

Parish Councillors, you are hereby summoned to a meeting of
Dinedor Parish Council
to be held on Thursday 21st March 2024 at 6.00pm
At Dinedor Village Hall

AGENDA

1. To receive Apologies, Declarations of Interest and requests for dispensations
2. Minutes: To approve the minutes of the meeting held on [15th February 2024](#)
3. Public Participation
 - 3.1 Ward Councillors Report
 - 3.2 Matters raised by members of the public in attendance
 - 3.3 Police Matters
4. Clerk's Report
5. Financial Matters:
 - 5.1 To approve payments now due:
 - E. Kelso
Home Office Allowance £200.00
 - Unity Bank
Bank charges (Direct Debit) £18.00
 - 5.2 To note receipts since the last meeting, If any
 - 5.3 To note account balance at date of meeting
 - 5.4 To note attached budget monitoring report
6. Highway Matters
 - 6.1 Report from the Lengthsman
 - 6.2 Footpaths: Report from Footpaths Officers
 - 6.3 Flooding in the parish – to consider issues raised by residents for additional work on the highway
 - 6.4 Access road to Dinedor Camp – update on request to add the road to the List of Streets
7. Planning Matters
 - 7.1 Applications now due for consideration, if any:
 - 7.2 Decisions by Herefordshire Council since the last meeting
 - 7.3 Applications under permitted development rights, if any – for information
 - 7.4 Planning Enforcement Activity, if any
8. Dinedor Village Hall: Report from the Village Hall
9. Dinedor Camp
 - 9.1 To receive report from Dinedor Camp Steering Group meeting
 - 9.2 To note update on work proposed by Historic England and agree next steps.
 - 9.3 To consider additional tree work on Dinedor Camp following recent storms
10. To consider whether to establish a Community Resilience Plan – item deferred from last meeting
11. To review and consider renewal of membership of Herefordshire Association of Local Councils

12. To consider whether to purchase smartwater kits under the police “we don’t buy crime” initiative
13. To consider proposal for use of the former BT phone box at Dinedor Cross
14. To consider proposal to take part in the [Great Herefordshire Clean Up](#)
15. To consider requests for Councillor training, if any
16. Information item: reports from Councillors
17. Items for the next agenda and date and time of next meeting

Liz Kelso

Clerk, Dinedor Parish Council
c/o 5 Deerhurst Drive, Belmont, Hereford HR2 7XX
Tel: 07977675 456
E-Mail: clerk@dinedorparishcouncil.gov.uk Website: www.dinedorparishcouncil.gov.uk
Issued: 15.3.2024

Members of the public are welcome to attend meetings of the parish council and may, at the discretion of the Chair, speak on some agenda items.

In the interests of the wellbeing of those attending the meeting, please do not attend the meeting if you or a member of your household are unwell.

Dear Residents

We have had a mild but very wet winter with a big impact on our highways leaving potholes, section failings, vergers badly damaged and ditches pushed in. I welcome the announcement this week for extra highways funding from the government with Herefordshire been awarded over 100 million pound over the next seven years.

This will also help mature the decision this month on the Hereford Bypass strategy which will be discussed by the Cabinet setting out clear plans to reinstate road building to relieve Hereford city. Also the council will introduce a new highway maintenance framework which will mean the council can spend additional highway funding outside of the Balfour contract.

Last month saw the annual finance council meeting where the budget for 2024/25 was discussed. The current Conservative minority administration took over the council last May inheriting significant overspends and an unrealistic budget which left finances in a precarious state with little room to manoeuvre. The challenge was to address the predicted deficit of some £28.8 million and this has been done by finding over £19.5 million in efficiencies and savings in conjunction with 2.99% rise in council tax and 2% social care precept. While increases in council tax are regrettable a failure to address the issue would have seen us on a dangerous path. You only have to look at Birmingham, where a 10% rise in council tax is prosed this year and next to see what happens when a Council fails to keep control of its finances. The budget also proposes to address the black hole in the Council's medium term financial plan. The challenge will be delivering the budget without overspends and to help with this new spending controls have been introduced which include spending over £500 needs senior sign off approval.

The council also passed motions unanimously on higher council tax charges on second homes and empty homes in the county.

One of the largest pressures on the budget is the cost of care provision. Nationally the number of care homes are decreasing and the cost of care placements are rising. The



Council has to ensure there are enough good quality care settings available to meet increasing demands and needs of the local communities of Herefordshire. The Strategic Needs Assessment report highlights the numbers in the older age groups in our County growing disproportionately at a higher rate than

average councils, with those aged over 85 rising even more rapidly and set to continue.

The council's annual gross expenditure on commissioned adult care beds during 2022-23 financial year was just over £38 million (short and long stay). The Council is proposing to enter into a block purchase care contract of 15 residential and 15 care home beds for 5 years which will potentially save spot purchasing beds at a higher price and give extra financial security to the identified homes. There will be a maximum spend of £6.82 million and it will need careful management to ensure it is utilised consistently to near capacity.

The budget which includes raising 72 million in council tax was passed by 47 votes for, none against with three abstentions and will now form part of the Council tax bill together with West Mercia Police, Hereford & Worcester Fire Service, and Parish council precepts.

As ever if you think I can help please do not hesitate to contact me.

Stay safe and keep well everybody

Dinedor Parish Council
Bank Reconciliation
Year to 31.3.2024

Opening Balance	£ 13,305.98
Add receipts	£ 16,296.01
Less Expenditure	£ 13,282.23
Balance	£ 16,319.76

Meeting

Per bank statement	29.2.2024	£ 16,319.76
Add receipts since statement:		
Less:	payments not yet authorised at statement date	
	s/o since last statement	

£	-	£ 16,319.76
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£	-
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Dinedor Parish Council

2023-2024

	Year to 31.3.2023	Budget 2023-4	Actual to 29.2.2024	Forecast year to 31.3.2024	AGREED Budget 2024-5
<u>General Expenditure</u>					
Staff costs	£ 5,072.42	£ 5,500.00	£ 4,982.31	£ 5,442.00	£ 6,000.00
Temporary Staff Costs	£	£ 1,000.00			£ -
General Office Costs	£ 393.61	£ 350.00	£ 421.99	£ 450.00	£ 500.00
Room Hire	£ 175.50	£ 250.00	£ 264.00	£ 264.00	£ 350.00
Insurance	£ 1,559.14	£ 1,800.00	£ 1,664.29	£ 1,664.00	£ 1,800.00
Lengthsman Scheme	£ 6,600.00	£ 3,000.00	£ 1,820.00	£ 5,000.00	£ 3,000.00
Repairs & Maintenance - Other		£	-	£ -	£ -
Repairs & Maintenance - Camp	£ 720.00	£ 2,000.00	£ 695.00	£ 700.00	£ 6,000.00
Purchases, other	£	£ 600.00	-	£ -	£ 600.00
Subscriptions	£ 395.51	£ 400.00	£ 65.84	£ 500.00	£ 550.00
Audit Fees	£ 110.00	£ 200.00	£ 249.75	£ 250.00	£ 300.00
Election costs	£	£ 1,700.00	£ 141.50	£ 142.00	£ -
Advertising/publicity		£	-	£ -	£ -
Training	£ 50.00	£ 150.00	£ 90.00	£ 100.00	£ 150.00
Website	£	£ 150.00	£ 225.00	£ 225.00	£ 250.00
Newsletter	£ 310.00	£ 350.00	£ 330.00	£ 350.00	£ 400.00
Miscellaneous	£	£ 50.00	£ 330.00	£ 350.00	£ 100.00
VAT	£ 1,414.89	£	£ 542.55	£ 550.00	
<u>Other Expenditure</u>					
Legal costs	£ -	£ 1,000.00	£ -	£ -	£ 500.00
Neighbourhood Plan	£ -	£ -	£ -	£ -	£ 500.00
Donations & Grants	£ 430.00	£ 2,000.00	£ 1,460.00	£ 1,000.00	£ 1,000.00
Total Expenditure	£ 17,231.07	£ 20,500.00	£ 13,282.23	£ 16,987.00	£ 22,000.00

Dinedor Parish Council

2023-2024

	Year to 31.3.2023	Budget 2023-4	Actual to 29.2.2024	Forecast to 31.3.2024	AGREED budget 2024-2025
Income					
Precept	£ 9,500.00	£ 9,500.00	£ 9,500.00	£ 9,500.00	£ 9,500.00
Grants	£ -	£ 4,400.00	£ 4,399.99	£ 5,100.00	£ 310.00
Outdoor Centre Insurance reimbursement	£ 876.00	£ 1,000.00	£ 981.13	£ 981.00	£ 1,000.00
Transmitter income	£ 2,000.00	£ 2,000.00		£ 2,000.00	£ 2,000.00
Insurance Claim	£ -			£ -	
VAT reclaim	£ 966.52	£ 1,415.00	£ 1,414.89	£ 1,415.00	£ 550.00
Other					
Total income:	£ 13,342.52	£ 18,315.00	£ 16,296.01	£ 18,996.00	£ 13,360.00
			£ -	£ -	
Net expenditure:	-£ 3,888.55	-£ 2,185.00	£ 3,013.78	£ 2,009.00	-£ 8,640.00
Reserves:					
Opening Balance	£ 17,194.53	£ 13,305.98	£ 13,305.98	£ 13,305.98	£ 15,314.98
Add: Net expenditure	-£ 3,888.55	-£ 2,185.00	£ 3,013.78	£ 2,009.00	-£ 8,640.00
Closing Balance:	£ 13,305.98	£ 11,120.98	£ 16,319.76	£ 15,314.98	£ 6,674.98
Tax Base		132.5			135.59
Precept per Band D equivalent		71.7			70.06

Resident One

Blocked pipework above entrance to the new stud barn - needs clearing out.

Blocked drain on the blind bend down towards the village from the stud - needs clearing out.

Pipe under the road near the Dinedor village sign is not wide enough - needs a bigger one. It's also 90% blocked on the Garrison side - needs clearing. The bank on the orchard side needs ditching for another five metres running back into the existing ditch.

The drains on each side of the Vern entrance are silted up - need clearing.

The inspection cover outside Cedar Croft is overflowing - the pipework needs unblocking, or possibly repairing if it's damaged.

Flooding from Glebe Farm to village hall: the ditches are full and need clearing, heavy lorries push the sides into it and hedge cutting debris fills them too. Possible silt run off from the fields?

Pipework at village hall end is blocked - needs clearing.

Floodwater in passing place: the drain there has never worked. A straight pipe from the drain to the receiver between Bethesda and the village hall would solve it.

Generally, all ditches, drains and pipework need to be regularly maintained. Inspection after remedial works are done is a must.

Resident Two

General: All ditches need cleaning out after hedges have been cut in the Autumn. The cuttings are blocking the pipes at the end of the ditches.

The pipe across the road at the Dinedor sign need replacing with a much larger pipe due to the large amounts of water that gets into the ditch from Dudley's orchard. This is the major source of water running through the village.

The gully that the lengthsman put in across the road from Kitto's, needs to be lowered, or the grating removed and the gravelled drive graded. Is it the Beaumont's drive?

At the gate into the church access there is a small pipe that needs to take large volumes, it should be removed and converted into an open channel that will take more volume and not be subject to blockage.

There is a constant puddle on the black barn side of the road between the black barn and the VH because the gully is too high and only takes a dribble, the gully need moving towards the barn or lowering, plus a new outlet pipe across the road into the ditch.

The ditch going down to the VH is getting large volumes of water off both the road and Price's field.

The pipe at the end of the ditch is far too small, and then the pipe crossing the road for water to go down the side of the VH is also far too small.

clerk@dinedorparishcouncil.gov.uk

From: SUZANNE PENNY <suzannespenny@aol.com>
Sent: 19 February 2024 11:49
To: [REDACTED]; Malcolm.Louch@europavisioncare.co.uk; Joe Davey
Cc: clerk@dinedorparishcouncil.gov.uk
Subject: Re: Fwd: Access Road to Dinedor Camp

Thanks [REDACTED]

I will ask Liz to report this correspondence to our next PC meeting.

Suzanne

On Mon, 19 Feb 2024 at 9:39, [REDACTED] wrote:

Morning,

I sent my formal complaint to HC on 28th Nov and copied you guys for info.

I eventually got a response on Friday 16th Feb which IMV was incomplete and did not deal with the key issue, the deliberate deferral of any action.

I have immediately responded back, copied below.

I do have a meeting scheduled with Ed Bradford on Tuesday PM on another matter (Management of Volunteers on PROW) so I may find out more.

If they continue to refuse to action the request, my next move will be to the Local Government Ombudsman.

[REDACTED]

----- Forwarded Message -----

Subject:Re: Access Road to Dinedor Camp
Date:Sun, 18 Feb 2024 16:17:14 +0000
From:[REDACTED]
To:Bradford, Ed <Edward.Bradford@herefordshire.gov.uk>

Hi Ed, Thanks for your response.

You have confirmed that the [document Amendments to the highway records – Herefordshire Council](#) "is clear that the webpage relates to highway records other than the Definitive Map and Statement."

There are two separate issues here, **Evidence and Timing:**

Re Evidence: Clearly HC needs to consider the evidence and I would agree that process would be *similar* to that for Definitive Map (DMMO) applications, except for the different criteria to consider.

Re Timing: This is where the difference between the two processes should occur and you have not dealt with it in your response.

In fact when I first challenged this policy with Bruce Evans he told me *"it would not be fair on DMMO applicants to have LoS applicants jump the queue"*, so it is clear the policy is deliberate, in delaying of LoS applications, and hence why I set out to obtain legal advice before making my formal complaint.

This is not about fairness, it is what is determined by the two different Acts: Highways Act for LoS and W&C Act for DMMOs. You cannot use one to determine for the other. when they have clear statements on timing within the Acts.

The current HC policy for LoS additions states:

2 The application will be summarily assessed by Herefordshire Council. A priority category will be allocated according to the criteria used at the time of the application for Definitive Map Modification Orders. The assessment will normally consider LoS/SWR applications along with DMMO applications in the order dictated by this prioritisation process. Within each priority category, applications will normally be considered in chronological order of receipt.

Prioritisation

Applications will be prioritised according to the same criteria used by Herefordshire Council to prioritise Schedule 14 DMMO applications. Further information on these criteria is available on the Council's website. Nonetheless, applicants should be aware that public benefit and strength of evidence are likely to be relevant and they are invited to recognise these within their applications. "Public Benefit" may take into account various factors, including but not only, potential recreational or utility use of a route, network connectivity and efficient use of resources. Applicants will be able to submit additional evidence at a later date to enable their application to be reprioritised

These are the two sections of the current policy that are contrary to the Highways Act and effectively deliberately delaying LoS applications. Under current highway law, there is no legal basis for you to assess a LoS application (under Highways Act Sec 36) by the criteria you have set out for DMMO applications.

In addition, "public benefit" is irrelevant under Section 36 applications and is only relevant to Section 14 DMMO applications. The criterion you must assess for the LoS is whether the route is maintainable at public expense.

Please will you confirm that HC are considering an application for the access road to Dinedor Camp to be recorded as a highway maintainable at public expense beyond its current limit at the The Laurels and that you will deal with it expeditiously in order to comply with Highways Act Sec 36.

Looking forward to discussing the other subject of FP Faults and IT reports on Tuesday!

Duncan

On 16/02/2024 16:47, Bradford, Ed wrote:

Ed Duncan

As I've previously mentioned, I've been asked to pick up and respond to the letter that you sent into the Council before Christmas regarding the Access Road to Dinedor Camp.

Whilst we have referred to this matter when our paths have crossed over the past few weeks, please accept my apologies for the length of time that it has taken to formally respond to you.

For ease, I've provided responses to the points that you have raised below. As I mentioned when we have met about other matters, I'm happy to discuss the responses below with you further where necessary so that we can draw them to a satisfactory conclusion.

- **Concerns regarding the webpage [Amendments to the highway records – Herefordshire Council](#)**

You have raised concerns regarding the content on the above webpage, which you consider is designed to deliberately defer any action on requests to add to the List of Streets.

I am sorry that you believe the above to be the case, but having read the content available on the webpage and on the associated links and attachments, I do not agree with your view.

In my opinion, I believe that it is clear that the webpage relates to highway records other than the Definitive Map and Statement. I believe the webpage provides clear information on how anyone can make an application, asking that they complete a form that provides information about the change that they wish to request. Without this information there would simply be no way for the team to make a decision on whether an amendment to the highway records should be made. The webpage provides guidance on how applicants can research their evidence, referring to how evidence requirements are similar to when making a request for a Definitive Map Modification Order.

Given the above, I therefore do not propose to make any changes to the webpage at this time.

- **The request**

In your letter you mention that the purpose of the original request by Dinedor Parish Council was to correct an omission from the List of Streets and to record the access road to Dinedor Camp as a highway maintainable at public expense. In your letter you set out the various reasons as to why you believe the road qualifies as such. You go on to mention that the Council is seeking to avoid its duties under section 36(6) of the Highways Act 1980.

In response, I am unsure as to why you believe this to be the case when the webpage available at [Amendments to the highway records – Herefordshire Council](#) clearly states that applications can be made under this section, which is again re-iterated on the application form available on the same page.

As a result of your letter, I have spoken to the relevant officers within the Highways team about the request that the access road to Dinedor Camp be recorded as a highway maintainable at public expense. I have been informed that a length of unclassified road in the vicinity stops short of the camp, near to a property called The Laurels and that this limit is consistently shown on mapping associated with the List of Streets back to 1972. As you know Camp Wood and the Dinedor Outdoor Centre used to belong to Herefordshire Council, but was transferred back to the Parish Council in 2016.

As I said at the start of this email, I'm happy to discuss my responses to your points where necessary, and if needs be I would be more than happy to arrange for the appropriate officers to advise you on any future formal application.

Have a good weekend and happy to keep the conversation open.

Kind regards,

Ed

Herefordshire.gov.uk

clerk@dinedorparishcouncil.gov.uk

From: Amy Brice <amy.brice1@westmercia.police.uk>
Sent: 23 February 2024 09:28
To: Nicholas Hall
Subject: West Mercia Police Towns and Village project
Attachments: New WDBC Application Process V2.pdf; Copy of WDBC Financial Application FINAL.xlsx

Good morning,

We may have been in contact with you previously or you may already on board with our scheme but wanted to remind you of the benefits of our scheme.

My name is Amy Brice and I work as a Co-Ordinator for the 'We Don't Buy Crime' Team at West Mercia Police, along with my colleague Nick Hall.

We Don't Buy Crime is a department within West Mercia Police tackling acquisitive crime throughout the Local Authority areas of Shropshire, Telford, Herefordshire and Worcestershire, with the support of the Office of the Police and Crime Commissioner and uses a forensic property marking product called SmartWater to protect parishioners' personal property against theft.

The We Don't Buy Crime team then work vigorously to encourage all organisations who buy items off the public; retailers, scrap metal merchants, auction houses, antique and jewellery dealers to check for SmartWater therefore sabotaging the re-sale avenue of stolen goods and whenever a suspect is arrested and brought into custody at a West Mercia police station, they are checked for SmartWater.

The project is continuing to run into 2024-25 and offers the following:

- 25% of the total cost of the required SmartWater kits for your chosen area.
- 100% of the signage cost to promote your new We Don't Buy Crime are.
- A dedicated PCC funded post to co-ordinate the project and be your first point of contact.
- Police volunteer support in kind (where possible)

I have attached some documents about the scheme, one of which is Excel spreadsheet that is usual for working out costings.

We are happy to attend any parish council meetings to discuss the scheme and bring along some Smartwater kits and signs.

If you require any further information regarding the scheme, do not hesitate to contact myself or Nick.

Kindest regards

Amy

Amy Brice 62966
We Don't Buy Crime Co-ordinator | West Mercia Police

Bridgnorth Police Station

1 The Wheatlands,

Bridgnorth,

Shropshire,

WV16 5BB

Direct Dial: 01952 214955 Ext. 7704215

Teams: 44 1905 717999

Email: amy.brice1@westmercia.police.uk

**WE DON'T
BUY CRIME**



TOWNS AND VILLAGES PROJECT



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LEADING FROM THE FRONT

My Safer West Mercia Plan sets out my vision for what I want to achieve as Police and Crime Commissioner for our communities.

My aims will be best achieved working in partnership with others who share common goals. Together we can be more effective and efficient in reducing crime, supporting victims and witnesses and building a better and safer West Mercia.

Often the best solutions to community issues come from within communities themselves. I am very passionate about empowering communities to play a more active role in identifying and tackling local issues in ways that the police could never do, by making the right tools and opportunities available to them. It is with these principles in mind that I am opening my Commissioner's grant fund for the 'We Don't Buy Crime' initiative, inviting applications from local authorities that will deliver the results our communities need and expect.

I am aware that acquisitive crime, including burglary, robbery and theft, harms our communities. A person's home and possessions often carry an emotional attachment and when crime interferes with this it can have a long lasting impact on its victims. West Mercia Police is committed to protecting people from these crimes. 'We Don't Buy Crime' demonstrates this commitment by taking an innovative approach to reducing and disrupting the market for stolen goods, and protecting homes and possessions by making them less attractive to the 'would be criminal'. By working with partners I want us to be able to property mark as many households as possible with SmartWater to create 'We Don't Buy Crime' towns and villages and significantly reduce the risk of burglaries.



John Campion
Police and Crime Commissioner

WHAT IS WE DON'T BUY CRIME?

We Don't Buy Crime is a department within West Mercia Police tackling acquisitive crime throughout the local authority areas of Herefordshire, Shropshire, Telford & Wrekin and Worcestershire. Since first launching in 2015, the project has gone from strength to strength with more than 165 towns and villages signed up and more than 50,000 homes protected (data correct as of March 2023).

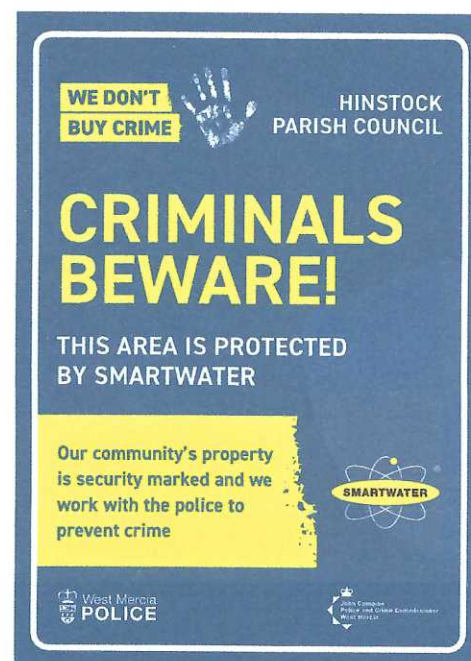
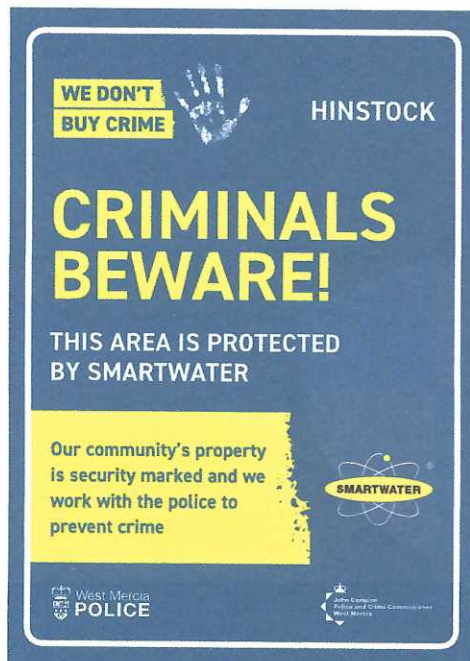
We Don't Buy Crime takes a holistic approach to acquisitive crime. Along with towns and villages, the team also works with second-hand stores and fuel stations. We have a covert team that looks to use the latest in technology to catch criminals in the act. We also have exploitation and vulnerability trainers working with frontline professionals, to raise awareness of associated harm that is linked to criminal activity and how to spot the signs someone who may be being exploited by criminals.

We have formed partnerships with local businesses and communities with a common goal of reducing crime. We work closely with our safer neighbourhood teams and SmartWater to make use of the latest technologies to fight crime, by ensuring that property in homes is marked appropriately and that signage is displayed accordingly.



WHAT IS A WE DON'T BUY CRIME TOWN AND VILLAGE?

This is where we work with parish councils who invest in the project to offer each resident in their chosen area a free SmartWater property marking kit. Once 70% of the kits ordered have been registered, deterrent street signage (as shown below) will be erected at key locations around the protected area. The external and internal signage together will add to the overall deterrent as evidence shows that 74% of acquisitive crime offenders would not break into a property with a SmartWater sign on display.



HOW DOES THE TOWN AND VILLAGE PROJECT WORK?

How much will it cost?

As part of the Police and Crime Commissioners 'Leading from the front' campaign, he is offering to contribute 25% of the project costs which will include all of the signage and a quarter of the costs for the property marking kits leaving the town and village to cover the remaining 75% (kits are priced at £8.90 each).

A minimum of 80% of the chosen area must be purchased. However for larger areas, there may scope to stage the roll out to spread the cost. To see how much your 75% contribution will cost, please find the attached Excel spreadsheet.

Town and village kit distribution

Councillors and/or their partners will be expected to provide local volunteers/colleagues to assist with the roll out of their kits but the WDBC co-ordinator will be able to give advice and guidance throughout. The kits must be registered with SmartWater using the dedicated We Don't Buy Crime app to ensure saturation rate evidenced to prevent and reduce burglary. This simple registration process will be explained in depth by the WDBC co-ordinator upon becoming a protected area. It is vital that kits are registered with the resident of each household in person and is not just given to anyone without registering.

Signage

To qualify for signage, 70% of the kits purchased must be registered. There will be an option for the councillor/partner to provide some personalisation with the name of the area on the A1 signs. This personalisation should be noted on the application form. For examples of the signage options, please see page 5.

Smaller signs are pre-formatted and standardised.

The timescale during which initial funding must be spent is:

1 April 2023 to 31 March 2024

WHAT IS SMARTWATER AND WHAT'S IN THE PROPERTY MARKING KIT?

SmartWater is a water based solution which contains a unique forensic code that is invisible to the naked eye but will glow yellow-green under UV light and once applied, makes equipment traceable back to their owner. It is easy to apply, with only a speck of solution. Only the size of a pinhead is needed to convict and is guaranteed to last five years on each application.

Research by Leicester University shows when interviewing burglars about the best deterrent, SmartWater outsourced? all other forms of crime deterrent.

SECURITY MEASURE	SCORE OUT OF 10
SmartWater	8.3
High visibility police patrols	7.4
Ink-dye tags	7.2
Access control systems	6.9
Window grills	6.7
CCTV	6.2
Burglar/intruder alarms	6.0
Cased merchandise	5.9
Electronic tagging	5.0
Security guards/store detectives	4.9
Property marking	4.8
Mirrors	3.9
Perimeter fencing	3.8

Research conducted by Gill Martin, Leicester university 2008.

SmartWater is responsible for convicting hundreds of criminals with a 100% conviction rate in contested court cases and when deployed by police, SmartWater has helped reduce burglary by up to 85%.

In each forensic marking kit you will receive:

- 1 x SmartTrace® forensic liquid – enough to mark 80-100 items.
- SmartWater THIEVES BEWARE® window deterrent labels.
- SmartWater THIEVES BEWARE® tamper-resistant deterrent labels.



NEXT STEPS

To start the process of becoming a protected Town and Village, please send a completed application form, Financial application excel document and a map of the area in which you want to cover to wedontbuycrime@westmercia.police.uk

Play your part in the Great Herefordshire Clean Up

Volunteers across Herefordshire are coming together to clean up their local communities this spring – and you could be one of them

The Great Herefordshire Clean Up is running from 17 March – 2 April 2024, and aims to empower local communities to cut litter, improve public spaces and educate future generations on responsible waste disposal.

Notable events this year include a Hereford Community Clean Up Group litter pick along the Great Western Way in Hereford. The group will be picking litter and removing or reporting fly tipped items from 9.30am on 22 March, working their way from Belmont Road Bridge towards Newton Farm.

There will also be organised litter picks on Ledbury Town Trail, and Ross Town Trail, alongside events organised by Parish Councils.

People can find their local litter picking group on [our website](#) and groups can get involved by registering their interest with Balfour Beatty Living Places at communities@balfourbeatty.com

Once registered, groups can collect and sign for the loan of kits and purple waste sacks from the BBLP depot on Thorn Business Park, Hereford. Purple sacks are also available from Herefordshire Council's Plough Lane offices.

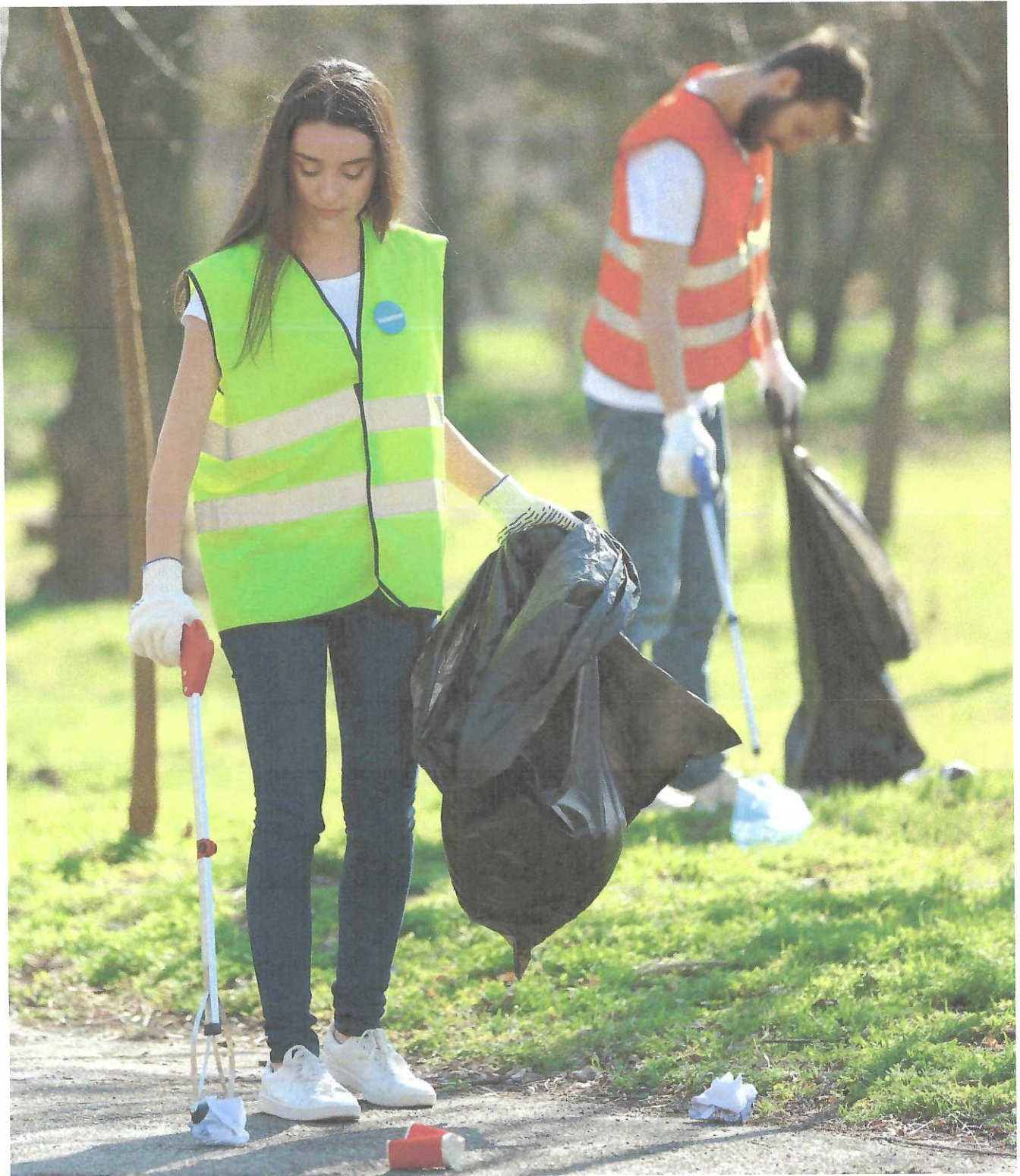
Groups are asked to identify collection points of waste sacks and fly tipped items to BBLP, who will collect in the following days as and when trucks are in the area.

Collection points should be safe places to store rubbish, for example next to existing litter bins, and away from major junctions to allow easy access for the collection vehicles.

The council's Community Protection Team is also hard at work investigating unlawful waste disposal and fly-tipping cases. If fly tipping is suspected, this can be reported at www.herefordshire.gov.uk/reportingapp/ or by calling 01432 261761.

COMMUNITY LITTER PICK TOOLKIT

HEREFORDSHIRE COUNCIL



APRIL 2018

INTRODUCTION

Herefordshire is a beautiful county and we welcome your support to keep it free from litter. Every year we spend over £1 million cleaning up litter that people could and should be taking home and this money could be better spent on other essential services in the community.

Herefordshire Council recognise that there are a number of community groups, schools and businesses who take pride in their communities and want to carry out litter pick events for the benefit of their local area.

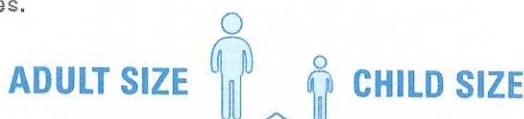
To support these groups Balfour Beatty Living Places has litter pick packs that are available on loan and will arrange the disposal of the resulting bags of litter. This service is **free of charge**.

This toolkit provides information on the process and requirements for the use of these litter pick packs.

WHAT WE CAN PROVIDE

LITTER PICK PACKS

- Requests for packs can be made at any time of year but will be subject to availability.
- Number of packs available per event depends on the current demand – for county wide promoted events the number of packs per request may need to be limited.
- All packs need to be booked in advance – preferably at least a week's notice.
- All packs will need to be collected on a pre-arranged date from our depot in Thorn.
- Litter picks are made available for loan in packs of 5 in either adult or child sizes.



DISPOSAL OF RESULTING WASTE

- The litter pick packs and black or green bags are designed for general litter collection only and should not be used for any other purpose.
- We aim to pick up the bags following a litter pick event within 5 working days, once we are notified of their location.
- Different coloured bags will be provided so that waste can be sorted into general waste or green waste to reduce the amount of waste going into the general waste stream.

Where resources allow we will support larger clean up events but it is important that early contact is made to discuss any special arrangements required. This could include advice, guidance and support for wider clearance activity, eg. vegetation clearance and/or to discuss appropriate methods of disposal of large quantities of waste.

Get in touch

📞 01432 261 800
BBLP Customer Services Team

🏠 Balfour Beatty Living Places,
Unit 3, Thorn Business Park,
Rotherwas, Hereford
HR2 6JT

LITTER PICK PROCESS

☎ 01432 261800 – BBLP Customer Services Team
🏠 Balfour Beatty Living Places, Unit 3, Thorn
Business Park, Rotherwas, Hereford HR2 6JT

1



BOOK A PACK

🕒 At least 1 week
before event

Ring Balfour Beatty Living Places
Customer Services Team

Give us a call and share your details

- Name and contact details.
- The date and location of the litter pick.
- The number of adult and child size packs required.
- The date when the packs will be collected from the Balfour Beatty Living Places depot.

2



COLLECT PACKS

🕒 At most 2 days
before event

On agreed date collect from the Balfour
Beatty Living Places depot at Thorn

Complete Community Litter Pick Form

This form must be completed or the packs will not be released. It keeps a record of:

- Who has the packs and where they are being used.
- Whether green bags are required.
- Proposal of where bags of litter will be collected from.
- Confirmation of acceptance of the disclaimer on use.

3



LITTER PICK

Stay Safe

- Follow safety guidelines (page 4).
- Once you've carried out your event, place all the bags together and in a position where they will not obstruct pedestrians or vehicles.

4



CONFIRM COLLECTION

🕒 Next working day

Ring Balfour Beatty Living Places
Customer Services Team

Tell us about the collection details

- The exact location and quantity of bags.
- Nature of the waste.
- Any additional objects that will not go into a bag, such as tyres or signs.

5



RETURN PACKS

🕒 Next working day

Drop off kits at Balfour Beatty
Living Places depot at Thorn

Sign to confirm the return

- Date and confirmation that all packs returned.
- Identification of any missing or damaged items.

WHAT WE NEED FROM YOU

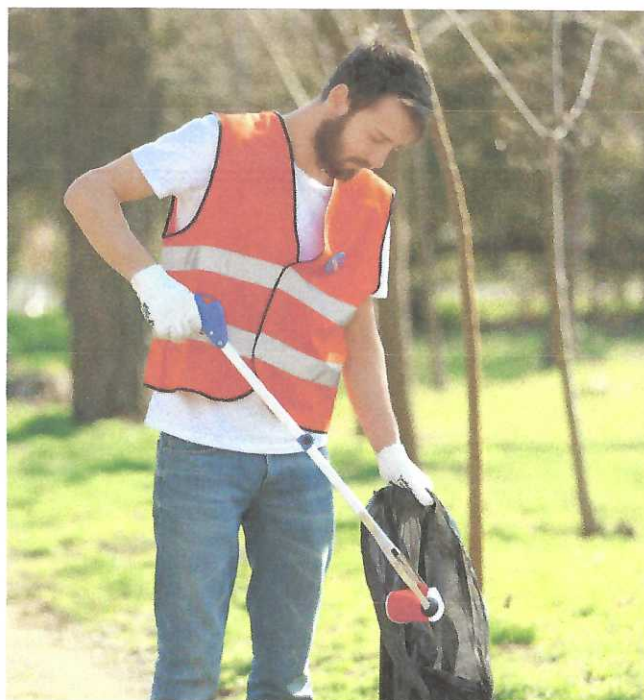
YOUR COMMITMENT

- 1 To carry out a risk assessment prior to starting your litter pick. We have provided an example template on page 7, or you may wish to use your own example form.
- 2 To not overfill the bags. Each bag must not exceed 20kg so that it may be lifted safely by our operatives.
- 3 To separate out green waste, so that we may compost it. If green waste and rubbish is mixed we have to send it all to landfill/incineration as we do not have the facilities to separate it at the depot.
- 4 To only use the bags that we supply. If alternative bags are used, such as builders bags, we may not be able to collect the rubbish as quickly as we would like, and may need to make several trips to collect the rubbish with suitable vehicles, for example with lifting devices.
- 5 To provide an accurate count of the number of bags filled, and a specific location point, ideally with clear vehicular access. These details must be called in to 01432 261 800 on the first working day following the litter pick event. If possible send a photograph of the location of the bags.
- 6 To return the packs to Balfour Beatty Living Places' depot in Thorn by next working day after the litter pick has been carried out. Every year we have to replace packs that have been loaned out and not returned. Failing to return them may prevent another event from taking place by other community groups who may have booked the packs out after you.
- 7 By signing the Community Litter Pick Form, you are agreeing to return the pack in an undamaged condition to us by the agreed date. We will reserve the right to charge for damaged or lost items.

KEEPING SAFE DURING THE EVENT

Community litter picks are carried out entirely at the participants' own risk but here are some suggestions to reduce the risks:

- Complete a risk assessment.
- Carry out a safety brief to all participants at start of the event to explain the risks to participants in the litter pick and how they can reduce the risks.
- Wear gloves at all times and consider using eye protection.
- Use the litter grabbers to pick up items of litter.
- **Do not** pick up syringes. If abandoned needles or syringes are found on public land they should be left where they are and reported to Balfour Beatty Living Places by ringing 01432 261 800. Further information can be found here herefordshire.gov.uk/info/200226/report_a_problem/107/litter/3
- Do not pick up broken glass.
- Wear a high visibility vest or other high visibility clothing to ensure participants are visible.
- Only carry out litter picks in safe locations eg. not adjacent to busy roads.



COMMUNITY LITTER PICK FORM

Part 1 of 2

Parish Council/Community Group Name

Contact Name

Telephone Number

Email Address

Address

LITTER PICK

Location of Litter Pick

Date of Litter Pick

LITTER COLLECTION

Location of Litter Collection

Date of Litter Collection

LITTER PICK PACKS

Adult

Child

Black

Green

Number of Litter Pick Packs

Number of Waste Bags

Date of Return of Litter Packs

Official Use

Pack Numbers

Job Number

Date Passed to Street Cleansing Supervisor



DO

- Wear suitable clothing and appropriate personal protection at all times.
- Only pick litter up with a litter grabber.
- Ensure that a First Aid kit and eye wash are available on site at all times.
- Ensure that everyone involved understands the scope of what is being carried out.
- Ensure that the public is protected at all times.
- Implement all the controls necessary to ensure safe working.
- Only litter pick in a safe location and away from busy roads.



DO NOT

- Pick up abandoned needles or syringes. Leave them where they are and report their location(s) to Balfour Beatty Living Places by ringing 01432 261 800.
- Carry out any task that you are not able to do safely. If unsure, check with the coordinator.



PLEASE NOTE

- One person must be appointed to be in overall charge of the whole site.
- Important to assess all potential risks and put in place appropriate control measures.

COMMUNITY LITTER PICK FORM

Part 2 of 2

I/we hereby sign this disclaimer confirming that I/we understand and accept that by volunteering to participate in a litter pick event I/we do so entirely at my/our own risk.

I am/we are not working for or on behalf of Herefordshire Council and accept that it will not be held responsible for any loss, damage or inconvenience, however caused including by the actions and omissions of volunteers or by the equipment loaned or by the guidance contained in this document.

I/we confirm that I/we are volunteering to carry out litter pick.

In addition, I/we agree that if any loaned equipment is not returned in the same condition and by the date agreed, I/we may be invoiced for the full replacement cost. Each pack costs approximately £120.00.

Full Name

Signature

Date

Official Use

Approved by

Date

Once the Community Litter Pick Form is completed, please email to communities@balfourbeatty.com, or send by selecting the 'Contact us' link at the bottom of the page on herefordshire.gov.uk. Alternatively, please bring in a physical copy to the Balfour Beatty Living Places depot in Thorn.

FOR COMPLETION WHEN RETURNING LITTER PACKS

Number of Packs Returned – Please specify any missing or damaged items

Full Name

Signature

Date

Official Use

Approved by

Date

SPECIFIC RISK ASSESSMENT EXAMPLE

Completion of a Specific Risk Assessment prior to undertaking work is recommended. Below is an example of what may be included.

RISK RATING (R) CONVERSION – S×L		Likelihood (L)		
		Remote = 1	Possible = 2	Likely = 3
Severity of Harm (S)	Slight = 1 (eg. cuts & bruises, no absence from work)	1	2	3
	Serious = 2 (eg. more than 3 days off work, serious wounds)	2	4	6
	Major = 3 (eg. hospitalisation, broken limbs, death)	3	6	9

Risk Level & Action	
Low	1 No action required.
	2 No additional controls are required. Monitoring is required to ensure the risk does not change.
Medium	3 Efforts should be made to reduce the risk.
	4 Control measures should be used in a timely manner.
High	6 Work should not be started until the risk is reduced.
	9 Work must not be started or continued until the risk has been reduced. If it is not possible to reduce the risk work must remain prohibited.

Hazard/Aspect Identified	Consequence/ Impact Persons at Risk	Pre-control Risk Rating			Control Measures	Residual Risk Rating			Responsibility For Implementation
		S	L	R		S	L	R	
Lack of suitable welfare facilities available									
Risk from traffic & parked vehicles blocking visibility									
Personal injury of volunteers eg. slips, dehydration, cuts, lifting heavy items etc									
Dogs and Dog fouling and other wildlife									
Hazardous substances/									