

A meeting of the **OVERVIEW AND SCRUTINY PANEL (ECONOMY AND GROWTH)** will be held in **CIVIC SUITE 0.1A, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, CAMBS, PE29 3TN** on **TUESDAY, 9TH FEBRUARY 2016** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

**Contact  
(01480)**

## **APOLOGIES**

**1. MINUTES** (Pages 5 - 10)

To approve as a correct record the Minutes of the meeting held on 12th January 2016.

**A Green  
388008**

**2. MEMBERS' INTERESTS**

To receive from Members declarations as to disclosable pecuniary and other interests in relation to any Agenda item.

**3. NOTICE OF KEY EXECUTIVE DECISIONS** (Pages 11 - 14)

A copy of the current Notice of Key Executive Decisions is attached. Members are invited to note the Plan and to comment as appropriate on any items contained therein.

**M Sage  
388007**

**4. UPDATE ON GREEN SPACE PROVISION**

To receive a verbal update on the existing provisions, and implementation, of the Huntingdonshire Developer Contributions Supplementary Planning Document 2011 in relation to Green Space.

**A Moffat 388400 /  
A Merrick 388635**

**5. EVENTS POLICY FOR PARKS AND OPEN SPACES** (Pages 15 - 40)

The Events Policy for Parks and Open Spaces is to be presented to the Panel.

**A Merrick  
388635**

**6. ANNUAL MANAGEMENT PLANS FOR COUNTRYSIDE ASSETS** (Pages 41 - 54)

To receive a report on the Annual Management Plans for Countryside Assets.

**A Merrick  
388635**

**7. GROUNDS MAINTENANCE - SERVICE SPECIFICATION** (Pages 55 - 74)

The Panel is to receive the Grounds Maintenance Service Specification.

**A Merrick  
388635**

**8. REVIEW OF WASTE POLICIES** (Pages 75 - 102)

The Review of Waste Policies is to be presented to the Panel.

**A Merrick  
388635**

**9. WORKPLAN STUDIES** (Pages 103 - 104)

To consider the work programmes of the Communities and Customers and Finance and Performance Overview and Scrutiny Panels.

**A Green  
388008**

**10. OVERVIEW AND SCRUTINY PROGRESS** (Pages 105 - 106)

To consider a report on the Panel's activities and scrutinise decisions taken since the last meeting as set out in the Decision Digest (circulated separately).

**A Green  
388008**

Dated this 1st day of February 2016



Head of Paid Service

**Notes**

**1. Disclosable Pecuniary Interests**

(1) *Members are required to declare any disclosable pecuniary interests and unless you have obtained dispensation, cannot discuss or vote on the matter at the meeting and must also leave the room whilst the matter is being debated or voted on.*

(2) *A Member has a disclosable pecuniary interest if it -*

*(a) relates to you, or*

*(b) is an interest of -*

*(i) your spouse or civil partner; or*

*(ii) a person with whom you are living as husband and wife; or*

*(iii) a person with whom you are living as if you were civil partners*

*and you are aware that the other person has the interest.*

(3) *Disclosable pecuniary interests includes -*

*(a) any employment or profession carried out for profit or gain;*

*(b) any financial benefit received by the Member in respect of expenses incurred carrying out his or her duties as a Member (except from the Council);*

*(c) any current contracts with the Council;*

*(d) any beneficial interest in land/property within the Council's area;*

*(e) any licence for a month or longer to occupy land in the Council's area;*

*(f) any tenancy where the Council is landlord and the Member (or person in (2)(b) above) has a beneficial interest; or*

*(g) a beneficial interest (above the specified level) in the shares of any body which has a place of business or land in the Council's area.*

**Non-Statutory Disclosable Interests**

- (4) *If a Member has a non-statutory disclosable interest then you are required to declare that interest, but may remain to discuss and vote providing you do not breach the overall Nolan principles.*
- (5) *A Member has a non-statutory disclosable interest where -*
- (a) a decision in relation to the business being considered might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a person with whom you have a close association to a greater extent than it would affect the majority of the council tax payers, rate payers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the authority's administrative area, or*
  - (b) it relates to or is likely to affect a disclosable pecuniary interest, but in respect of a member of your family (other than specified in (2)(b) above) or a person with whom you have a close association, or*
  - (c) it relates to or is likely to affect any body –*
    - (i) exercising functions of a public nature; or*
    - (ii) directed to charitable purposes; or*
    - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a Member or in a position of control or management.*

*and that interest is not a disclosable pecuniary interest.*

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**Please contact Mr Adam Green, Democratic Services Officer (Scrutiny), Tel No. 01480 388008/e-mail [Adam.Green@huntingdonshire.gov.uk](mailto:Adam.Green@huntingdonshire.gov.uk) if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Committee/Panel.**

**Specific enquiries with regard to items on the Agenda should be directed towards the Contact Officer.**

**Members of the public are welcome to attend this meeting as observers except during consideration of confidential or exempt items of business.**

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[www.huntingdonshire.gov.uk](http://www.huntingdonshire.gov.uk) (under Councils and Democracy).

If you would like a translation of Agenda/Minutes/Reports or would like a large text version or an audio version please contact the Elections & Democratic Services Manager and we will try to accommodate your needs.

***Emergency Procedure***

*In the event of the fire alarm being sounded and on the instruction of the Meeting Administrator, all attendees are requested to vacate the building via the closest emergency exit.*

## HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the OVERVIEW AND SCRUTINY PANEL (ECONOMY AND GROWTH) held in Civic Suite 0.1A, Pathfinder House, St Mary's Street, Huntingdon, Cambs, PE29 3TN on Tuesday, 12th January 2016.

PRESENT: Councillor T D Sanderson – Chairman.  
Councillors Mrs B E Boddington, J W Davies, Mrs A Dickinson, I D Gardener, D A Giles, S Greenall and K D Wainwright.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors I C Bates, B S Chapman and R J West.

IN ATTENDANCE: Councillors J D Ablewhite, R C Carter and R Harrison.

### 1. ELECTION OF CHAIRMAN

RESOLVED

that Councillor T D Sanderson be elected Chairman of the Panel for the remainder of the Municipal Year.

**Councillor T D Sanderson in the Chair.**

### 2. MINUTES

The Minutes of the meeting of the Overview and Scrutiny Panel (Environmental Well-Being) held on 8th December 2015 were approved as a correct record and signed by the Chairman.

### 3. MEMBERS' INTERESTS

No declarations were received.

### 4. APPOINTMENT OF VICE-CHAIRMAN

RESOLVED

that Councillor A Dickinson be appointed Vice-Chairman of the Panel for the remainder of the Municipal Year.

### 5. NOTICE OF KEY EXECUTIVE DECISIONS

The Panel received and noted the current Notice of Key Executive Decisions (a copy of which is appended in the Minute Book) which had been prepared by the Executive Leader for the period 1st January 2016 to 30th April 2016.

### 6. OVERVIEW OF INTERNAL DRAINAGE BOARDS

The Panel received a presentation from the Project and Assets Manager on Internal Drainage Boards (IDB). The key points are as follows:

- an IDB is a local public authority that manages water levels and are usually found within areas of special drainage need;
- there are 120 IDBs in England of which 15 are located within the District;
- they have a special responsibility to enhance the ecology of the area;
- in addition to IDBs are the Middle Level Commissioners who are a Navigation Authority. They have spent about £38m to replace the St Germain's Pumping Station;
- IDBs receive funding from drainage rates, special levies on the District Council, Highland Water contribution from the Environment Agency, Department for Environment, Food and Rural Affairs contributions and income from new developments or infrastructure;
- the Council pay IDBs around £394k in drainage rates each year;
- the IDB Board consists of elected members from the ratepayers and Council nominations. They tend to be volunteers so costs are kept to a minimum, and
- the advantage of IDBs are that they are managed by local people who know the area, the problems and want the best solutions.

Following a question regarding dredging and when it is carried out, the Panel were advised that dredging is the responsibility of each individual IDB and as they are proactive dredging would be carried out when it is essential.

The Panel received clarity on the issue of flooding. Members noted that the River Ouse has a large flood plain which is designed to flood when the Ouse bursts its banks however the IDBs want to restrict flooding on farm land to a minimum.

In response to the presentation the Panel discussed the merits of the Flood Prevention Working Group and whether they wanted to pursue further work on IDBs. The Panel,

RESOLVED

- (i) that the Flood Prevention Group be disbanded; and
- (ii) to scrutinise flooding documents when it is deemed necessary.

## **7. PROGRESS ON THE IMPLEMENTATION OF THE MARKETING STRATEGY (SIX MONTHLY REPORT)**

With the aid of a report by the Economic Development Manager (a copy of which is appended in the Minute Book) progress on the implementation of the Marketing Strategy was presented to the Panel. In addition to the report Members received a brief history of the Marketing Strategy.

The key points presented to Members were:

- as part of the Economic Growth Plan the Marketing Strategy was developed in order to assist the delivery of the Plan;
- one of the aims of the Plan is to make Huntingdonshire the best place to live, work and invest, and
- part of the strategy is the development of a new website.

Members have been informed that the success of the implementation plan would be measured against three key outputs, which are:

- successful launch of website and initial promotional materials;
- increasing volumes of website traffic; and
- increasing numbers of newsletter subscriptions.

Following a question regarding inclusion of the Enterprise Zone when measuring growth in business rates the Panel was informed that the inclusion of the Enterprise Zone would be useful for the purpose of data analysis and giving a true indication of overall growth.

A concern was raised that contrary to the aim of encouraging workers, the District was turning into a commuter area. In response Members were advised that recruiters have stated that they have vacancies which they were struggling to recruit to. In addition the Council are working with partners EDGE in order to try and convince commuters to remain in the area and take advantage of the employment opportunities.

In response to a question about apprenticeships and how the Council are promoting them the Panel were informed that there was a careers fair in December 2015 with 88 exhibits. Furthermore there are business breakfasts where the Council promotes apprenticeships. In addition to these the Council would like to start providing apprenticeships in the future.

The Economic Development Manager announced that the 'Promote Huntingdonshire' website would be launched on 11th March 2016. Members expressed their wish to see a regularly updating main page to encourage customers to revisit the website.

After a question regarding where the Local Enterprise Partnership (LEP) fit into the set up Members were told that the LEP is a business led organisation for a large area. The Government requires Local Authorities to consult with the LEP with economic development projects. The Panel,

**RESOLVED**

to receive updates of the Huntingdonshire Marketing Strategy every six months.

## **8. OPEN SPACES WATER SAFETY POLICY**

With the aid of a report by the Interim Head of Operations (a copy of which is appended in the Minute Book) the report on Open Spaces Water Safety Policy was presented to the Panel. Members were informed that when formulating the policy Officers investigated the best practice of other local authorities.

The Panel was advised that as part of the policy all open water sites would be risk assessed according to the Royal Society for the Prevention of Accidents (RoSPA) guidance. It was recommended that RoSPA should train staff within the Environmental Services Section to carry out risk assessments as this was seen as a more sustainable approach to managing the risk of open water sites.

Members noted that it was proposed the Council proactively manage the risk of open water sites by using RoSPA's publication 'Safety in Inland Water Sites' as design guidance so that developers will consider the risks of open water sites when designing and constructing developments.

In response to a question regarding reassessing the risk the Panel noted that the Council would assess high risk open water sites each year and low risk open water sites every three years. Members were advised that legislation places the emphasis on Local Authorities to assess the risk of open water sites and how often those areas should be reassessed.

Following Councillor Mrs B E Boddington's question on the environmental impact the policy could have upon open water sites the Panel was informed that the Council would ensure that the balance between managing the risk to the public and protecting the biodiversity of an area was effective and fair.

Concerns were raised in regarding open water sites within the District where there were not safety measures and it was not clear who is responsible for the maintenance. Members noted that the policy lists the locations of Council owned outdoor open water sites and that £30k would be pump primed to provide equipment and signage as necessary from the site specific risk assessments.

The Panel were pleased with policy as it shows the Council are taking water safety seriously and have indicated that they would like to review the policy at a Panel meeting in 12 months' time. The Panel,

RESOLVED

to recommend to Cabinet that the Open Spaces Water Policy should be endorsed.

*(At 8.00pm, during the discussion on this item, Councillor R Harrison left the meeting).*

## **9. STREET CLEANSING - SERVICE SPECIFICATION**

With the aid of a report by the Interim Head of Operations (a copy of which is appended in the Minute Book) the report on Street Cleansing Service Specification was presented to the Panel. The Panel were advised that the specification had been developed to be compliant with the Environmental Protection Act.

Members noted that in order to assist the prioritisation of street cleansing, the District had been zoned from one to four and the response times vary according to the zone. If there is a fall in standard from grade A to grade B within zone 1 then the Council will



rectify the standard within five hours however if the standard drops from grade A to grade D then the Council will rectify the standard within one hour. Members noted that maps will be produced in order to clarify the zones and in particular the Town Centre area.

Following a request that the Council should remove all graffiti and not just offensive graffiti Members were advised that the specification makes reference to offensive graffiti as there was a legislative requirement to remove offensive graffiti.

The Panel recognised that although ideally all graffiti should be removed there are different scales of graffiti and it was important that, with the limited resources available, the Council prioritises its response. There was confirmation that the Council would remove graffiti from private land for a fee.

In response to a question on the cleansing of gullies, Members were advised that the Council only cleanse gullies on its own land and that Cambridgeshire County Council cleanse the rest.

After a discussion concerning the enforcement of dog fouling and littering, Members discussed the possibility of a working group to investigate developing an awareness campaign or targeted enforcement work such as littering from a car.

The Panel thought the specification was worthwhile and would like to see regular updates at future Panel meetings. The Panel,

RESOLVED

to recommend to Cabinet that the Street Cleansing Service Specification be endorsed.

**10. EARITH, SAWTRY AND STILTON NEEDS ANALYSIS OF OPEN SPACE AND PLAY FACILITIES.**

With the aid of a report by the Interim Head of Operations (a copy of which is appended in the Minute Book) the report on Earith, Sawtry and Stilton Needs Analysis of Open Space and Play Functions was presented to the Panel. The Panel were advised that Earith has limited green space provision and as such it is recommended that any future housing development of over 10 houses should include open space provision on site or a contribution to open space provision off site. Play provision was deemed to be adequate for Earith.

Members noted that Sawtry Needs Analysis was carried out upon request of a Member. Sawtry has sufficient green space provision and is well distributed throughout the village. The Panel were advised that open space provision for Sawtry does not need prioritising at the current time. According to policy Sawtry has a deficiency in play provision but this would be met by upgrading St Judith Field.

The Panel had been informed that the Stilton Needs Analysis was carried out as a Member had requested if the Council could provide some open space for parking provision. Green space provision in Stilton is limited and it recommended that any future housing development of over 10 houses should include open space provision

on site or make a contribution to open space off site. The village has play provision however they are in the same location, it is recommended any future housing development should have and appropriate provision of play facilities.

In response to a question regarding consultation with St Neots on their Needs Analysis, Members were advised that it is up to St Neots Town Council who represents them.

#### **11. WORKPLAN STUDIES**

The Panel received and noted a report by the Democratic Services Officer (Scrutiny) (a copy of which is appended in the Minute Book) which contained details of studies being undertaken by the Overview and Scrutiny Panels for Communities and Customers and Finance and Performance.

*(At 9.06pm, during the discussion on this item, Councillors J D Ablewhite and R C Carter left the meeting).*

#### **12. OVERVIEW AND SCRUTINY PROGRESS**

With the aid of a report by the Democratic Services Officer (Scrutiny) (a copy of which is appended in the Minute Book) the Panel reviewed the progress of its activities since the last meeting. The Panel agreed not to form an Open Spaces Working Group until the existing policy for open spaces has been presented to the Panel.

The Panel agreed that Councillors J W Davies, I D Gardener and T D Sanderson are to engage with the Head of Community Services on the evolution of the Corporate Enforcement Policy.

*(At 9.07pm, during the discussion on this item, Councillor J D Ablewhite returned to the meeting).*

Chairman

**NOTICE OF KEY EXECUTIVE DECISIONS INCLUDING THOSE TO BE CONSIDERED IN PRIVATE**

**Prepared by** Councillor J D Ablewhite  
**Date of Publication:** 13 January 2016  
**For Period:** 1 February 2016 to 31 May 2016

Membership of the Cabinet is as follows:-

Councillor J D Ablewhite	- Executive Leader of the Council	3 Pettis Road St. Ives Huntingdon PE27 6SR  Tel: 01480 466941 E-mail: <a href="mailto:Jason.Ablewhite@huntingdonshire.gov.uk">Jason.Ablewhite@huntingdonshire.gov.uk</a>
Councillor R C Carter	- Executive Councillor for Operations & Environment	5 The Paddock Bluntisham Huntingdon PE28 3NR  Tel: 07986 325637 E-mail: <a href="mailto:Robin.Carter@huntingdonshire.gov.uk">Robin.Carter@huntingdonshire.gov.uk</a>
Councillor S Cawley	- Executive Councillor for Organisational Change & Development	6 Levers Water Huntingdon PE29 6TH  Tel: 01480 435188 E-mail: <a href="mailto:Stephen.Cawley@huntingdonshire.gov.uk">Stephen.Cawley@huntingdonshire.gov.uk</a>
Councillor D B Dew	- Executive Councillor for Strategic Planning & Housing	4 Weir Road Hemingford Grey Huntingdon PE28 9EH  Tel: 01480 469814 E-mail: <a href="mailto:Douglas.Dew@huntingdonshire.gov.uk">Douglas.Dew@huntingdonshire.gov.uk</a>

Councillor J A Gray - Executive Councillor for Resources	Vine Cottage 2 Station Row Catworth Huntingdon PE28 0PE  Tel: 01480 861941 E-mail: <a href="mailto:Jonathan.Gray@huntingdonshire.gov.uk">Jonathan.Gray@huntingdonshire.gov.uk</a>
Councillor R Harrison - Executive Councillor for Strategic Economic Development & Legal	55 Bushmead Road Eaton Socon St Neots PE19 8GC  Tel: 01480 406664 Email: <a href="mailto:Roger.Harrison@huntingdonshire.gov.uk">Roger.Harrison@huntingdonshire.gov.uk</a>
Councillor R Howe - Deputy Executive Leader of the Council with responsibility for Commercial Activities	The Old Barn High Street Upwood Huntingdon PE26 2QE  Tel: 01487 814393 E-mail: <a href="mailto:Robin.Howe@huntingdonshire.gov.uk">Robin.Howe@huntingdonshire.gov.uk</a>
Councillor D M Tysoe - Executive Councillor for Customer Services  12	Grove Cottage Maltings Lane Ellington Huntingdon PE28 OAA  Tel: 01480 388310 E-mail: <a href="mailto:Darren.Tysoe@huntingdonshire.gov.uk">Darren.Tysoe@huntingdonshire.gov.uk</a>

Notice is hereby given of:

- Key decisions that will be taken by the Cabinet (or other decision maker)
- Confidential or exempt executive decisions that will be taken in a meeting from which the public will be excluded (for whole or part).

A notice/agenda together with reports and supporting documents for each meeting will be published at least five working days before the date of the meeting. In order to enquire about the availability of documents and subject to any restrictions on their disclosure, copies may be requested by contacting the Democratic Services Team on 01480 388169 or E-mail [Democratic.Services@huntingdonshire.gov.uk](mailto:Democratic.Services@huntingdonshire.gov.uk). Agendas may be accessed electronically at [www.huntingdonshire.gov.uk](http://www.huntingdonshire.gov.uk).

Formal notice is hereby given under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that, where indicated part of the meetings listed in this notice will be held in private because the agenda and reports for the meeting will contain confidential or exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it. See the relevant paragraphs below.

Any person who wishes to make representations to the decision maker about a decision which is to be made or wishes to object to an item being considered in private may do so by emailing [Democratic.Services@huntingdonshire.gov.uk](mailto:Democratic.Services@huntingdonshire.gov.uk) or by contacting the Democratic Services Team. If representations are received at least eight working days before the date of the meeting, they will be published with the agenda together with a statement of the District Council's response. Any representations received after this time will be verbally reported and considered at the meeting.

**Paragraphs of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) (Reason for the report to be considered in private)**

1. Information relating to any individual
2. Information which is likely to reveal the identity of an individual
3. Information relating to the Financial and Business Affairs of any particular person (including the Authority holding that information)
4. Information relating to any consultations or negotiations or contemplated consultations or negotiations in connection with any labour relations that are arising between the Authority or a Minister of the Crown and employees of or office holders under the Authority
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings
6. Information which reveals that the Authority proposes:-
  - (a) To give under any announcement a notice under or by virtue of which requirements are imposed on a person; or
  - (b) To make an Order or Direction under any enactment
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

Huntingdonshire District Council  
 Pathfinder House  
 St Mary's Street  
 Huntingdon PE29 3TN.

- Notes:- (i) Additions changes from the previous Forward Plan are annotated \*\*\*  
 (ii) Part II confidential items which will be considered in private are annotated ## and shown in italic.

3 Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Reasons for the report to be considered in private	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Approval of Final 2016/17 Revenue and Capital Budgets and Medium Term Financial Strategy 2017/18 to 2020/21	Cabinet	11 Feb 2016		Clive Mason, Head of Resources Tel No. 01480 388157 email: Clive.Mason@huntingdonshire.gov.uk		J Gray	Finance and Performance
Treasury Management Strategy 2016/17	Cabinet	11 Feb 2016		Clive Mason, Head of Resources Tel No. 01480 388157 email: Clive.Mason@huntingdonshire.gov.uk		J Gray	Finance and Performance
One Leisure Strategic Plan	Cabinet	17 Mar 2016		Ms Jayne Wisely, Head of Leisure and Health Tel No. 01480 388049 email:Jayne.Wisely@huntingdonshire.gov.uk		R Howe	Communities and Customers

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Reasons for the report to be considered in private	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Shared Services Governance	Cabinet	17 Mar 2016		Mrs Joanne Lancaster, Managing Director Tel No. 01480 388001 email: Joanne.Lancaster@huntingdonshire.gov.uk		S Cawley	Finance and Performance
Sports Facilities Strategy for Huntingdonshire 2016 - 2021	Cabinet	17 Mar 2016		Ms Jayne Wisely, Head of Leisure and Health Tel No. 01480 388049 email: Jayne.Wisely@huntingdonshire.gov.uk		R Howe	Communities and Customers
Housing Strategy 2016 - 2020 ***	Cabinet	21 Apr 2016	<p>Housing Strategy 2012-15 <a href="http://www.huntingdonshire.gov.uk/media/1342/housing-strategy-2012-2015.pdf">http://www.huntingdonshire.gov.uk/media/1342/housing-strategy-2012-2015.pdf</a></p> <p>Housing and Planning Bill 2015-16 <a href="http://services.parliament.uk/bills/2015-16/housingandplanning.html">http://services.parliament.uk/bills/2015-16/housingandplanning.html</a></p>	Jo Emmerton, Housing Strategy Manager Tel No. 01480 388203 email: Jo.Emmerton@huntingdonshire.gov.uk		D Dew	Communities and Customers

**Public**  
**Key Decision - Yes**

## HUNTINGDONSHIRE DISTRICT COUNCIL

**Title/Subject Matter:** Events Policy for Parks and Open Spaces

**Meeting/Date:** Overview and Scrutiny Panel (Economy & Growth) –  
9th February 2016  
Cabinet – 17th March 2016

**Executive Portfolio:** Councillor Robin Carter – Executive Councillor for  
Operations & the Environment

**Report by:** Alistair Merrick – Interim Head of Service (Operations)

**Ward(s) affected:** All Wards

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### **Executive Summary:**

1. Currently events in parks and open spaces of the Council are agreed then staged outside of any policy framework, with no coherent structure of fees and charges to ensure the Council recovers the costs incurred accommodating the events.
2. Consequently there is a need to resolve matters through the adoption of an appropriate policy framework for events in the Council's parks and open spaces that puts in place a clear framework for the consideration of applications and then staging of events to bring greater control for the Council over such events and to deliver objectives within the Corporate Plan.
3. The policy has been drafted to be consistent with relevant legislation and best practice of other local authorities. The policy is structured to provide clear direction on the following:
  - a) Objectives to be delivered through the policy;
  - b) The types of events that can be staged;
  - c) The criteria to be used for prioritising bookings;
  - d) The types of events that will be prohibited;
  - e) The actions the Council will take in respect of environmental protection;
  - f) The conditions that will apply for the programming and promotion of events;
  - g) Operational requirements and conditions for event organisers;
  - h) Monitoring and customer satisfaction conditions for event organisers;
  - i) Licensing requirements for event organisers;
  - j) Health and safety and safeguarding requirements for event organisers.

4. Appended to the policy is a proposed schedule of fees and charges that has been kept relatively simple to avoid complexity and to be readily transparent. The purpose of the proposed fees and charges is not to be money making at the potential impact of deterring community events but to ensure the Council recovers reasonable costs in staging the annual events programme and for re-investment in parks and open spaces. It is recommended that the following conditions will apply in respect to charges levied for events staged in Huntingdonshire parks and open spaces.

**Recommendation(s):**

1. The Panel consider the draft policy in relation to its appropriateness and completeness before it is submitted for approval by the Cabinet in March 2016.
2. Cabinet are recommended to approve the adoption of the policy and the introduction of the proposed fees and charges for events from April 2016.



## 1. PURPOSE OF THE REPORT

- 1.1 To allow consideration of the draft Events Policy for Parks and Open Spaces by CMT before it is submitted for scrutiny by the Overview and Scrutiny Panel in February 2016.

## 2. BACKGROUND

- 2.1 Currently events in parks and open spaces of the Council are agreed then staged outside of any policy framework, with no coherent structure of fees and charges to ensure the Council recovers the costs incurred accommodating the events. The impact of this lack of policy is that the Council is not properly managing the following:

- a) There is not a balanced programme of events or policy framework against which to either prioritise certain events and prohibit others that are unsuitable;
- b) There is no clarity of the requirements and responsibilities for event organisers, particularly with regard to ensuring that events are safe for the public to attend, matters are dealt reactively through the Safety Advisory Group for events;
- c) There is no policy framework against which to consider free usage of sites or free use of council vehicles, plant and equipment;
- d) There is no control being exercised over the promotion of events;
- e) There is no real quality control of the standard of events and consideration about them delivering high levels of customer satisfaction;
- f) The Council while supporting events cannot currently evidence it is also environmentally protecting its parks and open spaces.

- 2.2 There is a need to resolve these matters through the adoption of an appropriate policy framework for events in the Council's parks and open spaces. The policy will also apply to events staged on car parks owned by the Council.

## 3. ANALYSIS

- 3.1 The events policies for parks and open spaces of other local authorities have been reviewed to identify best practice and this has been reflected in the drafting of the proposed events policy in Appendix 1 of this report. The structure of the policy is as follows:

- a) The **aim of the policy** is to provide a clear framework for the consideration, programming and operation for a variety of events in parks and open space to enable a wide range of sporting, recreational, cultural, social and educational opportunities, which enhance the quality of life and address the priorities for action set out in the Council's Corporate Plan.
- b) The **objectives** to be delivered through the policy align to the Council's Corporate Plan.
- c) The five **types of events** that can be staged in the Council's parks and open spaces: events organised by registered charities; events organised by voluntary groups or organisations; commercial events; events and activities that enhance the environment; and civic events.

- d) The **criteria for prioritising bookings** to ensure a balanced programme of events: regular annual or bi-annual events will normally be given priority; priority will be given to events that have a record of being well promoted and managed; the Council will aim to achieve a well-balanced programme of events; and the Council will prioritise events on Countryside sites.
- e) The **types of events that are prohibited** in the Council's parks and open spaces: any event likely to cause public disorder; any event that includes the use of performing animals, except those which are normally regarded as domesticated in the UK; any event that would cast doubt on the integrity of the Council; any event the council believes may be of questionable public morality; any event that would negatively impact on the environment. The Executive Councillor for Operations and the Environment will have the discretion and ultimate decision on determining whether a proposed event falls within the programme exclusions.
- f) The actions that the Council will take in respect of **environmental protection**: event organisers must comply with all relevant legislation relating to the control of noise; event organisers will be encouraged to work with local people to minimise the impact of events on the local community; the protection of the park environment, wildlife and features will take precedence and will be considered when planning events; the Council will not allow the release of balloons on any sites due to the environmental impact caused by such an activity; in the case of severe weather creating very wet ground conditions, the Council reserves the right to cancel the event or require the event organiser to introduce ground protection measures to avoid excessive damage to the fabric of the park or open space; and in the case of severe winds creating dangerous conditions associated with trees on site, the Council reserves the right to cancel the event or require the event organiser to cordon off areas where the public may be at risk. Such requirements will be at the event organiser's expense.
- g) The conditions that will apply for the **programming and promotion of events**, including the Council's commitment to publish events on its website and notice boards within parks and open spaces; however prime responsibility for promoting an event will be with the event organiser.
- h) The **operational requirements and conditions** for event organisers set out in the policy. This includes the following series of Policy Guidance Notes as appendices to the main policy document to provide more detailed direction to event organisers:
- Appendix 2: Policy Guidance Note 1 – Conditions for Applicants.
  - Appendix 3: Policy Guidance Note 2: Conditions for Licensing Arrangements.
  - Appendix 4: Policy Guidance Note 3 – Conditions for Safety & Security.
- i) The conditions on event organisers for **monitoring the standard of their events and customer satisfaction**. This is important because the events will impact of the Council's reputation because they are being staged on our land.

- j) The policy clearly stipulates the **licensing requirement** for event organisers and a failure to comply with these requirements will lead to the cancellation of an event with no refunding of fees and charges paid to the event organiser to the Council.
- k) Finally the policy outlines the **health and safety and safeguarding requirements** for event organisers to ensure public safety; and that the Council reserves the right to cancel an event with no refunding of fees and charges paid to the event organiser to the Council if these requirements are not met. The policy also specifically states that depending on the nature and/or size of an event the event organiser may be required to attend the Events Safety Advisory Group of the Council. Event organisers can also request to attend the group on a voluntary basis to obtain advice on the staging of their event.

3.3 The proposed schedule of fees and charges again has been kept relatively simple to avoid complexity and to be readily transparent. The purpose of the proposed fees and charges is not to be money making at the potential impact of deterring community events but to ensure the Council recovers reasonable costs in staging the annual events programme and for re-investment in parks and open spaces. It is recommended that the following conditions will apply in respect to charges levied for events staged in Huntingdonshire parks and open spaces:

- a) Hire fees and service charges will be levied for the use of parks and open spaces and these fees will be reviewed and approved annually by the Executive Councillor for Operations and the Environment. Fees for the hire of parks and open spaces and charges for the use of materials and equipment supplied by the Council during the event will be published.
- b) Registered charities may be offered the hire of parks and open spaces for raising money for local and national charities at no charge following the approval of the Executive Councillor for Operations and the Environment. Charges will be made for the use of materials and equipment supplied by the Council during the event.
- c) Non-profit making and local community groups which are not registered charities that wish to hire parks and open spaces for events to raise money for local and national charities will be required to pay the approved hiring fee. Charges will be made for the use of materials and equipment supplied by the Council during the event.
- d) Income derived from event hire fees will be re-invested into the provision, development and maintenance of parks and open spaces in Huntingdonshire.

3.4 The proposed schedule of charges is set out below for the Panel to comment on:

<b>Table of Charges – Daily Rates</b>				
<b>Types of Event</b>	<b>Charitable Organisations</b>	<b>Voluntary Groups &amp; Organisations</b>	<b>Commercial Events</b>	<b>Environmental Events (that are not commercial in nature)</b>
<b>Sites</b>	<b>Daily Charge (£)</b>	<b>Daily Charge (£)</b>	<b>Daily Charge (£)</b>	<b>Daily Charge (£)</b>
Riverside – Regatta Meadow (St Neots)	400	300	1,000	300
Hinchingsbrooke Country Park	400	300	1,000	300
Riverside Park (Huntingdon)	300	250	750	250
Priory Park (St Neots)	300	250	750	250
Riverside Park (St Neots)	250	200	500	200
Riverside – Coneygear Playing Fields (St Neots)	250	200	500	200
Hill Rise Park – St Ives	250	200	500	200
Riverside Meadows - Huntingdon	250	200	400	200
Sapley Playing Fields - Huntingdon	250	200	400	200
All other HDC owned sites	200	100	300	200

**Notes:**

- 1) *The charges represent the maximum charge that will be levied and discounting can be negotiated but will require the endorsement of the Executive Councillor for Operations & the Environment.*
- 2) *Weekly and monthly events will be subject to Licence agreements and negotiated outside of the above structure of fees and charges.*
- 3) *Fees and charges for use of Council vehicles, plant and equipment will be subject to a separate quotation provided by the Operations Service. Such charges will only be waived for charitable events following the endorsement of the Executive Councillor for Operations & the Environment.*
- 4) *All waste collection and disposal services for events will be chargeable services and will be subject to a separate quotation provided by the Operations Service. Such charges will only be waived for charitable events following the endorsement of the Executive Councillor for Operations & the Environment.*
- 5) *Events staged by the Town Councils are classified as commercial events.*

3.5 Consistent with the environmental protection requirements included in the policy it is proposed to charge a refundable ground deposit for events staged on Council land. This will only be retained if the Council has to meet costs for refuse removal and/or reinstatement and repair works after an event. The proposed schedule of deposits is detail overleaf:

<b>Huntingdonshire District Council - Refundable Ground Deposits for Events</b>		
<b>Event type</b>	<b>Attendees</b>	<b>Refundable Bond</b>
Voluntary Groups and Organisations (no entry charge)	less than 1,000	£100
Voluntary Groups and Organisations (no entry charge)	1,000 to 2,000	£250
Voluntary Groups and Organisations (no entry charge)	2,000 to 3,000	£500
Voluntary Groups and Organisations (no entry charge)	over 3,000	£1,000
Charitable Organisations (no entry charge)	up to 3,000	£1,000
Charitable Organisations (no entry charge)	over 3,000	£1,500
Charitable Organisations (entry fee)	up to 3,000	£1,500
Charitable Organisations (entry fee)	over 3,000	£2,000
Commercial Event		To be negotiated

#### **4. COMMENTS OF OVERVIEW & SCRUTINY PANEL**

- 4.1 The draft policy will be submitted to the Overview and Scrutiny Panel (Economy & Growth) on 9th February 2016 for scrutiny and their comments will be included in the report to the Cabinet seeking the endorsement of the policy.

#### **5. KEY IMPACTS**

- 5.1 The purpose of the policy is to put in place a clear framework for the staging of events in the Council's parks and open spaces in order to deliver the following:
- a) A balanced programme of events;
  - b) Clarity of the requirements and responsibilities for event organisers;
  - c) Safe events for the public to attend;
  - d) Transparency over the fees and charges levied for events and for the use of Council vehicles, plant and equipment used to support events;
  - e) Well promoted events that are of a good standard and deliver high levels of customer satisfaction;
  - f) That the Council while supporting events also environmentally protects its parks and open spaces.

## **6. TIMETABLE FOR IMPLEMENTATION**

- 6.1 Following the scrutinising of the draft policy by the Overview and Scrutiny Panel and then endorsement by the Cabinet it is planned to promote the policy through the Council's website and manage applications for events in the Council's parks and open spaces against the policy from 1 April 2016.

## **7. LINK TO THE CORPORATE PLAN**

- 7.1 The **objectives** to be delivered through the policy align to the Council's Corporate Plan, specifically the objectives for:

- Enhancement of the built and green environment;
- Creating safer, stronger and more resilient communities;
- Improving health and well-being;
- Empowering local communities.

## **8. CONSULTATION**

- 8.1 The Chair of the Council's Events Safety Advisory Group has had the opportunity to comment on the policy and the feedback has been incorporated into the policy.

## **9. LEGAL IMPLICATIONS**

- 9.1 The policy is consistent with Licensing and Health and Safety legislation and specifically sets out the requirements and responsibilities under this legislation for event organisers.

## **10. RESOURCE IMPLICATIONS**

- 10.1 The policy can be delivered within the existing resources of the Operations Service and sets out for the first time a coherent structure of fees and charges for events being staged in the Council's parks and open spaces.

## **11. OTHER IMPLICATIONS**

- 11.1 The policy when adopted should smooth the workings of the Council's Safety Advisory Group for events

## **12. REASONS FOR THE RECOMMENDED DECISIONS**

- 12.1 The purpose of the policy is to put in place a clear framework for the staging of events in the Council's parks and open spaces to bring greater control for the Council over such events and to deliver objectives within the Corporate Plan.

## **13. LIST OF APPENDICES INCLUDED**

Appendix 1 – Draft Events Policy for Parks and Open Spaces.

**BACKGROUND PAPERS**

None.

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**Huntingdonshire District  
Council  
Events Policy for Parks and Open Spaces**

<b>Version</b>	<b>Date Issued</b>	<b>Review</b>
Version 1	30 December 2015 (AM)	4 January 2016 (JN)
Version 2	4 January 2016 (AM)	7 & 8 January 2016 (CA/BG)
Version 3	14 January 2016 (AM)	
Version 4		
Version 5		

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1. **Aims of the Events Policy:** To provide a clear framework for the consideration, programming and operation for a variety of events in parks and open space to enable a wide range of sporting, recreational, cultural, social and educational opportunities, which enhance the quality of life and address the priorities for action set out in the Council's Corporate Plan. ***This policy also applies for events to be staged on car parks owned by the Council.***
  
2. **Objectives of the Events Policy:** The objectives of the this policy are as follows:
  - a) Support and enable cultural, educational and leisure activities which widen access to Huntingdonshire's parks and open spaces and increase participation from all sectors of the community.
  - b) Encourage activities that enhance the quality of life for visitors, encourage healthy living and promote diversity.
  - c) Enable the Council to offer parks and open space as venues for events within its' financial resources.
  - d) Use local products, services and people where possible to encourage active citizenship and promote a positive image of Huntingdonshire regionally, nationally and, where appropriate, internationally
  - e) Attract visitors and event organisers to Huntingdonshire to bring investment, jobs and prosperity to the local economy.
  - f) Promote Huntingdonshire as a destination with a strong environmental heritage complemented by a vibrant contemporary culture.
  - g) Manage events so as to protect, preserve and enhance the historic and natural environment of our parks and open spaces.
  
3. To meet these aims and objectives, events staged at the parks and open spaces of Huntingdonshire District Council will fall into five broad categories:
  - a) Events organised by registered charities for the purpose of raising money for local and national charities.
  - b) Events organised by voluntary groups or organisations for the purpose of benefiting the local community and/or raising money for local and national charities.
  - c) Commercial events of local, national and international importance or significance that support the aims and objectives of the Events Policy and promote the District to a wider audience and encourage visitors to Huntingdonshire.

- d) Events and activities that aim to enhance the environment of the park or open space, educate users, encourage participation and promote the leisure activities or opportunities available.
  - e) Civic events.
4. **Events Programme:** A programme for events in Huntingdonshire parks and open space will be developed annually. The following priorities will apply to the development of this programme:
- a) Regular annual or biannual events will normally be given priority but the Council will not guarantee the provision of a site to any particular event or organising body based on previous use alone.
  - b) The Council will give priority to those events that have a record of being well promoted and managed offering a safe and high quality visitor experience.
  - c) The Council will aim to achieve a well-balanced programme of events across the parks and open spaces and minimise disruption to regular users.
  - d) The Council will, where resources permit, support a programme of ranger and volunteer led activities at the sites managed by Countryside Service and at other venues which engage local communities and encourage participation, provide environmental education and support tourism and local business.
5. **Permitted Events:** Will generally include the following:
- a) Civic events;
  - b) Sporting and recreational events;
  - c) Arts and cultural events;
  - d) Children's activities;
  - e) Musical concerts;
  - f) Entertainment events;
  - g) Firework displays (subject to conditions);
  - h) Shows, exhibitions and craft fairs
  - i) Bona fide animal breed exhibitions or shows;
  - j) Fairs (operators must be members of the Showman's Guild);
  - k) Circuses' (see Programme Exclusions);
  - l) Drama
  - m) Guided and sponsored walking tours;
  - n) Historic re-enactment;
  - o) Military Festivals;
  - p) Environmental and horticultural demonstrations;
  - q) Religious events;
  - r) Political activities;
  - s) Private hire, that is defined as an event to which admission is by ticket only, where such tickets are not on general sale to the public or the subject of general publicity;

- t) Other events not included here as approved by the Executive Councillor for Operations and the Environment.
6. **Prohibited Events:** the Council will not give approval for events on its land of the following nature:
- a) Any event likely to provoke public disorder.
  - b) Any event that includes the use of performing animals, except those which are normally regarded as domesticated in the United Kingdom (i.e. horses, dogs, cats, birds used in falconry demonstrations, caged birds and rabbits), which may be used as an ancillary part of a performance.
  - c) Any event that would cast doubt on the integrity of the Council.
  - d) Any event the Council believes may be of questionable public morality.
  - e) The Executive Councillor for Operations and the Environment will have the discretion and ultimate decision on determining whether a proposed event falls within the programme exclusions.
  - f) Balloon and Chinese lantern releases are not permitted for environmental reasons.
7. **Charges:** The following conditions will apply in respect to charges levied for events staged in Huntingdonshire parks and open spaces:
- a. Hire fees and service charges will be levied for the use of parks and open spaces and these fees will be reviewed and approved annually by the Executive Councillor for Operations and the Environment. Fees for the hire of parks and open spaces and charges for the use of materials and equipment supplied by the Council during the event will be published.
  - b. Registered charities may be offered the hire of parks and open spaces for raising money for local and national charities at no charge following the approval of the Executive Councillor for Operations and the Environment. Charges will be made for the use of materials and equipment supplied by the Council during the event.
  - c. Non-profit making and local community groups which are not registered charities that wish to hire parks and open spaces for events to raise money for local and national charities will be required to pay the approved hiring fee. Charges will be made for the use of materials and equipment supplied by the Council during the event.
  - d. Income derived from event hire fees will be re-invested into the provision, development and maintenance of parks and open spaces in Huntingdonshire.

8. **Environmental Protection:** The parks and open spaces within the District are a valuable environmental resource therefore the following actions will be taken by the Council to protect them:

- a) The Council shall ensure that event organisers comply with all relevant legislation relating to the control of noise and the protection of the immediate and local environment.
- b) Organisers will be encouraged to work with local residents and the relevant authorities to minimise the impact of events on the local community. Where considered appropriate by the Council, organisers will be required to inform local residents in advance of major events that may cause local disruption.
- c) The protection of the park environment, wildlife and features will take precedence and will be considered when planning events. Where necessary the Council will secure a ground deposit from the organiser in advance for refuse removal and/or reinstatements and repairs following events.
- d) The Council does not allow the release of balloons or Chinese lanterns on any sites due to the environmental impact caused by such an activity.
- e) In the case of severe weather creating very wet ground conditions, the Council reserves the right to cancel the event or require the event organiser to introduce ground protection measures to avoid excessive damage to the fabric of the park or open space. Such requirements will be at the event organiser's expense. Such requirements may include the close supervision of vehicle movements to minimise damage. The cost of repair and reinstatement by the Council's approved contractors will be charged to the event organiser. In the circumstances that it is necessary to cancel an event due to severe weather the Council will not be liable for any costs. The decision to cancel an event due to severe weather will be taken by the Council's Head of Service whose decision will be final.
- f) In the case of severe winds creating dangerous conditions associated with trees on site, the Council reserves the right to cancel the event or require the event organiser to cordon off areas where the public may be at risk. Such requirements will be at the event organiser's expense.

9. **Event Promotion and Programming:** The following conditions will apply to the promotion of events:

- a) The Council will publicise events in parks and open spaces through the its' website [www.huntingdonshire.gov.uk](http://www.huntingdonshire.gov.uk) where possible. The Council will also publicise events on park notice boards and at information points where space permits.

- b) Promoters and organisers of events remain responsible for the marketing and promotion of their event and shall be required to make adequate provision for it and comply with the relevant licensing and planning legislation.
- c) The Council seeks to offer a wide and varied programme of events to the public in meeting the objectives of this Policy. Applications for events in parks and open spaces will be dealt with on a first come first served basis excepting that recurring annual events will be given priority if they are staged on regular dates.
- d) The Council will advise prospective event organisers of the forthcoming year's events. The Council will seek to avoid a clash of similar events by creating a minimum 4 weeks separation between events of similar character and attraction at the same location.
- e) The Council will consider events on the basis of those permitted events and prohibited events as referred to above (paragraphs 5 and 6). References may be required and taken up where the content of an event needs further confirmation. The Council accepts no responsibility for the impact of refusing an event.
- f) Flyposting for events will not be permitted and the necessary permissions must be obtained for any promotional banners or posters erected. On the Highway permission must be obtained from Cambridgeshire County Council as the Highway Authority. The cost of removing any unauthorised promotional material will be deducted from the returnable deposit paid by the event organiser.

10. **Operational Requirements:** The following operational conditions apply for staging events in the parks and open spaces of Huntingdonshire:

- a) Event organisers cannot hold an event in the Council's parks and open spaces without the Council's written permission. This permission will be granted at the discretion of the Council and only following satisfactory completion of the Event Application documents. Evidence of adequate insurance and risk assessment will also be required.
- b) The majority of events are hosted during the period 1 April to 30 September each year. Some events outside of this time will also be permitted where the park environment and features can be adequately protected.
- c) Operating hours for events will be between 9am to 11pm (excluding set-up and set-down). In exceptional circumstances an extension of these hours may be sought from the licensing authority for celebrations on festival days (New Year's Eve, Guy Fawkes Night etc.), on civic occasions, or where celebration of a significant local, regional or national event is required.

- d) Events where admission is charged for entry into a park or part of a park will be permitted. However, the Council will seek to minimise the impact that these events have on regular park users. The Council will encourage organisers and promoters to offer free entry to their events wherever possible.
- e) Firework displays and other pyrotechnics will only be permitted where they are an integral part of an event such as Guy Fawkes Night, New Year's Eve celebrations, Civic events, military festivals, historical re-enactments and certain musical events. Bonfires are not permitted on Council land as part of any event.
- f) The Council will inform local resident associations and park user groups of the event programme for each park and will consider their views during the planning stages for each event. Organisers of larger events will be encouraged to liaise directly with these groups to minimise any disruption or disturbance and limit the impact that their event might have on local communities.

11. **Monitoring of Standards and Customer Satisfaction:** The following conditions for monitoring standards and customer satisfaction will apply:

- a) Organisers of annual or bi-annual events will be required to monitor customer satisfaction and take any appropriate action at future events. The details of all public consultation are to be supplied to the Council.
- b) Organisers of annual or bi-annual events will be required to carry out post mortems of their events to learn from their experiences and seek to improve on the product being provided and the impact on local residents. The Council may require a clear Action Plan setting out the lessons learnt and the improvements to be incorporated in future years before approving subsequent events.
- c) No event organiser shall make an assumption that there is any form of guarantee or contract with the Council for continuation of annual events.
- d) The Council will monitor standards, customer satisfaction and feedback and will liaise with organisers to instigate improvements where appropriate.

12. **Licensing:** The following conditions will apply regarding the licensing of events staged on council land:

- a) If required, in accordance with the Licensing Act 2003, Event organisers will be required to obtain Temporary Events Notices and all appropriate licenses and permissions from the relevant authorities, where these are not already provided for under the terms of a Premises Licence.

- b) The event organisers will be responsible for ensuring that their event complies with the relevant Temporary Events Notice or Premises Licence. Compliance will be strictly monitored by the Council's Authorised Officer, Designated Premises Supervisor or appointed deputy.
- c) Organisers, during all licensable activities, shall be required to promote the four licensing objectives:
  - i. The Prevention of Crime and Disorder;
  - ii. Public Safety;
  - iii. The Prevention of Public Nuisance;
  - iv. The Protection of Children from Harm.
- d) Organisers shall be required to read, understand and put into practice measures to meet national proof of age policies and the requirements of the Licensing Act and any other pertinent legislation.

13. **Insurance:** Event organisers shall meet the following insurance requirements:

- a) Organisers will be required to obtain and provide evidence to the Council of Public and Employers Liability Insurance to a minimum value of £5 million.
- b) This minimum figure is subject to review and may be updated at any time on the advice of the Council's insurers. For some events, the Council may request a higher minimum value.
- c) Promoters and organisers will be responsible for ensuring that all participants and contractors are adequately insured.

14. **Health and Safety:** Event organisers shall be required to provide evidence where required by the Council that they are complying with:

- a) All relevant Health and Safety Legislation;
- b) The Council's own Health and Safety Policy and procedures; and
- c) Depending on the nature and/or size of an event the event organiser may be required to attend the Events Safety Advisory Group of the Council. This group is composed of all the Emergency Services, the Highways Authority, Environmental Health and Licensing. Event organisers can also request to attend the group on a voluntary basis to obtain advice on the staging of their event.

15. **Safeguarding Children and Adults:** Event organisers shall meet the following insurance requirements:
- a) Event organisers, their employees and contractors will be required to comply with the Council's Safeguarding Children and Adults Policy.
  - b) The content of each event shall be considered by the Council and an age limit agreed with the Organiser. These limits will be monitored by the Council and failure to comply with them may result in the closure of the event.
  - c) All organisers and promoters will be required to provide evidence of procedures for dealing with lost children.



## Appendix 1: Fees and Charges for Events Staged in Huntingdonshire Parks & Open Spaces

1. This schedule of fees and charges has been kept simple to avoid complexity and to be readily transparent. The purpose of the proposed fees and charges is not to be money making at the potential impact of deterring charitable and community events but to ensure the Council recovers reasonable costs in staging the annual events programme and for re-investment in parks and open spaces.

<b>Table of Charges – Daily Rates</b>				
<b>Types of Event</b>	<b>Charitable Organisations</b>	<b>Voluntary Groups &amp; Organisations</b>	<b>Commercial Events</b>	<b>Environmental Events (that are not commercial in nature)</b>
<b>Sites</b>	<b>Daily Charge (£)</b>	<b>Daily Charge (£)</b>	<b>Daily Charge (£)</b>	<b>Daily Charge (£)</b>
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Hinchingbrooke Country Park	400	300	1,000	300
Riverside Park (Huntingdon)	300	250	750	250
Priory Park (St Neots)	300	250	750	250
Riverside Park (St Neots)	250	200	500	200
Riverside – Coneygear Playing Fields (St Neots)	250	200	500	200
Hill Rise Park – St Ives	250	200	500	200
Riverside Meadows - Huntingdon	250	200	400	200
Sapley Playing Fields - Huntingdon	250	200	400	200
All other HDC owned sites	200	100	300	200

### **Notes:**

- a) *The charges represent the maximum charge that will be levied and discounting can be negotiated but this will require the endorsement of the Executive Councillor for Operations & the Environment.*
- b) *Weekly and monthly events will be subject to Licence agreements and negotiated outside of the above structure of fees and charges.*
- c) *Fees and charges for use of Council vehicles, plant and equipment will subject to separate quotation provided by the Operations Service. Such charges will only be waived for charitable events following the endorsement of the Executive Councillor for Operations & the Environment.*

- d) *All waste collection and disposal services for events will be chargeable services and will subject to separate quotation provided by the Operations Service. Such charges will only be waived for charitable events following the endorsement of the Executive Councillor for Operations & the Environment.*
- e) *Events staged by the Town Councils are classified as commercial events.*

2. Consistent with the environmental protection requirements included in the policy it is proposed to charge a refundable ground deposit for events staged on Council land. This will only be retained if the Council has to meet costs for refuse removal and/or reinstatement and repair works after an event. The proposed schedule of deposits is detail overleaf:

<b>Huntingdonshire District Council - Refundable Ground Deposits for Events</b>		
<b>Event type</b>	<b>Attendees</b>	<b>Refundable Bond</b>
Voluntary Groups and Organisations (no entry charge)	less than 1,000	£100
Voluntary Groups and Organisations (no entry charge)	1,000 to 2,000	£250
Voluntary Groups and Organisations (no entry charge)	2,000 to 3,000	£500
Voluntary Groups and Organisations (no entry charge)	over 3,000	£1,000
Charitable Organisations (no entry charge)	up to 3,000	£1,000
Charitable Organisations (no entry charge)	over 3,000	£1,500
Charitable Organisations (entry fee)	up to 3,000	£1,500
Charitable Organisations (entry fee)	over 3,000	£2,000
Commercial Event		To be negotiated

## **Appendix 2: Policy Guidance Note 1 – Conditions for Applicants**

- 1.1 The applicant is liable for and should insure the Council against any expense or liability resulting from any claim or other proceedings arising from any injury, loss or damage to any property or to any person. Such insurance shall be effected with an insurer, in terms approved by the Council (whose approval shall not be unreasonably withheld) and for at least £5,000,000 (five million pounds). The Applicant shall not be liable for any act of neglect of the Council or of any person for whom the Council is responsible.
- 1.2 The applicant shall provide Huntingdon District Council with a minimum deposit (see Appendix 1) or equal to the total hire charge for the event, as appropriate. With very short and very long events this deposit will be negotiable. The deposit may be retained if subsequent clauses are breached.
- 1.3 The applicant is responsible for the collection and disposal of any litter arising from the event. The Open Space must be left in a clean condition. Any clean-up costs incurred by the Council will be deducted from the ground deposit.
- 1.4 Any additional costs incurred by the applicant in particular repairing damage to the Open Space will be met by a deduction from the ground deposit.
- 1.5 The applicant will be charged extra for any event specifically requiring the presence of Council Staff. On occasion dependent on the Council will require their own staff to be on site during the event, the cost of which will be met by the applicant.
- 1.6 The applicant will be responsible for obtaining all necessary licenses and consents, and for complying fully with all legal requirements when on site. This also includes notification of the Performing Rights Society if music is to be played at the event.
- 1.7 No fittings, street furniture or plantings will be removed or otherwise altered to accommodate the event without prior authorisation from the Council.
- 1.8 Any equipment and supplies used for reinstatement works after the event must be approved in advance by the Council.
- 1.9 The Council takes no responsibility for the loss or damage to any item brought into an event site. All items brought in must be removed immediately following the event.
- 1.10 Any organisation failing to comply with the above will be charged for the removal of such items; and not be permitted to hire any open space venue within Huntingdonshire for a period of up to three years. The event organiser will be held financially responsible for any damage to the event site.
- 1.11 Event organisers receive a maximum of two free days to both erect and dismantle the structures necessary to carry out the event. Any event requiring more than two days to both erect and dismantle the necessary

equipment to carry out the event will be charged the full daily rate for the additional time required. The setting up and dismantling of events may not take place outside the opening hours of the open space.

- 1.12 Event organisers are reminded that the Council's website has a list of publications that may help in the planning and organising of an event.

### **Appendix 3: Policy Guidance Note 2: Conditions for Licensing Arrangements**

- 1.1 The Council is responsible for the hire of the site and can issue a permit to allow the event to take place. If public entertainment is to be provided as part of event, e.g. music, dancing etc., then a licence will be required from the Council. This is an entirely separate procedure to hiring the site and a licence cannot be granted automatically.
- 1.2 If a licence is not approved or applied for, then the event cannot take place, and all fees paid to the Council will be forfeit. The Licensing Team on **(insert phone number)** will be able to advise applicants and supply the necessary application forms.
- 1.3 It is important that you notify Operation Services of the Council and the licensing body 3 months in advance. As usually an application will need to be with them 3 months before the event date to enable the full process to be completed. There is a fee to be paid but in certain case this can be reduced or waived for certain types of events.
- 1.4 If you are intending to erect any substantial structures (tents, staging, and hoardings) on the site, then you may also need a separate building consent. The Building Control Service will deal with this. They can be telephoned on **(insert phone number)**. Again, they will need to be given notice. We recommend that you consult with these Licensing Service and Building Control Service about their requirements as soon as you start planning your event.

## **Appendix 4: Policy Guidance Note 3 – Conditions for Safety & Security**

- 1.1 The safety and security of event visitors, organisers and other members of the public must not be compromised by any event.
- 1.2 There must be a nominated event controller and a nominated substitute in case of incapacity, from all event organising bodies. The same person would be the license holder if applicable.
- 1.3 The identified event controller and nominated substitute must be present continuously throughout the preparation, execution and dismantling of the event.
- 1.4 Event organisers will need to designate an event control centre, where the event controller can be located and where liaison between Council staff can take place.
- 1.5 Where attendance is expected to be over 500 persons at any one time the event controller must notify all Emergency Services and satisfy the Council they have done so.
- 1.6 An assessment of first-aid requirements will be made. Normally this would be one qualified First Aider per 100 attendees at special events such as fairs, circus and sports. They must be easily identifiable and present on site throughout the event. A current First Aid at Work Certificate or similar qualification must be held by each of the first aiders.
- 1.7 Adequate first aid supplies must be available and open to scrutiny by Council staff.
- 1.8 All event organisers (the event controller) will be asked to produce a Risk Assessment for their event. Risk Assessments must address build-up, the event and break-down. Event organisers must produce contractors risk assessments for examination when required by Council staff. The risk assessment must adequately assess the potential for violence and abuse to take place and outline courses of action, particularly where there is alcohol consumption. Risk assessments may be evaluated by Council staff.
- 1.9 Sufficient event stewards, as determined by the Council, shall be provided. Stewards will be instructed in their duties as crowd controllers and in their specific roles in accident and emergency incidents. The Council has a specific requirement that all inflatable structures (Inc. bouncy castles) have a permanent stewarding presence when in use. If an event requires a specific security staffing then these staff must be Security Industry Authority trained.
- 1.10 Event Organisers and participants must comply with all instructions from Islington Council staff regarding safety and security. Council staff are authorised to refuse entry to or expel individuals who compromise Health and Safety Standards and to close down events that violate the safety or security of the public.

- 1.11 The Event Organiser is responsible for the public indemnity of all event visitors and all other members of the public who enter the designated site during the event. The event organiser will be required to obtain Public and Employers Liability insurance for the event site to the minimum value of £5,000,000.

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**Public**  
**Key Decision - Yes**

## HUNTINGDONSHIRE DISTRICT COUNCIL

**Title/Subject Matter:** Annual Management Plans for Countryside Assets.

**Meeting/Date:** Overview and Scrutiny Panel (Economy & Growth) – 9th February 2016  
Cabinet – 17th March 2016

**Executive Portfolio:** Councillor Robin Carter – Executive Councillor for Operations & the Environment

**Report by:** Alistair Merrick – Interim Head of Service (Operations)

**Ward(s) affected:** All

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### **Executive Summary:**

1. The report provides the opportunity for the Panel to scrutinise the draft management plan for Barford Road Pocket Park as the template for the management plans that will be developed for all other assets within the Council's portfolio of Countryside assets; before it is submitted to the Cabinet for endorsement.
2. The purpose of the management plans is to better direct the management, development and maintenance of Countryside assets over the short and medium term. This is to ensure there is a clear strategic framework for the Countryside Service going forward. The management plans will always be developed with the input of the existing voluntary groups involved with the Countryside Service because their expertise and contributions are essential in order to progress the self-management of selected assets by these groups.
3. The proposed structure of the management plan is as follows:
  - Grading of current wildlife and amenity value.
  - Clarification of current site users and key target groups for the future to extend usage.
  - An overview of the site and the zoning of the site according to wildlife and amenity value.
  - By zone the individual objectives, actions, development proposals and issues for each zone.
4. Attached as Appendix 1 of the report is the management plan that has been developed for the Barford Road Pocket Park in St Neots.
5. The management plans will be reviewed each year in December and updated with any proposed major development initiatives reported to Overview and Scrutiny and then the Cabinet.

6. Detailed in paragraph 3.4 of the report is the proposed programme for the development of management plans for all Countryside assets. The substantive outcome of the review work that will be carried out will be the zoning of all sites and the grading of the zones in respect of wildlife and amenity value to enable the assessment of the sites as Countryside assets that should be retained going forward.

**Recommendation(s):**

1. The Panel are invited to make comments that will be included in the report to Cabinet seeking the endorsement of the proposed structure for annual management plans for Countryside assets.
2. Cabinet are recommended to approve the structure of annual management plans for countryside assets and the proposed programme for the development of management plans for all Countryside assets to provide the future strategic framework for the service.

## 1. PURPOSE

- 1.1 The report provides the Panel with the opportunity to scrutinise the structure of the annual management plans proposed for all the assets of the Countryside Service before the implementation of the programme to develop the management plans.

## 2. BACKGROUND

2.1 The review of the Operations Service confirmed the following:

- Currently the Countryside Service does not have a strategic framework which the service is delivered within.
- The opportunity existed to move selected sites to self-management arrangements involving voluntary groups.
- Selected maintenance activities should be delivered through the Grounds Maintenance Team to deliver better value for money.

2.2 Detailed management plans had previously been developed for some sites but there was no structured approach within the service for the development of annual management plans that are action focused and drive incremental improvements in the assets within future budget constraints.

## 3. OPTIONS CONSIDERED/ANALYSIS

3.1 The purpose of management plans is to better direct the management, development and maintenance of Countryside assets over the short and medium term. This is to ensure there is a clear strategic framework for the Countryside Service going forward. The management plans will always be developed with the input of the existing voluntary groups involved with the Countryside Service because their expertise and contributions are essential in order to progress the self-management of selected assets by these groups.

3.2 The proposed structure that has been developed for the management plans is as follows:

- **Statement of current wildlife and amenity value:** This is based on the Countryside Service grading the overall wildlife value and amenity value as none, poor, fair, good or excellent. For assets to be retained long term, either directly managed or through self-management arrangements the assets must be graded as good for both values or through the incremental delivery of annual management plans over a 3 to 5 year period have the potential to achieve a good grading. Sites that do not have the potential to achieve a good grading for wildlife and amenity value will be reviewed in respect to being retained as assets for the Countryside Service.
- **Clarification of current site users and key target groups for the future to extend usage:** This clarification of users and potential users is essential to ensure that the future development proposals for sites and the annual promotional plan for the Countryside Service are tailored to existing users and potential users in order to extend the user base of the Countryside assets.
- **An overview of the site and the zoning of the site according to wildlife and amenity value:** the overview is a description of the site that covers the location and surrounding land assets; the usage profile of the site; the mixture of habitats and profile of notable species on the site; details of the structures on the site including maintenance responsibilities; any rights of way or access issues specific to the site; and finally any specific legal or legislative conditions or requirements that apply to the site. This forms the context against which the management plan for the site has been developed.

- **By zone the individual objectives, actions, development proposals and issues for each zone:** This includes the breaking down of the site into a series of management zones which again are individually graded in respect of wildlife and amenity value with a schedule of objectives, actions and development proposals to improve the grading of the zone.

3.3 Attached as Appendix 1 to this report is the management plan that has been drafted against the proposed structure for the Barford Road Pocket Park in St Neots. The park overall has been graded good for wildlife value and fair for amenity value. Consequently the recommended objectives, development proposals and schedule of actions for each zone are intended to sustain the good rating for wildlife value and improve the fair rating for amenity value.

3.4 Detailed below is the proposed programme for the development of the management plans for all other Countryside assets:

Countryside Site	Completion Date for Drafting of Management Plan
Godmanchester Nursery	12 February 2016
The Thicket	12 February 2016
Wlihorn Meadow	12 February 2016
Holt Island	12 February 2016
Ouse Valley Way	12 February 2016
Alconbury Tree Nursery	19 February 2016
Spring Common	19 February 2016
Stukeley Meadows	19 February 2016
Views Common	19 February 2016
Colne Grave Yard	26 February 2016
Hartford Wood	26 February 2016
Stukeley Railway Cutting	26 February 2016
Hill Rise	26 February 2016
Riverside Park – Huntingdon (part)	26 February 2016
Paxton Pits	10 March 2016
Sudbury Meadows	10 March 2016
Hinchingbrooke Country Park	18 March 2016

#### 4. COMMENTS OF OVERVIEW & SCRUTINY PANEL

4.1 Comments of the Panel will be included in the future report to the Cabinet seeking endorsement of the proposed structure for the drafting of annual management plans (and grading system) for Countryside assets.

#### 5. KEY IMPACTS/RISKS AND HOW THESE WILL BE ADDRESSED

5.1 The adoption of the annual management plans will bring a new direction for the Countryside Service and ensure the management, development and maintenance of assets is within a strategic framework. This will enable the Council to evidence it is delivering a value for money Countryside Service which cannot be done at present.

#### 6. WHAT ACTIONS WILL BE TAKEN/TIMETABLE FOR IMPLEMENTATION

6.1 The schedule of actions within the management plans have been developed to be able to be delivered within a 12 month period and the recommended annual review process will ensure the delivery of the actions and development proposals and then the formulation of future schedules of action and development proposals.

#### 7. LINK TO THE CORPORATE PLAN

7.1 The policy will fundamentally contribute to the Corporate Plan as follows:

- a) Enhancing fundamentally the built and green environment of the District.
- b) Operations becoming much more business-like and efficient in the way it delivers safe services.

## **8. CONSULTATION**

- 8.1 The initial drafting of the management plans and their subsequent annual review will include consultation with the voluntary groups that provide critical support to the Countryside Service and the feedback from the annual customer satisfaction survey that is now being progressed for the service. Bespoke consultation arrangements will also be carried out for specific development proposals.

## **9. LEGAL IMPLICATIONS**

- 9.1 The proposed structure of the management plans requires confirmation of the legal and legislative requirements that apply to a site and determine how it must be managed, maintained and developed.

## **10. RESOURCE IMPLICATIONS**

- 10.1 The schedule of actions within the management plans have been developed to be able to be delivered within the existing resources of the Countryside Service. Any proposed developments requiring additional resources will be the subject of an individual business case that will be submitted to Cabinet for approval after the appropriate scrutiny.

## **11. OTHER IMPLICATIONS**

- 11.1 The annual management plans will seek to ensure the delivery of an appropriate and equitable balance in the provision of the Countryside Service across the District.

## **12. REASONS FOR THE RECOMMENDED DECISIONS**

- 12.1 The scrutinising of the proposed structure of the management plans for Countryside assets gives the Panel the opportunity to influence the final document submitted to the Cabinet for endorsement.
- 12.2 The proposed annual management plans will better direct the management, development and maintenance of Countryside assets over the short and medium term by ensuring that there is a clear strategic framework for the Countryside Service going forward.

## **13. LIST OF APPENDICES INCLUDED**

- 13.1 Appendix 1: the Barford Road Pocket Park – Annual Management Plan.

## **BACKGROUND PAPERS**

None.

## **CONTACT OFFICER**

Name/Job Title: Alistair Merrick – Interim Head of Service (Operations)  
Tel No. 388635

## Annual Management Plan Barford Road Pocket Park (October 2015)

Version	Date Issued	Review
Version 1	2 December 2015	AM
Version 2	2 December 2015	JA
Version 3	14 December 2015	MH
Version 4	18 December 2015	AM (7 January 2016)
Version 5	20 January 2016	

**Overall Wildlife Value:**      **Good**            (Good = meeting objectives)  
**Overall Amenity Value:**      **Fair**             (Fair = Some improvement required)

Grading scheme: None, Poor, Fair, Good, Excellent

**Location:**      Eynesbury, St. Neots. (Site plan attached)

**Site Size:**      Approximately 18.2 hectares (45 acres.)

**Access:**        By drop down bollards off Chapman Way or via a track which can be accessed from Barford Road, next to One Leisure, St. Neots.

### Existing Sites Users & Key Target Groups:

- Dog walkers
- Fisherman
- Families
- Retired people
- School children
- Boaters/canoists
- Local residents

The number of annual users is not known.

### Overview of the Site

The Park is located between the Eynesbury Manor and Knight's Park housing estates to the east and the River Great Ouse to the west. It is bordered to the north by open fields (privately owned). The A428 is the border in the south.

The park is heavily used by the public as a recreational site. High proportions of visitors are local and use the park to walk their dogs, exercise, fish and enjoy wildlife.

The park comprises of a mix of habitats but is predominantly meadows, some of which are included in HDC's Higher Level Stewardship agreement with Natural England. This places HDC under a legal obligation to manage these areas sensitively until 2023. The HLS agreement covers many of Countryside Service's and Greenspace's sites.

The park contains some notable species such as Common Lizard (*Zootoca vivipara*), Grass Snakes (*Natrix natrix*) and Water Voles (*Arvicola terrestris*).

There are several structures on site including vehicle bridges, sluices and a canter-lever lifting bridge. The latter of these structures is owned and maintained by the Eynesbury Manor management company. The remaining structures are owned, and therefore, should be maintained by HDC.

Recent completion of Knights Park has created heavier footfall on the park and a number of “desire lines” crossing through shrub beds have developed. These desire lines will be formalised or blocked off to limit damage to shrub growth and the park’s fencing structures.

A link to a national cycle (12) route cuts north/south through the park through zones B, C, D and F. This route was installed by Sustrans in 2012. HDC is responsible for maintaining the open access (fallen trees etc.) along much of the track. Any officially designated public footpath is the responsibility of the County Council.

A gravel surface Cycle/Access track crosses east/west centrally through zone A. This track is also the route of a haul road for future dredging access to the marina.

The access track is still in the ownership of the site developer and this has public liability issues for HDC. There is an ongoing legal process (6+years) to transfer the track into public ownership, which has yet to be completed. Discussions regarding funding and maintenance implications are part of the process lead by Planning and Legal but the Countryside Service undertake periodic progress chasing on this matter.

**NOTE:** The Wildlife and Countryside Protection Act applies to this site and therefore any maintenance work done to trees or shrubs cannot be carried out earlier than the end of July and must stop by the end of the following March. This protects any species of nesting birds and mammal habitats.

Due of the sensitivity of the Common Lizards on site, any meadow maintenance should be carried out from mid-October at the earliest through until the end of February at the latest.

This document should be very much considered a basic work list and cannot be seen as a finite list of the work carried out on the park each year. This document will enable the reader to keep the park at a suitably high and safe standard for the public. It is important to remember that from year to year, unforeseen work can arise. This work is kept at a minimum by carrying out regular site checks and inspections of trees and the rest of the park’s infrastructure. However, vandalism and extreme weathers can cause unforeseen damage to the park which often needs reactive management to deal with.

For ease of reference the site has been divided into the following zones, see attached maps for details.

<b>Zone A</b>		
Wildlife Value:	Poor	(Poor = limited opportunities for wildlife objectives)
Amenity Value:	Fair	(Fair = Some improvement required)
<p>This Zone A is one of the main entrances to the park. The area is sandwiched between the southern edge of Eynesbury Manor and the northern edge of Knight’s Park housing estates.</p> <p>It includes a play area, areas of amenity grassland and hedgerows. It has large shrub beds on both sides, all of which provide a valuable habitat and food source for birds. The shrub beds also screen off some of the houses from the park. This section of the park attracts the highest proportion of anti-social behaviour, most of which is minor vandalism and littering.</p> <p>The play area is fenced with ‘D-top’ picket fencing. This was installed in 2012 to prevent dogs from accessing the play park and leaving a mess for children to tread in. The play area is now a dog-free zone.</p>		

<b>Objectives for the Zone</b>	
1.	Maintain Zone to a high standard creating a good visual impression for visitors.
2.	Obtain ownership of privately owned access track.
<b>Actions for this Zone</b>	
1.	Empty the park's litter bins twice a week. <b>(Street Cleansing Service)</b>
2.	Empty three bins outside the play area gates <b>(Street Cleansing service).</b>
3.	Ensure dog fence is intact and secure <b>(Countryside Services).</b>
4.	Mow short grass areas (as marked on maps) regularly. (Currently every 2 weeks from March to September). This can be more or less regular, dependent on the season. Grass should be cut to a height <50 mm. <b>(Grounds Maintenance).</b>
5.	Strim around all structures every time mowing occurs (benches, bins, play equipment, trees, bollards and along the bottom of the dog fence). <b>(Grounds Maintenance).</b>
6.	Ensure the play equipment is safe for use by inspecting it once a month. <b>(Countryside Services to carry out monthly, Street Scene's team leaders to carry out/organise annually/bi-annually).</b>
7.	Once a year (often August/September), but always after the end of July, cut back shrub beds around area. Some only require the sides cutting; some require sides and tops cutting (See maps) <b>(Countryside Services).</b>
8.	Maintain a visual presence in this area, especially. This will help to promote community awareness. <b>(Countryside Services).</b>
9.	Carry out site checks, twice a week as a minimum, to inspect the presence of lifebelts and 'nag' signs and the quality and safety of the rest of the park's infrastructure, including trees. These 'daily site checks' are essential tasks and are particularly important after flooding, high winds and the school holidays, the summer break, especially the summer. More thorough monthly and annual checks should also be carried out to inspect, in more detail, bridges, benches, signs, boardwalks etc. <b>(Countryside Services).</b>
10.	Ensure planning and legal teams do not accept responsibility for the access track without securing additional funding for maintenance <b>(Countryside Services)</b>
<b>Development Proposals</b>	
1.	Undertake a needs analysis survey to determine if additional play equipment is required. Seek external funding if required <b>(Development Team).</b>
2.	Within the next year, formalise some desire line routes from the new estate, onto the play area. It would be sensible to formalise these tracks to avoid any more unnecessary damage to habitat and to decrease potential anti-social behaviour 'hotspots'. <b>(Countryside Services)</b>
3.	Chase the legal process for the track transfer <b>(HDC Legal Team).</b>
<b>Notes</b>	
An annual insurance play area inspection and report also flags up any maintenance requirements for the play equipment. such as loose posts and broken ropes. <b>(Countryside Services to coordinate remedial work)</b>	
HDC Rangers are not ROSPA trained and cannot identify all problems with equipment. <b>(Street Scene Team Leaders)</b>	



## Zone B

Wildlife Value: Good  
Amenity Value: Fair

Mostly a meadow area with a surfaced cycle path (link to National Cycle Route 12) running along the western edge, towards the A428 bridge. Some informal paths also cross through the meadow.

The meadow has been surveyed and there is evidence of a high population of Common Lizards. The adjacent Knight's Park development paid for remedial work to provide hibernacula for the relocation of any lizards caught, prior to building works beginning.

A disused pumping station beside the surfaced path that has been sealed and designated as a 'bat house'. This building is an ideal roosting habitat for bats but it has never been surveyed to see if it has succeeded.

In the past, a local graffiti artist has used this building (and other surfaces in the park) to run workshops with Ernulf Academy, the local secondary school. This project has, on several occasions provided valuable links between HDC and the local population of young adults.

The public footpath (and cycleway) that runs parallel to the river on west side of the meadow leads into an industrial estate, on the southern side of the A428 road bridge (which also acts as the county boundary between Bedfordshire and Cambridgeshire).

Trees on the meadow area consist of a mix of native broadleaf, deciduous trees including Black Poplar (*Populus Nigra*).

The developers on Knight's Park currently have a fenced compound on the field which will potentially be removed within 2 years. They should re-instate the meadow to HDC's satisfaction. This will require management and supervision by Countryside Services to ensure that Taylor Wimpey (TW) reinstate the ground correctly. Any issues should be taken directly to the TW site manager. **(Countryside Services)**

### Objectives for the Zone

1. Maintain to a high standard creating a good visual impression for visitors.
2. Continue to maintain and provide a high quality habitat for the park's population of Lizards.

### Actions for this Zone

1. Litter pick and empty litter bins twice a week as a minimum **(Street Cleansing)**
2. Ensure the bat house is safe and the graffiti design is refreshed every 4-5 years **(Countryside Services)**.
3. Inspect and/or maintain all the recognised paths. Grass ones are informal and HDC responsibility, surfaced path is CCC footpath and is their responsibility to maintain the surface.
4. HDC to maintain the grass path edges. Cut once a fortnight between March and September. Grass should be cut to a height <50 mm. **(Grounds Maintenance)**
5. Inspect the trees for safety, annually **(Countryside Services)**, with cooperation of Arboriculture Team).
6. Maintain the hedgerows and fence line bordering the housing estate. Hedges are cut back to fence line once a year, from September onwards. **(Countryside Services)**.
7. Grass and hedge cuttings are stacked inside the fence line to provide valuable hibernation habitats.
8. Cut and collect the meadow area as late as possible in the year (ideally middle October) to prevent impact on Lizard populations **(Countryside Services)**.
9. Carry out site checks, twice a week as a minimum, to inspect the presence of lifebelts and 'nag' signs and the quality and safety of the rest of the park's infrastructure, including trees. These 'daily site checks' are essential tasks and are particularly important after flooding, high winds and the school holidays, the summer break, especially the summer. More thorough monthly and annual checks should also be carried out to inspect, in more detail, bridges, benches, signs, boardwalks etc. **(Countryside Services)**

Development Proposals
Subject to the completion of a needs analysis review and public consultation there may be opportunity to locate a 'MUGA' area for ball games. There is potential funding from the Knight's Park development to install some new play equipment in this area ( <b>Development Team</b> ).
Notes

Zone C
Wildlife Value: Good Amenity Value: Poor – Limited opportunity
<p>This zone primarily consists of a large section of the park's meadow area.</p> <p>The meadow area is part of HDC's HLS Agreement and is managed in accordance with it. The floral diversity of this zone is therefore gradually increasing because of this annual management.</p> <p>Survey data has displayed evidence of a high proportion of Common Lizards living in the grassland.</p> <p>Opposite the meadow is the Eynesbury Manor marina.</p> <p>A privately owned swing bridge separates this zone from zone B. This bridge is raised when users of the marina access the main river.</p> <p>HDC would permit anglers to use the site, however, there is no fishing rights vested in the Council. These remain with the marina management company.</p> <p>There are currently two disabled access fishing platforms along the edge of the marina in this zone.</p>
Objectives for the Zone
<ol style="list-style-type: none"> <li>1. Maintain a florally-rich meadow area with suitable habitat for Common Lizards, as a priority (and for other species such as mice, voles, and grass snakes).</li> <li>2. To provide attractive short grass areas for recreation.</li> </ol>
Actions
<ol style="list-style-type: none"> <li>1. Litter pick and empty bins twice a week as a minimum (<b>Street Cleansing</b>)</li> <li>2. Ensure safety of structures and lifebelts (<b>Countryside Services to carry out as part of weekly site checks</b>).</li> <li>3. Any problems with marina structures are to be passed to the marina's management company (contact Mike Lock: 07588272930, <a href="mailto:mlock001@btinternet.com">mlock001@btinternet.com</a>).</li> <li>4. Regularly (once a fortnight from March to the end of September) mow short-grass areas as marked on maps. Grass should be cut to a height &lt;50 mm. (<b>Grounds Maintenance</b>).</li> <li>5. Once a year, mow meadow area with flail collector leaving up to 1/3 uncut (usually 3 or 4 tractor widths headland). Leave alternating patches in meadow uncut (<b>Countryside Services</b>). This action is part of the HLS agreement, mentioned earlier in this plan.</li> <li>6. Maintain hedge line planted along marina footpath. Note: this was only planted in 2013/14 so will not require cutting for at least 5 years. However, it may require some replacement shrubs in the meantime. This was part of the HLS agreement's capital works scheme and needs to be maintained to the standard required by Natural England. (<b>Countryside Services to carry out replacement of plants and cutting of hedge, where and when appropriate</b>).</li> <li>7. Maintain fence line along western edge of meadow, bordering the conservation lake. Cut back hedge line once a year (<b>Countryside Services</b>).</li> <li>8. Liaise with the cricket bat company regarding harvesting of willows. J.S. Wright and Sons LTD will maintain the health of the trees on the proviso that the wood will be sold back to them when ready</li> </ol>

for harvest (**Countryside Services**). J. S. Wright and Sons LTD will replant willows when they come to harvest, providing a sustainable source of income (NOTE: harvest takes place about every 10 years).

9. Carry out site checks, twice a week as a minimum, to inspect the presence of lifebelts and 'nag' signs and the quality and safety of the rest of the park's infrastructure, including trees. These 'daily site checks' are essential tasks and are particularly important after flooding, high winds and the school holidays, the summer break, especially the summer. More thorough monthly and annual checks should also be carried out to inspect, in more detail, bridges, benches, signs, boardwalks etc. (**Countryside Services**).

#### Development Proposals

No current development plans.

#### Notes

Some willows are to be felled and replaced winter 2015/16. This harvest will provide in excess of £12,500. This figure cannot be guaranteed for the next harvest; it is dependent on factors such as market value and quality and quantity of timber harvested. However, this is a worthy source of income for very little HDC time and resources.

### Zone D

Wildlife Value: Good  
Amenity Value: None – limited opportunity

Zone D primarily consists of the conservation lake area.

This lake is fenced off from public access, though some limited access is provided by a boardwalk and viewing platform on one side and a woven willow screen on the other side of the lake.

The wet grassland and reed beds surrounding the lake provide valuable habitat for large numbers of over-wintering Snipe (*Gallinago gallinago*). Other notable species that have been recorded include Bitterns (*Botaurus stellaris*) and Cetti's Warbler (*Cettia cetti*).

Bearded Tits (*Panurus biarmicus*) have been reported on site, but this sighting cannot be confirmed.

#### Objectives for the Zone

1. To provide and maintain a high quality wetland habitat within the confines of the fence.
2. Allow access to nature for all via boardwalk and willow viewing screen.
3. Outside the fence, maintain a tidy and high quality recreation area by cutting short grass areas and ensuring surfaced paths are clear.

Actions	
1.	Litter pick and empty bins twice weekly as a minimum ( <b>Street Cleansing</b> )
2.	Mow short grass areas as marked on maps (mainly path edges) once a fortnight from March to the end of September. Grass should be cut to a height <50 mm. ( <b>Grounds Maintenance</b> ).
3.	As part of weekly site checks, ensure the lake's perimeter fence is secure and boardwalk is safe (handrails and boards intact) ( <b>Countryside Services</b> ).
4.	On a 4 yearly cycle, clear willow regrowth from around the edge of the lake. Some stumps have been treated with chemical in order to stop them re-growing. Suggest this as standard practice in the future. Willow will always regrow, but if treated, will take a lot longer ( <b>Countryside Services</b> ).
5.	Ensure scrub growth around the lake does not extend past its current location ( <b>Countryside Services</b> )
6.	Ensure Lizard hibernacula are kept open and free from scrub. Refurbish and renew hibernacula as necessary ( <b>Countryside Services</b> ).
7.	Inspect and arrange maintenance for two vehicle bridges (rated to 17.5 tonnes) and brick 'humpback' bridge (vehicle weight rating unknown) annually ( <b>Countryside Services</b> to carry out as part of weekly, monthly and annual checks).
8.	Carry out site checks, twice a week as a minimum, to inspect the presence of lifebelts and 'nag' signs and the quality and safety of the rest of the park's infrastructure, including trees. These 'daily site checks' are essential tasks and are particularly important after flooding, high winds and the school holidays, the summer break, especially the summer. More thorough monthly and annual checks should also be carried out to inspect, in more detail, bridges, benches, signs, boardwalks etc. ( <b>Countryside Services</b> ).
Development Proposals	
No current development plans.	
Notes	
This is an important and interesting area for wildlife and should be preserved.	

Zone E	
Wildlife Value:	Good
Amenity Value:	None
<p>Zone E largely consists of willow copse and is left intentionally unmanaged to provide another sanctuary area for wildlife.</p> <p>Part of this zone is planted with Cricket Bat Willows which provides a funding stream every 10 -15 years.</p> <p>Other than the willow copse, the area has well used paths, one of which is surfaced.</p> <p>In recent years the zone has been used by Ernulf Academy for the purpose of outdoor learning. Like the bat house project, allowing the school onto site has built a valuable link with the community.</p>	

Objectives for the Zone
To provide and maintain accessible paths whilst allowing for the copse to be used as an educational tool and link to the community, alongside providing another extensive habitat.
Actions
<ol style="list-style-type: none"> <li>1. Litter pick and empty bins twice weekly as a minimum. <b>(Street Cleansing)</b>.</li> <li>2. Mow short grass areas as marked on map, only path edges in this zone, regularly (from March to late September). Grass should be cut to a height &lt;50 mm. <b>(Grounds Maintenance)</b></li> <li>3. Undertake annual tree inspections along path edges. <b>(Countryside Services to carry out with cooperation of HDC's Arboriculture team)</b>.</li> <li>4. Liaise with Environment Agency in regards to any issues with moorings and Eaton Socon sluice structure <b>(Countryside Services to carry out)</b>.</li> <li>5. Inspect two wooden footbridges on OVW along river bank monthly. Ensure handrails and boards are secure <b>(Countryside Services)</b>.</li> <li>6. Inspect conservation lake outflow at least once every six months to maintain a good flow from lake <b>(Countryside Services)</b>.</li> <li>7. Inspect willow copse area at least once a month (more often in the summer time <b>(Countryside Services)</b>).</li> <li>8. Liaise with the cricket bat company regarding harvesting of willows. J.S. Wright and Sons LTD will maintain the health of the trees on the proviso that the wood will be sold back to them when ready for harvest <b>(Countryside Services)</b>.</li> <li>9. Carry out site checks, twice a week as a minimum, to inspect the presence of lifebelts and 'nag' signs and the quality and safety of the rest of the park's infrastructure, including trees. These 'daily site checks' are essential tasks and are particularly important after flooding, high winds and the school holidays, the summer break, especially the summer. More thorough monthly and annual checks should also be carried out to inspect, in more detail, bridges, benches, signs, boardwalks etc. <b>(Countryside Services)</b>.</li> </ol>
Development Proposal
No current development plans.
Notes
Some willows are to be felled and replaced winter 2015/16. This harvest will provide in excess of £12,500. This figure cannot be guaranteed for the next harvest; it is dependent on factors such as market value and quality and quantity of timber harvested. However, this is a worthy source of income for very little HDC time and resources.

Zone F
Wildlife Value: Fair – limited opportunity for improvement Amenity Value: None
This zone comprises of a storm water drainage ditch that carries surface water from the surrounding housing estates and Barford Road to the river.  Its banksides are inhabited by a sizable colony of Common Lizards and the management of this zone take this in to account.  Water Voles ( <i>Arvicola amphibious</i> ) are also known to reside in this ditch.

<b>Objectives for the Zone</b>
To provide and maintain a valuable habitat for water voles and Lizards. Also to provide a pleasant walk for the public and views for residents.
<b>Actions</b>
<ol style="list-style-type: none"> <li>1. Litter pick path edges twice weekly as a minimum (<b>Street Cleansing</b>).</li> <li>2. Mow path edges as marked on map regularly (from March to late September). Grass should be cut to a height &lt;50 mm. (<b>Grounds Maintenance</b>).</li> <li>3. Brush cut and remove grass from football field side of ditch annually (mid-winter to avoid disturbance to lizards). Remove any bankside scrub regrowth at the same time (<b>Countryside Services</b>).</li> <li>4. Once, annually, thoroughly remove litter from inside the ditch (often at the same time as cutting the bankside) (<b>Countryside Services to carry out, Street Cleansing to take refuse away</b>).</li> <li>5. Once every 5 years, thin a 50m section of ditch of old reed growth (<b>Countryside Services</b>).</li> <li>6. Carry out site checks, twice a week as a minimum, to inspect the presence of lifebelts and 'nag' signs and the quality and safety of the rest of the park's infrastructure, including trees. These 'daily site checks' are essential tasks and are particularly important after flooding, high winds and the school holidays, the summer break, especially the summer. More thorough monthly and annual checks should also be carried out to inspect, in more detail, bridges, benches, signs, boardwalks etc. (<b>Countryside Services</b>).</li> <li>7. The vehicle bridge nearest to the housing estate (leading into Flawn Way) is owned and should be inspected by HDC as part of site checks (<b>Countryside Services</b> to carry out inspection and arrangement of repairs to bridge. Funding is not included within Countryside budget for significant bridge repairs).</li> </ol>
<b>Development Proposals</b>
No current development plans.
<b>Notes</b>

**Public**  
**Key Decision - Yes**

## HUNTINGDONSHIRE DISTRICT COUNCIL

**Title/Subject Matter:** Grounds Maintenance - Service Specification.

**Meeting/Date:** Overview and Scrutiny Panel (Economy & Growth) –  
9th February 2016  
Cabinet – 17th March 2016

**Executive Portfolio:** Councillor Robin Carter – Executive Councillor for  
Operations & the Environment

**Report by:** Alistair Merrick – Interim Head of Service (Operations)

**Ward(s) affected:** All

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### **Executive Summary:**

1. The report provides the opportunity for the Panel to scrutinise the draft Grounds Maintenance Service Specification before it is submitted to the Cabinet for endorsement.
2. The Service Specification that has been developed to better direct the grounds maintenance activities delivered by the Operations Service and to make maintenance frequencies and standards more transparent for residents. The service availability details and maintenance frequencies will form the core information on the Council's Website regarding the grounds maintenance service provided by the Council.
3. Along with waste and recycling collections and the street cleansing service, the grounds maintenance service is one of the most visible services delivered by the Council and impacts directly on residents and businesses in the District in terms of their sense of well-being in respect to Huntingdonshire.
4. The scope of the grounds maintenance service provided by the Council is as follows:
  - Grass Maintenance.
  - Amenity Shrub Beds (Inc. Herbaceous & Rose Beds).
  - Pruning of Roses.
  - Seasonal Bedding Displays.
  - Preparation & Maintenance of Hanging Baskets.
  - Formal and Informal Hedge Maintenance.
  - Maintenance of Dykes, Ditches & Watercourses.
  - Minor Tree Works.
5. The core hours for the delivery of the service going forward are set out in Table 1 of the report and this constitutes the guarantee to the residents of when the service will be available.

6. Active independent monitoring of the grounds maintenance service is being introduced which is done to a prescribed format and the results measured against the annual performance targets set for the service. It is this auditing that will test if the frequencies are correct and it is highly likely some will be amended, with both increases and decreases in maintenance frequencies.
7. When endorsed the service availability detail and the maintenance frequencies will be published on the Council's website so that residents have immediate access to the core information regarding the grounds maintenance service provided by the Council.

**Recommendation(s):**

1. Overview and Scrutiny Panel are invited to make comments that will be included in the report to Cabinet seeking the endorsement of the Grounds Maintenance Service Specification and also help with the finalisation of the service specification.
2. The Cabinet are recommended to approve the Grounds Maintenance Service Specification as the primary document to direct the future delivery of the service. The Service Specification will be subject to review and refinement based on performance monitoring results and customer satisfaction findings.



## **1. PURPOSE**

- 1.1 The report provides the Panel with the opportunity to scrutinise the Grounds Maintenance Service Specification before it is adopted.

## **2. BACKGROUND**

- 2.1 The Grounds Maintenance Service Specification has been developed to better direct the grounds maintenance activities delivered by the Operations Service and to make maintenance frequencies and standards more transparent for residents. The service availability details and maintenance frequencies will form the core information on the Council's website regarding the grounds maintenance service provided by the Council.

- 2.2 Along with waste and recycling collections and the street cleansing service, the Grounds Maintenance Service is one of the most visible services delivered by the Council and impacts directly on residents and businesses in the District in terms of their sense of well-being in respect to Huntingdonshire. Consequently it is important that the service is well directed against clear performance requirements and that residents can access core information regarding when the service is provided, the maintenance regimes and performance standards.

- 2.3 The scope of the grounds maintenance service provided by the Council is detailed below:

- Grass Maintenance.
- Amenity Shrub Beds (Inc. Herbaceous & Rose Beds).
- Pruning of Roses.
- Seasonal Bedding Displays.
- Preparation & Maintenance of Hanging Baskets.
- Formal and Informal Hedge Maintenance.
- Maintenance of Dykes, Ditches & Watercourses.
- Minor Tree Works.

### **3. OPTIONS CONSIDERED/ANALYSIS**

- 3.1 Following a full review of the current service it was confirmed that the service had been operating outside of an adopted service specification consequently the Grounds Maintenance Service Specification attached as Appendix 1 to this report has been developed. The review work has included evaluation of all the current maintenance regimes against best industry practice, quantified areas to be maintained and market rates for work. Previously this core information has not been available and it is essential to enable effective and efficient deployment of resources.
- 3.2 The outcome of the review work is that it is recommended that the service is delivered against the annual programme of work and frequencies detailed in Table 1 below.
- 3.3 Active independent performance monitoring of the grounds maintenance service is being introduced. This will be done to a prescribed format and the results will be benchmarked against annually set targets. It is this auditing that will test if the frequencies are correct and it is highly likely some will be amended, with both increases and decreases in maintenance frequencies.
- 3.4 When endorsed the service availability detail and the maintenance frequencies will be published on the Council's website so that residents have immediate access to the core information regarding the grounds maintenance service provided by the Council.

**Table 1: Proposed Annual Working Patterns and Frequencies of Work**

		TYPICAL WORKING PATTERNS SUMMER WORKING HOURS - 7.00 - 16.30 WINTER WORKING HOURS - 7.30 - 16.00												
Works Planner Guide	FREQUENCY	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	
GRASS - AMENITY	x 8													Medium Cut Regime Approx 8 cuts - max length 100-150mm
GRASS - SPORTS AND PARKS	x 8													Short Grass Regime Approx 12 cuts - max length 50-75mm
LAWN AND HAND CUTTING	x 10													Short Grass Regime - Pedestrian Mowers Approx 12 Cuts - Max Length 50-75mm
PITCH MARKING	As Req	Marking as Required Through The Season						Marking as Required Through The Season						
FLAIL WORK - VERGES Etc.	x 1													Winter Reduction/Cutting Back
CLOSED CEMETERIES	x 8													Medium Cut Regime Approx 8 cuts - max length 100-150mm
RAMSEY CEMETERY	x 8													Medium Cut Regime Approx 8 cuts - max length 100-150mm
WATERCOURSE INSPECTIONS	WEEKLY & FORTNIGHTLY	APRIL - OCTOBER FORTNIGHTLY VISITS ----- NOVEMBER - MARCH WEEKLY VISITS												
WATER COURSES	x 1													Winter Cutting Back and Clearing
HEDGE CUTTING	x 2													Summer Trim as Required
SHRUB/ROSE BED PRUNING	X 2	Winter Prune Back Period												Trim
SHRUB/ROSE BED MAINTENANCE	X 12	On going maintenace as required to maintain - no greater than 15-20% weed growth evident in bed area												
BEDDING SEASONAL	X 2													Summer Bedding Planting
WATERING SERVICES	3 X P/Wk													Winter Bedding Planting
PITCH WORKS (REPAIRS)	X 1													Summer Bedding Watering Service 3 x Per Week
FENCING PAINTING	As Req													Off Season Reapirs as Required
LEAF CLEARANCE														Winter Maintenance Service as Required
HDC SERVICE MONITORING	Ongoing													Leaf Clearance in Coloabouration With Street Cleansing
		On-going Monitoring on a Rolling Percentage Basis of the Regions												

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#### **4. COMMENTS OF OVERVIEW & SCRUTINY PANEL**

- 4.1 Comments of the Panel will be included in the future report to the Cabinet seeking endorsement of this service specification.

#### **5. KEY IMPACTS/RISKS AND HOW THESE WILL BE ADDRESSED**

- 5.1 The Grounds Maintenance Service Specification will bring a new direction for the service and ensure the arrangements for the delivery of the service are transparent for residents and performance can be benchmarked going forward. This will enable the Council to evidence it is delivering a value for money service which cannot be done at present.

#### **6. WHAT ACTIONS WILL BE TAKEN/TIMETABLE FOR IMPLEMENTATION**

- 6.1 The resources within the Grounds Maintenance Team that deliver the services across the District are already being realigned against the proposed maintenance frequencies and standards. Consequently after endorsement by the Cabinet of the Grounds Maintenance Service Specification the service can be immediately delivered against the specification. The performance monitoring regime is being developed in parallel and will be fully operational by April 2016.

#### **7. LINK TO THE CORPORATE PLAN**

- 7.1 The policy will contribute to the Corporate Plan as follows:
- a) Enhancing fundamentally the built and green environment of the District.
  - b) Operations becoming much more business-like and efficient in the way it delivers safe services.

#### **8. CONSULTATION**

- 8.1 The service improvement plan adopted by the Operations Service includes a structure of on-going consultation with residents and service users, these will be used to test the appropriateness of the maintenance regimes from the users' perspective. The performance monitoring results will also be published to evidence to residents that specified service standards are being delivered.

#### **9. LEGAL IMPLICATIONS**

- 9.1 The Grounds Maintenance Service Specification has been drafted to fully comply with all relevant legislation.

## **10. RESOURCE IMPLICATIONS**

- 10.1 The Grounds Maintenance Service Specification has been developed within existing resources. The implementation of the service specification will be within the existing resources of the Operations Service deployed on grounds maintenance activities.

## **11. OTHER IMPLICATIONS**

- 11.1 The Grounds Maintenance Service Specification seeks to ensure the delivery of an appropriate and equitable balance in the provision of the service across the District.

## **12. REASONS FOR THE RECOMMENDED DECISIONS**

- 12.1 The scrutinising of the Grounds Maintenance Service Specification gives the Panel the opportunity to influence the final document submitted to the Cabinet for endorsement.

- 12.2 To provide clear direction and performance standards through the service specification for the future delivery of the service.

## **13. LIST OF APPENDICES INCLUDED**

- 13.1 Appendix 1: the Ground Maintenance Service Specification.

## **BACKGROUND PAPERS**

None.

## **CONTACT OFFICER**

Name/Job Title: Alistair Merrick – Interim Head of Service (Operations)  
Tel No. 388635



## SERVICE SPECIFICATION FOR GROUNDS MAINTENANCE

Version	Date Issued	Review
Version 1	14 January 2016 (AM)	19 January 2016 (TB)
Version 2	26 January 2016 (AM)	26 January 2016 (JS)
Version 3		
Version 4		
Version 5		

The grounds maintenance services provided by Huntingdonshire District Council (Street Scene Services) shall include:

- Grass Maintenance.
- Amenity Shrub Beds (Inc. Herbaceous & Rose Beds).
- Pruning of Roses.
- Seasonal Bedding Displays.
- Preparation & Maintenance of Hanging Baskets.
- Formal and Informal Hedge Maintenance.
- Maintenance of Dykes, Ditches & Watercourses.
- Minor Tree Works.

### 1.0 Definitions

1.1 For the purpose of this specification, the following terms shall have the following meanings:

Term	Meaning
<i>The Service</i>	The Grounds Maintenance Team within Street Scene Services.
<i>The Area Manager</i>	The day to day operational manager(s) responsible for the delivery of the grounds maintenance service against this specification.
<i>Grass Cutting Season</i>	31 March to 31 October each year
<i>Fly Tipping</i>	Where the term ' fly tipping' or 'fly tip' is used it means any deposit or accumulation of earth , debris, rubbish, refuse, waste, furniture, equipment or any other thing abandoned or apparently abandoned by any person at any location, on or off the highway, without the approval or authority of the client

	<p>officer.</p> <p>(a) It includes refuse or waste stored in containers on a highway awaiting collection by any agency if they are not collected or removed within a reasonable period of the scheduled time.</p> <p>(b) It includes anything that the Council may remove under powers given in Section 6 of the Refuse Disposal (Amenity) Act 1978.</p> <p>(c) It includes anything abandoned or apparently abandoned on, in or adjacent to a motor vehicle which the Authority may remove under powers given in Section 3 of the Refuse Disposal (Amenity) Act 1978.</p> <p>(d) It includes anything specified by the Head of Service to be treated as a fly tip.</p>
<i>Grass Areas - General</i>	Defined as areas of grass that make up roadside verges, and green spaces within and around residential areas
<i>Grass Areas – Sports Pitches and Parks</i>	Defined as areas of grass that make up recreational sports areas and parklands
<i>Lawns &amp; Hand Cut Grass Areas</i>	Defined as areas of grass that are either required to be box mown and/or areas where access for ride on machinery is limited.
<i>Autumn Leafing Period</i>	1 November to 31 December each year.
<i>Rose Pruning Period</i>	1 November to 31 December each year.
<i>Summer Bedding Display Period</i>	Prepared and planted during May, seasonal display through to end of September
<i>Winter Bedding Display Period</i>	Prepared and planted during October, seasonal display through to end of April
<i>Formal Hedges</i>	Defined as general hedging seen locally around the area
<i>Informal Hedges</i>	Those containing native species such as hawthorn, blackthorn, field maple, etc. in natural settings. These hedgerows shall be treated in such a fashion as to encourage maximum wildlife habitation.
<i>Winter Hedge Maintenance Period</i>	1 November to 31 January each year.
<i>Summer Hedge Maintenance Period</i>	1 July to 31 July each year.
<i>Dykes, Streams and Ditches Maintenance Period</i>	1 October to 30 November each year.

## 2.0 Grass Maintenance

- 2.1 Grass maintenance will be carried out when soil conditions are suitable. The 'typical' grass cutting season will run from the end of March through to the end of October.
- 2.2 All grass areas shall be inspected prior to the commencement of any grass cutting, all litter, stones, branches and other debris that have the potential to cause personal injury or damage to machinery, equipment and installations shall be removed and disposed.
- Under no circumstances should litter or rubbish be shredded as a result of grass cutting operations.
  - All incidents of exceptional fly tipping and abandoned cars shall be reported to the Area Manager who will arrange their removal.
- 2.3 Some grass areas have naturalised bulbs, during the spring season, please avoid cutting these. Where bulbs appear, the immediate area around the bulbs shall not be cut for a minimum of six weeks after flowering has finished.
- 2.4 Once grass cutting has commenced on an area, it shall be completed without delay, this includes:
- All associated strimming activities, and
  - The blowing of arisings from roads and paths.
- 2.5 Grass areas must be cut back to the hedge lines, fence lines, dykes and/or any other boundary lines by the use of mowing machine or hand held strimmer at the time of the grass cutting operation. This will include cutting back nettles, brambles and herbage. The practice of allowing boundary lines to establish by the means of not cutting back to the boundary shall not be accepted at any time.
- 2.6 If inclement weather prevents the specified grass cutting being carried out or if carried out would create damage to the surface of grass areas, i.e. cause divots, ruts, puddling or scalping in dry or wet weather, operations shall cease and immediately the Area Manager shall be notified of this action.
- Strimmers shall be used with **caution** around trees to prevent damage occurring.
  - All young/ornamental trees within grassed areas shall be kept free of grass and weeds to a distance of 0.50m from tree base, to prevent close proximity strimmer activities.
- 2.7 The following standards shall be deemed to include the cutting of "bents" when applicable, with suitable equipment.
- Grassland and verge type areas to be cut with suitable tractor mounted or pedestrian operated flail or rotary equipment. The herbage height shall be cut to give a finished height between 75mm and 100mm and all arisings to remain on the ground.
  - Wildflower meadow grass areas are to be cut to no less than 100mm with suitable flail equipment, on one occasion per year in October the arisings from which shall be left on site for no less than 7 days and no more than 14 days then collected, and removed off site by composting/recycling.



### **Amenity Grass Cutting Standards**

Category of Grass	Description	Mowing Standard	Tolerance Levels between Cuts
GRASS AREAS - GENERAL	MEDIUM GRASS	CUT TO 40-55MM	MAX HEIGHT 100-150MM
GRASS - SPORTS & PARKS	SHORT GRASS	CUT TO 25-40MM	MAX HEIGHT 50-75MM
LAWN & HANDCUTTING	SHORT GRASS	CUT TO 25-40MM	MAX HEIGHT 50-75MM

### **3.0 Amenity Shrub Beds (Inc. Herbaceous & Rose Beds)**

3.1 The Operative shall visit and carry out routine maintenance to each of the shrub beds, which shall include:

- Weed control;
- Hoeing;
- Hand weeding;
- Shrub pruning; and
- Litter removal as outlined below.

3.2 Visits shall be on one occasion per month frequency.

3.3 Shrub bed areas shall be kept free of:

- Self-set tree seedlings;
- Tree suckers;
- Brambles;
- Briars;
- Elders; and
- Other rogue and unwanted vegetation and weed growth, (with no greater than 15% to 20% weed growth evident in bed areas).

3.4 Mulch, where applied to shrub beds shall be to a minimum depth of a 100mm.

3.5 Routine maintenance tasks shall include:

- The removal of dead flowers and stems from plants to promote a good floral display and maintain the beds in a neat and tidy condition.
- The re-staking, re-firming and re-tying of plants as necessary.
- The cutting down of all herbaceous stems at the appropriate time of year and thoroughly tidying the beds.

- The cutting/trimming back of plants overhanging surrounding grass areas to retain shape and extent of bed or border. At no time shall shrubs be boxed pruned.
  - When small to medium size trees are in beds and borders you shall include the removal of broken, dead and low branches along with basal growth and the replacement of stakes and adjustment of ties.
  - On each visit the bed shall be thoroughly weeded, all litter, rubbish, fly tipping, leaves and other debris removed off site.
  - Edging back using long handled shears all grass edges, where edges have been damaged or are not defined please reform and maintain a new edge using a half moon.
  - Suckers found around the base of rose bushes are to be removed at the point of attachment to the plant.
- 3.6 The varieties of roses, shrubs and plants growing in beds and borders shall be properly identified to enable them to be pruned correctly.
- 3.7 All plants shall be maintained substantially free of pest and disease by using cultural techniques where practicable.
- 3.8 Autumn leaf cover shall not exceed more than 15% of the beds area. Leaves shall be removed from the beds during November and December. The areas around beds and borders are to be left clean and tidy. All leaves and other arisings shall be collected and disposed by composting.
- 3.9 The shrubs must be kept so as to prevent them from becoming a hazard to passing pedestrians, vehicles, street name plates and direction signs. The shrubs must be prevented from becoming too tall or overgrown or producing a "Muffin Effect".
- 3.10 Ground cover shrubs must never be allowed to become leggy, but pruned to a dense even cover which discourages weed growth.

#### **4.0 Pruning of Roses**

- 4.1 The work shall be carried out using secateurs, long handled pruners, pruning saw and pruning knife as appropriate and shall generally be in accordance with Professor John Malins "The Essential Pruning Companion" ISBN 0 7153 9899 7 and the following requirements:
- Roses shall be lightly pruned during November or December to tidy the plant and prepare it for the winter period. This shall include removal of upper growth to reduce wind rock during winter gales, followed by a full prune during March.
  - Dead Heading of Roses - these operations shall be carried out on each maintenance visit to the rose beds.

4.2 Programme Variations: pruning shall not be undertaken in excessively cold or frosty conditions.

## 5.0 Seasonal Bedding

5.1 **General:** The Council maintains specific beds, borders, hanging baskets and containers, which are used for winter and summer floral displays.

5.2 **Designs:** Winter and summer bedding displays shall be marked out, planted and maintained.

5.3 **Clearance and Preparation:** On completion of the bedding displays the Operative shall carry out the following operations:

- Remove all old plants, unless otherwise agreed no bed shall be stripped of plants in excess of seven working days. Remove old plants, bulbs and weeds, taking care not to break the stem of any tulip bulbs, so as to remove the bulb completely. Where plants have been identified by your Area Manager for saving, these will be lifted carefully and then transported to our yard.
- Apply well-rotted farm yard manure to a depth of 100mm over the entire surface area of the bed.
- Single dig each bed using a spade to a depth of 250mm to 300mm incorporating all the farm yard manure. On completion of the hand digging a rotovator may be used to break down the soil to a finer tilth if needed.
- The beds will then be trod down and raked to form a true level, uniform and fine surface free from lumps.
- Using the edge of the spade form back the edges of the bed by pushing back the soil to give an angle of 45 degrees, so that the finished level of the bed is slightly above the surrounding grass area, after which a final raking over to give a finished level surface ready for planting.

## 6.0 Planting of Seasonal Bedding

6.1 In accordance with the plans supplied by the Development Team of Environmental Services, mark out and plant up at the appropriate planting distances the plants.

- All plants must be thoroughly watered within 4 hours of planting; under no circumstances should dry root balled plants be planted.
- Plants of the same species must be evenly spaced and planted to the depth appropriate to the species.
- Planting holes should be large enough to accommodate the root ball without restriction, where possible the please avoid treading on newly planted areas, for example working from back to front on a square or rectangular bed and from the centre on a circular or oval bed.
- Firm in the plants by hand avoiding excessive soil compaction but ensuring good contact between the roots and soil.
- If the planting plan includes standard and dot plants these need to be staked unless otherwise specified by your Area Manager.
- To ensure the plants do not wilt watering of the plants in each bed shall commence within 1 hour of planting.
- All grass areas surrounding the beds must be adequately protected and on completion the grass areas should be raked and left in a clean and tidy condition.

## 7.0 Irrigation & Maintenance of Seasonal Planting

7.1 The irrigation of beds shall be required both as part of routine maintenance and as part of the bedding out operation. Full irrigation of newly planted bedding shall commence as soon as plants have been planted.

- 7.2 Summer bedding displays require visits 3 times per week to water and maintain. The rate of application shall be no less than twenty litres for every square metre of bed area.
- 7.3 A soluble fertilizer shall be supplied which can be incorporated into the summer irrigation programme.
- 7.4 Where possible irrigation shall be avoided during the midday sun, so as to avoid potential scorching of bedding plants.
- 7.5 Maintenance will include the following:
- On each watering visit please clear all beds of weeds by hand, hoe or fork as required before applying the water.
  - Remove all dead flower heads and rogue plants, including rouge spring bulbs throughout the year.
  - Please stake, re-stake and re-firm plants as necessary including any plants pulled out of the beds through vandalism.
  - Thoroughly water the bedding with the require amount of water for each site.
  - During November and December where fallen leaves have covered the Winter bedding displays, please remove these carefully, at no time shall beds have an autumn leaf cover exceeding more than 5% of the bed area at any time.

## **8.0 Hanging Baskets**

- 8.1 They shall include conventional hanging baskets and some up-the-pole style back-to-back baskets. During October each year remove the conventional hanging baskets and also remove the inner liners from the up-the-pole back-to-back baskets, and return them to Eastfield House, where the plants and compost shall be removed and composted. The baskets shall then be carefully cleaned and washed inside and out to be stored at Eastfield House under the stairs.
- 8.2 During early March each year the Service shall check all brackets and supports for the conventional hanging baskets and also the up-the-pole baskets supports, reporting any damage or failure to your Area Manager, with full information on the condition.
- 8.3 During late May or early June each year the Service shall collect all hanging baskets from the Council nursery to deliver, hang and secure the baskets at the locations identified by the Area Manager, as soon as the baskets are put in place and secured, please carry out a full watering to ensure that the compost and plants has received sufficient water, and that all the baskets continue to be fully watered.

## **9. Formal Hedge Maintenance**

- 9.1 Hedges shall be cut and maintained at a height and width suitable for their location. Cutting, pruning or trimming shall take place to the point of the previous year's cut to even straight lines or flowing contours with the ground, and as agreed with the Area

Manager. No hedges shall be cut between March and June inclusively unless otherwise agreed with the Area Manager. No hedges shall be reduced beyond previous year's height or width without the prior agreement of the Area Manager.

- 9.2 Where hedges are found to house nesting birds Operatives shall cease cutting the hedge in the immediate vicinity of the nest and inform the Area Manager that the work had to stop. Once the young birds have flown, Operatives shall return and the hedge and cut to the same standard as the surrounding hedge.
- 9.3 Formal hedge maintenance includes;
- Hedges shall be pruned on one occasion during November through January and on one occasion during July.
  - All species shall be pruned in accordance with recognised horticultural.
  - Where a hedgerow contains several species, the treatment and pruning times shall reflect that of the faster growing dominant species.
  - Where trees (not tree seedlings) are within a hedge please trim around the tree by the use of hand tools so as not damage the tree in any way. Trimming of the tree branches shall be carried out so as not to damage or change the shape and form of the tree.
  - Retain regular line and shape, with the top width being less than the base.
  - Retain site lines and visibility splays for highway purposes.
  - Removal of overhanging growth from footways, carriageways, street signs and low level bollard type street lights at all times.
- 9.4 All hedges shall have measurements specified on the plans please ensure that you adhere to these pruning sizes.
- 9.5 All litter, debris and vegetation including self-set trees, shrubs such as elders, sycamores and ash, tree suckers, brambles, briars and all other forms of disfiguring invasive vegetative growth shall be completely removed from the hedge. To avoid any re-growth from the base of all hedges all arisings to be collected and either chipped or disposed of.
- 9.6 Any re-growth of invasive vegetation such as Blackberries and Nettles etc., and other growths growing from formal hedges shall be cut back as and when necessary or when requested by your Area Manager.
- 9.7 Operatives shall use equipment suitable for the standard of hedge, the species composition and in accordance with the correct horticultural practice.
- **Mechanical Trim:** Manual and hand held equipment for ornamental hedges.
  - **Hand Prune:** Manual hand held equipment, i.e. secateurs for laurel etc., and shears for prestige hedges.
- 9.8 All surfaces, gullies and ditches on which hedge clippings fall shall be cleared and all loose cuttings lodged in hedges removed.
- 9.10 These operations must be completed by the end of each working day so that the site is left clean and tidy.

## **10.0 Informal Hedge Maintenance**

- 10.1 Informal hedges are those containing native species such as hawthorn, blackthorn, field maple, etc. in natural settings. These hedgerows shall be treated in such a fashion as to encourage maximum wildlife habitation.
- 10.2 Pruning shall be carried out once annually during the months of November through January. All litter, debris and vegetation including self-set trees, shrubs such as elders, sycamores and ash, tree suckers, brambles, briars and all other forms of disfiguring invasive vegetative growth shall be completely removed from the hedge, to avoid any re-growth from the base of all hedges and all arisings disposed of.
- 10.3 All hedges shall be cut to:
- Retain regular line and shape, with the top width being less than the base.
  - Retain site lines and visibility splays for highway purposes.
  - Remove overhanging growth from footways and carriageways at all times.
  - At all times remove vegetation from blocking street signs, and low bollard type streetlights etc.
  - All litter, debris and vegetation shall be removed from the base and within all hedges to one metre width both sides and all arisings disposed of.

## **11.0 Dykes, Ditches, Streams and Watercourses**

- 11.1 All natural/informal ponds identified in the plans, including their surrounds shall be maintained in a safe condition at all times. The Service shall ensure the quality and the flow of water is suitable for the purpose for which the facility is intended.
- 11.2 Carry out maintenance at the same time as the inspection on a fortnightly basis during the summer months and weekly during the winter months, providing a signed check sheet to the Area Manager.
- 11.3 Routine maintenance shall include the following:
- Carrying out minor repairs to fences and gates.
  - Clearance of inlet and outlet pipes, drains, ditch base, banks and gulleys.
  - Clearing and disposal of litter from within the watercourse and around the water feature, including banks.
  - Removal of incidents of fly tipping. The Operative shall report all major incidents of flytipping and abandoned cars to the Area Manager who will arrange their removal.
  - All grass areas within the fenced area of any water feature will be maintained as Wildflower Meadow.

- 11.4 The banks and base of dykes, streams and ditches shall be cut and cleared annually in October/November of vegetation to ensure the free flow of water, any vegetative material that is removed, shall be left on the bank for 48 hours to allow wildlife to return to their natural habitat, after which it should be cleared from site.
- 11.5 As part of this operation the ditch or stream banks will include clearance up to the top area of the slope which adjoins the open space where for example Amenity Grass cutting is undertaken.

## **12.0 Minor Tree Works**

- 12.1 All work shall be carried out to British Standard 3998:1989 Recommendations for Tree Works and as agreed with the Area Manager. Most tree works will be carried out by the Arboriculture Team but some minor works can be done immediately if needed.
- 12.2 Young Trees, these include newly planted trees and those less than 5 years since planting.
- 12.3 All young/ornamental trees within grassed areas shall be kept free of grass and weeds to a distance of 0.50m from tree base to prevent close proximity strimmer activities.
- 12.4 Strimmers are to be used with **caution** around trees to prevent damage occurring.
- 12.5 All trees with supports shall be checked monthly to ensure correct tension of tree ties and that they are adjusted or replaced as necessary. Tree stakes shall be replaced as necessary; those no longer required shall be removed.
- 12.6 Pruning shall consist of the removal of damaged and diseased wood, crossing branches and minor formative pruning to encourage a well-formed balanced crown with a central leading shoot. The base of trees shall be kept free of basal and epicormic growth.
- 12.7 Vandalised trees shall be repaired or removed immediately complete with stakes and ties with holes made safe and the Area Manager informed.



TYPICAL WORKING PATTERNS  
 SUMMER WORKING HOURS - 7.00 - 16.30  
 WINTER WORKING HOURS - 7.30 - 16.00

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Works Planner Guide	FREQUENCY	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	
GRASS - AMENITY	x 8				Medium Cut Regime Approx 8 cuts - max length 100-150mm									
GRASS - SPORTS AND PARKS	x 8				Short Grass Regime Approx 12 cuts - max length 50-75mm									
LAWN AND HAND CUTTING	x 10			Short Grass Regime - Pedestrian Mowers Approx 12 Cuts - Max Length 50-75mm										
PITCH MARKING	As Req	Marking as Required Through The Season					Marking as Required Through The Season							
FLAIL WORK - VERGES Etc.	x 1										Winter Reduction/Cutting Back			
CLOSED CEMETERIES	x 8				Medium Cut Regime Approx 8 cuts - max length 100-150mm									
RAMSEY CEMETERY	x 8				Medium Cut Regime Approx 8 cuts - max length 100-150mm									
WATERCOURSE INSPECTIONS	WEEKLY & FORTNIGHTLY	APRIL - OCTOBER FORTNIGHTLY VISITS ----- NOVEMBER - MARCH WEEKLY VISITS												
WATER COURSES	x 1										Winter Cutting Back and Clearing			
HEDGE CUTTING	x 2							Summer Trim as Required			Winter trim/Reductions			
SHRUB/ROSE BED PRUNING	X 2	Winter Prune Back Period							Trim				Winter Prune Back	
SHRUB/ROSE BED MAINTENANCE	X 12	On going maintenace as required to maintain - no greater than 15-20% weed growth evident in bed area												
BEDDING SEASONAL	X 2					Summer Bedding Planting						Winter Bedding Planting		
WATERING SERVICES	3 X P/Wk						Summer Bedding Watering Service 3 x Per Week							
PITCH WORKS (REPAIRS)	X 1					Off Season Reapirs as Required								
FENCING PAINTING	As Req										Winter Maintenance Service as Required			
LEAF CLEARANCE												Leaf Clearance in Coloabouration With Street Cleansing		
HDC SERVICE MONITORING	Ongoing	On-going Monitoring on a Rolling Percentage Basis of the Regions												

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**Public**  
**Key Decision - Yes**

## HUNTINGDONSHIRE DISTRICT COUNCIL

**Title/Subject Matter:** Review of Waste Policies

**Meeting/Date:** Overview & Scrutiny Panel (Economy and Growth) –  
9th February 2016  
Cabinet – 17th March 2016

**Executive Portfolio:** Councillor Robin Carter – Executive Councillor for  
Operations & the Environment

**Report by:** Alistair Merrick – Interim Head of Service (Operations)

**Ward(s) affected:** All

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### Executive Summary:

1. The current waste collection policies have been in place for 4 years and they have served the Council well but review of the policies has been undertaken to ensure they are fully customer focused and represent the best practice for top performing local authorities. The review of the policies has been based on analysis of the current policies that need to be retained but updated and the options for new policies that will promote and deliver higher levels of waste minimisation by residents.
2. The policies that have been retained but updated to be fully customer focused include the following:
  - **Lane end collection arrangements:** following detailed surveying of individual locations bespoke collection arrangements have been identified for implementation and the operational policies and procedures against which these arrangements will be managed.
  - **Rejections policy in respect of repeated contamination of bins:** building on the new policy proposals previously considered by the Overview and Scrutiny Panel to determine if a bin is to be rejected because it has been contaminated, these draft policy statements have been finalised in the policy work now completed. This includes that if after working with the resident to resolve the issue problems are still occurring then the following proactive action is recommended; before removing the bin the Council will contact the resident and provide details of the ongoing contamination and if required undertake a further site visit to provide further information on the waste collection service and allow the resident time to resolve the issues. This will be deemed to be the '**first yellow card warning**'. If further ongoing contamination occurs then a '**second yellow card warning**' will be given. If further contamination occurs then a '**red card**' will be given and removal of the bin will take place. No additional capacity will be provided for waste collection if a bin is removed.

3. The policy options that are being proposed for consultation with residents include the following:

- **Options for reducing the bin capacity on domestic collection (grey bins) to reduce the waste produced by households:** Changing the behaviour of residents in respect to the waste they produce is generally achieved by having a robust and on-going awareness campaign that highlights the impact of current behaviour and the benefits of changing behaviour to produce less waste; making recycling as easy as possible for residents; and by restricting the capacity of the bin provided for residual waste. The report sets out three options in paragraph 3.11 for reducing grey bin capacity and it is proposed to conduct a consultation exercise with residents to confirm a preferred option.
- **Options for charging for replacement bins that have been damaged, lost or stolen:** The proposal is again to test through consultation with residents the options set out in paragraph 3.16 for charging for replacement bins that have been damaged, lost or stolen within the context of the current arrangements in Cambridgeshire and Peterborough.

**Recommendation(s):**

1. The Panel are invited to make comments that will be included in the report to Cabinet seeking the endorsement of the draft revised waste policies.
2. The Panel are also invited to make comments that will be included in the report to Cabinet on the proposed options for waste minimisation and charging for replacement bins to be tested through a consultation exercise with residents.
3. The Cabinet is recommended to endorse the revised waste policies and approve the proposed consultation on the options for waste minimisation and potential charges for bin replacements.

## **Purpose of the Report**

- 1.1 An update of the Council's waste collection policies has been undertaken to account for any changes in material types collected and clarify some service delivery issues. The revision also includes a policy for remote properties located on private roads/tracks and unadopted roads (lane end policy); and an updated rejection policy based on trials we have been undertaking and a new policy regarding repeated contamination of recycling bins.
- 1.2 The report also outlines proposed options for:
  - Making further steps in waste minimisation which remains the strategic priority of the Council in respect to its Waste Service and recommends consultation with residents on these options.
  - Charging for replacement bins that have been damaged, lost or stolen.

## **2. Background**

- 2.1 The current waste collection policies have been in place for 4 years and they have served the Council well but review of the policies has been undertaken to ensure they are fully customer focused and represent the best practice for top performing local authorities. The review of the policies has been based on analysis of the current policies that need to be retained but updated and the options for new policies that will promote and deliver higher levels of waste minimisation by residents.
- 2.2 The policies that have been retained but updated to be fully customer focused include the following:
  - Lane end collection arrangements;
  - Rejections policy in respect of repeated contamination of bins.
- 2.3 The policy options that are being proposed for consultation with residents include the following:
  - Options for reducing the bin capacity on domestic collection (grey bins) to reduce the waste produced by households;
  - Options for charging for replacement bins that have been damaged, lost or stolen.

## **3. Analysis and Options Appraisal**

- 3.1 **Lane End Operating Policy:** The Council operates a collection point for waste at the edge of property where it meets the public highway. When the wheeled bin service was introduced, remote properties accessed from private/unadopted roads, where collections had taken place from the property, were continued with only new properties, or properties which were assessed following collection issues changed to a collection point on the public highway.

- 3.2 Collection of these remote properties can incur a significant amount of time for our collection crews. In addition many of these properties are located down roads in very poor condition and there have been instances where we have caused damage to our vehicles incurring vehicle repair and maintenance costs. These roads are not normally built to highway standard; often have soft verges and overhanging trees. In addition a number of roads have to be reversed down for considerable distances, sometimes in the dark, with no safe place for an employee to operate as a reversing assistant to see the vehicle safely back.
- 3.3 There have been a number of incidents involving our collection vehicles when undertaking remote collections, these include, a vehicle becoming stuck after a road edge gave way; a vehicle coming off a private road into a ditch in bad weather and allegations of damage to farm buildings. These have resulted in Officer time investigating complaints and dealing with insurance claims and the cost of having vehicles recovered (over £1,000 in one case). The consequence of these type of incidents has meant that we have had to provide other crews and vehicles to cover the work which can affect service delivery.
- 3.4 Overview and Scrutiny previously considered a proposed policy for waste collection arrangements for these properties which was as follows:
- a) In a small number of cases due to the access or the remote location of a property it may not be possible for residents to place bins near the public highway for collection. In certain circumstances a collection from a point on a private/unadopted road may be agreed subject to an inspection and the following conditions being met:
    - i. Road surface – roads must be of sound construction with a suitable hard surface, free of large/deep potholes and obstructions which could cause damage or injury to vehicles or persons. The vehicle should be able to travel safely at 25 kmph along the road.
    - ii. Road width – the minimum road width is no less than 3.5 metres with no obstruction from trees, shrubs etc. which could cause damage to the vehicle
    - iii. Road length – if there are a number of properties located down a road, then there should be passing places, suitable for a refuse collection vehicle (hard surface, not a verge).
    - iv. Height clearance – the minimum clearance should be no less than 5.5 metres with no obstruction from overhanging branches, cables etc. which could cause damage to the collection vehicle
    - v. Turning area – where a through road does not exist, a suitable turning area must be available to allow the vehicle to turn. The turning area should have a hard surface which is of a sufficient size to allow an 11.5 metre long vehicle to turn with no more than three manoeuvres and have sufficient space either side of the vehicles to safely turn in the dark. Our collection vehicles will not reverse onto a public highway in order to turn round.
    - vi. There must be access for the collection vehicle. Any gates must be left unlocked and open as our crews will not open and close these when undertaking collections.
    - vii. An indemnity will be required from the road owner/s so that the Council will not be liable for any damage due to wear and tear to the road surface which is unlikely to have been built to highway standard.

- b) Where the conditions above cannot be met then the collection point will be where the private/unadopted road meets the public highway. If this location is not suitable for wheeled bins, then alternative collection arrangements may be made, such as a sack collection or a communal collection point if there are a number of properties located on a private/unadopted road.
- c) In some circumstances a collection point part of the way down a private/unadopted road may be used if the above criteria can be met at that point.
- d) For assisted collection customers the above criteria will still apply, however alternative collection methods such as sacks will be considered to make collections easier for the resident if the vehicle is not able to travel the full length of the road.
- e) In adverse weather conditions where our crews are concerned regarding visibility of the road e.g. due to snow cover or icy conditions where they feel the vehicle may slip off the road then we will suspend collections to such properties. Waste will need to be placed on the public highway for collection, or it will be collected on the next scheduled collection day if conditions have improved.
- f) Further information was requested on the numbers of properties likely to be affected by introducing this policy. An initial survey was carried out of the areas where collections were currently taking place on an unadopted road/lane or track. To date 93 locations have been assessed, 90 which are unadopted serving 359 properties. The locations were surveyed against the proposed policy detailed above. The results from this survey suggest the following actions should be taken:
  - Continue with indemnity in place – 24 locations (134 properties)
  - Continue with indemnity in place but reviewed after 12 months due to road surface starting to deteriorate – 13 locations (29 properties)
  - Potential to continue collections with indemnity in place if repairs are completed to road surface – 4 locations (11 properties)
  - Further review required – 49 locations (185 properties)
- g) For those locations requiring further review, there is the potential that we will need to move to a roadside collection, however due to the issues highlighted as part of the initial survey, by working with the residents concerned we may be able to reduce this number to enable our vehicle to access the road with an indemnity in place.

3.5 Once the policy has been approved, the proposal is to write to all the properties advising them of the policy and how it is to be implemented. Where residents have concerns we will arrange to meet them on site to discuss the issues and try and come to a mutual solution. This will be done on a phased basis due to the potential number of locations we may have to visit. Wherever possible we will be looking to see whether an alternative collection point could be agreed (for instance this may be half way down the track where our vehicle can turn), or whether we need to consider an alternative collection method (such as sacks rather than bins to help facilitate collections). If all the owners of a track do not agree to provide an indemnity then a roadside collection will be necessary. We hope that by working with

residents we will be able to come to a practical solution for the properties involved.

- 3.6 **Rejection Policy:** Following the trials carried out on both the recycling and garden waste collections, we are proposing to implement the revised operating policy from 29 February 2016 (to allow for delivery of the bags). For recycling and garden waste collections small pieces of litter which have been dropped on the top of the bin will be removed and left in a small bag tied to the bin. In addition photographs will be taken of rejected bins so these can be shared with the call centre when they have queries from the resident. The waste collection policies have been updated to reflect this change.
- 3.7 **Repeated Contamination of Bins:** There are occasions where bins are repeatedly contaminated by the householder this is despite rejection hangers being left on the bin detailing the contaminated item. Whilst we wish to encourage our residents wherever possible to recycle, repeated contamination of recycling bins can cause the Council issues with rejected loads of waste, or costs to remove such items as part of the processing of the waste.
- 3.8 As part of our awareness campaign we will be looking to raise awareness with residents who have repeatedly contaminated bins, to ensure they are aware of what can go in each bin by using bin hangers, letter or leaflets and visiting residents if necessary. If after working with the resident to resolve the issue problems are still occurring then the following proactive action is recommended; before removing the bin the Council will contact the resident and provide details of the ongoing contamination and if required undertake a further site visit to provide further information on the waste collection service and allow the resident time to resolve the issues. This will be deemed to be the **'first yellow card warning'**. If further ongoing contamination occurs then a **'second yellow card warning'** will be given. If further contamination occurs then a **'red card'** will be given and removal of the bin will take place. No additional capacity will be provided for waste collection if a bin is removed.
- 3.9 This removal of a recycling bin will only be done once we have tried to engage with the resident and resolve any issues they may have. However this policy amendment does provide the necessary ultimate sanction in that it allows for a repeatedly contaminated bin to be removed.
- 3.10 **Waste Minimisation Policy:** Changing the behaviour of residents in respect to the waste they produce is generally achieved by having a robust and on-going awareness campaign that highlights the impact of current behaviour and the benefits of changing behaviour to produce less waste; making recycling as easy as possible for residents; and by restricting the capacity of the bin provided for residual waste. The Waste Service will going forward produce an annual awareness campaign to run from 1 April to 31 March each financial year; and the basic configuration of the dry recycles service is correct being based on co-mingled collections but operating policies and practices will continue to be smoothed from the customer perspective. However to make a further step change a **possible** reduction in the bin capacity for residual waste from 240 litres to 140 litres needs to be considered and tested.



3.11 The Waste Service is already actively promoting the option for residents to reduce the capacity of their residual waste bin and bin exchanges are already taking place. However further testing is required to confirm the preferred option for reducing residual bin capacity from the following options:

- a) **Option 1:** Issuing 140 litre bins to all new properties unless they have been built to accommodate 6 plus residents but providing an additional 240 litre blue bin for recyclates on request, and providing 140l bins to any residents requesting a smaller bin.
- b) **Option 2:** Issuing 140 litre bins to all new properties unless they have been built to accommodate 6 plus residents but providing an additional 240 litre blue bin for recyclates on request; and providing 140 litre bins to any property requesting a replacement bin.
- c) **Option 3:** Issuing 140 litre bins to all new properties unless they have been built to accommodate 6 plus residents but providing an additional 240 litre blue bin for recyclates on request; and a mandatory retrofitting all existing properties in the District with 140 litre bins.

These are detailed in the table below and apply to individual domestic properties.

Options	Residual				Recycling	Garden waste
	New Properties (or by request from householder)	Existing	Replacements	Properties with over 6 residents (comply with policy 7b)		
Option 1	140l	240l	240l		240l	240l
Option 2	140l	240l	140l		240l	240l
Option 3	140l	140l	140l		240l	240l

3.12 It is recommended that the Waste Service should formally consult with residents on the options through a tailored survey on the Council’s website and on social media to confirm the preferred option from the perspective of residents.

3.13 During the consultation the Waste Service would project the potential impact of each option in respect to the reduction of tonnage in residual waste that would be collected. This will then enable dialogue with the County Council on the impact of the options on the existing PFI Contract that HDC is party to for waste processing. The cost of this contract to the participating local authorities is determined by a minimum tonnage guarantee of residual waste for the contractor to process to make the rate of return they require under the contract. If the waste to be processed falls below the minimum tonnage guarantee then penalty payments have to be made by the local authorities. If HDC were the cause of the tonnage guarantee not being met the County Council could require HDC to meet the penalty payments. The outcome could then be that waste has been minimised but at an unaffordable cost for HDC.

3.14 **Charging for Replacement Bins:** Some local authorities charge for replacement bins that have either been damaged, lost or stolen. Others do not because of the complications of managing charging arrangements, with residents challenging the fairness of charges when their bin has been damaged by a third party or stolen. Some councils also do not charge for replacement recycling bins as part of their drive to increase recycling. The experience is that when some residents realise there is a charge for a lost bin they then report it stolen. Currently the annual profile of replacement bins across the three waste collection streams is as follows:

- Domestic collections (grey bin) – 315 bins at £25.00 per bin = £7,875;
- Recycling collections (blue bin) – 256 bins at £25.00 per bin = £6,400;
- Garden waste collections (green bin) – 415 bins at £25.00 per bin = £10,375;
- Total annual cost of circa £24,650.

3.15 Detailed below is the current position of the other local authorities in Cambridgeshire and Peterborough regarding charging for replacement bins:

- **East Cambridgeshire District Council** – No charges are made for replacement bins but the Council reserve the right to charge for a replacement bin if someone had been witnessed destroying their own bin. To date this policy has not been implemented.
- **South Cambridgeshire District Council** – Charges are subject to review at the moment due to the change in Police policy. The position used to be that if the resident got a Police incident number the Council would replace the bin free of charge, otherwise they would have to pay. Now the Police are no longer issuing incident numbers for stolen bins this policy cannot be implemented and it is being reviewed as part of the aligning of waste policies between South Cambridgeshire and the City.
- **Fenland District Council** - No charges are made for replacement bins but the Council do charge when there is a change of occupier at a property and where bins are missing.
- **Peterborough City Council** - No charges are made for replacement bins but the Council is considering reviewing this position.
- **Cambridge City Council** – the Council only charge for replacement black bins (domestic waste), £50.00 for a new 240 litre, £25 for a reconditioned bin and £25.00 if it is a 140 litre bin.

3.16 Subject to the support of the Overview and Scrutiny Panel it is proposed to extend the proposed consultation on future bin capacities to include introducing charges for replacement bins, with residents being asked the following questions:

- Do you feel charging for all replacement bins is fair because they are the responsibility of the resident?
- Or do you think charging should only be for damaged or lost bins?
- Or do you think stolen bins should only be replaced free of charge if reported within 24 hours of the last scheduled collection if the bin is not stored on the public highway?
- Do you feel new occupiers of properties should be charged for replacement bins if they are missing when they move in?
- Do you feel that charges should only be for grey bins (domestic waste) to promote recycling?

- Do you feel that charges should reflect replacement with a new bin (premium rate) or reconditioned bin (lower rate)?

#### **4. COMMENTS OF OVERVIEW & SCRUTINY PANEL**

- 4.1 Comments of the Panel will be included in the future report to the Cabinet seeking endorsement of the revised waste policies and proposals for consultation on future waste minimisation and bin replacement charging policies.

#### **5. KEY IMPACTS/RISKS AND HOW THESE WILL BE ADDRESSED**

- 5.1 The revised waste policies have been developed to make the service more customer focused seeking to work with residents to resolve issues and problems that occur in the delivery of the services. The intent is to improve resident satisfaction with the service and to deliver higher levels of waste minimisation by residents. The latter is key to the Council delivering the service in the medium to long term within the budget envelop set for the service.

#### **6. WHAT ACTIONS WILL BE TAKEN/TIMETABLE FOR IMPLEMENTATION**

- 6.1 The revised policies will be implemented on their endorsement by the Cabinet; and the proposed consultation with residents on the future options for waste minimisation and bin replacement charging will be programmed to be completed within 3 months of the approval of the report by Cabinet. This will allow the reporting back on the outcome of the consultation in July 2016 to confirm the preferred option.

#### **7. LINK TO THE CORPORATE PLAN**

- 7.1 The revised policies will ensure that the Operations Service becomes more business-like and efficient in the way it delivers the Waste Service to our customers.
- 7.2 The proposed consultation on waste minimisation policies will ensure that customer engagement is driving future priorities and improvements for the Waste Service.

#### **8. CONSULTATION**

- 8.1 The report includes specific proposals in Section 3 for consultation with residents on the future options for waste minimisation and the potential for charging for replacement bins to ensure customer engagement drives the future direction of the service.

#### **9. LEGAL IMPLICATIONS**

- 9.1 The policy has been drafted to fully comply with all relevant legislation.

## **10. RESOURCE IMPLICATIONS**

- 10.1 The policy has been developed within existing resources. The implementation of the preferred option for waste minimisation will be the subject of a business case to confirm the costs and funding. The latter will include dialogue with the County because they will be a major beneficiary of the waste minimisation proposals as a consequence of having to process less waste collected in Huntingdonshire.

## **11. OTHER IMPLICATIONS**

- 11.1 The support of the ICT Shared Service will be needed for the proposed consultation because this will be driven through the Council's website.

## **12. REASONS FOR THE RECOMMENDED DECISIONS**

- 12.1 The scrutinising of the revised policies and proposed options for waste minimisation and charging for replacement bins gives the Panel the opportunity to influence the final document submitted to the Cabinet for endorsement.

## **13. LIST OF APPENDICES INCLUDED**

- 13.1 Appendix 1: the draft Waste Policies document.

## **BACKGROUND PAPERS**

None.

## **CONTACT OFFICER**

Name/Job Title: Alistair Merrick – Interim Head of Service (Operations)  
Tel No. 388635

## Waste Collection Policies

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## Policy 1 – Collection Service

**Policy 1a - Standard Service for Individual Properties:** The standard service for the collection of residual domestic waste, green waste and food waste from individual properties will be an alternate weekly service using 240l wheeled bins for properties with 3 or more people living at the property. The bins provided are as follows:

- Residual domestic waste (which cannot be recycled) – grey wheeled bin. Food waste can be placed in this bin as well as the green waste bin to enable a weekly collection of food waste.
- Dry recycling waste – blue wheeled bin (please note some areas still have green bins for dry recycling waste).
- Green waste and food waste – green wheeled bin.

The correct bin must be used for the right type of waste.

Exemptions may be made subject to certain criteria (see **Policy 1c**).

Where a property is provided with the standard service only waste presented in wheeled bins provided by Huntingdonshire District Council will be collected.

Where residents only have room for one wheeled bin, priority will be given to the provision of a residual domestic waste bin which will be collected fortnightly.

**Policy 1b - Provision of smaller bins:** Where space is limited or a resident requests they can be provided with a smaller 140l wheeled bin for one or more of the waste types we collect (residual domestic waste, recycling or green waste). These will be collected on the same frequency as the standard service (see **Policy 1a**).

**Policy 1c – Properties not suitable for the standard service:** To qualify for an exemption from using wheeled bins you must meet one or more of the following criteria:

- i. All the adults living in a property have a physical disability or infirmity which prevents them from being able to place waste in a wheeled bin and are therefore not able to use the **assisted collection service**.
- ii. There is no reasonable rear or side access and the useable front area is too small to accommodate the bins.
- iii. The property is accessed via steep inclines or steps, so making it impractical to use wheeled bins.
- iv. The bins would have to be wheeled through the house to the collection point.
- v. It is impractical to pull wheeled bins out for collection e.g. a considerable distance.
- vi. The household produces excessive quantities of offensive and hygiene waste
- vii. Any other exceptional circumstance as agreed by the Council.

Where properties have space for one wheeled bin, then a residual domestic waste bin will be delivered and collected fortnightly.

If your property meets at least one of the exemption criteria we will deliver you with 26 blue sacks for residual domestic waste and 26 clear sacks for dry recyclables every quarter.

For the residual domestic waste service we will only collect blue sacks provided by Huntingdonshire District Council. If non-recyclable waste is presented for collection in other sacks/containers it will not be collected. No additional blue sacks will be provided between the quarterly delivery dates.

Excess recycling sacks are not provided. Customers can provide their own sack/liner which must be in a clear sack or bag so the waste can be identified. Excess recyclable waste put out for collection in black or dark coloured sacks will not be collected.

The collection frequency will be as detailed in **Policy 2**.

**Policy 1d - Multi-occupancy properties (flat blocks etc.):** Properties such as flat or accommodation blocks will normally be collected using communal 1,100l wheeled bins wherever possible. The number of bins provided will depend on the number of properties. Bins will normally only be provided for the collection of residual domestic waste and dry recyclables.

Where bins cannot be provided sacks will be delivered and provided. Residents will be provided with the same quantities of sacks as detailed in **Policy 3**.

Bins will be collected from the bin storage or other area as agreed by the Council and returned to the same location.

The frequency of collection from multi-occupancy properties will be as per **Policy 2**.

For multi-occupancy properties, where the bin is contaminated it will be rejected and not emptied. It will be the responsibility of the residents/managing agents to arrange for the offending materials to be removed before the bin will be emptied on the next scheduled collection day. Only items detailed in **Policy 4** will be collected. No loose rubbish or sacks around the bins will be collected or any other items and it will be the responsibility of the residents/managing agents to remove or clear any such items. Where a bin is blocked in with loose rubbish/sacks it will not be emptied until this has been removed. The bin will then be collected on the next scheduled collection day.

A limited number of flat blocks have chute collections which are collected twice per week. All waste must be put down the chute for collection and contained within the chute bags. Excess waste dumped around the collection area will not be collected.

**Policy 1e – Mixed Domestic & Commercial Properties (Hereditament Properties):** Mixed hereditament properties are generally business properties with living accommodation attached e.g. a flat above a shop. Such properties will be provided with the standard service (**Policy 1a**) unless an exemption applies. The bins provided must not be used to dispose of business waste and anyone found using bins in this way may have them removed and may be subject to prosecution under the Environmental Protection Act 1990.

**Policy 1f – Remote properties located on private roads/tracks and unadopted roads:** In a small number of cases due to the access or the remote location of a property it may not be possible for residents to place bins near the public highway for collection. In certain circumstances a collection from a point on a private/unadopted road may be agreed subject to an inspection and the following conditions being met:

- i. **Road surface – roads must be of sound construction with a suitable hard surface, free of large/deep potholes and obstructions which could cause damage or injury to vehicles or persons. The collection vehicle should be able to travel safely at 25 kmph along the road.**



- ii. **Road width** – the minimum road width is no less than 3.5 metres with no obstruction from trees, shrubs etc. which could cause damage to the collection vehicle.
- iii. **Road length** – if there are a number of properties located down a road, then there should be passing places, suitable for a refuse collection vehicle (hard surface, not a verge).
- iv. **Height clearance** – the minimum clearance should be no less than 5.5 metres with no obstruction from overhanging branches, cables etc. which could cause damage to the collection vehicle
- v. **Turning area** – where a through road does not exist, a suitable turning area must be available to allow the collection vehicle to turn. The turning area should have a hard surface which is of a sufficient size to allow an 11.5 metre long collection vehicle to turn with no more than three manoeuvres and have sufficient space either side of the vehicles to safely turn in the dark. Our collection vehicles will not reverse onto a public highway in order to turn round.
- vi. There must be access for the collection vehicle. Any gates must be left unlocked and open as our crews will not open and close these when undertaking collections.
- vii. An indemnity will be required from the road owner/s so that the Council will not be liable for any damage due to wear and tear to the road surface which is unlikely to have been built to highway standard.

Where the conditions above cannot be met then the collection point will be where the private/unadopted road meets the public highway. If this location is not suitable for wheeled bins, then alternative collection arrangements may be made, such as a sack collection or a communal collection point if there are a number of properties located on a private/unadopted road.

In some circumstances a collection point part of the way down a private/unadopted road may be used if the above criteria can be met at that point.

For assisted collection customers the above criteria will still apply, however alternative collection methods such as sacks will be considered to make collections easier for the resident if the collection vehicle is not able to travel the full length of the road.

In adverse weather conditions where our crews are concerned regarding visibility of the road e.g. due to snow cover or icy conditions where they feel the vehicle may slip off the road then we will suspend collections to such properties. Waste will need to be placed on the public highway for collection, or it will be collected on the next scheduled collection day if conditions have improved.

## Policy 2 – Frequency of Collections

The following collection frequencies will apply:

<b>Policy</b>	<b>Service</b>	<b>Collection Frequency</b>
1a	Standard Service	Alternate weekly
1b	Provision of smaller bins	Fortnightly
1c i	All the adults living in a property who have a physical disability or infirmity which prevents them from being able to place waste in a wheeled bin and are therefore not able to use the assisted collection service	Fortnightly
1c ii	There is no reasonable rear or side access and the useable front area is too small to accommodate the bins	Fortnightly
1c iii	The property is accessed via steep inclines or steps, so making it impractical to use wheeled bins	Fortnightly
1c iv	The bins would have to be wheeled through the house to the collection point	Fortnightly
1c v	It is impractical to pull wheeled bins out for collection e.g. properties located a considerable distance from the highway	Fortnightly
1c vi	The household produces excessive quantities of offensive/hygiene waste	Fortnightly
1c vii	Any other exceptional circumstance as agreed by the council	To be agreed
1d	Multi-occupancy properties	Weekly (residual domestic waste) Fortnightly (dry recycling waste)
1e	Mixed domestic/commercial properties (hereditament properties)	Fortnightly
1f	Relevant collection frequency for the type of service provided (bins or sacks)	As per the service provided

Site visits may need to be carried out in some cases to agree frequency and method of collection.

### Policy 3 – Number of Wheeled Bins and Sacks Provided

<b>Service Type</b>	<b>Container type</b>	<b>Standard provision</b>	<b>Provision of extra receptacles</b>
<b><i>Residual domestic waste</i></b>	Grey wheeled bin	1 x 240l bin	No further receptacle provided unless the criteria is met for an additional bin (see <b>Policy 7b</b> ).
<b><i>Residual domestic waste</i></b>	Blue sack	26 sacks per quarter	No further sacks provided and waste presented in non-HDC sacks will not be collected.
<b><i>Dry recycling</i></b>	Blue wheeled bin (please note some areas still have green bins for dry recycling waste)	1 x 240l bin	1 additional 240l bin provided on request.
<b><i>Dry recycling</i></b>	Clear sack	26 sacks per quarter	Excess waste can be put out by residents who may use their own clear sacks (as long as the waste is clearly visible) for any additional recycling.
<b><i>Green waste and food waste</i></b>	Green wheeled bin	1 x 240l bin	1 additional 240l bin can be provided on request (subject to an annual charge).

## Policy 4 – Materials Allowed in Wheeled Bins & Sacks

Grey Residual Domestic Bin & Blue Sacks	Blue Recycling Bin (Green in some areas) & Clear Sacks	Green Recycling Bin
<ul style="list-style-type: none"> <li>• Plastic waste (except plastics allowed in the recycling bin)</li> <li>• Nappies and sanitary products</li> <li>• Polystyrene</li> <li>• Broken toys</li> <li>• Ash – this must be contained within a bag/sack</li> <li>• Cat litter &amp; dog faeces – only a small amount which must be wrapped</li> <li>• Any items which cannot be put in the blue and green recycling bins unless prohibited (see below)</li> </ul>	<ul style="list-style-type: none"> <li>• Newspapers and magazines</li> <li>• Junk mail and flyers</li> <li>• Envelopes</li> <li>• Holiday brochures</li> <li>• Directories</li> <li>• Cardboard</li> <li>• Packaging Card</li> <li>• Egg boxes (cardboard only)</li> <li>• Milk, Juice and Squash cartons</li> <li>• Plastic bottles</li> <li>• Plastic yoghurt pots</li> <li>• Plastic margarine or spread tubs, ice cream tubs</li> <li>• Plastic trays from chocolate &amp; biscuit boxes, meat, vegetables and fruit</li> <li>• Plant pots (clean)</li> <li>• Plastic bottle tops, lids and triggers</li> <li>• Plastic packaging – cling film, bread bags, bubble wrap</li> <li>• Carrier bags</li> <li>• Sandwich packets</li> <li>• Plastic cream, custard pots, soup pots, instant noodle pots</li> <li>• Plastic tubs for dishwasher &amp; laundry tablets</li> <li>• Cans, tins &amp; foil, biscuit and sweet tins</li> <li>• Glass bottles and jars</li> <li>• Jam jar lids</li> <li>• Aerosols</li> </ul>	<ul style="list-style-type: none"> <li>• Grass cuttings &amp; leaves</li> <li>• Untreated wood (i.e., no nails, paint or varnish) &amp; sawdust</li> <li>• Flowers and weeds</li> <li>• Windfall</li> <li>• Prunings from hedges, shrubs &amp; trees</li> <li>• Straw</li> <li>• Shredded paper (providing it's mixed with green waste)</li> <li>• Bread</li> <li>• Fish</li> <li>• Vegetable and fruit peelings</li> <li>• Meat</li> <li>• Bones</li> <li>• Dairy products</li> <li>• All cooked and uncooked food</li> <li>• Tea bags and coffee grinds</li> <li>• Compostable paper liners for food waste</li> <li>• Small amounts of soil (please see <b>Appendix 2</b> for clarification)</li> </ul>

## Policy 5 – Items Prohibited from Wheeled Bins & Sacks

Grey Residual Domestic Bin & Blue Sacks	Blue Recycling Bin (Green in some areas) & Clear Sacks	Green Recycling Bin
<ul style="list-style-type: none"> <li>• Dry recyclables and compostable organic waste (that is accepted in the blue or green recycling bin)</li> <li>• Hot ashes</li> <li>• Car parts</li> <li>• Builders rubble &amp; soil</li> <li>• Corrosive materials and liquids such as oil and paint</li> <li>• Fluorescent tubes &amp; low energy light bulbs</li> <li>• Electrical and electronic equipment</li> <li>• Pesticides</li> </ul>	<ul style="list-style-type: none"> <li>• Black sacks (with or without recyclable waste in them)</li> <li>• Textiles (clothes, bedding, duvets etc.)</li> <li>• Food waste</li> <li>• Polystyrene</li> <li>• Broken toys</li> <li>• Nappies</li> </ul>	<ul style="list-style-type: none"> <li>• Green waste or food waste contained in any type of plastic bag</li> <li>• Any type of degradable &amp; biodegradable bag/sack (including corn starch bags)</li> <li>• Garden items such as plastic flower pots &amp; trays</li> <li>• Any items that should be in the recycling or residual domestic bin</li> <li>• Soil (large amounts of)</li> <li>• Stones, hardcore &amp; rubble</li> </ul>

## Policy 6 – Collection Arrangements

**Policy 6a - Collection Day & Time:** Details of your day of collection can be found here [www.huntingdonshire.gov.uk/bins](http://www.huntingdonshire.gov.uk/bins). Additional garden bins will be collected on the same day as your 1<sup>st</sup> garden bin.

The bins/sacks must be available at the collection point by 6.30am on the day of collection.

Waste must not be placed out for collection before 6pm on the day before collection.

**Policy 6b - Collection Point for Wheeled Bins & Sacks:** The waste should be presented at the edge of a resident's property, where the premise meets the public highway. If properties are located down a private driveway then the bins must be presented where the private access road/driveway meets the public highway.

In a small number of cases due to the access or location of a property it may not be possible for residents to place bins near the public highway for collection. Each case will be looked at on an individual basis to agree a suitable location point. Where the collection vehicle has to travel over a private road/drive we will require an indemnity from the owner/s that we will not be liable for any damage due to wear and tear to the road surface which is unlikely to have been built to highway standard.

**Policy 6c - Return of Bins:** Bins will be returned to the collection point where possible or another safe place within a reasonable distance to the property and should be removed by the householder as soon as reasonably possible after collection has been made.

Where a bin store has been provided the bins will be returned to the bin store wherever possible.

### Policy 6d - Excess Waste & Side Waste

Grey Residual Domestic Bin & Blue Sacks	Blue Recycling Bin (Green in some areas) & Clear Sacks	Green Recycling Bin & Paper Sacks
<p>Excess waste beside or piled on top of the grey residual domestic wheeled bin will not be taken and a rejection hanger left on the bin. Persistent excess waste may result in an officer visit to advise on management of waste and could ultimately result in legal action being taken against the householder.</p> <p>For the first residual waste collection after Christmas Day, two black sacks of excess waste will be collected if they are placed next to the bin. Sacks must be tied to ensure the waste</p>	<p>Additional recycling materials for the blue bin will be collected as long as these are contained in a clear sack/bag or cardboard box. Any excess waste put out for collection in black or dark coloured sacks will not be collected. Please do not use your own recycling boxes only the wheeled bins provided by HDC.</p>	<p>Excess waste will not be collected with the exception of real Christmas trees which should be cut down to the same size as the wheeled bin and left separately.</p>

is contained and not too heavy for collection.		
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**Policy 6e – Bin Lids:** Wheeled bins will only be collected if the bin lid is closed otherwise it will not be emptied. This is to limit the potential for waste to fall or blow out of the bin when it is being lifted by the bin lift.

**Policy 6f – Rejected Wheeled Bins and Sacks because of Contamination:** Where wheeled bins are found to be contaminated, residents will be notified by means of a sticker or hanger placed on the relevant bin or sack (if possible) requiring them to remove the offending material and dispose of it in a responsible manner.

For garden waste bins and dry recycling bins where 1-2 small litter items (e.g. crisp packet, drinks can, cigarette butt) have been dropped on top of the bins contents, the bin will either be emptied or the contaminating item removed and placed in a bag which will be tied to the bin for the resident to dispose of appropriately. For larger amounts of contamination or other items obviously not litter related the bin will not be emptied until the offending material has been removed and they will be collected on the next scheduled collection day. We will not return to empty the bin or collect the sack before the next scheduled collection date where they have been rejected in these circumstances. A flow chart showing the process is included at Appendix 1.

**Policy 6g – Repeated contamination of recycling and garden waste bins:**

Where a resident repeatedly contaminates a recycling or garden waste bin then the Council may remove the bin. Before removing the bin the Council will contact the resident and provide details of the ongoing contamination and if required undertake a site visit to provide information on the waste collection service and allow the resident time to resolve the issues. This will be deemed to be the '**first yellow card warning**'. If further ongoing contamination occurs then a '**second yellow card warning**' will be given. If further contamination occurs then a '**red card**' will be given and removal of the bin will take place. No additional capacity will be provided for waste collection if a bin is removed.

**Policy 6h - Missed Collections:** We will only return for missed collection bins in the following circumstances:

- The bin or sack was placed out before 6.30am on the day of collection.
- The right collection point was used.
- In the case of assisted collections there was access to get the bin (e.g. gate) was unlocked.
- A rejected sticker/hanger has not been put on the bin.
- A crew report has not been received regarding the bin e.g. heavy, excessive waste.

A missed collection must be reported within 4 days of your normal day of collection. Any missed collections reported after this time will not be collected until the next scheduled collection day unless there are exceptional circumstances. In this instance if the bin has been genuinely missed and the resident cannot store all their waste until their next collection day they will be sent HDC sacks so they can manage until their next collection.

Missed collections reported within the timescales above will be collected within 3 working days of a report being received.

**Policy 6i - Assisted Collections:** Assisted collections are available to anyone with a disability or mobility problem where no-one in the household is able to take the bins to the normal collection point (see **Policy 6b**). The collection team will collect the waste or recycling from its normal storage point, empty the container and return it back to the householder's storage point.

The bins/sacks must be easily accessible for the crews, gates left unlocked where necessary and the crew should be easily able to manoeuvre the bins from the property. Please ensure there are no overhanging branches or shrubs as we may be collecting in the dark. Wherever possible the bins should be stored at the front of the property to enable easy collection.

Where a property on an assisted collection is located a long way from the public highway on a private driveway/road we may require an indemnity from the owner/s of the road to enable our vehicle to access the property where it is not suitable for our crews to walk to collect the waste.

Checks **will** be carried out by the Council from time to time on resident's suitability for the collection and evidence requested from the householder. **Failure to provide such evidence will lead to this service being withdrawn.** Any change in circumstance must be notified to the Council as soon as possible.

**Policy 6j - Frozen Green Waste Bins:** When green waste is frozen in the bin, if the waste does not empty when lifted by the vehicle mechanism the bin will be left with the contents still in it. The lid of the bin will be left open to indicate the crew have tried to empty the bin. The resident should ensure that the waste is loosened within the bin when presenting it for collection on their next scheduled collection day. We will not return to empty frozen bins before the next scheduled collection. This includes additional garden waste bins for which an annual fee has been paid.

**Policy 6k – Overweight & Overloaded Wheeled Bins and Sacks:** Where a crew member cannot safely manoeuvre and position a wheeled bin onto the vehicle, or where the vehicle cannot lift the bin due to the weight of the bin, then it will be left unemptied and reported by the collection crew. By law all the vehicle bin lifts have a safe working weight limit which crews cannot override.

When collecting sacks the employee will assess the weight of the bag. If this is too heavy to carry safely to the vehicle, the bag is likely to split or the employee cannot safely lift it into the vehicle it will not be collected.

Where any bin or sack is found to be too heavy the householder will be required to remove sufficient material from the bin and dispose of it in a responsible manner.

Once sufficient weight has been removed, the bin or sack should be presented on the next scheduled collection date. We will not return to empty the bin or collect the sack before the next scheduled collection date.



## Policy 7 – General Wheeled Bin Policies

**Policy 7a - Ownership of Wheeled Bins & Sacks:** All wheeled bins and sacks provided remain the property of the Council and should be left at the property when moving out with the exception of any additional bin provided for residual domestic waste or chargeable 2<sup>nd</sup> garden bin. These bins should be taken with you if you are moving to a property in Huntingdonshire. Please ensure the bins are empty before moving them. You must notify us of your change of address otherwise the bin may not be emptied. If you are moving out of Huntingdonshire you should notify us so we can collect the additional domestic and/or chargeable garden bin.

Wheeled bins and sacks provided must only be used for the collection of waste and recycling.

The householder is responsible for keeping the bins and sacks safe whilst they are on their property and to protect them from misuse. The Council will charge for the replacement of any wheeled bin that has been misused.

**Policy 7b - Additional Bins for Residual Domestic Waste:** All households will be provided with a 240l capacity bin. Residents can request one additional grey residual domestic waste bin (140l) if they meet one or more of the criteria as follows:

- There are 6 or more permanent residents in the household and excessive residual domestic waste that cannot be recycled.
- There are 5 permanent residents in the household including children in full time nappies.
- There are 4 permanent residents in the household with more than one child in full time nappies.
- A resident in the household has special circumstances creating an unusual amount of waste to be produced on a regular basis.
- A household where a large quantity of offensive hygiene waste is being produced.

Residents that have a grey residual 140l domestic waste bin can request an upgrade to grey residual 240l domestic waste bin if they meet one or more of the criteria as follows:

- There are 2 permanent residents in the household including children in full time nappies.
- A resident in the household has special circumstances creating an unusual amount of waste to be produced on a regular basis.
- A household where a large quantity of offensive hygiene waste is being produced.
- They have moved from another property in Huntingdonshire where they had a 240l bin for residual waste and have left the bin at that property

All households that request additional capacity will have to complete a declaration as to how they meet the criteria. Checks **will** be made on any application and may include:

- A waste audit to ensure the household is utilising the recycling bins as much as possible. A second recycling bin may be provided before an additional residual domestic bin is provided if the waste is mainly recyclable.
- A check on the names listed permanently residing at the property.
- Site visits to ensure the information is still relevant.

Additional capacity is approved on the agreement that the household makes full use of the recycling service. We may carry out random spot checks to ensure this is being complied with.

If additional capacity is authorised due to babies in nappies then the maximum duration of the additional capacity period is two years. After two years the household will revert back to a standard 240l bin unless they then meet the criteria for the number of adults/children in the household or for some other exceptional reason.

Additional bins are supplied on a conditional basis, which will be reviewed periodically. If circumstances have changed, the additional bin will be removed.

**Policy 7c - Stickers on Wheeled Bins:** Only stickers provided by HDC will be allowed on bins, or stickers which residents use to identify their bin e.g. house number. No other advertising/promotional stickers will be put on the bins without the permission of the Council.

**Policy 7d - Provision of New & Replacement Wheeled Bins:** If you are moving into a new build/renovated property, or a property where the previous occupier has not left the bins, please contact us to arrange delivery of a set of bins. Please note bins will not be put on our delivery schedule until the property is occupied and registered with Council Tax. Delivery can take up to six weeks. We will provide residents with sacks for residual domestic and dry recycling waste as appropriate until the bins are delivered. If you have paid for an additional garden bin this will be delivered within 10 working days.

**Policy 7e - Stolen Wheeled Bins:** In the event that a bin has been stolen householders should check with their neighbours and in the street once other bins have been removed before contacting us to request a replacement bin. The householder will not be able to request a replacement bin until three days after their collection. Delivery will take up to six weeks or 10 working days for a chargeable 2<sup>nd</sup> green bin; however sacks will be provided in the meantime for residual domestic and dry recycling waste as appropriate until the bins are delivered.

**Policy 7f - Lost & Damaged Wheeled Bins:** If you suspect your bin has been lost please check the surrounding area before requesting a new bin. If the bin has been lost because it has been left out on the highway for a number of days following collection you may be charged the cost of delivery and replacement for a new bin.

**Policy 7g - Sharing Wheeled Bins:** If residents request to do so, then they may share bins with their neighbour if both are in agreement. One resident must claim overall responsibility for the bin as a bin can only be allocated to one address. It is the responsibility of the named householder if the bin is contaminated, misused or needs replacing.

Chargeable 2<sup>nd</sup> garden bins may be shared between properties, however the only one property will have overall responsibility for this and the full payment required. If payment is not received from that property the bin will be removed.

## **Policy 8 – Disruptions to Services (for Access or Environmental Reasons)**

**Policy 8a - Severe Weather:** During severe weather we will:

- Continue to undertake the regular scheduled collection of waste wherever it is deemed safe to do so. The decision on whether it is safe for a refuse collection vehicle to access a specific location/street has to be determined locally by the driver of that vehicle. Among key factors that apply are: road conditions, weather conditions, access past parked cars, risks to public and/or the crew.
- We will try to return and collect missed bins as soon as possible after the scheduled collection date. If this is not possible due to continuing bad weather conditions we may make alternative arrangements such as providing sacks to properties so they can store their waste until the next scheduled collection day.
- If significant disruption occurs we will update the Council's website with the information on what is happening and may decide to prioritise which services are caught up. First priority will normally be given to the residual domestic waste service.

**Policy 8b - Access Issues:** Where we have on a number of occasions attempted to gain access to a road but were unable to do so for reasons such as parked cars, roadworks, building works, road closures etc. we may make alternative arrangements such as the delivery of sacks to properties for residual domestic and dry recycling to enable households to have sufficient capacity to last until their next scheduled collection day.

**Policy 9 – Offensive & Hygiene Waste:** The Council does not offer a separate collection for low grade offensive and hygiene waste, i.e. non-infectious waste such as incontinence pads, nappies, feminine hygiene products etc. unless excessive quantities are produced. This waste should be double wrapped and placed in the non-recyclable (grey wheeled bin). Where a large quantity is being produced then the household may be eligible for an additional grey wheeled bin under **Policy 7b**.

Sharps must never be placed in the grey wheeled bin but disposed of in special sharps boxes as advised by the Clinical Commissioning Group.

**Policy 10 – Clinical Waste (Infectious or Hazardous Waste):** Patients producing infectious or hazardous waste must contact the Clinical Commissioning Group for the correct disposal procedure.

HDC only offer a collection service for dialysis waste and will only accept referrals from the Clinical Commissioning Group or dialysis nurse.

## **Policy 11 – Policies Relating to Additional Garden Bins, (more than 1 garden bin)**

**Policy 11a – Cost of Service:** The charge for providing this service will be £40 per additional bin from 1 July to 30 June. If you join part way through the year the charge will be the same and only valid for collections until 30 June.

**Policy 11b – Paying for the Service:** Payment can be made in the following ways:

- Credit / Debit card either via the internet or on the telephone.
- BACS – bank transfer using the following details: Natwest Branch Huntingdon, Sort Code 60-11-30, Account Number 04815939, Account Name Income Suspense.
- Cash – using any Post Office or Retailer displaying the “Paypoint” sign.

**Policy 11c – Delivery of bins following receipt of payment:** Bins will be delivered within 10 working days of receipt of payment.

**Policy 11d – Number of additional bins allowed:** Householders will be allowed two additional chargeable bins.

**Policy 11e – Refunds:** No refunds will be given once payment has been received for the year, even if the service is only used for part of the year.

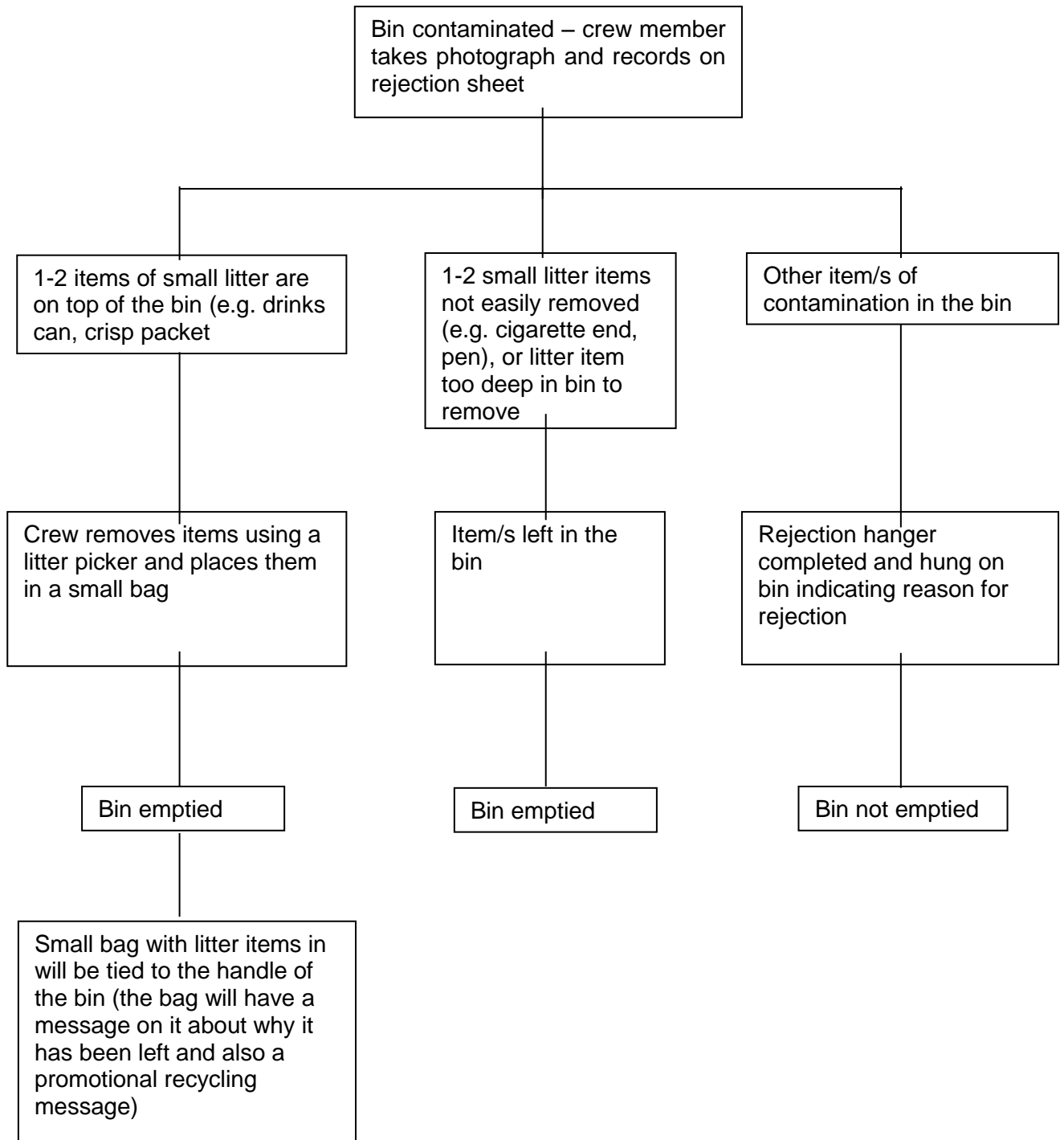
**Policy 11f – Non-payment:** If payment is not received for the additional then it will be removed.

**Policy 11g – Exemptions from Payment:** The only exemptions in relation to the charge for an additional garden bin will be in relation to schools where the bin is provided for use with a school allotment or garden for educational purposes.

**Policy 11h – Bin Stickers:** The resident must ensure the bin sticker provided is stuck to the lid of the bin. If the bin sticker is not on the bin it will not be collected and no re-collection will be made even if payment has been received.

**Policy 11i – Missed Collections:** No refunds will be given for missed collections. Missed collections must be reported in line with **Policy 6h** and re-collection will be arranged if you meet one of the circumstances described in the policy. If the bin sticker is not stuck to the lid of the bin, re-collection will not be arranged.

**Appendix 1: Rejected Bin Flow Chart (Dry Recycling & Garden Waste Collections).**



## Appendix 2: Clarification of the Amount of Soil Accepted within the Green Bin

We can't get away from the fact that there will be an amount of soil within the green bins which has come from plant pots. The Council is happy to accept soil which is approximate to the size of an 8" plant pot. Any plant which is still within soil from any pot that is bigger will result in the bin being rejected. If it is clear that an attempt has been made to knock off the soil then please empty the bin

The images should give you a guide to how much soil is acceptable.



**Acceptable amounts of soil**



**Unacceptable amount of soil**

A large amount of turf is also unacceptable. If there are a few offcuts and the bin isn't too heavy to move, the bin can be collected

**CURRENT ACTIVITIES OF THE SOCIAL AND ECONOMIC WELL-BEING PANELS**

STUDY	OBJECTIVES	PANEL	STATUS
Voluntary Sector Grant Funding	To review the proposed funding allocation for Voluntary Sector Groups and the impact of those proposals.	Communities and Customers	The Panel requested the formation of this Working Group following the receipt of the report on Voluntary Sector Grant Funding 2016/17 to 2019/20.
The Health Economy	To establish priorities for future work on the local health economy.	Communities and Customers	<p>Scoping paper considered. Further reports requested on:</p> <ul style="list-style-type: none"> <li>• the current state of Neighbourhood Planning within the area and how it was likely to develop and how it might promote community resilience;</li> <li>• community engagement, including examples of good practice;</li> <li>• the impact of Welfare Reforms, including fuel poverty and how it was defined;</li> <li>• reviewing the Council's Equalities Impact Assessment arrangements, and</li> <li>• the impact of growth on GP surgeries, school places and hospital capacity.</li> </ul>
Registered Social Providers	To review the work of Registered Social Providers and the challenges faced by them.	Communities and Customers	The Panel appointed Councillors R Fuller, P Kadewere, M C Oliver and Mrs D Reynolds onto the Working Group. A scoping report will be considered by the Working Group in January 2016.
The Impact Of Cambridgeshire County Council Budget Proposals On Huntingdonshire And It's Residents.	To review the Cambridgeshire County Council's Budget proposals and assess their impact upon Huntingdonshire and it's residents.	Communities and Customers	<p>The Working Group comprised of Councillors T Alban, D Brown, G Bull, Mrs S J Conboy, S Criswell, M Francis, D A Giles, T Hayward, B Hyland, P Kadewere, T D Sanderson, M Shellens and R J West.</p> <p>The first meeting scrutinising the Children's, Families and Adult's Services aspects of the County Council's Budget Proposals took place on 14th January 2016.</p> <p>The second meeting scrutinising the Economy, Transport and Environmental Services aspects of the County</p>

STUDY	OBJECTIVES	PANEL	STATUS
			Council's Budget Proposals took place on 19th January 2016.
Project Management Select Committee	To review and test the robustness of the Council's project management arrangements.	Finance and Performance	A report from the Projects and Programmes Manager on changes in Project Management was submitted to all three Overview and Scrutiny Panels in June 2015. The Panel received a six month update report on project delivery in October 2015 and a further review by the Project Management Select Committee is due in March 2016.



Panel Date	Decision	Action	Response	Date
17/06/14  16/06/15  16/06/15	<p><b><u>Whole Waste System Approach/ Waste Collection Policies</u></b></p> <p>A Waste Collection Working Group should reconvene to review waste collection policies in relation to the collection points for wheeled bins/sacks and remote properties (farms and lodges). Councillors G J Bull and D A Giles appointed on to the Working Group alongside Councillors M G Baker and G J Harlock.</p> <p>Members received a RECAP update</p> <p>Agreed that working groups scrutinising the operations policies at HDC stand down as an Operations Review is carried out and implemented.</p>		<p>Further meeting to be held in to consider the outcome of the survey work undertaken by the Head of Operations.</p> <p>The Panel received draft operational policies for garden waste contamination, dry recyclates contamination and lane end collection.</p>	10/11/15
17/06/14	<p><b><u>Rural Transport</u></b></p> <p>Councillor Mrs L Kadić re-appointed as the Panel's representative on the Cambridgeshire Future Transport Initiative.</p>		Updates to be delivered in due course.	
17/06/14  11/11/14	<p><b><u>Litter Policies and Practices</u></b></p> <p>Chairman requested an item on litter policies and practices to be submitted to a future Panel meeting. Councillor D A Giles requested that consideration is also given to graffiti removal at this time.</p> <p>Scoping report considered. Working Group appointed to consider and make recommendations on future</p>	<p>Request submitted to Head of Operations.</p> <p>Chairman to discuss this study with the Executive Councillor and report back to</p>	<p>The Panel noted that a new work programme is expected</p>	

Panel Date	Decision	Action	Response	Date
16/06/15	<p>litter and graffiti service scope and standards and on public appetite for changes</p> <p>Agreed that working groups scrutinising the operations policies at HDC stand down as an Operations Review is carried out and implemented.</p>	the Panel.	<p>soon.</p> <p>The Panel received the Street Cleansing Service Specification.</p>	12/01/16
<p>04/02/14</p> <p>14/04/14</p>	<p><b><u>Planning Enforcement</u></b></p> <p>In receiving the Quarter 3 Performance Monitoring report, the Panel asked for clarification of the actions which can be undertaken by the Authority in relation to listed buildings and current enforcement activities, the Panel has requested that a report on enforcement should be presented to a future meeting.</p> <p>A report on planning enforcement was discussed at the Panel's meeting. The Panel was informed that a detailed review of planning enforcement would be completed for meetings in July or September.</p>		<p>A report on the review of planning enforcement was presented at the Panel's December meeting.</p>	
	<p><b><u>Notice of Key Executive Decisions</u></b></p> <p><b>Huntingdon West Masterplan</b> – Panel requested sight of the report prior to submission to Cabinet.</p> <p><b>Local Plan to 2036</b> – Panel requested sight of the report prior to submission to Cabinet.</p> <p><b>Huntingdonshire Infrastructure Business Plan</b> – Panel requested sight of the report prior to submission to Cabinet.</p>	<p>Request submitted to the Planning Services Manager (Policy).</p> <p>Request submitted to the Planning Services Manager (Policy).</p> <p>Request submitted to the Planning Services Manager (Policy).</p>	<p>Not currently on the Notice of Executive Decisions.</p> <p>Report was presented to the Panel in November 2015.</p> <p>Report was presented in December 2015. Update report is expected in June 2016.</p>	14/06/16