

SCHEDULE 1

Baseline Services

1. Highways Management:

1.1 Street lighting:

Although there is no statutory duty to provide street lighting, where street lighting is installed the Council has a duty to demonstrate that they have systems in place to maintain the equipment in a safe condition.

Any equipment that is considered dangerous or has been tampered with, vandalised or wilfully damaged leaving potentially live exposed parts will be attended to and made safe within 1 hour of it being reported to the Council.

General lights out will be repaired within 10 working days from being reported to the Council.

If there is a fault with the electricity supply which is the responsibility of the Distribution Network Operator (Northern Powergrid), the fault will be reported to Northern Powergrid.

1.2 Network management:

The Traffic Management Act 2004 places a duty on local traffic authorities to manage the road network to secure the movement of traffic. The New Roads and Street Work Act 1991 places a duty on local highways authorities to co-ordinate all works and events on the highway network. The Highways Act 1980 places a duty on local highway authorities to protect the public's rights of use and enjoyment of highways

To ensure these duties are carried out the Network Resilience & Management Team of the Council employs a number of schemes to help manage different works. These include:

- A permit scheme for utility and local authority road works inspections of 10% of utility works to ensure carried out safely, with minimum disruption and reinstated correctly.
- Monitoring of utility work duration and issues of overstay and charges where appropriate.
- The issuing of fixed penalty notices plus licences for skips, scaffolding and hoarding and associated monitoring and enforcement and finally co-ordination of road works programmes for efficient allocation of road space.

1.3 Roads and footways maintenance:

The existing streets in the town centre are inspected once a month in order to check for defects (e.g. loose/broken flags in the footway, damaged surfacing/potholes in the road, etc.). For those defects that are deemed to be actionable (e.g. a trip hazard or may cause damage to a vehicle) an order for remedial work is placed with our Direct Labour Organisation (formerly Street Scene Highways) who will then carry out the work.

Through these and other inspection regimes, we are able to identify larger-scale works such as carriageway patching/resurfacing and footway resurfacing/reconstruction which are incorporated into works programmes, in priority order. Approval for our larger schemes is via our portfolio holder (through delegated powers) or via the Area Committees (Keighley and Shipley in our case).

This process would continue as part of the 'standard' Council service.

2. Cleansing Services:

2.1 The Council provides a street cleansing service with regard to its statutory duty under the Environmental Protection Act 1990. In this the Authority has a duty to keep land and roads clear of litter and refuse.

2.2 Litter Bin emptying

The Council provides a litter removal service from Keighley that includes the removal of street litter and emptying bins through the provision of 1 litter picker 47 hours per week Monday to Friday plus 10.5 hours at the weekend.

2.3 Mechanical sweeping

It also provides for mechanical sweeping of the pavements and public areas in the mornings for the Town Centre.

2.4 Cleansing of the broader streetscape

Will be required at times this can include the need to remove chewing gum and biological hazards such as needles, faeces and body fluids as a high priority. Graffiti removal will be done on request within the hour if it is racist or inflammatory, any other will be removed on request

2.5 Drainage and street gullies

The Council have a target to clean out gullies on main roads every 12 months and those on side roads approximately every 24 months. For blocked gullies and emergencies the response will be on a risk basis, with a target of 21 working days to attend to a blocked gully but if this is causing flooding issues or is an emergency e.g. a missing gully cover, then this will be checked and action taken within 24 hours.

3. Enforcement:

3.1 The Council through the Area Coordinators Office in Keighley provides for Wardens and Police Community Support Officers in the Town.

Two are provided for the Town Centre Monday to Friday with no weekend cover their main duties include:

- Identifying vehicles in contravention of parking, waiting and loading restrictions and issuing PCN's
- Inspecting Pay & Display machines in car parks
- Checking and reporting defective traffic lines and signs

Other duties include:

- Litter and dog fouling enforcement
- Monitoring domestic and trade waste issues
- Monitoring activities of street traders, buskers and charity fund raisers
- Reporting faulty street lighting and blocked gullies
- Reporting to Highways Enforcement issues regarding 'A' boards, street cafes and vehicles for sale on the highway

3.2 Community Safety

The Council is committed to improve Community Safety in the town centres through:

- Reporting Town Centre issues ASB etc directly to the Police
- Reporting wanted 'nominals' to the Police
- Providing a high visibility, reassurance role in the Town Centre

3.3 CCTV

There are 22 CCTV cameras across the Town Centre that will be managed and maintained by the Council's CCTV section which is based in Bradford.

Online request for access to footage can be made on the Council's website

http://www.bradford.gov.uk/bmdc/community_and_living/crime_prevention/cctv_closed_circuit_television

Or enquiries can be made by email at cctv.info@bradford.gov.uk
CCTV information is also subject to Data protection issues, details of this can also be found on the website at http://www.bradford.gov.uk/bmdc/government_politics_and_public_administration/data_protection_foi/data_protection_foi

4. Parks and Landscapes Services:

4.1 The Council's Parks and Landscapes Service will provide for maintenance of the following areas within the BID area:

- High St Roundabout grass cutting (26 times a year) and flower beds which will be changed to more sustainable planting this winter.
- Church Green grass cutting only 26 times a year.
- Parish Church grass cutting only 10 times a year.
- Gresley Road 1 grass verge cut 10 times a year.
- Various planters throughout the town centre (mainly bus station and Hanover St) presently planted out 2 times a year will be changed during the winter of 2015/16 to a more sustainable planting.

5.0 Review process

5.1 There will be a commitment to an annual review between the Council and Keighleybid of baseline services to be provided by The Council to Keighleybid.

5.2 Changes to Baseline agreement: The Business Improvement District (England) Regulations 2004 Regulation 16 & 17 set out the circumstances where changes to the baseline services can take place with or without a ballot taking place.

6.0 Policing:

- 6.1 Keighley is now part of the Bradford District as far as policing resources are concerned. These resources are able to be 'flexed' at any time depending on demand so the total number of officers available would include all of those within the Bradford District.