



**DRAFT PORTFOLIO HOLDER DECISION NOTICE**

**PROPOSED INDIVIDUAL DECISION BY THE PORTFOLIO HOLDER FOR ENVIRONMENT, HEALTH AND WELLBEING**

**TOPIC – POLICY FOR ABANDONED BICYCLES**

**PROCEDURAL INFORMATION**

The Access to Information Procedure Rules – Part 4, Section 22 of the Council's Constitution provides for a decision to be made by an individual member of Cabinet.

In accordance with the Procedure Rules, the Chief Operating Officer, the Chief Executive and the Chief Finance Officer are consulted together with Chairman and Vice Chairman of The Overview and Scrutiny Committee and any other relevant overview and scrutiny committee. In addition, all Members are notified.

If five or more Members from those informed so request, the Leader may require the matter to be referred to Cabinet for determination.

**If you wish to make representation on this proposed Decision please contact the relevant Portfolio Holder and the following Democratic Services Officer by 5.00pm on Wednesday 9 September 2015.**

**Contact Officers:**

**Case Officer:** Sara Davies –Transport Planner & Engineer Tel: 01962 848241.  
Email: sdavies@winchester.gov.uk

**Democratic Services Officer:** Nancy Graham. Senior Democratic Services Officer.  
Tel: 01962 848235. Email: ngraham@winchester.gov.uk

**SUMMARY**

- The Council regularly receives reports of abandoned bikes and has therefore developed a policy to deal with the issue which is attached at Appendix 1.
- Abandoned bicycles are reported to the City Council in very small numbers; approximately one a month.
- Bicycles which have been abandoned can become unsightly, damaged and take up valuable cycle parking hence there is a need to deal with them and officers have worked up a policy which sets out how this issue will be handled in future.

- The Council has powers to remove abandoned bicycles under the provisions of the Refuse Disposal Amenity Act 1978 (section 6)
- City Council officers have followed a procedure in the past where by reported abandoned bicycles are labelled with a notice. The owner is given a minimum of 2 weeks to remove the bicycle. If the bicycle is still in situ, it is removed and stored in the City Council depot for a few months. The bicycle is then scrapped.
- The Policy at Appendix 1 continues this approach. This policy has generally worked effectively to date but officers consider it appropriate to formalise this procedure.
- Officers further intend to allow bikes which are in a reasonable condition to be offered to local charities for reconditioning and then selling, after the period for claiming them from the Council's depot (3 months) has expired. Bikes which are in a poor state of repair will be scrapped.

### **PROPOSED DECISION**

That the Policy and Procedure for Dealing with Abandoned Bikes in Winchester District for abandoned bicycles be adopted.

### **REASON FOR THE PROPOSED DECISION AND OTHER ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

See summary.

### **RESOURCE IMPLICATIONS:**

No additional resourced implications. The Council already has to deal with abandoned bikes.

### **CONSULTATION UNDERTAKEN ON THE PROPOSED DECISION**

This policy is merely formalising the procedure which already takes place but with the provision to allow bikes to be offered to local charities to sell if they are not claimed by their owners after 3 months.

Neighbourhood Services Officers have consulted with a local Winchester charity who are willing to accept any bicycles that they could recondition and sell.

### **FURTHER ALTERNATIVE OPTIONS CONSIDERED AND REJECTED FOLLOWING PUBLICATION OF THE DRAFT PORTFOLIO HOLDER DECISION NOTICE**

n/a

**DECLARATION OF INTERESTS BY THE DECISION MAKER OR A MEMBER OR OFFICER CONSULTED**

N/A

**DISPENSATION GRANTED BY THE STANDARDS COMMITTEE**

N/A

**Approved by: (signature)**

**Date of Decision**

**Councillor Pearson – Portfolio Holder for Environment, Health and Wellbeing**

## **Policy and Procedure for Dealing with Abandoned Bikes in Winchester District**

### **1. Aim**

To standardise the procedure for dealing with abandoned bicycles around the Winchester District which are recovered by the Council and to allow charitable organisations based in Winchester District to receive and sell these items.

Abandoned bicycles are reported to the City Council in very small numbers; approximately one a month. Bicycles which have been abandoned can become unsightly, damaged and take up valuable cycle parking. The City Council can remove any abandoned bicycles under the Refuse Disposal (Amenity) Act 1978 Chapter 3 Section 6.

### **2. Procedure**

- 2.1 The Council has developed a procedure for dealing with bikes which are reported as being abandoned in the District and this is set out below.
- 2.2 A bicycle is reported as abandoned to the Community Safety & Neighbourhoods Services Team/Engineering & Transport Team.
- 2.3 Neighbourhood Services (NS) Officer labels the bike with an 'abandoned bike' notice (appendix 1).
- 2.4 The Notice gives the bike owner a minimum of 2 weeks to remove the bike.
- 2.5 A minimum of two weeks later, the NS Officer will check if the bike is still in the same location. If so, the officer will report the abandoned bike to the Streetcare Team with the order to remove it.
  - 2.5.1 The same report including images and description will be sent to the Police to ascertain if the bike is reported stolen.
- 2.6 Assuming the bike is not reported stolen the Streetcare will hold the bike for 3 months at the Council's depot. A label will be attached to the bike displaying the 3 month date.
- 2.7 If the bike is not claimed the NS Officer or Streetcare operative will make a judgement on the condition of the bike after the 3 months in storage period has expired. If the bike is found to be non-salvageable i.e. very rusty, badly damaged etc... , it should be placed in the metal recycling bin.
- 2.8 If the bike is found to be in a reasonable condition, then Streetcare should deliver to a Winchester District based charity, for reconditioning and re-selling.
  - 2.8.1 Which Winchester based charities will be offered these bikes will be at the officers' discretion.

## Appendix 1



**Winchester**  
City Council

### **REMOVAL OF BICYCLE NOTICE**

To Bicycle Owner,

Your bicycle is suspected of being abandoned and will be removed by the City Council unless it is collected and moved by .....

**For Enquiries, please contact:**

Neighbourhood Services  
Colebrook Street  
Winchester  
Hampshire  
SO23 9LJ

**Tel:** 01962 840222

**Email:** [neighbourhoodservices@winchester.gov.uk](mailto:neighbourhoodservices@winchester.gov.uk)

**Website:** [www.winchester.gov.uk](http://www.winchester.gov.uk)