

Wakefield BID Baseline Agreement 2027-2032

Baseline Service Statement in respect of the BID area as defined on the attached map known as Wakefield BID Baseline Statement — CCTV (Enforcement)

Name of Council	Wakefield MDC
Department	Enforcement
Baseline Activity	CCTV
Head of Service	Jill Edmondson
Name of Contact (Document Sign off).	Michelle Ellis
Date of this Statement	19 th February 2026
For the initial period ending:	March 2027
and thereafter Annual Review Date of:	1 st February
Final review Date of Baseline Statement (3 months before end of current BID)	December 2031

Overview of Service	Wakefield Council's CCTV system objectives are as follows: - Creating a safer environment Reducing and preventing crime Assisting vulnerable groups and the victims of crime Diverting people away from crime Reducing the fear of crime and providing reassurance Encouraging investment and enterprise in the district Promoting and maintaining a clean and attractive environment
Boundary Area if less than the BID area	The service is provided as standard across the whole District.

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Specification of Service Provision	The purpose of CCTV in Wakefield District and the way in which the system will be managed to ensure it remains effective and that it does not unnecessarily interfere with the rights of the individual. The 'Purpose' of the system is to: • Improve community safety and assist in developing the economic well-being of the Wakefield District and encourage greater use of the City Centre. • To help secure a safer environment for those people who live, work and trade in the area and those who visit the area. • Help to reduce crime and disorder and the fear of crime and provide reassurance for the general public. • To assist in supporting civil proceedings which contribute to the prevention and reduction of crime and disorder. • To actively contribute to specific crime reduction initiatives. • To work with a range of partners to deter and detect crime in public places. • To assist in the overall management and regeneration of all of the areas covered by CCTV. There are 67 CCTV cameras located within the bid area these are monitored at a central CCTV control room in Pontefract. The cameras are monitored/controlled by Wakefield employees under strict code of practice guidelines, and all employees are SIA certificated. The images are recorded at real time 24/7 and stored for 31 days on designated servers used for CCTV only. West Yorkshire police have Police viewing Officers based at the Division HQ, Havertop Lane, Wakefield, and they have direct access to the Council recorded images for reviewing footage for crimes and evidence. Wakefield town centre bollards are owned by Urban Traffic Control services, but CCTV control the raising and lowering of them.
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An integral part of the CCTV service is communicating with retailers, Police, PCSO, door staff and other users of the retail system for Wakefield which has over 100 members of the scheme.

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Number of staff & equipment	Wakefield employs 9.5 FTE on a 9-week rota. The shift pattern covers 24/7 on a 3-week shift pattern. Staff work early, late and night shifts for 10 hours per shift. The control room is equipped for 3 staff to work on any camera at any one time and display images in WY Police District control room based in Police HQ, Havertop Lane, Normanton. The control room displays 182 CCTV cameras across the district, 3 Police Airwaves radios and 5 district retail radio systems including one for Wakefield City Centre. There are 67 camera columns and 10/12 street cabinets housing all the electric and fibre equipment within the BID area,
Performance Measures Used	Monthly employee statistics are collected on arrests, tours and faults which are analysed by management to improve service provision. We also have meetings with partners for continuous improvement of the service i.e. WYP, WABAC, retail radio users and internal services.
Non-Compliance Procedure	N/A
Existing Value and Annual Budget of Service for BID or defined area	Over £500k for staffing, maintenance, fibre provision and electric.
Budgetary Process	Set every year by Council
Committed Additional Activity:	There are no current plans to undertake any additional activity within the BID area.
Proposed Additional Activity:	There are no plans to alter the service over the 5-year BID period. Any adjustments that are required will be made across the whole district and not solely or specifically the BID area.

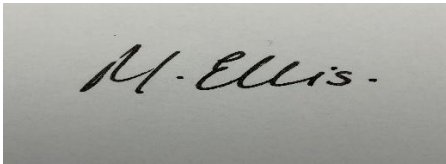
Statement and Sign

I, the undersigned, on behalf of CCTV agree that the contents above reflect the service which is provided to the BID area today and at least for the next twelve months. We respect the need for the BID to demonstrate additionality, and we are committed to providing a continuous service with similar service levels to the BID area where possible during the entire period of the BID.

Any changes made to the service during the period of the BID will be in response to external influences and will be discussed with the BID Company and will not disproportionately affect or impact upon the BID area against any other area under the Council's Administration and delivery of this service.

Date 20/02/2026.....

Signed

A rectangular box containing a handwritten signature in black ink that reads "M. Ellis."

Name: **Michelle Ellis - Building Security & CCTV Manager**

Baseline Service Statement in respect of the BID area as defined on the attached map known as Wakefield BID

Baseline Statement – Licensing

Name of Council	Wakefield MDC
Department	Licensing
Baseline Activity	Licensing
Head of Service	Paul Sullivan, Licensing Manager
Name of Contact	Paul Sullivan, Licensing Manager
Date of this Statement	19.02.2026
For the initial period ending:	March 2027
and thereafter Annual Review Date of:	1 st February
Final review Date of Baseline Statement (3 months before end of current BID)	December 2031

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<u>Overview of Service</u>	Statutory service with responsibility for the administration and regulation of the sale of alcohol, provision of late night refreshment, entertainment, gambling, taxi and private hire. Additionally, the service has responsibility for other general licensing regimes including, pavement cafes, scrap metal dealers and sex establishments. Licensing is based at Wakefield One, Burton Street, Wakefield and provides face to face customer services as well as telephone and online help and assistance. An overview estimate of the numbers and types of Licence issued, regulated and enforced within the Castleford and Wakefield area are listed below: <table><tr><td>Alcohol premises</td><td>150</td></tr><tr><td>Private Hire operators</td><td>6</td></tr><tr><td>Hackney carriage ranks</td><td>2</td></tr><tr><td>Adult Sex Entertainment Licenses</td><td>1</td></tr><tr><td>Late night takeaways</td><td>13</td></tr><tr><td>Gambling Premises Licenses</td><td>24</td></tr><tr><td>Pavement cafes</td><td>38</td></tr></table>	Alcohol premises	150	Private Hire operators	6	Hackney carriage ranks	2	Adult Sex Entertainment Licenses	1	Late night takeaways	13	Gambling Premises Licenses	24	Pavement cafes	38
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<u>Number of staff & equipment</u>	The service is delivered and enforced by 15 employees. x12 are office based working from Burton St, Wakefield One and x3 enforcement staff working from Normanton Town Hall.
<u>Performance Measures Used</u>	Statutory timescales are provided under the Licensing Act 2003, Gambling Act 2005 and Local Government (Miscellaneous Provisions) Act 1982. Other licensing regimes are subject to local policy and monitoring.
<u>Non Compliance Procedure</u>	Delegated authority is afforded to the Service Director for Communities for all licensing matters, further sub delegation is granted to the Licensing Manager and Senior Licensing Officers for compliance matters regarding private hire and hackney carriage, as well as determination of applications for minor variation under the Licensing Act. As required by statute related to gambling and licensed premises, the Licensing Sub Committee is responsible for determining applications where representations are received and reviews of licensed premises. The Licensing & Regulatory Sub Committee is responsible for determining applications and compliance for sex establishments, scrap metal dealers and private hire and hackney carriage matters that fall outside of adopted policy.
<u>Existing Value and Annual Budget of Service for BID or defined area</u>	Should there be any reduction in service levels, these will not be shared disproportionately or unfairly to the BID area.
<u>Budgetary Process</u>	Fees associated with the Licensing and Gambling Acts are prescribed by statute. All other budgets are self-financing and established on a cost recovery basis.
<u>Committed Additional Activity:</u>	Increased enforcement and compliance activity within the area. 1. Attend Pubwatch meetings 2. Attend BID Licensing Forums 3. Challenging Licensed premises failing to comply with conditions 4. Challenging Licensed premises failing to pay fees. 5. Support new business opening in area 6. Support businesses wanting to make positive changes in area.

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<u>Proposed Additional Activity:</u>	Support BID with any reviews of evidence Cumulative Impact Zones 2. PSPO's relating to licensed premises. 3. Review of pavement café policy as part of the adoption of a wider street trading policy. 4. Review of the statement of gambling principles.

Statement and Sign

I, the undersigned, on behalf of The Licensing Authority, Wakefield Council agree that the contents above reflect the service which is provided to the BID area today and at least for the next twelve months. We respect the need for the BID to demonstrate additionality and we are committed to providing a continuous service with similar service levels to the BID area where possible during the entire period of the BID.

Any changes made to the service during the period of the BID will be in response to external influences and will be discussed with the BID Company and will not disproportionately affect or impact upon the BID area against any other area under the Council's Administration and delivery of this service.

Date 19.02.2026

Digital Signature Paul Sullivan
Name Paul Sullivan

Baseline Service Statement in respect of the BID area as defined on the attached map known as Wakefield BID

Baseline Statement – Highways and Transport Service

Name of Council	Wakefield MDC
Department	Highways and Transportation Service
Baseline Activity	Highway network management.
Head of Service (Document sign off)	Joe Jenkinson Director Planning, Transportation & Strategic Highways
Name of Contact	Martin Barnes Service Manager, Highways and Transportation
Date of this Statement	4/2/2026
For the initial period ending:	March 2027
and thereafter Annual Review Date of:	1 st February
Final review Date of Baseline Statement (3 months before end of current BID)	December 2031

Overview of Service	Highways & Transportation have the responsibility and duties under the Highways Act 1980 and Traffic Management Act 2004 to manage the district's public highway network. The service includes the functions of highway asset management and inspection, drainage, street lighting (via AMEY PLC), winter gritting, parking and network management (coordination of activities on the highway).
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Boundary Area if less than the BID area	As per the BID area map
Specification of Service Provision	Highway Asset Management To provide regular infrastructure inspections to ensure the asset is safe and accessible and to carry out reactive and planned maintenance activities. The BID area will be inspected in line with the 2016 Code of Practice (CoP) for Well Maintained Highway infrastructure and hazardous defects repaired depending on severity

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	Highway Drainage To provide a cleansing service for key public highway drainage assets and to identify, repair or replace defective drainage infrastructure. Assets are inspected in line with the CoP and those that require cleaning, repairing or replacing are prioritised depending on the level of risk presented (flooding to the highway first). Street Lighting To provide and maintain street lighting within the BID area. To respond to outages within 5 working days. Winter Gritting To provide winter gritting and snow clearance of the priority routes and precinct areas as per the 2026 Winter Policy as published on the council's website. Resources are maintained on a 24/7 basis between November and March/April each year. Winter maintenance activities can be followed on social media through #wakeywinter. Parking To provide civil enforcement officers, to monitor parking within the BID area to reduce disruption and congestion. To manage, monitor and maintain the parking assets within the BID area. Network Management To co-ordinate works and other activities on the highway network to minimise disruption, and to ensure that works carried out are to agreed standards and specification. Specific and dynamic information on all roadworks is available on one.network.org. Public Transport To work with public transport operators to facilitate ease of access and frequency of travel. To continue to support the Free City Bus provision within the BID area. Quarterly meetings are held with the bus partnership representatives and WYCA to discuss improvement opportunities for public transport.
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Number of staff & equipment	21 FTE CEO – district wide 38 FTE highway operatives – district wide 4 FTE operatives for highway drainage cleansing – across the district 10 Streetworks officers for network management, coordination and inspection – district wide AMEY PLC – Street Lighting Partner (PFI) 12 Winter Gritting Drivers – District wide
Performance Measures Used	Highway Maintenance Category 1 (dangerous defects) repaired within 24 hrs Parking to provide a minimum of 2 FTE within the BID area (Mon-Sat 8am-6pm) Repair defective street lights within 5 working days
Non-Compliance Procedure	Escalation to the Highways Service through highways@wakefield.gov.uk or Customer Services at customerservices@wakefield.gov.uk or by telephone on 03458 506 506.
Existing Value and Annual Budget of Service for BID or defined area	Contained with the annual highway budgets.
Budgetary Process	None
Committed Additional Activity:	None
Proposed Additional Activity:	None

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Statement and Sign

I, the undersigned, on behalf of the Highways and Transportation Service, agree that the contents above reflect the service which is provided to the BID area today and at least for the next twelve months. We respect the need for the BID to demonstrate additionality and we are committed to providing a continuous service with similar service levels to the BID area where possible during the entire period of the BID.

Any changes made to the service during the period of the BID will be in response to external influences and will be discussed with the BID Company and will not disproportionately affect or impact upon the BID area against any other area under the Council's Administration and delivery of this service.

Date: 4 February 2026

Signed: *Joe Jenkinson*

MR J Jenkinson
DIRECTOR PLANNING TRANSPORTATION & STRATEGIC HIGHWAYS

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Baseline Service Statement – Street Scene

Council Information

Item	Details
Name of Council	Wakefield MDC
Department	Street Scene
Baseline Activity	Cleansing and Grounds Maintenance Functions
Head of Service (Document Sign-off)	Chris Dyson Cleansing Manager
Contact Name	Tracey Pearce
Date of Statement	1 st January 2026
Annual Review Date	1 st February
Final Review Date (3 months before end of BID)	1 st December 2031

Overview of Service

Street Scene provides cleansing and grounds maintenance functions within the Wakefield City Centre BID area.

Boundary Area: As defined in the attached map (City Centre).

Specification of Service Provision

Cleansing Services:

- Seven-day service within the City Centre.
- Manual and mechanical resources used for clearing waste and litter.
- Focus on high volumes of night-time waste.
- Main operational hours: 06:00–09:30, followed by a reduced but continuous daytime presence.
- Winter gritting and snow clearance as required.

Grounds Maintenance:

- Visits 5 days a week (~6 hours per visit).
- Focus on Wakefield One, Town Hall, County Hall, Jubilee gardens, Coronation gardens, Westgate station, Kirkgate station, Kirkgate roundabout (wildflower) and Newton hill roundabout new walkway
- General gardening and litter picking.

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Staffing & Equipment

Cleansing Staff (Monday–Friday):

- 06:00–09:00: 1 × Mechanical Sweeper, 1 x compact sweeper, 1 × Laborer
- 07:00–09:00: 1 × Mechanical sub compact sweeper, 5 × Laborers
- 09:00–17:00: 2 × Laborers (litter bins & litter picking)

Cleansing Staff (Saturday–Sunday):

- 06:00–10:00: 4 × Laborers

Grounds Maintenance Staff:

- 5 days a week
- 2 × Gardeners

Performance & Budget

Item	Details
Performance Measures	No formal measures; supervised regularly.
Non-Compliance Procedure	N/A
Existing Value & Annual Budget	Not known
Budgetary Process	As above
Committed Additional Activity	None
Proposed Additional Activity	None
Supporting Documents	None

Agreement and Sign-off

Street Scene agrees that this statement reflects current service levels delivered to the BID area and commits to maintaining similar levels for at least 12 months.

Services will be reviewed annually with the BID. Any changes due to external influences will be discussed with the BID Company and will not disproportionately affect the BID area.

Date: 04/02/2026

Signed: Chris Dyson

Title: Operations Manager – Street Cleansing

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Baseline Service Statement in respect of the BID area as defined on the attached map known as Wakefield BID Baseline Statement – Environmental Health Services

Name of Council	Wakefield MDC
Department	Environmental Health
Baseline Activity	Environmental Health
Head of Service (Document sign off)	Ruth Rhodes
Name of Contact	Ruth Rhodes 0345 8 506 506 rrhodes@wakefield.gov.uk
Date of this Statement	19-02-2026
For the initial period ending:	
and thereafter Annual Review Date of:	
Final review Date of Baseline Statement (3 months before end of current BID)	

Overview of Service	Environmental Health Services provide a wide range of regulatory and other services, on a reactive and proactive basis, which safeguard the health, wellbeing, and safety of the residents of the Wakefield District as well as seeking to improve the environment in which they live. Environmental Health Services include: • Business advice visits, calls and topical webinars associated with regulatory matters provided as mechanisms for business support. Some are chargeable services. • How to guides and videos to encourage self-help for businesses on regulatory matters. • Targeted Food Hygiene rating advice and webinars to aid and improve regulatory compliance in existing and newly registered food businesses. • Food safety regulation advice services to improve, develop and drive Wakefield's overall consistency and approach to food safety compliance. • Risk based approach taken when offering targeted support to businesses in response to new legislation.
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	• Business consultancy advice on food and H&S and other Environmental Health regulatory compliance matters. Some are chargeable services. • Providers of the Primary Authority Partnership Scheme, which provides businesses with a single point of contact regarding national regulators and allows businesses access to assured advice for due diligence and legislative compliance. Some are chargeable services. • Workplace health and safety regulation advice for businesses. • Proactive work in response to key risks identified in Wakefield and reactive investigation of accidents/fatalities. • Certified Industry Recognized Training Programs - Workplace health and safety, first aid, food safety, environmental awareness. • Regulation of Permitted processes around noise, odour, dust and stack emissions • Land Quality (Investigation) that poses significant risk • Noise and nuisance control – complaints and investigations of statutory nuisance (noise, smoke, odour, dust, light, drainage, and other issues deemed so by legislation). • Some pollution activity is carried out by the Council's Enforcement team – i.e., ASB, litter and fly-tipping, dog fouling and control and environmental crime. • Pest control services – rats, mice, other mammals, some insects, bird proofing buildings and business contracts. Mainly chargeable services but some free treatment criteria. • Animal health, animal licensing and dog warden service requirements managed in response to local activity. • Public Health advice shared and advocated to engage and improve Public Health initiatives which benefit employers and employees. • Planning consultations carried out to manage risks associated with noise, pollution and contaminated land. • Regulate private water supplies – risk assessed with water testing to ensure water supplies remain uncontaminated and safe to use. • Air quality monitoring focused on improving air quality across the district. Wakefield Council's Environmental Health Service is based at Wakefield One, Burton Street, Wakefield, WF1 2EB and employs Environmental Health professionals to deliver its services. For current service details and offers visit https://www.wakefield.gov.uk/business/here-for-business
Boundary Area if less than the BID area	The service is provided as standard across the whole District.
Specification of Service Provision	The service is provided as standard across the whole District.

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Number of staff & equipment	The service is provided as standard across the whole District.
Performance Measures Used	N/A
Non Compliance Procedure	N/A
Existing Value and Annual Budget of Service for BID or defined area	Environmental Health Services are provided as standard across the whole District.
Budgetary Process	The service is provided as standard across the whole District.
Committed Additional Activity:	There are no current plans to undertake any additional activity within the BID area. Happy to discuss at any point if additional paid for services are required.
Proposed Additional Activity:	There are no plans to alter the service over the 5 year BID period. Any adjustments that are required will be made across the whole district and not solely or specifically the BID area.

Statement and Sign

I, the undersigned, on behalf of Environmental Health Services, agree that the contents above reflect the service which is provided to the BID area today and at least for the next twelve months. We respect the need for the BID to demonstrate additionality, and we are committed to providing a continuous service with similar service levels to the BID area where possible during the entire period of the BID.

Any changes made to the service during the period of the BID will be in response to external influences and will be discussed with the BID Company and will not disproportionately affect or impact upon the BID area against any other area under the Council's Administration and delivery of this service.

Signed: 

Name & Title : Ruth Rhodes, Environmental Health Service Manager.

Date: 19-02-2026

Baseline Service Statement in respect of the BID area as defined on the attached map known as Wakefield BID

Baseline Statement – Street scene – planting and greenery

Name of Council	Wakefield MDC
Department	Environmental Services
Baseline Activity	Grounds Maintenance and Arboriculture services
Head of Service (Document sign off)	Lou Redpath
Name of Contact	Robert Whittaker
Date of this Statement	April 24 th 2026
For the initial period ending:	April 2027
and thereafter Annual Review Date of:	1st April
Final review Date of Baseline Statement (3 months before end of current BID)	December 2031

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Overview of Service	The grounds maintenance and arboriculture teams work across the city centre managing and maintaining areas of greenery, planting, trees and planters that rest within the responsibility of the Council. This work is carried out by staff that work in more than the city centre, with these areas of responsibility being scheduled into wider rounds. The sites within the city centre that fall within this responsibility include; Coronation Gardens - maintenance of grassed areas – grass cut approximately every 2 weeks - herbaceous beds – mulched (once a year), weeded (once a month) and litter picked weekly - shrub beds – mulched, weeded, litter picked and cut back as required - hedge – this is cut once a year, after mid August. - Trees – these are inspected for safety in line with specific need and works actioned as required - leaf clearance once a year Kirkgate roundabout - herbaceous beds – mulched (once a year), weeded (once a month) and litter picked weekly - maintenance of grassed areas – grass cut approximately every 2 weeks - wildflower areas maintained – cut and collected in early autumn Kirkgate station - 5 herbaceous beds – mulched (once a year), weeded (once a month) and litter picked weekly Jubilee Gardens - herbaceous beds – mulched (once a year), weeded (once a month) and litter picked weekly - maintenance of grassed areas – grass cut approximately every 2 weeks Wakefield One - planters and herbaceous beds, including sensory - mulched, weeded and litter picked. Watered as required through the summer, subject to water restrictions. Wakefield Westgate station - 3 herbaceous planters - mulched, weeded and litter picked. Watered as required through the summer, subject to water restrictions. Burton Street - herbaceous planter - mulched, weeded and litter picked. Watered as required through the summer, subject to water restrictions. Wood Street
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	- herbaceous planter - mulched, weeded and litter picked. Watered as required through the summer, subject to water restrictions. County Hall - herbaceous beds - mulched (once a year), weeded (once a month) and litter picked weekly Mandela Square - herbaceous beds - – mulched (once a year), weeded (once a month) and litter picked weekly Mulberry Way - maintenance of grassed areas – grass cut approximately every 2 weeks Newton Hill police memorial feature - maintenance of grassed areas – grass cut approximately every 2 weeks - wildflower areas – cut and collected in early autumn Trees throughout the city centre – all council owned trees are logged within a tree safety management system, and are inspected for safety on a risk based schedule. Any works that are deemed necessary following these inspections are then programmed in and carried out by the Council's Arbor team. Depending on location, an application to the Planning Authority may be required if the tree grows within a Conservation Area.
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Boundary Area if less than the BID area	The BID area is encompassed wholly by the area that the Service covers.
Specification of Service Provision	The spec is included within the information above.

Wakefield BID Baseline Agreements 2026-2031

Number of staff & equipment	There are 2 rangers who work within the city centre, Monday to Friday, 8am til 2.30pm. There are no GM or Arbor activities on a weekend or bank holiday. These staff are supported by the wider team of grounds maintenance staff as and when required. The staff and equipment are based at Monckton Road, around 2 miles from the city centre and have access to strimmers, blowers, mowers, and other commercial gardening equipment.
Performance Measures Used	The maintenance works are set out within a schedule, which sets the frequency for when activities should be carried out. This is subject to change depending on several factors including weather, events, and complaints.
Non Compliance Procedure	Any instances of non-compliance are investigated and actioned accordingly by the team.
Existing Value and Annual Budget of Service for BID or defined area	The budgets are based around the provision of the full service across the district with no distinction for the Wakefield BID area.
Budgetary Process	The budgets for the team fall in line with council guidance, and the team work closely with the Council's Finance team to ensure transparency and efficient spend of budgets.
Committed Additional Activity:	N/A
Proposed Additional Activity:	N/A

Statement and Sign

I, the undersigned, on behalf of Environmental Health Services, agree that the contents above reflect the service which is provided to the BID area today and at least for the next twelve months. We respect the need for the BID to demonstrate additionality and we are committed to providing a continuous service with similar service levels to the BID area where possible during the entire period of the BID.

Any changes made to the service during the period of the BID will be in response to external influences and will be discussed with the BID Company and will not disproportionately affect or impact upon the BID area against any other area under the Council's Administration and delivery of this service.

Signed :Robert Whittaker

Wakefield BID Baseline Agreements 2026-2031

Name & Title: Grounds Maintenance and Arboricultural

Ops Manager

Date: May 1st 2026

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