

# GENERAL PUBLIC SERVICES AND COMMUNITY ENGAGEMENT COMMITTEE

## NOTICE AND AGENDA

For a meeting to be held on Tuesday, 23 June 2026 at 7.30 pm in the Penn Chamber, Three Rivers House, Rickmansworth WD3 1RL.

Members of the General Public Services and Community Engagement Committee:-

Councillors:

Steve Drury (Chair)  
Christopher Alley  
Ian Campbell  
Shelley Gormley  
Joan King

Paul Rainbow (Vice-Chair)  
Krutika Patel  
Kevin Raeburn  
Cheryl Stungo

*Joanne Wagstaffe, Chief Executive  
Monday, 15 June 2026*

The Council welcomes contributions from members of the public on agenda items at General Public Services and Community Engagement Committee meetings. Details of the procedure are provided below:

For those wishing to speak:

Members of the public are entitled to register and identify which item(s) they wish to speak on from the published agenda for the meeting. Those who wish to register to speak are asked to register on the night of the meeting from 7pm. Please note that contributions will be limited to one person speaking for and one against each item for not more than three minutes.

In the event of registering your interest to speak on an agenda item but not taking up that right because the item is deferred, you will be given the right to speak on that item at the next meeting of the Committee.

Those wishing to observe the meeting are requested to arrive from 7pm.

In accordance with The Openness of Local Government Bodies Regulations 2014 any matters considered under Part I business only of the meeting may be filmed, recorded, photographed, broadcast or reported via social media by any person.

Recording and reporting the Council's meetings is subject to the law and it is the responsibility of those doing the recording and reporting to ensure compliance. This will include the Human Rights Act, the Data Protection Legislation and the laws of libel and defamation.

The meeting may be livestreamed and an audio recording of the meeting will be made.

**1. Apologies for Absence**

**2. Minutes**

(Pages 5 - 8)

To confirm as a correct record the minutes of the meeting of the General Public Services and Community Engagement Committee held on 17 March 2026.

**3. Notice of Urgent Business**

Items of other business notified under Council Procedure Rule 30 to be announced, together with the special circumstances that justify their consideration as a matter of urgency. The Chair to rule on the admission of such items.

**4. Declarations of Interest**

To receive any declarations of interest.

**5. Petitions Received Under Council Procedure Rule 18**

**5a. Primrose Hill Parking**

The Committee is asked to receive a petition which requests that the Council re-considers implementing a parking permit scheme along Primrose Hill in Kings Langley. The petition has been signed by 72 residents.

‘We, the residents of Primrose Hill, Kings Langley, request that Three Rivers District Council re-considers implementing a parking permit scheme along Primrose Hill specifically.’

**6. Presentation by Saffron Johnson, CEO of the Watford and Three Rivers Trust**

(Verbal Report)

**7. Community Safety Annual Report 2025-2026**

(Pages 9 - 18)

This report presents the Community Safety Annual Report 2025-26.

Recommendation:

That members of the committee consider and comment on the Community Safety Annual Report.

**8. Primate Licensing**

(Pages 19 - 30)

This report informs Members of the introduction of the Animal Welfare (Primate Licences) (England) Regulations 2024 and the enforcement provisions which commenced on 1<sup>st</sup> April 2026.

Approval is sought for the implementation of a licensing regime for the keeping of primates within Three Rivers and a schedule of fees to enable the Council to recover the reasonable costs associated with administering the regime.

Recommendation:

That the Committee:

1. notes the introduction of the Regulations and the Council's duties as the licensing authority;
2. approves the adoption of a primate licensing scheme in accordance with the Regulations; and
3. approves the proposed fee structure set out in 3.7 of the report, which will then form part of the annual fees and charges process.

**9. Work Programme**

(Pages 31 - 32)

To note and comment on the Committee's work programme.

**10. Other Business - if approved under item 3 above**

**Exclusion of Public and Press**

If the Committee wishes to consider any items in private, it will be appropriate for a resolution to be passed in the following terms:

"that under Section 100A of the Local Government Act 1972 the press and public be excluded from the meeting on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A to the Act. It has been decided by the Council that in all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information."

(Note: If other confidential business is approved under item 3, it will also be necessary to specify the class of exempt or confidential information in the additional items).

**General Enquiries: Please contact the Committee Team at**  
[committeeteam@threeivers.gov.uk](mailto:committeeteam@threeivers.gov.uk)

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## General Public Services and Community Engagement Committee MINUTES

Of a meeting held in the Penn Chamber, Three Rivers House, Rickmansworth, on Tuesday, 17 March 2026 from 7.30 - 8.10 pm

**Present:** Councillors Sarah Nelmes (Chair), Ian Campbell, Stephen King, Louise Price, Kevin Raeburn, Paul Rainbow and Narinder Sian

### Officers in Attendance:

Shivani Dave, Partnerships & Inclusion Manager  
Emma Lund, Senior Committee Officer  
Emma Sheridan, Associate Director for Environment

### External in Attendance:

Michaela Foster Osborne (Co-CEO Services) and Karen Watkin (Co-CEO Operations), Home-Start Watford, Three Rivers and Hertsmere

### 36 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Christopher Alley, Lisa Hudson and Steve Drury. Councillor Louise Price substituted for Councillor Steve Drury.

### 37 MINUTES

The minutes of the General Public Services and Community Engagement Committee held on 13 January 2026 were confirmed as a correct record and signed by the Chair.

### 38 NOTICE OF URGENT BUSINESS

There was no urgent business.

### 39 DECLARATIONS OF INTEREST

There were no declarations of interest.

### 40 PRESENTATION BY HOME-START WATFORD, THREE RIVERS AND HERTSMERE

The Committee received a presentation from Michaela Foster Osborne (Co-CEO Services) and Karen Watkin (Co-CEO Operations) on the work of Home-Start Watford, Three Rivers and Hertsmere, a charity which provided non-judgemental and supportive early intervention to families with at least one child aged under 5 in order to prevent families going into crisis and help ensure that children could reach their potential.

The presentation covered the background and work of the charity; the support which was available; the complexity of needs for Three Rivers families; a case study; how the charity

contributed to meeting the needs of the Council Plan; and the challenges faced by the charity in providing support to families, particularly funding challenges.

The slides from the presentation can be found here: [Presentation - Home-Start Watford Three Rivers and Hertsmere.pdf](#)

Members noted that the charity was open to referrals from a variety of sources, including professional services such as Health Visitors, Family and Womens' Centres and sexual health clinics, as well as self-referrals. Officers undertook to provide referral information to Members so that this could be shared with any resident who may require help (referral information can be found here: <https://home-startwatford.org.uk/referrals/> ).

Members heard about the work of the volunteers, who were required to be parents themselves to provide home visiting support. Volunteers also provided family group work support, counselling support and community buddy support. It was noted, and welcomed, that 45% of volunteers came from the Three Rivers district.

For home visiting support, volunteers were carefully matched to work with families for 6 months. The role required a commitment to visit for 2 to 3 hours per week. The counselling service was available to all supported families, as well as volunteers, and removed the traditional barriers to counselling by providing the service at very low cost in accessible venues where childcare was provided. The Community Buddy service allowed an opportunity for families who had benefitted from Home-Start support to provide similar support to others in the community, although it was also open to other volunteers.

The impact of services was measured using a recognised outcome measuring tool and showed that 97% of families had made progress in 3 or more outcome areas.

In relation to funding it was noted that the majority (62%) of the charity's income came from grant funding. However, sources of grant funding were limited and involved a high level of competition, so that funding for the charity was quite volatile. Cuts to statutory services had also increased the demand for community-based support, and there were pressures from rising operational costs. Members were encouraged to champion the work of the charity, facilitate connections with partner organisations, and consider the funding of early prevention (rather than remedial intervention at a later stage) when making budget decisions.

In response to a question it was noted that whilst funding was provided to the charity (at differing levels) through service level agreements with the three district councils (Watford, Three Rivers and Hertsmere), no direct funding was provided by Hertfordshire County Council.

The Chair commended the valuable work of Home-Start and thanked Home-Start for their presentation.

#### **41 PUBLIC HEALTH FUNERALS POLICY**

The Associate Director for Environment presented a report which recommended the adoption of a Public Health Funeral Policy. The Committee noted that public health funerals were a statutory duty of local authorities; the proposed policy provided a framework for meeting this legal obligation and set out how the process of a public health funeral would be handled. As the report proposed a formal council policy it would require Full Council approval, in addition to the approval of the Committee.

The work of the Bereavement Officer, who performed a difficult role in often sensitive circumstances, was commended.

Members supported the policy, noting that it also respected the faith and/or culture of the deceased. The Associate Director for Environment confirmed that where specific wishes of

the deceased were known, officers sought to ensure they were accommodated. Additionally, an officer would attend the funeral in cases where it was known that no other attendees would be present.

RESOLVED:

That the General Public Services and Community Engagement Committee agrees that:

1. the proposed Public Health Funerals Policy be adopted and added to the Policy Register for review every three years;
2. the professional genealogists are not used at this time; and
3. authority to make any minor amendments required to this policy be delegated to the Associate Director for Environment in consultation with the Lead Member for Community Engagement, Public Safety and Housing.

#### **42 BUDGET MANAGEMENT REPORT P10 - GPS&CE**

The Associate Director for Environment presented the budget monitoring report for period 10 (to end-January 2026).

The comprehensive had already been presented to the Policy & Resources Committee at its meeting on 9 March 2026 which sought approval to a change in the Council's 2025 - 2029 medium-term financial plan. The report before the Committee set out the position in respect of the service areas within the Committee's remit.

The Associate Director for Environment confirmed that all budget areas were on track, and there were no concerns at the current time.

RESOLVED:

That the report is noted.

#### **43 WORK PROGRAMME**

The Committee noted its future work programme.

With regard to the motion relating to timely and inclusive burial provision which the Committee had supported at its January meeting, the Associate Director for Environment advised that it was intended that the requested report would be brought to the Committee's September meeting. Whilst the motion had sought a report within 6 months, this was not possible due to the timeframes of the committee's meetings. However, work to review processes had commenced and officers from the Environmental Protection Team had met with Partnerships & Inclusion officers to discuss engagement with a wide range of communities over the summer.

Committee Members were invited to notify outside the meeting any further matters which were not included in the work programme but which required the Committee's input.

**CHAIR**

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# COMMITTEE REPORT 23/06/2026

Community Safety Annual Report  
2025 - 2026

# GENERAL PUBLIC SERVICES AND COMMUNITY ENGAGEMENT COMMITTEE

## PART I

### Annual Community Safety Report 2025 - 2026

#### 1. Summary

1.1 Under Section 19 of the Police and Justice Act 2006, every local authority is required to designate a crime and disorder committee with responsibility for scrutinising the work of the local Community Safety Partnership (CSP). This duty ensures greater transparency, accountability, and democratic oversight of community safety activity conducted by responsible authorities.

1.2 In addition, updated overview and scrutiny statutory guidance issued by the Government in 2024 reinforces the importance of effective scrutiny arrangements and highlights the role of crime and disorder committees in supporting strong local governance and improved community safety outcomes.

1.3 Under the General Public Services and Community Engagement committee Terms of Reference, the committee is required to “review or scrutinise decisions made, or actions taken, in connection with the discharge of crime and disorder functions by the responsible authorities.” For these purposes, it acts as the Council’s designated Crime and Disorder Committee in accordance with the Police and Justice Act 2006.

1.4 This Annual Community Safety Partnership (CSP) Report fulfils part of the Council’s statutory duty and the 2006 Regulations, to scrutinise crime and disorder matters.

1.5 Annual updates will be presented to the General Public Services and Community Engagement committee, alongside the proposed Community Safety Partnership priorities for the forthcoming year.

1.6 The Committee may invite representatives from the Responsible Authorities Group (Three Rivers Community Safety Board) to provide further insight or to review specific projects or decisions where appropriate.

#### 2. Recommendation

2.1 That:

Members of the Committee consider and comment on the Community Safety Annual Report.

That public access to the report be immediate.

That public access to the decision be immediate.

Report prepared by: Rebecca Young, Head of Strategy and Partnerships, Michelle Wright Community Safety and Safeguarding Manager and Jemma Duffel Community Safety Officer.

### **3. Details**

3.1 The Annual Community Safety Report outlines the good partnership work for 2025-2026 based on the strategic priorities and how each priority has been achieved.

3.2 The CSP priorities are reviewed annually and shaped by analysis of local crime data from the previous year, alongside an understanding of emerging concerns, community-identified trends, and police priorities. This approach ensures that the CSP's work reflects both evidence and lived experience, considering not only the prevalence of different crime types but also their impact on the wellbeing and confidence of the local community. The following six priorities, in no specific order were agreed for 2025-2026.

- Burglary
- Theft of and Theft from a Motor Vehicle
- Robbery
- Anti-social Behaviour
- Domestic Abuse & Violence against Women and Girls
- Hate Crime and Prevent

3.3 Each priority is supported by clear objectives, with corresponding actions developed and delivered by the Community Safety Partnership, under the oversight of the Community Safety Coordinating Group and Community Safety Board. The information below provides a summary of the key outcomes.

### **4. Burglary**

4.1 Burglary offences have reduced from 54 to 52 in quarter 4. Family gold-specific burglary offences have reduced from 3 to 1 in quarter 4. In a separate year-to-date comparison, 36 offences have been recorded in hotspot areas, down from 49 in the previous year 2024-2025, further evidencing a sustained downward trend.

4.2 Herts Connected continues to be used as a key tool for disseminating burglary alerts and prevention messaging to the public. Ongoing partnership work with One Vision is increasing engagement with unheard communities, expanding the reach of prevention messaging, and improving inclusivity in communication.

4.3 The Police Crime Prevention Team and One Vision supported an engagement at the end of 2025 in Moor Park. Providing reassurance and tailored burglary prevention advice to residents. The engagement forms part of Operation Guardian the Operation that covers all burglary prevention, support and enhanced high-visibility.

4.4 The presence of the new nine Community Safety CCTV cameras installed across the district aid to the detection of burglary and crime. The new cameras have also played a key role in supporting investigations, including assisting in the identification of several prolific offenders. This investment strengthens our wider community safety approach and enhances our ability to protect residents through timely, evidence-based interventions.

4.5 The council continue to send out seasonal community safety communication messages, to our residents with advice around keeping safe. The annual 12 days of Christmas Community Safety Campaign is promoted to raise awareness and heighten security over the Christmas period.

## **5. Theft of and Theft from a Motor Vehicle**

5.1 Performance continues to improve relating to Theft of Motor Vehicles (TOMV) which has fallen by 7 incidents overall in the last year. When emerging hotspots relating to TOMV are identified by Police, bids are submitted to ensure appropriate tactical activity takes place to support local patrols. Police Cadets have supported this work through Operation Handle, conducting car-door handle checks in previously affected Theft from Motor Vehicles locations/areas to promote vehicle-locking and reduce vulnerability. Crime prevention activity around vehicle security remains a core part of policing. Vehicle related prevention advice is routinely delivered during town-centre pop ups, door knocks and the Safer Streets initiative.

## **6. Robbery**

6.1 Policing activity to address robbery and shoplifting continues to be proactive and intelligence-led. Operation Odum remains the primary response to these offences, targeting key hot-spot areas using a mixture of overt and covert tactics. This operation has recently achieved positive outcomes, including the identification of several key shoplifting offenders. Crime prevention advice is consistently delivered during town-centre pop-ups and door-knock engagements. Ongoing partnership work includes applying for funding to implement Shop-Watch. Shop-Watch is a community-based crime prevention partnership where local retailers, businesses, and police work together to reduce retail theft, antisocial behaviour, and crime. It uses shared communication such as radio networks, Apps, and CCTV links to alert members about active suspects and enhance staff safety along with preventing, deterring and detecting shoplifting and business robbery.

## **7. Anti-Social Behaviour**

7.1 From April 2025 to the present, 80 ASB cases have been reviewed at the Anti-social Behaviour Action Group covering a range of issues including neighbour disputes, ASB or crime linked to specific properties, ASB or crime affecting the wider community and vulnerable persons.

7.2 The council takes a holistic approach when responding to ASB. This involves working closely with relevant partners and social landlords to understand the root causes of the behaviour, considering both supportive and enforcement interventions where appropriate.

7.3 Public information on ASB has been updated on our website, including an ASB toolkit for residents. Additionally, a QR code has been introduced for the ASB survey, enabling residents to provide feedback and supporting the collection of evidence for ASB cases more swiftly.

7.4 A revised ASB Case Review process is now in place. Between April 2025 and the present, the council received six formal requests for ASB Case Reviews. Positives stemming from the ASB Case Reviews are by way of an agreed partnership and victim centred action plan. Beacon Victim Care forms part of our ASB Case Reviews.

7.5 The Youth Action Panel (YAP) continues to play a key role. The panel brings partners together to discuss and manage young people within Three Rivers and Watford who are considered at risk either as perpetrators, victims, or those at risk of becoming either. Since April 2025 to the present day, 21 new referrals for young people have been received and accepted at YAP for multi-agency discussion and support.

7.6 The Community Safety Partnership (CSP) continues to take an active role in youth safety education, participating in multi-agency workshops coordinated by Child Safety Media and

hosted at Watford Football Club. Between 1–9 July, these sessions reached over 600 primary school children and covered topics including personal safety, knife crime, online harms, CPR, and fire safety.



7.7 Community engagement remains one of our ASB objectives. There is a wealth of events and engagements that take place year on year and form part of the council's communications plan. Community Safety Clinics are held regularly across Healthy Hubs and temporary accommodation sites, providing direct support to residents.

7.8 ASB Awareness Week 2025 was a success and supported by targeted social media campaigns. During the week, the council and partners held a pop-up at Three Rivers House where residents could drop in to speak to officers for advice and support. A second event, in partnership with Watford Borough Council, Police and the Canal and River Trust, carried out canal-side outreach walk. This outreach aimed to raise awareness of reporting ASB, engage harder-to-reach communities, provide advice, and support, and promote community safety, well-being, and longer-term support pathways.

7.9 The Safer Streets initiative has commenced and continues quarterly across the district, organised by the council and supported by Hertfordshire Police, the Fire Service, and local housing associations. The initiative focuses on engagement, prevention, and intelligence gathering to improve community safety.

7.10 A total of 67 properties were reached through the last Safer Streets with the engagement taking place in Rickmansworth, demonstrating strong outreach and increasing residents' awareness and sense of support. Although delivery will continue throughout 2026/2027, Key outcomes for 2025/2026 include:

**Herts Connected:** 13 residents successfully signed up, improving access to local services and support.

**Adult Safeguarding:** 1 referral was completed, demonstrating the initiative's ability to identify vulnerable adults and take appropriate action.

**Police Intelligence:** 3 submissions were passed to Hertfordshire Police, contributing to crime prevention and wider community safety efforts.

**HFSV:** 4 referrals or signposts were made, identifying individuals who could benefit from specialist support.



7.11 The Police continue to make effective use of ASB powers to address anti-social behaviour and crime. Over the past year, 12 Closure Orders have been secured, by Police and supported by the council. The council continue to enforce their powers to combat persistent anti-social behaviour.

7.12 The council's Community Safety Conference took place on 10 March 2026. The event was attended by over 50 partner agencies, the theme this year was Children and Young People and saw presentations and displays from Herts Young Homeless, Services for Young People, Parallel Lives and the Child Criminal Exploitation and Diversion Team.



7.13 The council and Thrive Homes fund the Community Support Service delivered by Herts Mind Network (HMN). The support worker manages cases referred through both the Housing department and the ASB Action Group (ASBAG). During 2025/2026, the service has

supported over 60 residents, helping them to sustain their tenancies, seek employment opportunities and build essential skills. In addition, HMN provides regular input into the district's wider community safety and wellbeing activity, contributing to monthly pop-up clinics at the Healthy Hub and holding an integral role within ASBAG and the Domestic Abuse and Violence Against Women and Girls (VAWG) Forum. The service remains consistently engaged in all relevant partnership meetings and local initiatives, ensuring a coordinated, multi-agency response to support those most vulnerable.

7.14 Hertfordshire Fire and Rescue Service conduct weekly arson patrols in hotspot areas and have installed Fire Stoppers information boards. In December 2025, Fire and community partners also engaged with the local boating community along the Union Canal, offering fire safety and security advice.

7.15 Work with Trading Standards remains proactive, with 3 under-age test purchase attempts at local retailers this year, all refused, and call blockers installed for four vulnerable residents. A Closure Order was also secured for a local vape shop following repeated issues. A further Trading Standards operation in October resulted in no illegal sales recorded.

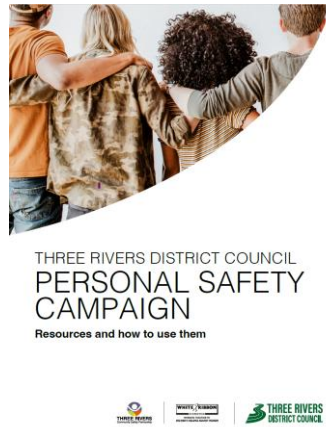
## **7. Domestic Abuse and Violence against Women and Girls**

8.1 The Three Rivers Domestic Abuse and VAWG Forum works to ensure that our community feel safe, informed, heard, and supported, this is achieved through collaboration, which is managed through our multi-agency community projects, joint training ventures, and countywide approach to 16 days of Activism. Three Rivers District Council continues to proudly hold the White Ribbon Accreditation and welcomed a growing number of supporters and ambassadors who stand with us in the commitment to end male violence against women. The White Ribbon Delivery Action Plan is on schedule with all actions complete. This year saw an increase in male staff stepping forward as ambassadors, and our internal policies and procedures have been refreshed to reflect new legislation and best practice. Through this action plan the council has adopted a new Domestic Abuse Policy in 2025.

8.2 Each year, the global spotlight shines from 25 November to 10 December during the 16 Days of Activism. Three Rivers CSP once again stood proudly in solidarity:

8.3 The White Ribbon flag was raised above the district, and our Personal Safety Campaign was posted everyday through our social media.





8.4 We closed the year with a well-attended training afternoon delivered by The Centre for Domestic Abuse, focusing on “going the extra mile” for those affected by domestic abuse in all its forms. Professionals from both Watford and Three Rivers took part, and the positive feedback reflected the value of shared learning and continued professional development.



## 9. Hate Crime and Prevent

9.1 The Police Hate Crime Officer continues to manage investigations efficiently in line with force policy, pursuing positive outcomes through evidence-led case files. A major focus has been the expansion of Third-Party Reporting Centres with a total of 7 centres across the district with Hate Crime Training being delivered in September 2025. Members of the public, professionals and visitors to the district can report a Hate Crime using to link. <https://www.report-it.org.uk/> this can be found on the council website along with additional information [Hate crime | Three Rivers District Council](#)

9.2 Police have attended school sessions and community events. A school poster competition has been run, with winning posters displayed across the CSP. Hate Crime reporting continues to be encouraged through Constabulary social media channels and face-to-face engagement. Hate Crime Awareness Week 2026, ensures continued focus on awareness, prevention, and community confidence.

9.3 The council’s Prevent Delivery Plan, is in place and functions as a live, working document with a number of objectives that the council evidences their involvement in prevention and awareness. The Council agreed for Herts County Council (HCC) to review their current Prevent arrangements in 2026. Prevent is a standing item at the Community Safety Coordinating Group with regular updates provided to partners.

9.4 All Prevent-related incidents within the district are recorded and shared with HCC. These have been in the form of graffiti which is managed and removed swiftly when on council furniture or property. Prevent training takes place every two years with the next session due to take place in September 2026.

## **10. Community Safety Priorities agreed for 2026 – 2027:**

- Burglary
- Retail Crime
- Anti-social Behaviour
- Domestic Abuse and Violence against Women and girls
- Hate Crime and Prevent

10.1 Priorities are based on a number of factors, including the count of crimes, local police priorities and thoughts and concerns. Motor Vehicle theft is not a priority for 2026-2027 due to positive outcomes and interventions and a drop in incidents. Robbery forms part of Burglary and Retail Crime which are priorities for the next 12 months. A Community Safety Action plan has been developed to deliver against these priorities and will be overseen by the Community Safety Coordinating Group.

## **11. Options and Reasons for Recommendations**

11.1 To comply with the Crime and Disorder Act 1998, Regulations 2009

11.2 To invite Members of the Committee to comment on the work of the Community Safety Partnership.

## **12. Policy/Budget Reference and Implications**

12.1 The recommendations in this report are within the Council's agreed budgets. The Crime and Disorder Overview and Scrutiny Regulations 2009 grants local authorities' powers for scrutiny of crime and disorder.

## **13. The impact of the recommendations:**

13.1 To meet the statutory requirement for Three Rivers District Council to scrutinise the work of the Community Safety Partnership

## **14. Financial, Legal, Equal Opportunities, Staffing, Environmental, Community Safety, Public Health, Customer Services Centre, Communications & Website, Risk Management and Health & Safety Implications**

None specific

### **Background Papers**

Not Applicable

## **APPENDICES / ATTACHMENTS**

Not Applicable



# COMMITTEE REPORT 23/06/2026

Primate Licensing

# GENERAL PUBLIC SERVICES AND COMMUNITY COMMITTEE

## PART I

### PRIMATE LICENSING (ADE)

#### 1 Summary

- 1.1 To inform Members of the introduction of the Animal Welfare (Primate Licences) (England) Regulations 2024 and the enforcement provisions which commenced on 1<sup>st</sup> April 2026.
- 1.2 To seek approval for the implementation of a licensing regime for the keeping of primates within Three Rivers.
- 1.3 To approve a schedule of fees to enable the Council to recover the reasonable costs associated with administering the regime.

#### 2 Recommendation

- 2.1 That Members:
- 2.2 Note the introduction of the Regulations and the Council's duties as the licensing authority.
- 2.3 Approve the adoption of a primate licensing scheme in accordance with the Regulations.
- 2.4 Approve the proposed fee structure set out in 3.7 of this report, which will then form part of the annual fees and charges process.

Report prepared by: Jennie Probert, Environmental Services Manager

#### 3 Details

- 3.1 The Regulations introduce a mandatory licensing regime for the keeping of primates in England. The most common kept species are believed to be marmosets, tamarins and squirrel monkeys and the Council's Animal Welfare Licensing Inspector (AWLI) has had two enquiries in relation to marmosets.
- 3.2 This new regime covers all primates not specified in the Dangerous Wild Animals license, although some larger primates may require both.
- 3.3 On 5 March 2024, The Animal Welfare (Primate Licences) (England) Regulations 2024 ('the Regulations') became law and introduced a licensing regime to protect the welfare of primates kept in England. The Regulations apply to the keeping of any non-human primate in England on or after 6 April 2026 unless the primate is kept under a Zoo Licensing Act 1981 licence ('zoo licence') or an Animals (Scientific Procedures) Act 1986 licence ('ASPA licence'). The Regulations requires any person who keeps any such primate to hold a primate licence.
- 3.4 From 6 April 2026, it is an offence to keep a primate without a licence, unless exempt.
- 3.5 The Regulations and associated guidance aim to ensure that primates are kept to zoo-level welfare standards, reflecting their complex needs. They set out an

application, renewal and compliance process, including that inspections must be conducted by a 'suitable person' which is defined by the Regulations as being a veterinarian or any other person, in the view of the local authority, is suitably qualified and competent to carry out the inspection. At the current time the Council's AWLI is completing the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 (LAIA) qualification and City of London are providing licensing cover in the mean time. The AWLI has already completed a primate training course.

3.6 Fees must be set on a cost recovery basis, must not generate a surplus and must be reviewed annually.

3.7 Any veterinary fees incurred will be charged, at cost, on top of the fee set by the Council.

3.8 It is proposed to set the following fees

|                                                                                                                                |       |
|--------------------------------------------------------------------------------------------------------------------------------|-------|
| New licence application – 1 species                                                                                            | £580* |
| New licence application – 2 or more species                                                                                    | £675* |
| As this is a new fee structure fees for renewals and variations will be considered during the annual fees and charges process. | TBC   |

\*Noting that any vet fees will be charged, at cost, as well as the fee set by the Council.

#### **4 Options and Reasons for Recommendations**

4.1 It is recommended to implement a licensing regime, as per the Regulations and associated guidelines to ensure the Council is meeting its animal welfare obligations in relation to primates.

4.2 It is recommended to approve the fees, which are designed to meet cost recovering, but not make a surplus, as outlined.

4.3 No further alternative options have been considered as this is legal requirement.

#### **5 Policy/Budget/Financial Implications**

5.1 The number of applications is likely to be minimal and, as the fee should be set for cost recovery, there should be no impact on the overall budget for the service, however this will be monitored during the budget monitoring cycle.

#### **6 Legal Implications**

6.1 The Council has a statutory duty to enforce the Regulations.

6.2 Failure to implement a licensing regime may expose the authority to legal and reputational risk.

6.3 Fee setting must comply with the principle that charges do not exceed the cost of providing the service.

## 7 Equal Opportunities Implications

- 7.1 As outlined in the Equality Impact Assessment there may be an impact in relation to age, disability and race, however there are mitigating actions in place to address potential issues. Mitigating actions include having clear information on the Council website, use of the Recite Me tool and that the AWLI can answer specific queries.

## 8 Staffing Implications

- 8.1 This function falls under the remit of Council's Animal Welfare Licensing Inspector and, as it's likely there will be minimal applications, can be met within existing resources.

## 9 Environmental Implications/Community Safety/Public Health/Customer Service Implications

- 9.1 None specific.

## 10 Communications and Website Implications

- 10.1 The website will be updated, which can be met within existing resources.

## 11 Risk and Health & Safety Implications

- 11.1 The Council has agreed its risk management strategy which can be found on the website at <http://www.threerivers.gov.uk>. In addition, the risks of the proposals in the report have also been assessed against the Council's duties under Health and Safety legislation relating to employees, visitors and persons affected by our operations. The risk management implications of this report are detailed below.

- 11.2 The subject of this report is covered by the Waste and Environment service plan(s). Any risks resulting from this report will be included in the risk register and, if necessary, managed within this/these plan(s).

| Nature of Risk    | Consequence                                                                                                              | Suggested Control Measures              | Response<br>(tolerate, treat, terminate, transfer) | Risk Rating<br>(combination of likelihood and impact) |
|-------------------|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|----------------------------------------------------|-------------------------------------------------------|
| Legal Implication | Legal implication to the Council for not having a regime in place to license correctly, as this is a statutory function. | Implement a licensing process, with fee | Treat                                              | 1                                                     |
| Animal welfare    | Animal welfare at risk if there is no process in place                                                                   | Implement a licensing process, with fee | Treat                                              | 1                                                     |

11.3 The above risks are scored using the matrix below. The Council has determined its aversion to risk and is prepared to tolerate risks where the combination of impact and likelihood scores 6 or less.

|                                                                                 |          |             |                 |                 |
|---------------------------------------------------------------------------------|----------|-------------|-----------------|-----------------|
| <b>Very Likely</b><br>-----<br><b>Likelihood</b><br>-----<br>▼<br><b>Remote</b> | Low<br>4 | High<br>8   | Very High<br>12 | Very High<br>16 |
|                                                                                 | Low<br>3 | Medium<br>6 | High<br>9       | Very High<br>12 |
|                                                                                 | Low<br>2 | Low<br>4    | Medium<br>6     | High<br>8       |
|                                                                                 | Low<br>1 | Low<br>2    | Low<br>3        | Low<br>4        |
| <b>Impact</b><br>Low -----> Unacceptable                                        |          |             |                 |                 |

**Impact Score**

- 4 (Catastrophic)
- 3 (Critical)
- 2 (Significant)
- 1 (Marginal)

**Likelihood Score**

- 4 (Very Likely (≥80%))
- 3 (Likely (21-79%))
- 2 (Unlikely (6-20%))
- 1 (Remote (≤5%))

11.4 In the officers’ opinion none of the new risks above, were they to come about, would seriously prejudice the achievement of the Strategic Plan and are therefore operational risks. The effectiveness of the management of operational risks is reviewed by the Audit Committee annually.

**Data Quality**

Data sources:

<https://www.gov.uk/guidance/licensing-process-for-keeping-primates>

<https://www.gov.uk/licence-wild-animal>

Data checked by:

Emma Sheridan, Associate Director for Environment

Data rating:

|   |                   |          |
|---|-------------------|----------|
| 1 | <b>Poor</b>       |          |
| 2 | <b>Sufficient</b> | <b>X</b> |
| 3 | <b>High</b>       |          |



# EQUALITY IMPACT ASSESSMENT (EIA)

| Project Information                                                                                                   |                                                       |
|-----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| <b>Project Name</b><br><i>This should clearly explain what service / policy / strategy / change you are assessing</i> | <i>Primate Licensing</i>                              |
| <b>Service Area</b><br><i>Main team responsible for the policy, practice, service or function being assessed</i>      | <i>Waste &amp; Environment</i>                        |
| <b>EIA Author</b><br><i>Name and Job Title</i>                                                                        | <i>Jennie Probert, Environmental Services Manager</i> |
| <b>Date EIA drafted</b>                                                                                               | 13/05/2026                                            |
| <b>ID number</b><br><i>This will be added by the Strategy and Partnerships Team</i>                                   | EP005                                                 |

| Executive summary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Focus of EIA</b><br><i>A member of the public should have a good understanding of the policy or service and any proposals after reading this section.</i><br><br><i>Please use plain English and write any acronyms in full first time - eg: 'Equality Impact Assessment (EIA)'</i><br><br><i>This section should explain what you are assessing:</i> <ul style="list-style-type: none"> <li><i>If the EIA is attached to a report, summarise the report.</i></li> <li><i>Provide information on whether any of the following communities could be affected by the policy, practice, service or function, or by how it is delivered?</i></li> <li><i>(age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, and marriage and civil partnership) in addition, TRDC recognises other communities may be vulnerable to disadvantage, this includes carers, people experiencing domestic abuse, substance misusers, homeless people, looked after children, (ex) armed forces personnel.</i></li> </ul> | <p>It is proposed to implement a process for people to apply for a license to keep primates and set a fee accordingly.</p> <p>This is statutory.</p> <p>This Equality Impact Assessment (EIA) provides assurance that protected characteristics have been taken into account.</p> |

| <b>Mitigations</b>                   |                                                                                                                                               |                                                                                                                                                                                                                                                                                                     |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Protected Characteristic</b>      | <b>Potential Issue</b><br><i>Against each protected characteristics, make a frank and realistic assessment of what issues may or do occur</i> | <b>Mitigating Actions</b><br><i>How can the negative impacts be reduced or avoided by the mitigating measures? Is further engagement with specific communities needed? Is more research or monitoring needed? Does there need to be a change in the proposal itself?</i>                            |
| Age                                  | Understanding the licensing requirements and following online application systems                                                             | Provide clear information on the website and the Animal Welfare and Licensing Inspector can answer specific queries – contact details are available on the website and from the Customer Service Centre via telephone.                                                                              |
| Disability                           | Following online application systems                                                                                                          | Provide clear information on the website and the Animal Welfare and Licensing Inspector can answer specific queries – contact details are available on the website and from the Customer Service Centre via telephone.<br><br>Promote use of recite me to translate information on our website.     |
| Gender reassignment (or affirmation) | Not applicable                                                                                                                                |                                                                                                                                                                                                                                                                                                     |
| Pregnancy or maternity               | Not applicable                                                                                                                                |                                                                                                                                                                                                                                                                                                     |
| Race                                 | Applicants whose first language is not English may experience difficulty understanding legal requirements.                                    | Provide clear information on the website and the Animal Welfare and Licensing Inspector can answer specific queries – contact details are available on the website and from the Customer Service Centre and via telephone.<br><br>Promote use of recite me to translate information on our website. |
| Religion or belief                   | Not applicable                                                                                                                                |                                                                                                                                                                                                                                                                                                     |
| Sex                                  | Not applicable                                                                                                                                |                                                                                                                                                                                                                                                                                                     |
| Sexual Orientation                   | Not applicable                                                                                                                                |                                                                                                                                                                                                                                                                                                     |
| Marriage and Civil Partnership       | Not applicable                                                                                                                                |                                                                                                                                                                                                                                                                                                     |
| The council                          | Not applicable                                                                                                                                |                                                                                                                                                                                                                                                                                                     |

|                                                                                                                                                                                                                                            |  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <p>recognises other communities may be vulnerable to disadvantage, this includes carers, people experiencing domestic abuse, substance misusers, homeless people, looked after children and care leavers, (ex) armed forces personnel.</p> |  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|

| <b>Actions Planned</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><i>In this section you can add information on additional or proactive steps you are taking that enhance equity, engagement or equality of access to services, as well as those mitigating actions identified in the section above that will be undertaken.</i></p> <p><i>The Equality Duty is an ongoing duty: policies must be kept under review, continuing to give 'due regard' to the duty. If an assessment of a broad proposal leads to more specific proposals, then further equality assessment and consultation are needed.</i></p> <p>Ensuring the website is kept up to date with clear information.<br/> Promotion of recite me tool<br/> Communication and promotion that the Animal Welfare and Licensing Inspector can answer specific queries – and that contact details are available on the website and via the Customer Service Centre via telephone.</p> |

| <b>Additional Information</b>                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><i>Space to provide any additional information in relation to protected characteristics or equity, diversity, equality and inclusion.</i></p> |

**Sign off:**

|                         |            |
|-------------------------|------------|
| Equalities Lead Officer | Date       |
| Shivani Dave            | 02/06/2026 |



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**GENERAL PUBLIC SERVICES AND COMMUNITY ENGAGEMENT COMMITTEE  
WORK PROGRAMME**

| No.                   | Items to be considered                                                         | Link to Strategic Plan         | Date of Next Meeting | Purpose of the Report                                                                                                         | How the work will be done                                          | Responsible Officer                      | Outcome Expected                                 |
|-----------------------|--------------------------------------------------------------------------------|--------------------------------|----------------------|-------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|------------------------------------------|--------------------------------------------------|
| <b>September 2026</b> |                                                                                |                                |                      |                                                                                                                               |                                                                    |                                          |                                                  |
| Page 31               | 1.                                                                             | Cemetery Rules and Regulations |                      | 8 Sep 2026                                                                                                                    | To review the rules and regulations of the Council Cemeteries      | Officer report                           | Jennie Probert, Environmental Services Manager   |
|                       |                                                                                | Annual CASTR Update            |                      | 8 Sep 2026                                                                                                                    | Annual update on the work of Citizens' Advice Service Three Rivers | Presentation                             | Shivani Davé, Partnerships and Inclusion Manager |
| <b>November 2026</b>  |                                                                                |                                |                      |                                                                                                                               |                                                                    |                                          |                                                  |
| 3.                    | Housing, Homelessness and Rough Sleeping Strategy- Action Plan - Annual Review |                                | 17 Nov 2026          | The annual review of the council's Housing, Homelessness and Rough Sleeping Strategy Action Plan to be presented to Committee | Officer report                                                     | Jason Hagland, Strategic Housing Manager |                                                  |

| No.                  | Items to be considered               | Link to Strategic Plan | Date of Next Meeting | Purpose of the Report                                                                                                             | How the work will be done | Responsible Officer                   | Outcome Expected |
|----------------------|--------------------------------------|------------------------|----------------------|-----------------------------------------------------------------------------------------------------------------------------------|---------------------------|---------------------------------------|------------------|
| 4.                   | P3 Budget Monitoring Report - GPS&CE |                        | 17 Nov 2026          | This report covers this Committee's financial position over the medium term (2026 – 2029) as at Period 3 (end of June 2026).      | Officer report            | Sally Riley, Finance Business Partner |                  |
| <b>February 2027</b> |                                      |                        |                      |                                                                                                                                   |                           |                                       |                  |
| 5.<br>Page 32        | P6 Budget Monitoring Report - GPS&CE |                        | 2 Feb 2027           | This report covers this Committee's financial position over the medium term (2026 – 2029) as at Period 6 (end of September 2026). | Officer report            | Sally Riley, Finance Business Partner |                  |