



## FORWARD PLAN

In accordance with Regulations 13 and 14 of The Local Authorities (Executive Arrangements)(Access to Information)(England) Regulations 2000, As Amended, details of matters likely to be the subject of key decisions to be made by the City Council in the following 4 month period, commencing on Friday, 1<sup>st</sup> September, 2006 are set out hereunder. Anyone wishing to make representations to the City Council Cabinet or to the Decision maker about the matter in respect of which the decision is to be made may do so by writing to the Chief Executive, 17 Claypath, Durham City, DH1 1RH by no later than Friday, 1<sup>st</sup> September, 2006.

Topic	Decision Maker	Target Date for Decision to be made	Consultees (if any)	Contacts	Background Documents
Local Development Framework: Development Plan Document Housing	*Cabinet	September, 2006	Numerous Consultees	Head of Planning Services Tel 0191 3018701	To be determined
Supporting People/ Value Improvement Programme	*Cabinet	September, 2006	Numerous Consultees	Head of Housing Services Tel: 0191 3018447	To be determined
Capital Strategy Asset Management Plan Medium Term Financial Plan Report	Council	September, 2006	Numerous Consultees	Director of Strategic Resources Tel: 0191 3018595	To be determined
Review of Debt Management Strategy	*Cabinet	October, 2006	CAB, Welfare Rights	Head of Financial Services Tel: 0191 3018622	Existing Debt Management Strategy, Financial Services Business Plan.

**\*Cabinet Members:** Councillors Bell, Dickie, Holland, Jackson, Rae, Reynolds, Southwell, Thomson, van Zwanenberg, and Woods

**Publication Date:** Friday, 18<sup>th</sup> August, 2006

**Effective Date:** Friday, 1<sup>st</sup> September, 2006.

Councillor F. Reynolds  
Leader of the Council  
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**SCRUTINY COMMITTEE**  
**29 August 2006**  
**DECISIONS TAKEN BY PORTFOLIO MEMBERS**

No.	Portfolio Member	Nature of Decision	Date
1	Councillor Rae	Application received from Kelloe Community Partnership – Entrance Feature for an SRB6 Improving the Heart of the Villages grant. Recommend approval of grant of £2,400	28.6.06
2	Councillor Reynolds	Application received from Mrs Smith of 36 Parkhouse Gardens, Sherburn Village to purchase land adjacent to her property for vehicular hardstanding. Recommend that subject to certain conditions and the applicant bearing the Council's legal costs and Surveyor's fee, an area of land shown as Area B be offered to the applicant	29.6.06
3	Councillor Reynolds	Application received from Mrs Armstrong of 11 Belgrave Court, Coxhoe to purchase land adjacent to her property for use as garden. Recommend refusal of the application.	29.6.06
4	Councillors Southwell & Reynolds	Application received in respect of a Home Loss payment of £3,400 as a result of the Council compulsorily displacing the applicant from her home (Ref 302). Recommend approval of payment but deduct outstanding rent arrears of £174.70 before making payment	29.6.06
5	Councillor Southwell	Approval for adaptation to the home of a disabled person living at 24 White Cedars, Brandon for the installation of a level access shower costing £4,276.70	26.6.06
6	Councillor Southwell	Application from Head of Finance Services to terminate tenancies and licences in accordance with provision of the various agreements relating to:- Mr & Mrs Quayle – Land at rear of 40 Hallgarth Street, Durham – Amount due £25.00 Mr Willey – Land at rear of 73 Local Avenue, Sherburn Hill – Amount due £50.00 Mrs Scothon – Land adjacent to 33 Wakenshaw Road, Gilesgate – Amount due £35.00 Recommend steps be taken to terminate the tenancies and licences	29.6.06

7	Councillor Southwell	Application received for financial assistance from Children's Safety Education Foundation to distribute a unique curriculum coded educational resource called The Young Person's Guide to Bullying to children in schools throughout the U.K. Recommend a donation of £25	1.7.06
8	Councillor Thomson	Application has been received in respect of a Home Loss payment as a result of the Council compulsorily displacing the applicant from her home (Ref 303) Recommend that a payment of £3,400 be made to the applicant	6.7.06
9	Councillor Thomson	Applicant has been made in respect of a Disturbance payment as a result of the Council compulsorily displacing the applicant from her home (Ref 303) Recommend a payment of £1,000 be made to the applicant.	6.7.06
10	Councillor Southwell	To agree the signing of an energy provision contract with NEPO which requires the varying of standing orders to allow the contract to be signed prior to a report to Cabinet, as Clause 5.1(g) Delay in signing contract would prevent 60 days written notice to be given to the existing supplier, before the first of October. Recommend agreement to enter into a contract with the North East Purchasing Organisation to purchase NHH electricity, for an initial period of 6 months, with a view to a further extension from April 2007.	5.7.06
11	Councillor Holland	An application has been received from D Sagaracitta of 5 Chester Gardens, Witton Gilbert, Durham enquiring whether the Council would allow the purchase of land adjacent to the property for use as garden only. Recommend that the application be refused	6.7.06
12	Councillor Reynolds	Application to purchase land at 110 High Street South Langley Moor received from Mr & Mrs Holmes of 110 High Street South. Mr & Mrs Holmes originally applied for and was offered 57 square metres of land they then asked if a larger area of approximately 80 square metres or thereabouts be considered. They intend to use the land to construct a garage vehicular hard standing and additional garden land. Recommended that subject to	10.7.06

		contract and under certain conditions an area of 80 sq metres be offered on terms to be agreed by the Council's Valuer.	
13	Councillor Reynolds	Application to purchase land adjacent to 23 Lobley Hill Road Meadowfield form Dr Smith of 23 Lobley Hill Road. Dr Smith wishes to purchase the land to use as extension to her garden. The issue was previously brought to ward councillors with a recommendation for refusal though ward councillors wished for the application to be considered and officers comments be obtained. The instructions of the Portfolio Holder were requested and commented that the application should be refused and the land to remain in the public domain.	10.7.06
14	Councillor Thomson	Application received in respect of Home Loss payment as a result of the Council compulsorily displacing the applicant from her home (Ref 300). The amount due is in the sum of £3800. Recommended that the payment be paid to the applicant.	13.7.06
15	Councillor Thomson	Application received in respect of Disturbance payment as a result of the Council compulsorily displacing the applicant from her home (Ref 300). The applicant has asked for the fixed payment which is in the sum of £1,000 as she was displaced from a one bedroom bungalow.	13.7.06
16	Councillor Reynolds	Consideration to offer a new long lease to be granted by CISWO to the City Council for Bowburn Welfare Park & Recreation Ground. The Council already has a lease but the lease only has little over 15 years and this is insufficient to secure funding. Recommend that a new lease of 25 years be entered into with CISWO to replace the Council's current lease subject to the Council meeting CISWO's reasonable legal costs	24.7.06
17	Councillor Reynolds	Application received from Mr Gillespie of 9 Elsdon Road, Newton Hall enquiring whether the Council would consider selling him the land adjacent to his property for garden use. Recommend that the application be refused	25.7.06
18	Councillor Reynolds	Application received from Mr Ager of 58 Moor Crescent, Ludworth enquiring whether the Council would consider	25.7.06

		selling him the land adjacent to his property for garden use. Recommend that the application be refused	
19	Councillors Reynolds & Thomson	Authorisation is sought to pay £400 to the following applicants who were only paid £3,400 and should have been paid £3,800 due to an increase in the amount payable to applicants who were displaced from their homes on or after 1 September 2005. Application Nos. 273 to 298 and 301, 302 and 303. Recommend that the payment of £400 be made to the above applications.	27.7.06
20	Councillor Reynolds	Application for release or variation of a covenant on land at Market House, Market Place, Brandon to permit the use of that land for development as a single dwelling Recommend application be approved on terms to be agreed by the Council Valuer	31.7.06
21	Councillor Southwell	Application received in respect of a Disturbance payment as a result of the Council compulsorily displacing the applicant from his home. The applicant has asked for the fixed payment of £1,000 as he was displaced from a One Bedroom Bungalow Recommend that a payment of £1,000 be made to the applicant.	1.6.06
22	Councillor Reynolds	Application received from Mr & Mrs Adcock of 61 Whitehouse Court, Ushaw Moor enquiring whether the Council would consider selling to them land adjacent to their property for garden use. Recommend that the application be refused	3.8.06
23	Councillor Reynolds	Application received from Mrs J Harrison, Tenant at 22 White Cedars, Brandon enquiring whether the Council would lease to her the land adjacent to the property Recommend application be refused	3.8.06
24	Councillor Rae	Application received from the Esh Winning Chop Suey House for an SRB6 Improving the Heart of the Villages grant for Shop Front Improvements. Recommend that a grant of £414.00 be given	7.7.06
25	Councillor Holland	Application received from the undermentioned for a Durham City Enterprise Grant of £2,000	7.8.06

		<p>John White T/A Dunelm Fire Consultance - £500</p> <p>Vanessa Reeve T/A Vanessa Reeve Hair &amp; Beauty at Home - £500</p> <p>Andrew Ashcroft T/A The Croft Workshop - £500</p> <p>Ashley Jordan T/A Leonards Coffee House Ltd - £500</p> <p>Recommend approval of grant to John White, Vanessa Reeve and Andrew Ashcroft - £1,500</p> <p>Recommend <b>refusal</b> of grant to Ashley Jordan - £500</p>	
26	Councillor Thomson	<p>Wayleave Application made by Northern Electric Distribution Limited in order to lay a length of underground cable to provide electricity supply to new Travel Lodge at Station Lane, Gilesgate</p> <p>Recommend application be granted subject to no adverse comments being received from the Technical Officers</p>	7.8.06
27	Councillor Rae	<p>Application received from Amalia Peill t/a Apeilldesigns for a Durham City Enterprise Grant of £500</p> <p>Recommend approval of grant</p>	3.8.06
28	Councillor Rae	<p>Application received for a Durham City Enterprise Grant as follows:-</p> <p>Sharon Bailey t/a On-Call Typing Services - £500</p> <p>Eric Wilkinson t/a Wilkinson Roofing - £500</p> <p>Kevin Ball t/a B Mobile - £500</p> <p>Recommend approval of grant for £1,500</p>	3.8.06

## **REPORT OF THE ENVIRONMENT SCRUTINY PANEL**

### **SCRUTINY OF LITTER PICKERS WITHIN THE CITY OF DURHAM AREA**

The Panel was tasked with reviewing the Council's approach to Litter, most specifically Litter Pickers.

#### **1. BACKGROUND**

Further to discussions regarding the topics of fly-tipping and recycling, Members felt that it would be appropriate to look at the associated subject of litter within the City of Durham district, with a focus on litter pickers.

#### **2. AIMS**

It was the remit of the Panel to consider the issues associated with litter pickers and to see if current practises were felt to be working well in the City of Durham area. Also to see if any further ideas could be generated to help increase performance of the service.

#### **3. ACTIONS**

From the various panel meetings and submissions from the relevant Officers the following information was obtained:

##### **3.1 Overview**

To help improve the City of Durham's Street Cleaning Service, a re-branding and reorganisation exercise was undertaken. The new Streetscene Service, which operates on the same Neighbourhood System as the successful Neighbourhood Warden scheme, incorporates Grounds Maintenance and Refuse Collection as well as the Litter Picking and relevant street furniture maintenance.

##### **3.2 Service Structure and Provision**

As the services are now integrated, the same vehicles, liveries and uniforms are used, and the Staff involved are multi-skilled and can transfer between what were previously different services.

Each "Neighbourhood" has a Streetscene Team Leader who manages the staff in their particular area. The whole team can take pride in their particular neighbourhood and indeed healthy competition between areas can lead to an improved quality in the street scene.

The Streetscene Team Leaders have links with "their" Neighbourhood Warden (and indeed any covering Warden) and they meet with their staff everyday. This hands-on approach has proven better than having one central manager as the local knowledge and personal response helps to provide a better service. Also, the Team Leaders endeavour to work closely with local Members and voluntary groups so that problems can be identified early and dealt with accordingly.

Each Team Leader has 1 mobile litter picker with a small vehicle. This enables a larger coverage, which has reduced the overall number of "on-foot" litter pickers from 12 to 6. Channel Sweepers operate fortnightly between adjoining neighbourhoods i.e. Zone 1 Week 1, Zone 2 Week 2, Zone 1 Week 3 and so on.

All vehicles within the Streetscene service have "Incident Report Forms" onboard so that any more complicated matters that cannot be dealt with there and then can be passed on to the relevant staff back upon return to the depot.

Certain areas are targeted slightly differently, for example the City Centre is litter picked 7 days a week, and "Zone 1" shopping areas within the village centres are targeted once per day, six days a week. The City Centre is tackled by staff on foot, whilst the village centres utilise staff with small mobile litter picking vehicles.

An "Environmental Hit Squad" is in place to help tackle any particular problems or flare-ups and operate as flexible cover and assistance.

### **3.3 Service Performance**

Performance is measured in two main ways, by Best Value Performance Indicator BV199 (the percentage of streets in the upper quartile, street cleanliness) and by a Local Environmental Quality (LEQ) indicator which is assessed independently by Neighbourhood Wardens. Whilst BV199 measures street cleanliness, the LEQs monitor a wider range of street scene factors including grass cutting quality, litter quantity, state of repair of street furniture etc. This information is then fed back to the Team Leaders to help improve the service. There are also timescales and targets given to the responses to incidents to keep the standards high.

Indeed articles in the local press show the City of Durham's high standard of street cleanliness, with the Council being top within the region with the percentage of "dirty" streets being only 2% with the next nearby Authority being Chester-le-Street with a percentage of 11%.

### **3.4 Sources of Litter**

As 40% of litter can be traced as being items associated with smoking, (butts, boxes, cellophane etc.) a campaign by Neighbourhood Wardens regarding this form of litter was instigated. This has proved to be quite successful with a 30% increase in the cleanliness of the city centre by comparison prior to the campaign, as measured by a LEQ Survey.

Areas near shops, schools and village centres, as well as the city centre are all areas which can have greater amounts of litter, i.e. litter from students, takeaway restaurants, convenience stores etc.

Some Members noted that in Scotland that the streets appeared to be very clean. It was thought this could be attributed to the smoking ban introduced in Scotland and it was noted that whilst a similar ban in England will be brought into force, it is not due until 2007.

### **3.5 The Wider Street Scene**

Whilst the City of Durham has achieved a high standard of litter-free streets, some Members felt that actual footpaths were considered "dirty".

Upon visiting neighbouring Authorities, some Councillors had noted that these other Authorities' dog fouling bins were of a higher quality and wondered whether the City of Durham could adopt similar style bins.

Used chewing gum was felt to be a major problem within the City of Durham. The removal process is costly and time consuming and is therefore currently only operated in the City Centre and on a bi-annual basis.

It was noted that bus shelters are cleansed on a fortnightly basis, with Adshel being responsible for the cleansing and maintenance of their own shelters.



### **3.6 Voluntary Litter Pickers**

It was noted that Voluntary Litter Picking appears to have increased steadily in the last 2 years, though the City of Durham does not actively promote any such events formally. The City of Durham does however facilitate the voluntary groups by the provision of bags, sticks, gloves etc., and on occasion, a member of Staff to assist. Also the City of Durham collects the bagged rubbish from prearranged pickup points.

One of the major benefits of this type of litter picking is that it can concentrate on areas outside of the City of Durham's ownership, within wooded areas, undergrowth etc. On the flipside, as there are various health & safety, insurance and potential union issues associated with formalising any arrangements with voluntary litter picking organisations, it would prove counter-productive to pursue this course of action.

### **3.7 Impact of New Regulations**

Under the Clean Neighbourhoods & Environment Act 2005 it is an offence to drop litter at *any* location, this slight amendment to the definition plugs a gap in previous legislation which did not take account for littering on privately owned land. In addition the definitions of what items constitutes litter are explicitly set out.

New powers within new Act may allow for further conditions to be places on Takeaway owners to provide bins and to keep the areas along shop frontages clean, though this does not stop the problem of wind-blown litter. It is possible to negotiate with owners and companies regarding litter and indeed some of the large firms have litter pickers themselves.

### **3.8 Enforcement Methods**

For littering offences, appropriate Officers can issue a fixed penalty notice (a fine of £50). Offenders who pay the fixed penalty within 14 days cannot be subsequently convicted of the offence. As a matter of procedure within the City of Durham when a minor has been caught littering, their details are taken and a Neighbourhood Warden would usually arrange to visit the home address and issue the fixed penalty notice in the presence of the minor's parent or guardian.

Where an Offender does not comply with the fixed penalty notice, then the next stage would be to take the matter to Magistrates' Court. A maximum fine of £2,500 can be given for a litter offence by the Magistrates' Court.

Whilst the guidance from central government is for a penalty of £75, there is a range for the fine (£50-£80) that Local Authorities can adopt. It was felt that a balance had to be achieved between the deterrent factor of a fine and the number of fines that were settled without further Court action. By setting the fine at £50 within City of Durham, it is hoped than more people would be willing to pay this "lower" fine than holding out and forcing the Council to take the matter further. The evidence thus far vindicates this approach as the number of returns for the fixed penalty notices is perceived to be relatively high.

Litter Clearing Notices can be issued by Local Authorities to Owners / Occupiers who do not clear litter from land that has a litter problem. Also the Owner / Occupiers can be forced to take steps to prevent any subsequent build up of litter. Litter Clearing Notices can be served on all types of land, private as well as public, other than those listed in with Section 92A(11) of the Act. These Notices can be served without the prior designation of a Litter Control Area. Again, if a Litter Clearing Notice is not complied with (within 28 days or less) this is an Offence. In cases where a specific standard of clean up as set out in the Notice has not been achieved, Local Authorities can enter onto the land and clear it to the required standard and then recover the costs.

A Street Litter Control Notice is another type of notice that can be issued where there are problems with litter. These notices, rather than forcing a clearing up of litter after a problem is encountered, can be used so that Owner / Occupiers of properties have an ongoing obligation to comply with the requirements specific to the Notice. If the Owner or Occupier changes, a new Notice must be issued in order for the requirements of the notice to continue. Current guidance is that prior to any issuing of these notices a period of education of businesses in an area would hopefully help to prevent the need to issue such notices, or at least have an impact on the number issued subsequently. Again, fixed penalty notices can be issued as an alternative to prosecution with the recommended amount being £100, with the range available to Local Authorities being £75-£110.

## **4. OUTCOMES**

### **4.1 Methods of Increasing Performance**

Previously where a member of a service other than Street Cleaning may have come across a discarded mattress or other types of litter, this matter would have been passed on to the refuse department or street cleaning. Now due to the multi-skilled workers and multi use vehicles, many of these types of incident can be dealt with “on-the-spot”, improving turnaround times.

To help promote litter picking by local environment action groups it may be possible, in addition to the provision of equipment, to also promote such activities via Council media i.e. City of Durham website and Durham City News. Frontline staff (i.e. Streetscene Team Leaders, Neighbourhood Wardens could extol the virtue of such voluntary work and, if possible, put members of the public in touch with nearby voluntary groups work.

In cases where bus shelters are extremely unclean, staff could attend an incident to clean up shelter or in the case of a danger to public health, with Adshel being advised to attend there own shelters, or on possibly for the City of Durham to cleanse and recharge.

With only one machine currently available for the cleaning of footpaths, there has been a requirement to focus resources to those areas with the worst problems. Each “Neighbourhood” has footpaths cleaned 6 or 7 times per year, with this figure being constrained purely by resources.

Revenue generated from litter offences can then be reinvested into the service, e.g. free “poop-scoop” bags, “Stubbi” bags etc.

### **4.2 Enforcement**

Currently Neighbourhood Wardens can issue fixed penalty notices, and it maybe that other frontline staff maybe able to issue them in the future i.e. Street Scene Team Leaders, Environmental Protection Officers etc. This would need to be researched accordingly as regard remits and workloads of these types of Officers and decisions made in due course.

### **4.3 Preventative Measures**

With the amendment to BV199 definition in 2005, chewing gum has now been classified as a form of litter. The City’s Neighbourhood Wardens will be running a scheme similar to that ran for cigarette butts, highlighting this fact and encouraging the public to dispose of used chewing gum considerately. Again, similar to the cigarette campaign, this will be followed up by enforcement and the issuing of fixed penalty notices to people who fail to dispose of the used chewing gum appropriately.

Whilst there are four specific cigarette bins in the City Centre, extra provision of such facilities was thought to be required.

The City of Durham did at one time utilise relatively expensive metal bins for the disposal of dog foul but after a large number were destroyed by arson, these expensive bins have been proven not to be cost effective. Therefore, currently the City of Durham uses a "standard" wheelie bin secured to a steel post. This system allows for easy replacement should a burnout occur. The cost of the post and works to install are approximately £45 and then £15 per bin, whereas a single lower capacity metal bin would be in the order of £200+. In addition, notwithstanding the fact that other types of waste should not be placed in the dog foul bins, it is inevitable that members of the public would use the bins for disposal of drinks cans, pizza boxes etc. It was agreed however that in general it is better for the rubbish to be placed in these dog foul bins than cast aside on the ground. In this respect, the standard size bins offer much greater capacity than the "fancy" metal bins. Also, this lower cost allows for a greater amount of bins to be in place, and in a general comparison of quality versus quantity, the positive environmental and cost impact of using a quantity approach to provide many bins to many areas outweighs any visual impact that a fewer, more attractive bins may have.

Ultimately, education of the public as regarding littering is a more likely to lead to a reduction in the littering with prevention being better than cure.

## **5. RECOMMENDATIONS**

The Panel identified that the subject of Litter Pickers with the City of Durham as an area in which the Authority was leading the way within the County. The successful reorganisation of the service contributed massively to the increased performance and has proven to be an effective model by which various interconnected services could be administered together. Notwithstanding this well deserved praise for the high standards achieved, the Panel put forward the following recommendations:-

1. That the City of Durham's Environmental Services Department research how best to implement any requisite legislation regarding litter and litter pickers contained within the Clean Neighbourhoods and Environment Act 2005 and that the Panel report back to Cabinet as soon as possible.
2. That the City of Durham continues to look at the possibility of updating existing litter bins to incorporate insertions to allow for the safe disposal of cigarette butts.
3. That the City of Durham maintains its high standards as regards litter as measured by BV199 and also with regard to the surrounding street scene issues as measured by the relevant LEQs and if possible aim to improve.
4. That in the wider street scene, dog foul bins should be better identified by use of stickers, and also that in key important areas, i.e. the City Centre, Village Centres Tourist spots, more ornate bins are recommended.
5. That the City of Durham's Neighbourhood Wardens continue in their successful series of campaigns highlighting the different types of litter, the appropriate methods of disposal and the consequences of non-compliance, i.e. enforcement. This also includes visits to local schools to help educate the next generation.
6. That when future developments are being considered at the planning stage that, where appropriate and subject to planning procedure, attention is given to the provision of adequate measures for the prevention and tidying of potential litter within the application.

## **SCRUTINY COMMITTEE**

### **REPORT OF THE COMMUNITY SERVICES SCRUTINY PANEL**

#### **SCRUTINY OF COUNCIL GARAGES**

##### **1. Background**

In 2005, the Community Services Scrutiny Panel looked at the issue of Council Garages. The topic had been suggested for Scrutiny due to concerns that some garages were being used inappropriately.

The Panel's report and recommendations were subsequently approved and adopted by Cabinet in October 2005. One of these recommendations was that a Policy be written regarding the lettings, use and management of Council garages.

##### **2. Actions**

The topic of Council Garages is due to be reviewed by the Community Services Scrutiny Panel in November 2006. However, at the Panel's Meeting in July 2006, the Housing Manager was in attendance to bring Members up to date with progress made towards the Policy and amendments to the Tenancy Agreement.

##### **3. Outcomes**

Members considered the Policy and amendments to the Tenancy Agreement and agreed that, subject to some minor amendments, the Policy be forwarded to Scrutiny Committee, and subject to their approval, to Cabinet for adoption.

##### **4. Recommendations**

That the revised Tenancy Agreement (attached at Appendix A) and Policy (attached at Appendix B) be approved and adopted.

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Paul Koniszewski  
Head of Housing Services

HTSIGNUP

## GARAGE TENANCY

Address of garage: .....

.....

I, .....

Of (Address) .....

.....

accept the tenancy of the above garage.

At a weekly rent of £

### DECLARATION

I, agree to accept the tenancy for the above named garage under the terms and conditions set out on the back of this agreement. I acknowledge receipt of ..... keys for the garage and I undertake to return the same number of keys upon termination of the tenancy.

Signed .....  
(Tenant)

Signed ..... (Date) .....  
On behalf of City of Durham

## COUNCIL GARAGE

### CONDITIONS OF TENANCY

1. The weekly rent is due in advance on Monday of each week. Tenants wishing to pay monthly should pay monthly in advance.
2. The Council may increase or decrease the rent by giving the tenant not less than one calendar months notice in writing.
3. **The garage must be used for the purpose of storing a private vehicle only. A tenant wishing to store any item other than their motor vehicle is required to obtain the written permission of the Council's Housing Services to do so.**
4. **Only minor repairs to the tenant's own vehicle will be permitted.**
5. **The garage must not be used for the purpose of carrying out any trade or profession.**
6. Inflammable, explosive or liquid material other than that which is in the fuel tank of the vehicle should not be stored in the garage.
7. The tenant shall not assign or sub-let the garage tenancy.
8. The tenant shall take all reasonable steps to prevent damage to the garage and shall be responsible for the cost of making good any damage caused by his/her default or negligence. The tenant shall ensure that the garage remains secure at all times and that repairs are reported to the Council as soon as possible.
9. The tenancy may be ended by the tenant, or the Council giving four week's notice in writing of their intention to end the tenancy. The tenancy will end on a Sunday and the keys should be returned to the Council before 10.00 am on the following Monday.
10. The Council requires vacant possession at the end of the tenancy and the tenant agrees to remove all personal possessions and rubbish and leave the garage in a good condition and repair.
11. The Council accepts no responsibility for anything left in the premises at the end of the tenancy and the tenant may be charged for the removal of items left in the premises.
12. The Council reserves the right upon giving reasonable notice to the tenant, to inspect the garage premises. The Council may enter the garage premises at anytime without notice in case of emergency.
13. The Contract (Rights of Third Parties) Act 1999, shall not apply to the tenancy.
14. Failure to adhere to the Conditions of Tenancy set out in this agreement will result in the Council giving notice to the tenant to quit the garage.

## **COUNCIL GARAGE**

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2. The Council may increase or decrease the rent by giving the tenant not less than one calendar months notice in writing.
3. The garage must be used for the purpose of storing a private vehicle only. A tenant wishing to store any item other than their motor vehicle is required to obtain the written permission of the Council's Housing Services to do so. **(A nominated contact number should be inserted here.)**
4. Only minor repairs to the tenant's own vehicle will be permitted.
5. The garage must not be used for the purpose of carrying out any trade or profession.
6. Inflammable, explosive or liquid material other than that which is in the fuel tank of the vehicle should not be stored in the garage.
7. The tenant shall not assign or sub-let the garage tenancy.
8. The tenant shall take all reasonable steps to prevent damage to the garage and shall be responsible for the cost of making good any damage caused by his/her default or negligence. The tenant shall ensure that the garage remains secure at all times and that repairs are reported to the Council as soon as possible.
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