 3 months after which they will be disposed of. A charge of £50 per item will be made if any item is claimed. In the case of persistent offenders or commercial concerns that the authority feels has an impact on the street scene, consideration will be given to seeking a criminal prosecution.
- 7.4 Normally, enforcement action will be undertaken on a theme or area based approach to coordinate and maximise its impact and efficiency.

It will however be necessary at times to take action immediately on individual complaints.

Brighton & Hove City Council – Street Access Issues Scrutiny Review

The Scrutiny Panel looked in detail at issues around the use of A-boards. At the time of the review, Brighton and Hove was split into two zones, one zone where the use of pavement space was licensed and one not. Therefore as part of their review, the Panel also considered whether Brighton & Hove City Council should continue to restrict the use of pavement space in their licensed zone, and if their current policy and licensing regime was working or should be relaxed.

Within their licensed zone, all traders wishing to place items on the highway need a licence. The licence specifies where items can be placed and the maximum area to be taken up. The licence is similar in appearance to a tax disc and must be displayed in the shop window. The positions licensed for objects to be placed, were aimed at producing the best compromise possible between the competing highway users.

Outside of their licensed zone, Traders may place items on the highway without the need for a license. However, if complaints are made to the council, cases are looked at on an individual basis.

Findings

The Scrutiny Panel recognised that whilst items placed upon the highway could be an obstacle to everyone, those experiencing reduced mobility or sight were disproportionately disadvantaged. They noted that navigation of the highway by partially sighted people was aided by fixed landmarks which could be learnt and therefore help in the understanding of exact location. Therefore, having items on the highway that moved on a day-to-day basis was a double problem in that they represented a collision hazard but also distorted the mental map that had been memorized.

Paradoxically, the Scrutiny Panel reasoned that if traders' items were to be of a more fixed location they would actually aid the passage of partially sighted individuals around the city adding to the mental map of the area.

However, the Scrutiny Panel recognised that those basic needed to be balanced with the needs of other users of the highway. Businesses throughout the city indicated throughout the review that use of the highway was integral to their survival. And, the Panel accepted that the city had developed a vibrant out doors café culture that necessitated some encroachment onto the pavement by traders.

Overall, the Scrutiny Panel agreed that in regulating and licensing the use of public highways their council should seek to strike a balance between the needs of competing interests. However this should be based on the premise that there should be free, unfettered access for all, to public highways in Brighton and Hove.

The scrutiny panel also endorsed their council's licensing policy regarding traders' items which states that:

- A. No licensed traders' items should be permitted to reduce the width of a footway to less than 1.3 meters except where:
- i) A formal pedestrian zone has been established in a road by Traffic Order and the whole of the carriageway is kept clear for pedestrian use;
 - ii) A road is closed to vehicular traffic by virtue of a temporary Traffic Order and the whole of the carriageway is kept clear for pedestrian use;
 - iii) A road is considered to be shared space and the whole carriageway is generally available for pedestrian use.
- B. That where a footway is reduced to a width of 1.3 meters (or less) by objects (whether these objects be traders' items of fixed street furniture such as lamp posts, bins etc.) 'turning areas' for manual wheelchair users and guide dogs must be established at regular intervals. These turning areas shall not be less than two meters in length and shall be the full width of the footway. Such areas must be maintained at intervals of no more than six meters along the length of any restricted footway.
- C. That, except in the case of items within large, waiter-serviced sitting-out areas, no traders' item shall be permitted to be placed more than 5 meters from the licensed premises. All objects must be within sight from a window or door of said premises or in clear visual range of CCTV camera(s) monitored from within the licensed premises. This provision will mainly affect advertising boards.
- D. That where an application is refused by Officers, an applicant may appeal to the Licensing Sub-Committee (the Licensing Panel).
- E. That applications for A-Boards shall be restricted to 1 per premises (excluding those situated on private land), but that special consideration will be given to those premises situated in twittens and alleyways regarding this policy.

The Scrutiny Panel found that there appeared to be a lack of coordination between different parts of the council that placed items on the highway, licensed items to be placed on the highway and used items placed upon the highway. They therefore agreed that communication and coordination between officers undertaking work that affected the street-scene, needed to be improved. They also suggested that overall responsibility for highway accessibility should be given to a named officer.

In regard to enforcement, the scrutiny panel agreed a robust, consistent enforcement regime of street access issues was vital. They recommended that consideration should be given to utilising additional staff resource in monitoring and enforcing the streetscape and suggested there should be increased cross directorate/team working with officers able to undertake multiple enforcement regimes, including consideration of the use of civil enforcement officers, city cleaning officers and PCSOs.

Where traders' items were in breach of license conditions, the Scrutiny Panel agreed two written warnings should be issued. Upon the third occasion of breach of license, immediate confiscation by council officers should be undertaken.

The case for a zero tolerance approach to A-boards	The case for permitting A-boards on the Public Highway
A very clear simple approach	Businesses off the beaten track may be easier to find/discover
<p>No requirement to develop a set of standards looking at issue such as:</p> <ul style="list-style-type: none"> • acceptable foot way widths for the volume of pedestrians, • size, • colour, • style, • content, • number, • time of day • proximity to the business in varying circumstances • ensuring liability insurance is in place • approved fixing methods • historic setting 	Businesses have an apparent additional low cost method of advertising their goods or services to compete with each other
Minimal CYC staff resource implications	Allows a business to quickly adjust its message to suit the conditions of the day
No requirement to establish a monitoring regime to ensure compliance with conditions	A potential income generator for the LA - though there is also a rise in staff resources - cost may be seen as unreasonably high
No requirement for an appeals process when applications are refused	
Places all businesses on the same advertising footing regardless quirks in location (an abrupt change in foot way width or close to a junction for example)	
Prevents escalation of advertising on street by similar competing businesses	
Cuts the Local Authority's risk to compensation claims for injury due to trips and falls	
Removes the chance of boards	

ending up in the carriageway (e.g. blown over in the wind)	
Improves the ability for people to freely travel along the highway; especially those with sight or mobility difficulties.	
Removes a mismatch of types and styles of advertising that poorly represents the local street scene.	
Ensures boards aren't inadvertently allowed to obstruct a drivers view	
Prevents local authority equipment being damaged or made more difficult to access	
Removes the possibility of damage to other objects e.g. trees, caused by A-boards being attached.	



Community Safety Overview & Scrutiny Committee
Report of the AD Governance & ITT

23 April 2013

Improving Community Resilience Scrutiny Review - Final Report

Summary

1. This report presents information gathered in support of the Community Safety Overview & Scrutiny Committee's review on Improving Community Resilience and asks Members to agree the recommendations arising.

Background

2. At a meeting in September 2012, the Committee agreed they would like to carry out a review on adaptation to climate change. Their concerns centred on the increase in localised surface water flooding (not river flooding) and they questioned what plans the Council had in place to respond.
3. The Committee requested that their potential review be scoped out to include information on:
 - The Changing Climate
 - Current controls/policy decisions, emergency planning, maintenance programmes, planning policy, community resilience etc
 - National best practise
 - Other interested partners e.g. Environment Agency, Drainage Boards, Farmers, Communities etc
4. At a meeting in November 2012, the Committee received a presentation on the changing climate, flood risk and emergency planning in respect of flooding in general. They considered information on York's vulnerability to past events e.g. flooding, snow, wind and storms etc, and, the consequential disruption to Council and/or Partner organisations processes i.e. interference with day to day service delivery and normal operational regime. They also looked at the predicted changes in climate for the future and its potential impact.

5. In January 2013, the Committee considered a report on Surface Water Management which had been considered by Cabinet in December 2012. Members queried if there were ways in which the community could assist the council in identifying flood risks, and learnt that the Local Flood Risk Management Strategy included consultation and engagement with the community. Also, that the council encouraged residents to notify them when persistent surface water problems occurred in order that they could be assessed.
6. Having considered all of the information provided, the committee agreed that a review of Surface Water Management was not required following Cabinet's recent approval of the Council's new Surface Water Management Plan. The Committee queried if surface water management planning was being carried out at a ward/community level, but learnt that the new plan was generic for across the whole city. However, officers confirmed that if there were particular issues in a ward a specific plan could be put in place. This raised the question of community preparedness for any form of emergency, as the Committee perceived a gap in emergency preparedness at community level. They therefore agreed that the focus of their scrutiny review should be on the arrangements in place to enable communities to be more resilient in times of emergency.

Community Resilience

7. The importance of community resilience was highlighted in York during the severe weather in winter 2010. The city experienced the worst weather conditions for around 25-30 years, including heavy snow falls and extremely cold conditions over a sustained period. Many residents were adversely affected, in particular the vulnerable and elderly. The conditions placed services delivered by the council under extreme pressure, and limited day to day activity in the city.
8. During that time, many residents across the city had to fend for themselves because responding organisations had to prioritise their response. Many individuals offered help and assistance to family, friends and neighbours. As a result, there are a small number of communities who now have an emergency plan in place – see example at Annex A. However, it is acknowledged that they may not have been regularly refreshed since their introduction, nor does the Council regularly pro-actively communicate with communities on the benefits of being resilient.

Best Practice Elsewhere

9. Communities in the UK already involved in preparing for emergencies show some or all of the following features:
 - Are aware of risks that may affect them (both nationally and locally) and how vulnerable they are to such risks. This helps motivate them to personally take action to prepare for the consequences of emergencies.
 - Work in partnership to complement the work of the local emergency responders and other organisations before, during and after an emergency.
 - Use of existing skills, knowledge and resources to prepare for, and deal with, the consequences of emergencies.
10. In February 2013, the Community Safety Overview & Scrutiny Committee received a presentation from the Emergency Planning Manager from Humber Emergency Planning Service at East Riding of Yorkshire Council. The presentation detailed the work undertaken by East Riding to improve community resilience across their region through the introduction of Community Resilience Plans. Community Resilience is defined as 'Communities and individuals harnessing local resources and expertise to help themselves in an emergency, in a way that complements the response of the emergency services'.

Information Gathered

11. In the East Riding of Yorkshire, following flooding in 2007, Town and Parish Councils across the region were asked to lead on the development of community resilience through the development of community Resilience plans.
12. A Community Resilience Plan will usually identify:
 - a local emergency co-ordination team
 - a place for the team to work from during an emergency
 - a safe place for any evacuees to shelter
 - a list of the vulnerable people that might need additional support
 - contact details for people with skills or resources that may be helpful during the response to an emergency

13. Every year East Riding of Yorkshire Council asks its Town and Parish Councils if they have a Community Resilience Plan in place, or if they intend to produce one. To assist them in their development of a community resilience plan, East Riding of Yorkshire Council provide a series of guidance documents, a DVD and templates.
14. There are now currently 71 Town and Parish Councils with Community Resilience Plans, and 47 in the process of preparing one, which is 70% of the Town & Parish Councils across the East Riding region. The completed plans are shared with emergency services partners, and the contact details extracted from the plans have been used to provide regular email updates during severe weather conditions.
15. A number of Town and Parish Councils across the East Riding area have gone on to successfully implemented their community resilience plan. For example, in October 2012 Snaith and Cowick Town Council triggered their community resilience plan and worked with the Environment Agency, the Council and other organisations in response to unstable flood defence. The Town Council were able to mobilise a team to assist with alerting the community, to open up a sports hall to act as a shelter as required and to open their Council offices to provide an operation hub for responders.
16. However, it does not have to be a Parish Council that prepares the Community Resilience Plan. It could be a Residents Association, Neighbourhood Watch Group or other community group.
17. Creating a Community Resilience Plan
Building on what is already in place in York in a small number of communities; it would take between 2-6 months to complete a Community Resilience Plan template, subject to the level of community engagement. Asking for the help of community residents is at the heart of community resilience planning, and in most areas it will be possible to find an abundance of skills, resources and equipment that can be used in an emergency.
18. There are a number of methods that can be used to request assistance including:
 - Writing to all members of the community to ask for assistance
 - Placing a request on community notice boards and community news letters

- Holding an open day for the emergency plan and requesting support from people as they pass
- Targeting businesses that operate in the community and requesting support
- Targeting community groups who help people, or who have resources or skills that could be useful in an emergency

19. Available Resources

There are no specific financial or HR resources available to the Council for assisting communities to develop a Community Resilience Plan. However, the focus is on each community to create their own plan so the cost to the council and CYC officer support would be minimal. At the time when East Riding of Yorkshire Council were introducing Community Resilience Plans, local communities across their region were able to access some funding from a number of new funding schemes. so it may be possible to work with community groups across York to help them identify available external funding.

20. Interaction with the Emergency Plans of other Responding Organisations

All other responding organisations will have their own emergency plans. East Riding produced a DVD which gave an overview of how they fit together – this is available to view at www.heps.gov.uk

21. The DVD also provided information on:

- The benefits of producing an emergency plan
- Running an emergency shelter
- Running an incident room
- Running an exercise to test the plan

22. Informing Town and Parish Councils of an Emergency

There is often an information vacuum at the start of an emergency, with responding organisations trying to ascertain exactly what has happened and what the consequences are. However, the Local Authority should provide notification as soon as possible after their arrangements have been put in place to implement their response to the emergency. The type of notification will always depend on the type of emergency e.g.:

- In the event of a localised emergency that impacts on one or a small areas, the designated person e.g. parish clerk or a member of the local emergency co-ordination team, would be telephoned by the Head of Service who is co-ordinating the Council's response to the

emergency. The Head of Service would be designated as the Control Centre Manager when they are in this co-ordination role.

- In the event of a wide area emergency that impacts on many wards initial notification is likely to come from an email sent from the Emergency Planning team or from the Control Centre Manager.
- A text alert service could also be utilised to send notification by SMS to a member(s) of the local emergency co-ordination team

23. Identifying Local Risks

The emergency services, local authorities, NHS, Environment Agency and other key organisations such as Yorkshire Water complete a regular risk assessment looking at the type of hazards that might create an emergency in the area. Some of the higher risks are:

- Industrial Accidents
- Seasonal & Pandemic Influenza
- Severe Weather
- Flooding

24. Completed Plans

Once a plan is completed, it needs to be distributed. It is likely that it will contain confidential information e.g. addresses of vulnerable people, so it needs to have a restricted distribution list. It is recommended that key members of a local emergency co-ordination team keep a copy, that a copy be provided to the Council to share with the emergency services, and that a copy be kept in an emergency box together with a copy of all the other information and equipment that might be needed during an emergency e.g.:

- a street map of the area
- maps showing areas likely to flood
- the register of electors (this can be provided by Electoral Services)
- paper and pens
- battery operated radio
- battery operated torches

25. Community Plans for Areas with Insufficient Resources

If a community is not in a position to prepare an emergency plan due to insufficient resources in the area, they could be encouraged to contact a neighbouring area and suggest preparing a joint plan in advance and splitting the work required.

Review Conclusions

26. Having received a detailed presentation on the approach taken by East Riding of Yorkshire Council, the Committee agreed it could be adapted and combined with current practices e.g. Snow Wardens, Flood Wardens etc, for introduction across York.
27. They also suggested that the introduction of community emergency plans could be supported by the Council's Emergency Planning Unit and the Communities & Equalities Team, and the completed plans could lie beneath the Community Contracts currently being drawn up.
28. Officers confirmed that a number of the council's partners i.e. North Yorkshire Fire & Rescue and Yorkshire Water, would be willing to support and help fund the process of introducing community resilience plans.
29. Finally, the Committee agreed it would also be useful to provide individual households with advice and guidance on emergency preparedness.

Council Plan 2011-15

30. The introduction of Community Emergency Plans would support the Council's aim to make Communities safe, resilient and cohesive.

Implications & Risk Management

31. During their development project, East Riding of Yorkshire Council successfully managed the associated risks and addressed the issues around insurance. If such a project were to be undertaken in York, the risks, and financial and HR implications could be similarly managed.

Recommendations

32. In order to ensure community preparedness for any form of emergency and enable communities to build their own resilience, the Cabinet are recommended to instruct officers to:
 - i) Strengthen community resilience by following best practice as implemented by others (e.g. East Riding of Yorkshire Council) through the introduction of Community Resilience Plans

- ii) Work with Communities to help them identify any available external funding
- iii) Work with appropriate partners to encourage their support and assistance.

Reason: To conclude the work on this review

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Chief Officer Responsible for the report:

Sally Burns
Director of Communities & Neighbourhoods

Wards Affected:

Report Approved Date 11 April 2013

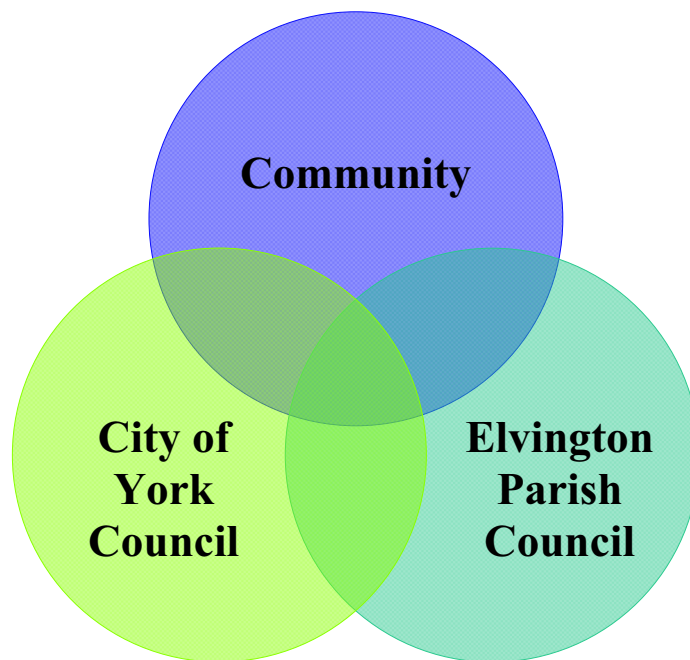
All

Background Papers: N/A

Annexes:

Annex A – Example of a current Community Emergency Plan in place in York

Elvington Parish Council



Emergency Plan

September 1st 2007

Updated 17th January 2012

Elvington Parish Emergency Plan

Introduction

The widespread flooding and severe weather events over the past few years have highlighted the difficulties for the Emergency Services and Local Authorities in responding fully without the assistance of local communities affected. These incidents, amongst others, have shown that there are actions the local parish can take to help themselves, particularly in rural areas. These actions will be more effective if the local parish has a planned and co-ordinated response in place before an incident occurs.

Aim of the plan

To increase short-term parish resilience.

Objectives

- Identify vulnerable elements of the Parish
- Identify hazards and possible mitigation measures
- Identify resources and key contacts in the parish

Role of the Chairman of the Parish Council

- Provide a vital link between the Parish and other organizations planning and responding to an emergency.
- Maintain the Parish Plan
- Provide a link to the City of York Emergency Planning Officer
- Call a Parish meeting during an emergency (if deemed necessary)
- Provide the focal point for the Parish response to an emergency

Parish Emergency Meeting

First consider the following:

- Is a meeting necessary?
- Is the venue safe for meeting and access?
- Has York Council been informed?
- Has parish been informed?
- Take a copy of First Agenda

N.b.: Elvington Village Hall will be the focus for the Parish response and will act as the rendezvous point. In the event of the hall not being accessible, the Parish Council will relocate to the School, or ultimately the Sports Club, which is located next to the Surgery and Sports Field.

Emergency Action Check List

- **Dial 999, ensure the emergency services are aware of the emergency and follow any advice given**

- **Contact City of York Council
(Duty Emergency Planning Officer)
on: 07880 505369**

- **Use the log sheet at the back of the plan to record:**
 1. **Any decisions you have made**
 2. **Who you spoke to and what you said**

- **Contact other members of the Parish that need to be alerted:**
 1. **Those specifically under threat**
 2. **Parish Councillors (via the Parish Clerk)**
 3. **Volunteers and Key-holders that may be needed**

(Contact initially may be to inform them of the emergency or to inform them of current Emergency Service advice regarding any action to be taken)

PARISH COUNCILLORS AND CLERK		
Name	Telephone Number	Address
Ian Bailey (Chairman)	01904 608294	Glen House Main Street
Phil Rees (Vice- Chairman)	01904 607902	Beech Cottage Main street
Terry Wilson	01904 607221	4 The Cottages The Village Green
John Nicholson	01904 608301	Spring Lodge Main Street
John Webster	01904 608520 01904 608620	Bramley House 3 Derwent Close
David Forster	01904 608569	The Grey Horse Main Street
Anne Taylor	01904 607857	18 Riverside Close
David Headlam (Clerk)	01904 608721	Bramland House Dovecote Garth

Communication with Residents

1. Information Boards

- a) Outside Village Hall**
- b) Dauby Lane (opposite School)**
- c) Elvington Park (entrance)**

2. Parish Council meetings

3. Cascade phone system

4. Village website

www.elvington-york.co.uk

5. Parish Magazine distributors

6. Local Radio and TV

N.B.: Information regarding residents needing or requesting assistance will rely on the Elvington Electoral Roll, local knowledge, surgery and district nurses.

CONTACTS

Emergency Services	999	
Chairman of Parish Council	01904 608294	parishchairman@elvington.net
Vice- Chair of Parish Council	01904 607902	
Clerk	01904 608721	Clerk holds Electoral Roll
CYC Emergency Duty Team (Social Services)	01904 551550 0845 034 9417	www.york.gov.uk
Police HQ	101	
Fire Service HQ	01609 780150	
Chairman Sutton upon Derwent Parish Council	01904 608412 01904 607434	Pete Kirby (Chairman) Victoria Fletcher (Clerk)
Environment Agency Floodline	0845 9881188 then 0214211	www.environment- agency.gov.uk
Major Incident Response Team	07974 745194	Practical / Emotional Support
Road Watch AA	0113 2049111	
NHS Direct	0845 4647	www.nhsdirect.nhs.uk
Elvington Medical Practice	08450 717170 607606(ex/d)	www.elvingtonmedicalpractice. co.uk
District Nursing Sister	01904 627635 0845 0568060 (Out of hours)	
School Caretaker	01904 608398 01904 608493	
Gas – Transco	0800 111999	
Electricity – National Grid	0800 375675 0800 668877	
Drinking Water:	08451 242424	
Waste Water:	08451 242429	
BT	0800 8001 250	
Local Ministers: Peter Burgess Taff Morgan	01904 448309 01904 607121 / 07902 033174	
Radio York	01904 601606 (Helpline) 01904 622033 (News)	
Radio Humberside	01482 211202	
Minster FM	01904 488011	
Radio Aire	0113 2457822	

PARISH RESOURCES			
Resource	Contact/Key-Holder	Phone	Capacity
Village Hall- Kitchen, hall, toilets, tables, chairs, utensils	Village Shop Grey Horse Richard Pearce Jean Ripley	01904 608264 01904 608335 01904 607780 01904 608789	150+
Surgery	Dr Longmore	01904 607676 (ex-directory number)	Computer with internal connection system to York District Hospital
Sports Club and Field- Kitchen, hall, tables, chairs, utensils	Mick Barker Bill Pigg Sue Challis	01904 607123 01904 608114 01904 608143 01904 608398	100+ Large open field
Church	Minister (Taff Morgan) Churchwarden (Gill Jones)	01904 607121 07902 033174 01904 608287	250 No facilities other than seating and good solid walls
NAAFI and Air Museum Spaces, toilets, tables, chairs, kitchen, utensils	Director (Ian Reed)	01904 608595	There are many and varied spaces, with toilet and kitchen facilities in the NAAFI
School-- Hall, classrooms, kitchen, toilets, etc.	Head Teacher Caretaker	01904 608398 01904 608493	250+
Grey Horse Inn (usual public house facilities)	Jason Butler / David Forster	01904 608335 01904 608569	C 100

ELVINGTON SKILLS & EQUIPMENT		
NAME / TEL	ADDRESS	SKILLS / EQUIPMENT
Jeff Stubbins 01904 608517	The Bridge	Lifting and welding equipment
John Nicholson 01904 608301	Main Street	Contact with farmers
A1 Haulage 01904 608463	Drome Farm Elvington Lane	Plant and transport
Smallwoods 01904 607825	Main Street Sutton on Derwent	Road sweeping and Drain cleaning
John Webster 01904 608520	Elvington Industrial Estate	Joinery
Surgery 08450 7171 70 01904 608224	York Road Elvington	Medical expertise
Elvington Village Store 01904 608264	Main Street	Food supplies etc.
The Grey Horse 01904 608335	Main Street	Refreshments
Rolawn 0845 604 6050	York Road Elvington	Tractors
Elvington Air Museum 01904 608595	Airfield	Fire Trucks

The Flood Defence Scheme

The village is protected by a scheme in the vicinity of the Church, consisting of an embankment with a culvert beneath it for the Beck to flow through. At the exit end is a 'loose' flap valve which closes by river pressure when the Derwent rises. There is a manually operated penstock at the opposite end which is precautionary against the flap valve failing to fully close, most probably because of obstructions. The embankment and penstock are controlled and maintained by the Environment Agency.

A pumping station, located in the vicinity of the embankment, controls two pumps that discharge water from the Beck when the flap valve and penstock are closed. The pumps operate automatically when switched to do so – for safety reasons, they are normally maintained on 'manual' control. A red warning light is located on the outside of the building to warn of possible malfunctions, though this is only easily visible from Northumberland House. The pumping station and associated equipment are controlled and maintained by the Ouse and Derwent Internal Drainage Board, who are also responsible for ensuring that the Beck and culverts/grills are free from obstructive debris.

The scheme, which is located on private land, must not be accessed by the general public at any time; it is a particularly dangerous area at times of flooding.

Emergency Arrangements

The Environment Agency notify the IDB of any forecasted flooding from the Derwent, who then ensure that the pumps are set to automatic, following which the EA will close the penstock. The IDB will also check that culverts/ grills are free from debris.

Water depth gauges are located in the Derwent upstream by the Bridge, at either end of the embankment, and in the Beck adjacent to the telephone box. They are all calibrated to identical reference levels.

The pumps will start automatically when water in the Beck reaches 5.8m; they will switch off when the level falls to 4.6m. At the danger level of 6.3m there is a severe likelihood of properties being flooded and water flowing across the road.

The EA, IDB and CYC have their own detailed Emergency Flood Plans for the village.

Emergency Actions

- **If the Beck rises to 5.9m (on the scale by the telephone box), this is a potential emergency and one of the Emergency Contacts below must be notified urgently.**
- When the warning light of the pumping station is lit, notify one of the contacts below without delay.
- The **Emergency Contacts**, who have emergency details for all the necessary service providers are:

The Chairman of the Parish Council	(Ian Bailey – 608294)
The Deputy Chairman	(Phil Rees – 607902)
The Parish Clerk	(David Headlam – 608721)

- In an extreme situation, City of York Council have an emergency (24 hour) contact number: (York) 625751 (or 551550 during normal office hours).

Log Sheet

Date and Event	Time	Information / Decision / Action	Name

ADMINISTRATION

- **Guidance Notes for Councillors**
- **Risk Assessment**
- **Plan Distribution List**
- **Review and Amendment Record**
- **Health and Safety**
- **Data Protection**
- **Freedom of Information Act**
- **Communications**
- **Media Enquiries**
- **Local Radio and Local TV**

Guidance Notes to Councillors

(RECOMMENDED ACTIONS)

Act as a point of reference for your parish by:

1. Maintaining regular contact with the City of York Council.
2. Liaising with Ward Councillors and council representatives.
3. Talking to residents affected by the situation.
4. Visiting Rest Centres, if established in your area.
5. Contributing to the media response as requested by the City of York Council Marketing & Communications department.
6. Providing feedback to fellow members.
7. Directing any questions or queries through the City of York Council Emergency Control Centre (if established).

In all cases, keep notes of information received, actions, times & dates and contact details of those persons providing the information. Verify information for accuracy and co-ordinate relevant information that should be passed to the Council Emergency Control Centre for action or to the relevant Emergency Service if it is of a life-threatening nature.

ACTIONS YOU SHOULD AVOID

Do not:

1. Become involved at the scene of an incident unless specifically requested to do so. This could prove counter-productive.
2. Interfere in operational matters.
3. Put yourself at risk
4. **Remember that in the early stages of an incident there will be an element of confusion and misinformation.** By following these guidance notes you will become the eyes and ears of the emergency responders and your contribution could make a difference to how well the integrated emergency response is managed.

RISK ASSESSMENT				
Hazard	Impact	Measures in place	Other measures possible	Risk
Flooding	Population Roads & traffic Buildings	Flood defences	Sandbags	Medium
Total or partial loss of gas	Domestic Industrial			Low
Total or partial loss of electricity	As above			Medium
Total or partial loss of water	As above			Low
Total or partial loss of telephone	School Surgery Domestic Industrial			Low
Severe Weather	Population Roads Buildings School Livestock			Medium to High
Major Fire	Population Buildings Traffic Pollution			Low to Medium
Loss of road access Transportation, toxic release	Population Emergency Services Industry			Medium
Bridge Collapse	Pos: loss of life Disruption			Low
Industrial explosion or fire. Toxic release	Personnel Pollution Buildings and traffic in vicinity			Low
Terrorist incident	Everyone			Low
Nuclear Incident	Everyone			Low
School Incident	Children Staff Community			Low

PLAN DISTRIBUTION LIST

#	Agency	Named Person	Contact Tel:	Plan Location
1	Parish Councillors and Parish Clerk	David Headlam (Clerk)	01904 608721	Homes
2	City of York Council Emergency Planning Officer	Emergency Planning Team	01904 551009 07880 505369	emergency.planning@york.gov.uk
3	Elvington Medical Practice	Julie Lund	08450 717170	Reception
4	The Grey Horse, Elvington	David Forster	01904 608335 01904 608569	Alarm Cupboard
5	Village Hall	Keys to Village Hall held at: Village Shop & Village Pub		Filing Cabinet
*	Electoral Roll	David Headlam Clerk	01904 608721	parishclerk@ elvington.net

REVIEW & AMENDMENT RECORD

#	Date	Review	Amendment	Name
1	01/02/09	General	Contacts	D Forster
2	30/11/09	General	Contacts	D Forster
3	20/12/10	General	Contacts & Update of Flood Plan	D Forster
4	17/01/12	General	Contacts	D Forster
5				
6				
7				
8				
9				
10				

Health & Safety

No member of the Parish Council, whilst undertaking activity in furtherance of this plan, will expose themselves to danger. Members are responsible for their own safety and should undertake a risk assessment of proposed activities before embarking on a particular course of action. This is especially important whilst at or near the disaster scene (operational area).

Members should only attend the operational area of an incident if so requested by one of the emergency services present at the scene. They will obey any Health & Safety directives issued by any Emergency Service Safety Office or, in that person's absence, any of the emergency service personnel at the location.

Data Protection

The plan contains personal information on *living individuals* and is subject to regulations and restrictions as laid down in the Data Protection Act. Such personal information as is contained within this document is provided with the consent of the named individual, on the understanding that it is used only for the purpose for which it was given.

Freedom of Information Act

All personal information in this document is held in confidence and will not be subject to disclosure by virtue of the Freedom of Information Act. Information not containing personal details may be released under disclosure rules. Personal details of individuals holding Public Office (Parish Councillors) are not protected; however, any additional information above the statutory requirement will not be disclosed under the Freedom of Information Act. **Other information** will not be subject to disclosure except to those persons or organisations shown in the plan distribution list.

Communications

There are no special arrangements to provide Parish councillors with radios or other communication tools in an emergency. Members will be self-sufficient and provide their own mobile phones or make use of fixed telephone lines.

***NB:** Mobile communications cannot always be guaranteed. The emergency services can, if the situation becomes necessary, close access to each of the main networks, thus restricting use to those secured against such shutdowns. This is known as MTPAS (Mobile Telecommunication Privileged Access Scheme).*

Media Enquiries

Following any major incident, demands from the media for prompt and accurate information will exert extreme pressure on all the agencies involved. It will be both immediate and sustained, and must be co-ordinated so that conflicting information is avoided. **The Police are the co-ordinating agency** for the multi agency response and will lead on this. This does not prevent other agencies from speaking to the press on issues that are within their remit; anything released by one agency to the press is shared with the others. The Press Liaison Officers for each of the agencies are key to successful handling of the media; they will facilitate all enquiries and requests for interviews.

There are agreed joint arrangements in York and North Yorkshire for providing a co-ordinated response to the media during and following a major incident, as specified in the York and North Yorkshire Media Plan. It is important that any contact with the media is managed by the appropriate Press Liaison Officer. For Parish Councils the appropriate officer will be the Duty Press Officer of the City of York Council (*24 hour cover*). The Chairperson of the Parish Council has the relevant contact details.

Where there is multi agency involvement in the emergency response, the interface with the media may be undertaken by another agency in accordance with the agreed arrangements and protocols. Normally, a City of York Council spokesperson will speak on behalf of the Authority. The Parish Council may be asked to provide a spokesperson in these circumstances. The Parish Council should not proactively seek out the media without first contacting the City of York Council Duty Press Officer.

Local Radio Stations

Requests for radio interviews should be passed to the City of York Council Duty Press Officer; they will assist in the arrangements and be able to offer professional advice on how to deal with particular aspects of the interview. It is unlikely that the Parish Council would be approached directly, as most news desks route all of their requests through the Press Officer of the relevant agency.

Local Television Stations

The arrangements for local radio will apply to television interviews.

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Community Safety Overview & Scrutiny Committee –Draft Work Plan for 2013-14

Dates	Work Programme
5 June 2013 @ 5pm	<ol style="list-style-type: none"> 1. Attendance of Cabinet Member for Communities & Neighbourhoods – discussion re priorities & challenges for 2013/14 2. Introductory briefings on Agreed Scrutiny Topics for this Municipal Year 3. Workplan
9 July 2013 @5pm	<ol style="list-style-type: none"> 1. Scrutiny Review No.1 – Scoping Report to Agree Review Remit 2. Safer York Partnership Bi-Annual Performance Report (Ian Cunningham) 3. CYC Year End Financial & Performance Monitoring Report (Patrick Looker) 4. Workplan & Verbal Update on Ongoing Reviews
10 Sept 2013 @ 5pm	<ol style="list-style-type: none"> 1. CYC First Qtr Finance & Performance Monitoring Report (Patrick Looker) 2. Scrutiny Review No.2 – Scoping Report to Agree Review Remit 3. Workplan & Verbal Update on Ongoing Reviews
12 Nov 2013 @ 5pm	<ol style="list-style-type: none"> 1. Scrutiny Review No.1 – Interim Report 2. Workplan & Verbal Update on Scrutiny Review No.2
14 January 2014 @ 5pm	<ol style="list-style-type: none"> 1. CYC Second Qtr Finance & Performance Monitoring Report 2. Scrutiny Review No.2 – Interim Report 3. Safer York Partnership Bi-Annual Performance Report (Ian Cunningham) 4. Workplan & Verbal Update on scrutiny review No.1
11 March 2014 @ 5pm	<ol style="list-style-type: none"> 1. CYC Third Qtr Finance & Performance Monitoring Report 2. Scrutiny Topic No.1 – Draft Final Report 3. Workplan & Verbal Update on Scrutiny Review No.2
22 April 2014	<ol style="list-style-type: none"> 1. Attendance of Cabinet Member for Environmental Services - discussion re priorities & challenges for 2014/15 2. Police & Crime Panel Workplan 2014-2015 – Attendance of PCP Support Officer & CYC Panel Members 3. Scrutiny Topic No.2 – Draft Final Report 4. Draft Workplan for 2014/15 – Discussion re Possible Topics for Scrutiny Review in coming Year

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