

Public Document Pack

Date of meeting Wednesday, 27th September, 2017
Time 7.00 pm
Venue Council Chamber, Civic Offices, Merrial Street,
Newcastle-under-Lyme, Staffordshire, ST5 2AG
Contact Jayne Briscoe 2250



Civic Offices
Merrial Street
Newcastle-under-Lyme
Staffordshire
ST5 2AG

Cleaner Greener and Safer Communities Scrutiny Committee

AGENDA

PART 1– OPEN AGENDA

- 1 APOLOGIES**
- 2 DECLARATIONS OF INTEREST**
To receive declarations of interest from Members on items included in the agenda.
- 3 MINUTES OF THE PREVIOUS MEETING** **(Pages 3 - 4)**
To receive the minutes of the previous meeting of this Committee.
- 4 TO DISCUSS THE ISSUES SURROUNDING TRAVELLER
INCURSIONS INCLUDING OPTIONS FOR THE REMOVAL OF
LITTERING, ANTI-SOCIAL BEHAVIOUR, WELFARE ISSUES
AND LEGAL PROCESSES** **(Pages 5 - 50)**
 - (a) Protocol
 - (b) Legal Process
- 5 WORK PLAN** **(Pages 51 - 54)**
To discuss and update the work plans to reflect current scrutiny topics
- 6 PUBLIC QUESTION TIME**
Any member of the public wishing to submit a question must serve two clear days' notice, in writing, of any such question to the Borough Council.
- 7 URGENT BUSINESS**

To consider any business which is urgent within the meaning of Section 100B(4) of the Local Government Act 1972.

8 DATE OF NEXT MEETING

Members: Councillors Burgess (Vice-Chair), Dillon, P Hailstones, Jones, Mancey, Naylor (Chair), Panter, Reddish, Snell, Sweeney and G Williams

'Members of the Council: If you identify any personal training / development requirements from the items included in this agenda or through issues raised during the meeting, please bring them to the attention of the Committee Clerk at the close of the meeting'

FIELD_TITLE

Classification: NULBC **UNCLASSIFIED**

Cleaner Greener and Safer Communities Scrutiny Committee - 27/07/17

CLEANER GREENER AND SAFER COMMUNITIES SCRUTINY COMMITTEE

Thursday, 27th July, 2017
Time of Commencement: 7.00 pm

Present:- Councillor Wenslie Naylor – in the Chair
Councillors Burgess, Mancey, Panter and Sweeney
Officers Jayne Briscoe - Scrutiny Officer

1. **APOLOGIES**

Apologies were received from Councillors Dillon, Jones, Reddish and G Williams.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest stated.

3. **MINUTES OF THE PREVIOUS MEETING**

Resolved: That the minutes of the meeting held on 1 March 2017 be agreed as a correct record.

4. **REPORT ON SUBWAYS**

The Chair presented the final report on the condition of subways in the Borough and members commented and approved the contents prior to submission to the Cabinet.

Staffordshire County Council had accepted that the Enderley Street Subway was in a very poor condition. A possible solution offered may be to gate it off although an estimate of usage of the subway against the pelican crossing was required as a first step.

(Councillor Panter left the meeting at this point).

It was suggested that, where appropriate, sponsorship from the nearby supermarkets be sought and that their logo could be incorporated into the design of the subway artwork. In this respect and in order to attract sponsorship members requested that Staffordshire County Council be asked to give an estimate of the cost of ongoing cleaning together with the one off cost to bring appropriate subways up to a standard which would attract investment in sponsorship.

Members discussed using a team from the probation service to carry out the task of repainting the subways and it was agreed that, as a first step, funding for a day's trial be requested.

Agreed That, with the inclusion of all the recommendations as set out above and in the body of the report, the final report be submitted to Cabinet.

5. **PUBLIC QUESTION TIME**

There were no members of the public present at the meeting.

6. **UGENT BUSINESS**

There was no Urgent Business.

7. **WORK PLAN**

Members of the Scrutiny Committee considered the work programme for the forthcoming year and it was agreed :-

- To scrutinise the operation of the waste and recycling service
- Review the Councils enforcement procedure relating to traveller incursions including litter and fly tipping
- Review Town Centre CCTV
- Examine the impact on overnight charging on Council owned car parks
- Examine the impact of the introduction of the parking restrictions at the Lyme Valley Parking
- Scrutinise the air quality in the vicinity of Newcastle Bus Station
- Review the cloth nappy service

8. **DATE OF NEXT MEETING - 4 OCTOBER 2017**

The date of the next scheduled meeting is 4 October, 2017

COUNCILLOR WENSLIE NAYLON
Chair

Meeting concluded at 8.30 pm



PROTOCOL FOR DEALING WITH UNAUTHORISED GYPSY AND TRAVELLER ENCAMPMENTS

APRIL 2014

Revision 1
February 2015

C O N T E N T S

SECTION	Page No
Procedures for unauthorised gypsy and traveller encampments	5
Contact List	9
Neighbouring Police Forces Contact List	13
Neighbouring Local Authorities Contact List	14
Code of Conduct	16
List of Known Sites Where Unauthorised Encampments Occur	18
Record of Gypsy and Traveller Encampments	20
Unauthorised Occupation Social Assessment Form	22

NEWCASTLE PARTNERSHIP

PROCEDURES FOR UNAUTHORISED GYPSY/TRAVELLER ENCAMPMENTS

No	INFORMATION ACTION	DONE
1	<p>Receive information about location of a new encampment (this could be received by any partner via contact centre or directly to individual partner officer)</p> <ul style="list-style-type: none"> • Notify partners on contact list (contact centre) • Establish who landowner is believed to be and notify partners on contact list (contact centre) ▪ Do quick initial visit to confirm location/numbers (landowner and police) ▪ Carry out quick risk assessment in respect to location & land (landowner and police) 	
2	Return to office and notify partners on contact list to inform them of the situation & location for visits– see contact sheet	
3	Establish and confirm who the landowner is and make contact – council (4) or private (7) – police to make contact	
4	BOROUGH COUNCIL LAND	
a	<p>Arrange joint visit to the location to confirm encampment and issue initial notice requesting that travellers leave within 24 hours.</p> <p><i>(Police/local PCSO and LA officer – Community Management)</i></p>	
b	<p>Carry out the WELFARE CHECK on next visit</p> <p>(Police/local PCSO and LA officer – Community Management/Environmental Health)</p> <p><i>(in certain circumstances you may have to return to carry out the checks as it may not be convenient for the Travellers – so you may need to rearrange)</i></p>	
c	<p>Read the CODE OF CONDUCT (attached as appendix) making travellers aware of their rights and responsibilities. Explain that the encampment will not be accepted and that the process for eviction will commence immediately. Ask the travellers to leave.</p> <p>Also give out a list of helpful numbers (Doctors, schools, churches etc).</p>	

d	<ul style="list-style-type: none"> ▪ Give bin bags as emergency measure for the Travellers to collect their rubbish, agree where they should be placed. ▪ Sketch/photograph the location of the trailers on the land, highlighting possible hazards i.e. roads, canal, COMA area, & hidden areas for dumping. ▪ Photograph the area on first visit for case file and decision matrix 	
5	<p style="text-align: center;"><u>ON RETURN TO THE OFFICE</u></p> <ul style="list-style-type: none"> ▪ Speak to the council regarding a rubbish collection, inform Travellers of date (Streetscene/Park Attendants) ▪ Arrange for other agencies to visit the site if required – education, health, homelessness, Animal Welfare, ICCM, RSPCA, Environment Agency (waste carrying licences – ensure all relevant parties are on contact list) ▪ Set up a case file for ALL documentation to be collated - this is to include: all complaints, welfare check details, visits, post code, map & photos ▪ Check ALL details where possible i.e. Education, Health, other authority's/Police to see if they have had this group before. If they are here for a wedding/baptism, check with the church. ▪ Update the appropriate partners about the issues from the welfare checks (contact list) 	
6	<p style="text-align: center;"><u>DECISION MATRIX</u></p> <ul style="list-style-type: none"> • This process needs to be reviewed on a weekly basis based on information from the Community Management team & conditions on the encampment • In some circumstances it may be more appropriate to call an emergency meeting to discuss the issues • Each partner to fill in appropriate section of the matrix ▪ Send all information to the LA lead officer (Community Manager) for decision on either: - <p>(NB – in Newcastle, the eviction option will be the norm. It is unlikely that acceptance/toleration will ever be the chosen option on parks and open spaces land).</p>	

a	<p><u>'Acceptance/toleration' *</u></p> <ul style="list-style-type: none"> • Arrange for toilets & bins • Sign Travellers up for these & recover costs (weekly) • Visit the site every day when possible. • Regularly take photos - monitor site • Update lead officer & partners weekly • Follow NBC policy in respect of worker safety – as documented in risk assessment for unauthorised encampments. No lone worker visits should be made. Use protective devices e.g. Identicom where appropriate, visit in pairs etc. Arrange visits with staffs police where appropriate. Record threats and abuse. 	<p><u>Eviction</u></p> <ul style="list-style-type: none"> • Start legal process • Continue to visit & monitor • Attend court • Liaise with the Police & court bailiffs 	
<p style="text-align: center;"><u>Police Intervention</u></p> <p>In the following circumstances, the police(Senior Police Officer) may utilise their powers under Section 61of the Criminal Justice and Public Order Act to direct the travellers to leave the site without reference to the courts:</p> <ul style="list-style-type: none"> • The travellers have caused damage to the land or property • The travellers have used threatening, abusive or insulting words or behaviour to the landowner, employee or agent • There are 6 or more vehicles on the land <p><i>* First notice should always be served in case the Police need to use their powers quickly (the land owner needs to have asked the Travellers to leave for this to happen). A welfare assessment also must have been carried out.</i></p>			
b	Email partners about the decision & keep them updated regularly (contact list) – consider media release if appropriate		
c	Update ALL documentation daily with information from site visits, families arriving or leaving, anti-social behaviour, complaints and press coverage.		

	(Newcastle has a spreadsheet for this – attach as appendix)	
	<p style="text-align: center;"><u>LAND VACATED</u></p> <ul style="list-style-type: none"> • Complete encampment file with summary sheet • Email partners to inform them the Travellers have left • Contact neighbouring authorities and police forces to inform that travellers may be entering area (see contact list) • Ensure land is cleared after eviction • Are there any preventative measures to stop trespass in the future? • Partners to consult regarding any environmental measures that can be implemented and record outcome (this can be by email) – see page 20/21 	
7	<p style="text-align: center;"><u>PRIVATE LAND</u></p> <p><i>The authority has no influence on the private landowner in regards to ‘acceptance’ or eviction, but it is good practice to make contact with the land owner, because: -</i></p> <ul style="list-style-type: none"> • <i>Liaison officer may know the group and be able to negotiate their stay</i> • <i>Help with community tensions, preventing any incidents occurring</i> • <i>Liaise with other agencies</i> • <i>Advise to seek legal advice</i> 	

Where occupation is on land owned by Staffordshire County Council within the borough of Newcastle-under-Lyme, officers from Newcastle-under-Lyme Borough Council will undertake steps 1, 2, 3, 4a, 4b, 4c and 4d on behalf of Staffordshire County Council.

NB – This protocol, including known unauthorised encampment sites and contact details for partners, will be reviewed every 12 months or sooner if necessary.

CONTACT LIST – ENCAMPMENTS

NAME	JOB TITLE	SERVICES	EMAIL	PHONE
Out of Hours Contact Centre		Various Services	controlcentre@cannockchasedc.gov.uk	01543 574480
Steve Middlehurst	Community Manager	Operations Service	steve.middlehurst@newcastle-staffs.gov.uk	01782 717717
David Beardmore	Environmental Health Team Manager (Dog and Pest Control)	Environmental Health Services	david.beardmore@newcastle-staffs.gov.uk	01782 717717
Rebecca Cooper	Solicitor	Legal Services	rebecca.cooper@newcastle-staffs.gov.uk	01782 717717
Mike O'Connor	Housing Manager	Housing Services	mike.oconnor@newcastle-staffs.gov.uk	01782 717717
Nigel Gardner	Environmental Health Team Manager (Licensing and Enforcement)	Environmental Health Services	nigel.gardner@newcastle-staffs.gov.uk	01782 717717
Paul Pickerill	Streetscene Manager	Operations Service	paul.pickerill@newcastle-staffs.gov.uk	01782 717717
Dave Morgan	Park Attendant Officer	Operations Service	david.morgan@newcastle-staffs.gov.uk	01782 717717
Phil Jones	Head of Communications	Communications Service	phil.jones@newcastle-staffs.gov.uk	01782 717717

	Officer			
Rosie Bloor	Customer and ICT Business Manager	Customer Services	rosie.bloor@newcastle-staffs.gov.uk	01782 717717
Mark Barlow	Local Inspector	Police – Inspector	Mark.barlow@staffordshire.pnn.police.uk	101
John Hughes	Sergeant	Police - Sergeant	John.hughes@staffordshire.pnn.police.uk	101
Samantha Ferguson	Communications Officer	Police - Communications	Samantha.Ferguson@staffordshire.pnn.police.uk	101
Kevin Danks	Estates & Valuation Manager	Staffordshire County Council	kevin.danks@staffordshire.gov.uk	01785 277702
Chris Evans	Landscape Architect	Staffordshire County Council	chris.evans@staffordshire.gov.uk	01785 277460
	Health Services	North Staffordshire PCT		0845 602 6772
	Housing Needs	Newcastle Housing Advice		01782 635200
	Highways Officer	Staffordshire County Council	highways@staffordshire.gov.uk	0300 111 8000
	Animal Welfare	Staffordshire County Council	animal.health@staffordshire.gov.uk	01785 277875 Pager number 08448 22888 and quote: 839677.
	Education Services	West Midlands Consortium Education Service for Travelling Children Staffordshire County Council		01902 714 646
	Social Services	Staffordshire County Council		01782 296005





Force	Phone Contact	Name Contact	Email Contact
West Midlands	0345 113 5000 or 101	Force Contact Centre	fib@west-midlands.pnn.police.uk
Warwickshire	101/01926415000	Force Control Room	force.control@warwickshire.pnn.police.uk
West Mercia	0300 333 3000	Operational Control Centre - Force Duty Inspector	DL-OCC@westmercia.pnn.police.uk, fib@westmercia.pnn.police.uk
Leicestershire	101	Lee Bedford (Traveller SPOC)	Lee.Bedford@leicestershire.pnn.police.uk and fib@leicestershire.pnn.police.uk
Derbyshire	101	Force Contact Centre	force.control@derbyshire.pnn.police.uk
Cheshire	101	FIB	fib@cheshire.pnn.police.uk

Local Authority	Contact
Lichfield District Council	lichfieldconnects@lichfielddc.gov.uk
Tamworth District Council	debbie-lewis@tamworth.gov.uk joanne-shaw@tamworth.gov.uk tracey-yeomans@tamworth.gov.uk stephen-lewis@tamworth.gov.uk
Cannock Chase District Council	customerservices@cannockchasedc.gov.uk
South Staffordshire Council	s.gilbert@sstaffs.gov.uk k.riley@sstaffs.gov.uk info@sstaffs.gov.uk
Stoke City Council	rob.senior@stoke.gov.uk
Staffordshire County Council	matthew.gratton@staffordshire.gov.uk
Stafford Borough Council	info@staffordbc.gov.uk
Newcastle-under-Lyme Borough Council	customerservices@newcastle-staffs.gov.uk



Newcastle-under-Lyme Borough Council CODE OF CONDUCT

When unauthorised encampments happen on Newcastle-under-Lyme Borough Council's land, the council will:

- Visit the site and assess the Gypsies and Travellers needs
- Offer appropriate advice and assistance
- Identify issues which could arise through its occupation

The information gathered will be independently reviewed, and used to determine whether enforcement action is appropriate. It will be shared with other agencies where it is lawfully appropriate to do so.

Gypsies and Travellers must:

- Not cause damage to the land itself, including landscaping, trees or shrubs planted on it, or to any property or structures on the land, including walls, fences or gates.
- Not cause obstruction to public highways or public rights of way
- Not drop litter or dispose of waste and rubbish on or around the site, or discharge waste into watercourses
- Not engage in threatening or antisocial behaviour
- Not interfere with electricity, water or gas supplies
- Not allow animals to roam, and must remove animal waste

Gypsies and Travellers are expected to respect the local community and the local environment.

Criminal activity will always be reported to the police.

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL**UNAUTHORISED TRAVELLER ENCAMPMENTS****LIST OF KNOWN SITES WHERE UNAUTHORISED ENCAMPMENTS OCCUR**

SITE	WARD	OWNER	PREVENTATIVE MEASURES	COMMENT
Bathpool Park (Peacocks Hay)	Ravenscliffe	NuLBC	Overhead gantry, trip rail	
Birchenwood	Ravenscliffe	NuLBC	Boulders, barrier, trip rail, mounding	
Long Lane open space	Newchapel	NuLBC	Overhead gantry, fencing	
Little Chef A34	Talke	Private	Boulders	
A34 Talke – highway verge	Talke	SCC	Bollards	
Jamage Industrial Estate	Talke	Private	Unknown	
Red Hall Lane	Halmerend	Private	None	Unadopted road
Chatterley Valley – highway verge	Bradwell	SCC	Mounding	
High Carr open space	Bradwell	NuLBC	Gate	
Chemical Lane Industrial Estate	Bradwell	Private/SCC	Unknown	
High Carr Farm	Chesterton	Private	Gate	
Parkhouse (various business premises)	Chesterton	Private	Unknown	
Rowhurst Close Industrial Estate	Chesterton	Private/SCC	Ditching	
Crackley Bank open space	Chesterton	NuLBC	Ditching	
Sheldon Grove open space	Holditch	NuLBC	Ditching	
Apedale Country Park	Holditch	NuLBC	Barriers, boulders	
Loomer Road Stadium	Holditch	Private	Barrier	
Loomer Road open space	Holditch	NuLBC	Mounding	
Lymedale – Pitgreen Lane	Holditch	SCC	None	Public highway

SITE	WARD	OWNER	PREVENTATIVE MEASURES	COMMENT
Lymedale – New Look	Holditch	Private	Unknown	
Former Friendly Hotel A34	Holditch	Private	Unknown	
Wolstanton Marsh	Wolstanton	Duchy of Lancaster	None	Common land
ASDA	Wolstanton	Private	Barrier, width restriction	
Etruria Way Industrial Estate	May Bank	Private	Gates	
Cotswold Avenue	Cross Heath	NuLBC	Barrier	
Lower Milehouse Estate	Cross Heath	Aspire Housing/SCC	Mounding	
The Wammy	Cross Heath	NuLBC	Overhead gantry, trip rail	
Car Park at Ashfields New Road	Cross Heath	Private	Concrete bollard/barrier	
Cemetery Road – highway verge	Silverdale and Parksite	SCC	None	Public highway
Cemetery Road – former Fowlers Garage	Silverdale and Parksite	Private	Barriers	
Maries Way – business premises	Silverdale and Parksite	Private	Mounding	
Racecourse open space	Silverdale and Parksite	NuLBC	Gates, railings	
Field off Keele Road	Keele	Private	Gate	
Lyme Valley – Lyme Valley Road	Town	NuLBC	Overhead gantry, railings, gates	
Morrisons	Town	Private	Barriers	
Goose Street Car Park	Town	NuLBC	None	Public car park
Former Bristol Street Motors	Town	Private	Gates, railings	
Former St Giles and St Georges School site, Barracks Road	Town	NuLBC/SCC	Gates/walls	
King Street Car Park	Town	NuLBC	Height barrier	
Lyme Valley – Lilleshall Road	Clayton	NuLBC	Trip rail	

Classification: NULBC **PROTECT** Organisational

Lyme Valley – Newcastle Rugby Club	Clayton	Newcastle Rugby Club	Barrier, trip rail	
Wye Road	Seabridge	NuLBC	Mounding proposed	
Kingsbridge Avenue open space	Seabridge	NuLBC	None	

Classification: NULBC **PROTECT** Organisational
RECORD OF GYPSY AND TRAVELLER ENCAMPMENT WITHIN BOROUGH
(LOG NUMBER _____)

Date Arrived		
Location	Address	
Repeat visit (when last visited)	Date	
Communication with Ward Cllr	Names and dates	
Communications with residents	Names telephone nos	
Communication with Police	Name	
Number of vehicles and caravans	Number of vehicles	Number of Caravans
Date Issued first notice	Date and comments	
Date issued Court summons on site		
Date and comments		

Court Date	Location and time
Bailiffs appointed	Date and comments
Date gypsy's left site	Comments
Estimate to clean site	Comments and estimate
Estimate to secure site against further gypsy access	Comments and estimate
Commencement of preventative works	Comments and date of completion

RESTRICTED

BOROUGH COUNCIL OF NEWCASTLE UNDER LYME

UNAUTHORISED OCCUPATION SOCIAL ASSESSMENT

LOCATION ADDRESS

DATE

**Map or Photo
where available**

SECTION A: Site Assessment

Part 1. LOCATION

Site Location	Proximity of nearest dwelling
Normal use / intended purpose of site <ul style="list-style-type: none"> • Ownership • Usage 	

Part 2. SITE CONDITION (on initial inspection)

Site Damage <ul style="list-style-type: none"> • Boundary inc site security • Surface (grass, paths etc) • Planting (trees & shrubs) • Structures & Buildings 	No of Animals <ul style="list-style-type: none"> • Dogs • Horses • Other
Waste on Land <ul style="list-style-type: none"> • Litter • Fly tip / commercial waste 	Equipment in use <ul style="list-style-type: none"> • Generators • Gas Cylinders • Commercial activity
Vehicles on site (see also vehicle log) <ul style="list-style-type: none"> • Number of vehicles 	
Additional Comments	

Part 2. SETTLED COMMUNITY IMPACT

Potential for Disturbance / Nuisance <ul style="list-style-type: none"> • Noise (inc source) • Smoke/fume/odour
Disruption to normal site use <ul style="list-style-type: none"> •
Potential for Public Order issues <ul style="list-style-type: none"> •
Reinstatement Works <ul style="list-style-type: none"> • Removal of litter • Removal of human waste •
Complaints received

SECTION B: Welfare Enquiry: Needs Assessment

Part 1. GENERAL INFORMATION				
Date Instructed to Assess		Date of Assessment Visit		Other agency attending
Location of Encampment			Date of Arrival	
			Method of access	
Group Origin:	Traditional	Irish Traveller	New Age Traveller	Other: Which?
Reason for occupation	Passing Through Employment Local to County Visiting Relatives Wedding Funeral Christening Other			
Number of Caravans		Number of Families		Anticipated length of stay / planned departure date
Number of adults in Group by Sex		Male		Female
Number of children in Group by Sex and Age Group	Male	0-5	6-10	11-16
	Female	0-5	6-10	11-16

Part 2. HEALTH NEEDS				
http://www.northstaffordshire.nhs.uk/find-a-service/ Telephone 0845 602 6772				
Are any of the adult females in the group pregnant and if so how many and stage of pregnancy	0 to 3 months	3 to 6 months	6 to 9 months	Confinement imminent
Do any members of the group require medical treatment on a regular basis	Details			
Has any member of the group sought and received emergency medical treatment since arriving at this location	Details			
Do you require the services of a Health Visitor and/or Nurse for any of your group at this location	YES/NO			

<i>If YES for what specific purpose i.e. advice on inoculations, general health/nutrician advice etc</i>	<i>Details</i>
----------------------------------------------------------------------------------------------------------	----------------

Do you or any member of your group require the services of a <i>Social Worker</i> for your group at this location	
	YES/NO
<i>If YES for what particular need i.e. guidance, advice etc</i>	<i>Details</i>

Part 4. EDUCATION NEEDS West Midlands Consortium Education Service for Travelling Children. Telephone 01902 714 646		
<i>Do you or any member of your group require the services of the Travellers Education Service at this location</i>		YES/NO
<i>If YES, for what purpose i.e. children and or adult educational needs</i>	<i>Details</i>	
<i>Are any of the children in school</i>	<i>Name of School</i>	<i>Names of children</i>

Do you or any member of your group require the services of the Local Authority Housing Team at this location	
	YES/NO
<i>If YES for what particular need i.e. guidance, advice etc</i> • Housing Advice Service?	<i>Details</i>

Part 6. OTHER AGENCY NEEDS	
<i>Do you or any member of your group require the services of Another Agency at this location (Which?)</i>	
	YES/NO
<i>If YES which agency and for what particular need (i.e. guidance, advice etc)</i>	<i>Details</i>

PART 7. NEEDS SUMMARY	
Further Information / Support <u>Requested</u> by the Travellers following welfare enquiry	
<ul style="list-style-type: none"> • Health (Part 2) • Social Services (Part 3) • Education (Part 4) • Housing (Part 5) • Other Agencies (Part 6) 	

Part 8. EVICTION IMPACT ASSESSMENT

Are there any **health issues** indicated why this group/individual should not be evicted from the land

Health Authority Report sought: Yes / No

What impact do you consider an eviction will have on the Travellers' **children's education**

Travellers Education Report sought: Yes / No

Officer Completing Welfare Enquiry & Site Assessment:

Name:

Signature:

Date:

Position:

SECTION C: Evidence Review & Eviction Decision

Taking into account: *(from the Site Assessment)*

1. The location of the encampment
2. The current condition of the site
3. The anticipated impact on the settled community (including potential public order issues, and details of complaints received)

And balancing these with: *(from the welfare enquiry)*

1. The size and ages of the traveller group
2. Their stated health needs
3. Their stated social needs
4. Their stated education needs
5. Their stated housing needs

I [Consider] / [Do Not Consider] that a Notice under **Section 77 Criminal Justice and Public Order Act 1994** should be issued. The notice should direct individuals to remove their vehicles and belongings and to leave highway land, or any land occupied without the consent of the landowner.

The **Human Rights Act** and the qualified rights under the **European Convention on Human Rights** have been taken into consideration. My decision is based on the information recorded in the form above.

Signed:

Designation:

An Officer of the Authority authorised to make the decision

Dated:

SOCIAL ASSESSMENT REPORT

CHECK LIST

	Requested (date)	Received (date)
GENERAL INFORMATION (Social Assessment – Parts 1-5)		
STAFFORDSHIRE EDUCATION AUTHORITY REPORT		
HEALTH AUTHORITY REPORT		
SOCIAL SERVICES REPORT		
DISTRICT COUNCIL HOUSING DEPARTMENT REPORT		
ADDITIONAL INFORMATION		

ACTION

Relevant Agencies informed of occupation as follows:

	<u>DATE</u>
EDUCATION AUTHORITY	
HEALTH AUTHORITY	
SOCIAL SERVICES	
HOUSING AUTHORITY	
OTHER (Please specify)	

Request for further information from:-

	Requested (date)	Received (date)
EDUCATION DEPARTMENT		
HEALTH AUTHORITY		

SOCIAL SERVICES DEPARTMENT		
HOUSING AUTHORITY		
OTHER (please specify)		

This page is intentionally left blank

Removal of Unauthorised Encampments from Council owned Land

Legal Duties of Local Authority

Gypsies and Travellers are a recognised ethnic group in the Race Relations Act 1976 (as amended 2000)

Local authorities have a statutory duty to promote race equality.

Consideration must also be given to The Human Rights Act 1998.

Background

Traditionally the Council has followed Part 55 of the Civil Procedure Rules in the County Court when dealing with unauthorised encampments. The attached flow chart (appendix 1) shows the process to be followed in summary it is as follows:-

When encampment arrives operational services attend to serve 24 hours' notice to leave and undertake a welfare assessment to see if there are any medical or other reasons why the encampment needs to remain in that location. If it does, depending on where the encampment is located a period of toleration may be considered.

If the encampment needs to be moved on quickly then an appointment would be made at the County Court to issue the papers and obtain a court date. The fee is £335. The papers would then be served on the travellers giving 2 clear days' notice of the Court date.

On the court date an order for possession would be requested. Generally the Travellers do not attend however on occasion they have attended when one of their group has been heavily pregnant and another elderly gentleman required to remain in the area to attend a specialist medical appointment. The Court then permitted a two week extension.

If the Court does grant the possession order forthwith this is then served on the Travellers and if they then do not leave a warrant is issued for the Court Bailiff to seek vacant possession.

'New' process followed

The most recent Borough Encampment was addressed using the Magistrates Court route under Section 78 of the Criminal Justice and Public Order Act 1994 – see flow chart (appendix 2) attached. As will be noted a number of the steps are the same as the County Court route, however there is no fee payable.

Once the S77 Notice (24 hour notice to leave) has been served and the encampment has not moved on an application is made to the Magistrates Court for an order requiring the removal of any vehicle

or other property from the land and any person residing in it. The Court will be asked to hear the application on the first available date (usually within one or two days) whilst there is no requirement to give two clear working days' notice of the court date, 'sufficient' notice must be given.

The relevant officer will need to take the oath and satisfy the court that the relevant notice and application have been served on the encampment.

If the Magistrates' Court grants the Order to the Council then the Council can on 24 hours' notice enter the land to execute the Order by entering the land and taking in relation to any vehicle or property to be removed in pursuance of the order such steps for securing entry and rendering it suitable for removal. This would mean either Council officers attending themselves to effect removal or instructing a private bailiff company which may incur expense.

It is also an offence if any person obstructs any person in the exercise of such power punishable by fine (on conviction). (App 3 & 4)

Other options:-

Police Powers under Criminal Justice and Public Order Act

Under Section 61 of the CJPOA if a senior police officer believes that two or more persons are trespassing on land and have caused damage to land or property or used threatening, abusive or insulting words or behaviour towards an employee or agent or have six or more vehicles on the land then he may direct those persons to leave and remove their vehicles or other property. (App 5)

Injunction

Another Local authority was successful in obtaining an injunction using its powers under S222 Local Government Act 1972 in relation to a specific area of land. However it needed a considerable amount of evidence (9 lever arch folders) that the encampments were having a detrimental effect on the inhabitants. They had experienced 110 unauthorised encampments in 15 months, up to 280 people, 69 caravans and dogs and horses. The Council had spent over £25k in clean-up costs.

An injunction in itself will not stop an unauthorised encampment. If an encampment sets up in breach of an injunction then an application for breach would need to be made to the County Court. Evidence of breach needs to be proved to the criminal standard of proof and even if a relatively quick return date can be obtained there is no guarantee it will be dealt with on that date or even before the encampment has moved on.

PSPO

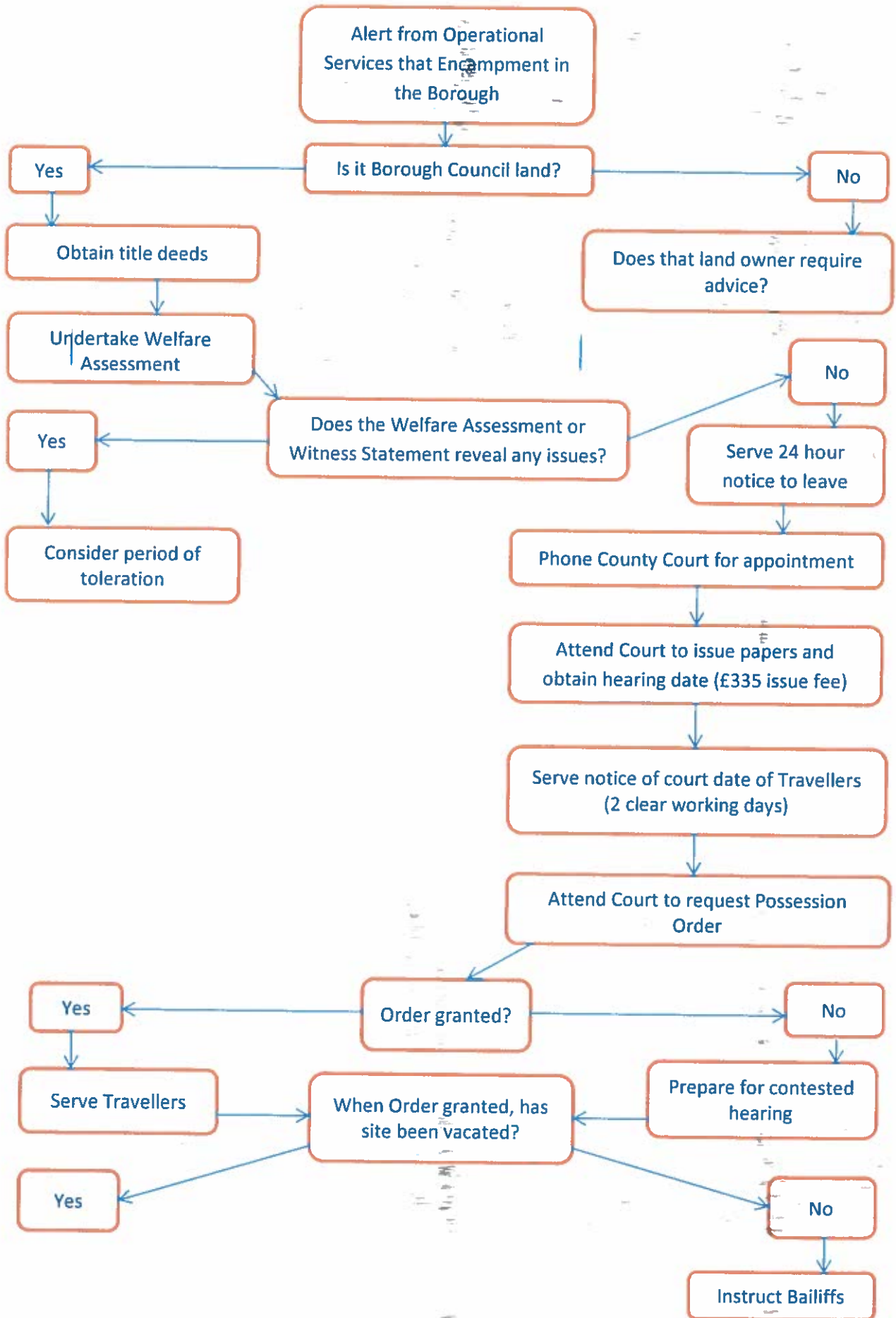
These have previously been considered in terms of prohibiting the setting up of unauthorised encampments. The Equality Commission has expressed concerns about Local Authorities using such orders. They may be in conflict of the Local Authorities duty to facilitate the Gypsy and Traveller way

of life (as set out in the Race Relations Legislation) as PSPO's are enforced as criminal offence, therefore the encampments presence on land could lead to criminal action.

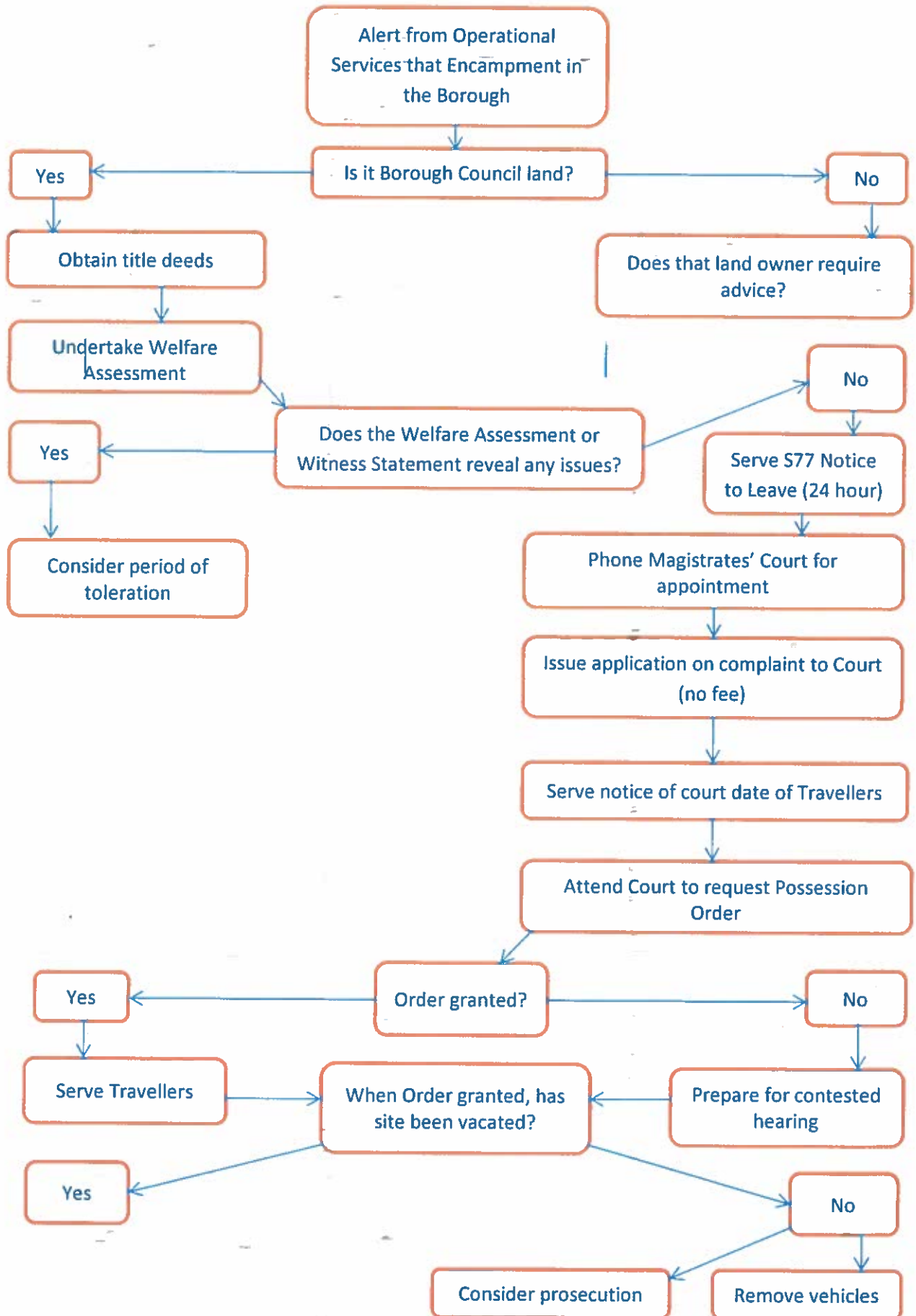
The Constitution

Under appendix 4 – Delegations (Miscellaneous) the Head of Business Improvement, Central Services and Partnerships has authority to secure the eviction of trespassers from Council land. (App 6)

FLOW CHART FOR UNAUTHORISED ENCAMPMENTS – COUNTY COURT ROUTE



FLOW CHART FOR UNAUTHORISED ENCAMPMENTS – MAGISTRATES’ COURT ROUTE





Criminal Justice and Public Order Act 1994

1994 CHAPTER 33

PART V

PUBLIC ORDER: COLLECTIVE TRESPASS OR NUISANCE ON LAND

Powers to remove unauthorised campers

77 Power of local authority to direct unauthorised campers to leave land.

- (1) If it appears to a local authority that persons are for the time being residing in a vehicle or vehicles within that authority's area—
 - (a) on any land forming part of a highway;
 - (b) on any other unoccupied land; or
 - (c) on any occupied land without the consent of the occupier,the authority may give a direction that those persons and any others with them are to leave the land and remove the vehicle or vehicles and any other property they have with them on the land.
- (2) Notice of a direction under subsection (1) must be served on the persons to whom the direction applies, but it shall be sufficient for this purpose for the direction to specify the land and (except where the direction applies to only one person) to be addressed to all occupants of the vehicles on the land; without naming them.
- (3) If a person knowing that a direction under subsection (1) above has been given which applies to him—
 - (a) fails, as soon as practicable, to leave the land or remove from the land any vehicle or other property which is the subject of the direction, or
 - (b) having removed any such vehicle or property again enters the land with a vehicle within the period of three months beginning with the day on which the direction was given,

Changes to legislation: Criminal Justice and Public Order Act 1994, Section 77 is up to date with all changes known to be in force on or before 19 August 2017. There are changes that may be brought into force at a future date. Changes that have been made appear in the content and are referenced with annotations. (See end of Document for details)

he commits an offence and is liable on summary conviction to a fine not exceeding level 3 on the standard scale.

- (4) A direction under subsection (1) operates to require persons who re-enter the land within the said period with vehicles or other property to leave and remove the vehicles or other property as it operates in relation to the persons and vehicles or other property on the land when the direction was given.
- (5) In proceedings for an offence under this section it is a defence for the accused to show that his failure to leave or to remove the vehicle or other property as soon as practicable or his re-entry with a vehicle was due to illness, mechanical breakdown or other immediate emergency.
- (6) In this section—

“land” means land in the open air;

“local authority” means—

- (a) in Greater London, a London borough or the Common Council of the City of London;
- (b) in England outside Greater London, a county council, a district council or the Council of the Isles of Scilly;
- (c) in Wales, a county council or a county borough council;

“occupier” means a person entitled to possession of the land by virtue of an estate or interest held by him;

“vehicle” includes—

- (a) any vehicle, whether or not it is in a fit state for use on roads, and includes any body, with or without wheels, appearing to have formed part of such a vehicle, and any load carried by, and anything attached to, such a vehicle; and
- (b) a caravan as defined in section 29(1) of the ^{M1}Caravan Sites and Control of Development Act 1960;

and a person may be regarded for the purposes of this section as residing on any land notwithstanding that he has a home elsewhere.

- (7) Until 1st April 1996, in this section “local authority” means, in Wales, a county council or a district council.

Annotations:

Marginal Citations

M1 1960 c. 62.



Criminal Justice and Public Order Act 1994

1994 CHAPTER 33

PART V

PUBLIC ORDER: COLLECTIVE TRESPASS OR NUISANCE ON LAND

Powers to remove unauthorised campers

78 Orders for removal of persons and their vehicles unlawfully on land.

- (1) A magistrates' court may, on a complaint made by a local authority, if satisfied that persons and vehicles in which they are residing are present on land within that authority's area in contravention of a direction given under section 77, make an order requiring the removal of any vehicle or other property which is so present on the land and any person residing in it.
- (2) An order under this section may authorise the local authority to take such steps as are reasonably necessary to ensure that the order is complied with and, in particular, may authorise the authority, by its officers and servants—
 - (a) to enter upon the land specified in the order; and
 - (b) to take, in relation to any vehicle or property to be removed in pursuance of the order, such steps for securing entry and rendering it suitable for removal as may be so specified.
- (3) The local authority shall not enter upon any occupied land unless they have given to the owner and occupier at least 24 hours notice of their intention to do so, or unless after reasonable inquiries they are unable to ascertain their names and addresses.
- (4) A person who wilfully obstructs any person in the exercise of any power conferred on him by an order under this section commits an offence and is liable on summary conviction to a fine not exceeding level 3 on the standard scale.

Changes to legislation: Criminal Justice and Public Order Act 1994, Section 78 is up to date with all changes known to be in force on or before 19 August 2017. There are changes that may be brought into force at a future date. Changes that have been made appear in the content and are referenced with annotations. (See end of Document for details)

- (5) Where a complaint is made under this section, a summons issued by the court requiring the person or persons to whom it is directed to appear before the court to answer to the complaint may be directed—
- (a) to the occupant of a particular vehicle on the land in question; or
 - (b) to all occupants of vehicles on the land in question, without naming him or them.
- (6) Section 55(2) of the ^{MI}Magistrates' Courts Act 1980 (warrant for arrest of defendant failing to appear) does not apply to proceedings on a complaint made under this section.
- (7) Section 77(6) of this Act applies also for the interpretation of this section.

Annotations:

Marginal Citations

MI 1980 c. 43.



Criminal Justice and Public Order Act 1994

1994 CHAPTER 33

PART V

PUBLIC ORDER: COLLECTIVE TRESPASS OR NUISANCE ON LAND

Powers to remove trespassers on land

61 Power to remove trespassers on land.

- (1) If the senior police officer present at the scene reasonably believes that two or more persons are trespassing on land and are present there with the common purpose of residing there for any period, that reasonable steps have been taken by or on behalf of the occupier to ask them to leave and—
 - (a) that any of those persons has caused damage to the land or to property on the land or used threatening, abusive or insulting words or behaviour towards the occupier, a member of his family or an employee or agent of his, or
 - (b) that those persons have between them six or more vehicles on the land,he may direct those persons, or any of them, to leave the land and to remove any vehicles or other property they have with them on the land.
- (2) Where the persons in question are reasonably believed by the senior police officer to be persons who were not originally trespassers but have become trespassers on the land, the officer must reasonably believe that the other conditions specified in subsection (1) are satisfied after those persons became trespassers before he can exercise the power conferred by that subsection.
- (3) A direction under subsection (1) above, if not communicated to the persons referred to in subsection (1) by the police officer giving the direction, may be communicated to them by any constable at the scene.

Changes to legislation: Criminal Justice and Public Order Act 1994, Section 61 is up to date with all changes known to be in force on or before 22 August 2017. There are changes that may be brought into force at a future date. Changes that have been made appear in the content and are referenced with annotations (See end of Document for details)

(4) If a person knowing that a direction under subsection (1) above has been given which applies to him—

- (a) fails to leave the land as soon as reasonably practicable, or
- (b) having left again enters the land as a trespasser within the period of three months beginning with the day on which the direction was given,

he commits an offence and is liable on summary conviction to imprisonment for a term not exceeding three months or a fine not exceeding level 4 on the standard scale, or both.

^{F1}(4A) Where, as respects Scotland, the reason why these persons have become trespassers is that they have ceased to be entitled to exercise access rights by virtue of—

- (a) their having formed the common purpose mentioned in subsection (1) above; or
- (b) one or more of the conditions specified in paragraphs (a) and (b) of that subsection having been satisfied,

the circumstances constituting that reason shall be treated, for the purposes of subsection (4) above, as having also occurred after these persons became trespassers.

(4B) In subsection (4A) above “access rights” has the meaning given by the Land Reform (Scotland) Act 2003 (asp 2).]

^{F2}(5)

(6) In proceedings for an offence under this section it is a defence for the accused to show

- (a) that he was not trespassing on the land, or
- (b) that he had a reasonable excuse for failing to leave the land as soon as reasonably practicable or, as the case may be, for again entering the land as a trespasser.

(7) In its application in England and Wales to common land this section has effect as if in the preceding subsections of it—

- (a) references to trespassing or trespassers were references to acts and persons doing acts which constitute either a trespass as against the occupier or an infringement of the commoners’ rights; and
- (b) references to “the occupier” included the commoners or any of them or, in the case of common land to which the public has access, the local authority as well as any commoner.

(8) Subsection (7) above does not—

- (a) require action by more than one occupier; or
- (b) constitute persons trespassers as against any commoner or the local authority if they are permitted to be there by the other occupier.

(9) In this section—

^{F3}“common land” means—

- (a) land registered as common land in a register of common land kept under Part 1 of the Commons Act 2006; and
- (b) land to which Part 1 of that Act does not apply and which is subject to rights of common as defined in that Act;]

“commoner” means a person with rights of common as defined in section 22 of the ^{M1}Commons Registration Act 1965;

Changes to legislation: Criminal Justice and Public Order Act 1994, Section 61 is up to date with all changes known to be in force on or before 22 August 2017. There are changes that may be brought into force at a future date. Changes that have been made appear in the content and are referenced with annotations. (See end of Document for details)

“land” does not include—

- (a) buildings other than—
 - (i) agricultural buildings within the meaning of, in England and Wales, paragraphs 3 to 8 of Schedule 5 to the ^{M2}Local Government Finance Act 1988 or, in Scotland, section 7(2) of the ^{M3}Valuation and Rating (Scotland) Act 1956, or
 - (ii) scheduled monuments within the meaning of the ^{M4}Ancient Monuments and Archaeological Areas Act 1979;
- (b) land forming part of—
 - (i) a highway unless [^{F4}it is a footpath, bridleway or byway open to all traffic within the meaning of Part III of the Wildlife and Countryside Act 1981, is a restricted byway within the meaning of Part II of the Countryside and Rights of Way Act 2000] or is a cycle track under the ^{M5}Highways Act 1980 or the ^{M6}Cycle Tracks Act 1984; or
 - (ii) a road within the meaning of the ^{M7}Roads (Scotland) Act 1984 unless it falls within the definitions in section 151(2)(a)(ii) or (b) (footpaths and cycle tracks) of that Act or is a bridleway within the meaning of section 47 of the ^{M8}Countryside (Scotland) Act 1967;

“the local authority”, in relation to common land, means any local authority which has powers in relation to the land under section 9 of the Commons Registration Act 1965;

“occupier” (and in subsection (8) “the other occupier”) means—

- (a) in England and Wales, the person entitled to possession of the land by virtue of an estate or interest held by him; and
 - (b) in Scotland, the person lawfully entitled to natural possession of the land;
- “property”, in relation to damage to property on land, means—
- (a) in England and Wales, property within the meaning of section 10(1) of the ^{M9}Criminal Damage Act 1971; and
 - (b) in Scotland, either—
 - (i) heritable property other than land; or
 - (ii) corporeal moveable property,

and “damage” includes the deposit of any substance capable of polluting the land;

“trespass” means, in the application of this section—

- (a) in England and Wales, subject to the extensions effected by subsection (7) above, trespass as against the occupier of the land;
- (b) in Scotland, entering, or as the case may be remaining on, land without lawful authority and without the occupier’s consent; and

“trespassing” and “trespasser” shall be construed accordingly;

“vehicle” includes—

- (a) any vehicle, whether or not it is in a fit state for use on roads, and includes any chassis or body, with or without wheels, appearing to have formed part of such a vehicle, and any load carried by, and anything attached to, such a vehicle; and
- (b) a caravan as defined in section 29(1) of the ^{M10}Caravan Sites and Control of Development Act 1960;

and a person may be regarded for the purposes of this section as having a purpose of residing in a place notwithstanding that he has a home elsewhere.

SPECIFIC FUNCTIONS

MISCELLANEOUS

	FUNCTION	EXERCISED BY
(1)	Appointment of Chief Executive	Full Council
(2)	Appointment of Executive Directors	Chief Officers Appointments, Review and Appeals Committee
(3)	Appointment of staff below level of Executive Director and above Grade 12	Chief Officers Appointments, Review and Appeals Committee
(4)	Appointment of staff in Grade 12 and below	Chief Executive or appropriate Executive Director
(5)	Acceptance of tenders subject to financial provision having been made	Cabinet or Chief Executive or Executive Director in accordance with Financial Regulations and Contract Rules
(6)	Dealing with matters as items of urgency (i.e. non-agenda items) unless two or more Members disagree (by standing and voting against such motion)	All Committees
(7)	To determine matters in respect of Internal Audit and risk	Audit & Risk Committee
(8)	Seeking planning permission	Cabinet
(9)	Determination of bus fare allowance payable to employees	Executive Director (Resources and Support Services)
(10)	Action (including briefs to Counsel) which the Chief Executive or Head of Business Improvement, Central Services and Partnerships considers necessary to protect or defend the Council where complaints are made or action brought or threatened against it including compromises and including payments of money including those arising from Ombudsman or other complaints and the withdrawal of action in the interests of the Council	Chief Executive or Head of Business Improvement, Central Services and Partnerships
(11)	To issue a formal caution as an alternative to prosecution	Head of Business Improvement, Central Services and Partnerships
(12)	To authorise the issue of a Closure Notice and take all other action in respect of premises associated with persistent disorder or nuisance	Chief Executive or Head of Business Improvement, Central Services and Partnerships
(12)	To authorise proceedings for an Anti-social Behaviour Order and to respond to consultation in respect of anti-social behaviour	Chief Executive or Head of Business Improvement, Central Services and Partnerships

(14)	To authorise proceedings for breach of an Anti-social Behaviour Order	Chief Executive or Head of Business Improvement, Central Services and Partnerships
(15)	To give a consent under Section 31 of the Anti-social Behaviour act 2003 to an authorise to disperse groups and remove persons under 16 to their place of residence	Chief Executive
(16)	Closure of noisy premises under the Anti-social Behaviour Act 2003	Chief Executive (including the power to designate officers for the purpose) or appropriately qualified and appointed Environmental Health Officers
(17)	Action to secure the eviction of trespassers from Council land	Head of Business Improvement, Central Services and Partnerships
(18)	To procure goods and services within existing agreed budget provisions and in accordance with Standing Orders	Chief Executive and all Executive Directors or Head of Business Improvement, Central Services and Partnerships
(19)	To carry on tendering and negotiation procedures in accordance with the Council's Rules	Chief Executive or appropriate Executive Directors or Head of Business Improvement, Central Services and Partnerships
(20)	To accept any tender ** This is currently under review	Cabinet
(21)	Implementation of national wage and salary awards	Chief Executive
(22)	To make appointments to all committees other than the Cabinet to give effect to the rules of political balance	Chief Executive in consultation with the Leader of the appropriate political group
(23)	To approve small grants in accordance with the Terms of Reference (98/07)	Grants Assessment Panel
(23)	To act on behalf of the Council in any matters relating to applications for grant funding	Chief Executive and all members of Executive Management Team



CLEANER, GREENER AND SAFER COMMUNITIES SCRUTINY COMMITTEE

Date of Meeting	Item	Reason For Undertaking
29th June 2015 (agenda dispatch 19th June 2015)	The Council's Role in Emergency Planning	Newcastle-under-Lyme Borough Council is part of Staffordshire Resilience Forum (SRF), bringing together all the emergency responders in Staffordshire. All Members are to be made aware of their roles and responsibilities in the event of a major incident or disruption to Council services
	Local Government Association Peer Review of Decision Making Arrangements	To advise Members on the recommendations of the LGA Peer Review and to request feedback on the recommendations
	Work Plan and Scrutiny Topics for 2015/2016	To discuss the work plan and potential topics that Committee Members would like to scrutinise over the forthcoming year
7th October 2015 (agenda dispatch 25th September 2015)	Portfolio Holder(s) Question Time (Portfolio Holders for Operational Services & Communities and Social Cohesion)	An opportunity for the Committee to question the Portfolio Holder on her priorities and work objectives for the next 6 months and an opportunity to address any issues or concerns that she may currently be facing. It is an opportunity for the Portfolio Holder to flag up areas within her remit that may benefit from scrutiny in the future

Classification: NULBC **UNCLASSIFIED**

7th October 2015 (agenda dispatch 25th September 2015)	Abandoned Buildings within the Borough	Abandoned buildings represent waste, financial expense and missed opportunity. They can blight communities, attract fly tipping, vandals and squatters and tie up the resources of the Council and the emergency services. Committee would like to receive a report on what powers the Council has, to take action against the owners of abandoned buildings, the number of abandoned buildings the Council is aware of and what action has been taken, to date, to deal with them
	Revised Local Bus Network	Members have raised concern over the revised local bus network in Newcastle which came into effect on 6th September 2015. The Managing Director of First Midlands will be in attendance
	Fly Posting Policy	To receive an update from the Streetscene Manager (Development and Enforcement) on how the Fly Posting Policy is managed through Operational Services
	Work Plan and Scrutiny Topics for 2015/2016	To discuss the work plan and potential topics that Committee Members would like to scrutinise over the forthcoming year
23rd November 2015 (agenda dispatch 13th November 2015)	Revised Local Bus Network	Members received clarification from the Managing Director of First Midlands at the last meeting but wished for the Cabinet Member for Town Centres, Property and Business to attend to respond to further concerns
	Decriminalised Car Parking	Lee Barnard, TMA Assurance Manager, Staffs. County Council will be attending to present the principles of decriminalised parking enforcement (DPE) carried out by Civil Enforcement Officers, operating on behalf of either a local authority or a private firm
	Portfolio Holder Question Time - (Portfolio Holder for Communities and Social Cohesion)	An opportunity for the Committee to question the Portfolio Holder on his priorities and work objectives for the next 6 months and an opportunity to address any issues or concerns that he may currently be facing. It is an opportunity for the Portfolio Holder to flag up areas within his remit that may benefit from scrutiny in the future
	Work Plan and Scrutiny Topics for 2015/2016	To discuss the work plan and potential topics that Committee Members would like to scrutinise over the forthcoming year

Classification: NULBC **UNCLASSIFIED**

2nd March 2016 (agenda dispatch 19th February 2016)	Staffordshire Bus Subsidies	To scrutinise the subsidies then report back the findings to Staffordshire County Council with a request for them to be revised
	Annual Review of Scrutiny Committee's work	To evaluate and review the work undertaken during 2015/2016
30th June 2016 (agenda dispatch 22nd June 2016)	Work Plan and Scrutiny Topics for 2016/2017	Committee to discuss and agree future topics for Scrutiny
	A review of zero tolerance enforcement	
12th October 2016	Investigation into the condition of subways in the Borough	
24th November 2016	Consultation on Open Space and Green Infrastructure Strategy	To contribute to the Strategy
21st December 2016	Recycling Service - Scrutiny of the Independent Review of the Implementation of the Service	
1st March 2017	Work Plan and Scrutiny Topics for 2017/2018	
	Draft report on Subways Investigation	
27th July 2017	Final Report - Subways	Committee to agree the final report on Subways for submission to Cabinet
Special meeting	Traveller Incursions	Member request at Council
4th October 2017	Examination of the air quality vicinity of Newcastle bus station	Member request from the Chair
	Review of the Cloth Nappy Service	Member request
	Review of the Council's Waste and Recycling Service	Member request

Classification: NULBC **UNCLASSIFIED**

28th February 2018	Impact of overnight charging on Council-owned car parks	Member request
	Impact of the introduction of parking restrictions on the Lyme Valley	Member request
27th July 2018		

Classification: NULBC **UNCLASSIFIED**