

NORTH LINCOLNSHIRE COUNCIL

**GOVERNANCE AND TRANSFORMATION
CABINET MEMBER**

PROTOCOL FOR MANAGEMENT OF HORSES IN NORTH LINCOLNSHIRE

1. OBJECT AND KEY POINTS IN THIS REPORT

- 1.1 To adopt the revised version of the Management of Horses in North Lincolnshire protocol.

2. BACKGROUND INFORMATION

- 2.1 In response to a national increase in the number of abandoned and fly grazing horses, the council adopted a protocol for the management of horses in its area in 2014.
- 2.2 Officers are suggesting a number of updates to the protocol, as follows:
- Some changes to the template letters in the appendices are required. Since the protocol was adopted national guidance has been published which now includes these template letters. Therefore for consistency we have now incorporated these national template letters into the protocol.
 - Previously Ongo were looking to include in their tenancy agreements, conditions that residents could not keep horses. The tenancy agreements have now been updated and the protocol amended to reflect these changes.
- 2.3 There have been no fundamental changes to the way the Council deals with horses following the updates of the protocol.

3. OPTIONS FOR CONSIDERATION

- 3.1 The Cabinet Member is asked to approve the adoption of the updated protocol.

4. ANALYSIS OF OPTIONS

- 4.1 The updates proposed do not change the way the council deals with horses. The updates however do provide consistency in the form of nationally recognised template letters, for land owners and the council to use.

4.2 The principles of the policy have not changed therefore not accepting the changes will not effect on how abandoned horses are dealt with in north Lincolnshire

5. **RESOURCE IMPLICATIONS (FINANCIAL, STAFFING, PROPERTY, IT)**

5.1 None

6. **OUTCOMES OF INTEGRATED IMPACT ASSESSMENT (IF APPLICABLE)**

6.1 Not applicable

7. **OUTCOMES OF CONSULTATION AND CONFLICTS OF INTERESTS DECLARED**

7.1 All council departments mentioned in the protocol were consulted and are in agreement with the changes to the protocol.

8. **RECOMMENDATION**

8.1 That the changes to the protocol are adopted by the council as good practice in dealing with abandoned horses.

DIRECTOR OF PLACES

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Background Papers used in the preparation of this report: None.



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Protocol for Management of Horses in North Lincolnshire

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Introduction

Horses have been tethered on land in North Lincolnshire for many years. Nationally there has been an increase in the number of complaints and incidents relating to horses tethered and trespassing on council and private land, straying onto highways and footpaths, causing a danger to the public, nuisance and horse welfare.

The aim of this protocol is to document how the Council and its partners can help to manage horse related problems. The protocol explains the various roles and responsibilities of the agencies involved and the processes that should be followed.

Whilst the protocol refers to horses specifically, the principles also apply to other similar animals such as donkeys, ponies and other farmed animals.

Issues and Concerns

Horse-related problems can be divided into the following categories:

- Loose or stray horses which pose a risk to danger to the public or highway users.
- Unlawful grazing on public or private land (fly-grazing).
- Welfare concerns.
- Nuisance or damage caused by horses on private land.

These concerns may arise individually, but often they are in combination and require a multi-agency approach to deal with them effectively. This protocol seeks to provide a framework for effective communication and partnership working to ensure a joined-up approach to both preventing problems arising in the first instance and being able to respond to reported incidents as and when they arise.

Stakeholders and Partners

The key stakeholders and partners that have a role to play in effective horse management include: horse owners, land owners and North Lincolnshire Council staff, enforcement agencies, councillors and the public. Experience tells us that a significant majority of the horses which are found to be unlawfully kept on public or private land, or found to be straying or loose on a highway are owned by people from the Gypsy and Traveller community, which has a strong tradition of horse ownership and trading. Effective engagement with representatives of the Travelling community will be required to deal with horse-related problems in North Lincolnshire.

Land owners and managers need to be clear about the land which they make available for grazing horses and conditions and controls that are applied to manage the horses which they permit to be on their land. Land owners also need to be clear about the measures that are available to deal with unlawful use of their land and how they effectively apply those controls into action.

There are a number of potential enforcement agencies that can become involved in tackling horse related problems, including the Police, North Lincolnshire Council (Animal Health, Gypsy and Traveller Liaison), horse bailiff and the RSPCA. This protocol aims to provide clarity around the respective roles and responsibilities of these agencies and aid effective communication between them.

When the public and local councillors have horse related issues it is important that they clearly understand how and who to report problems to, and, after they have reported something, they are informed of what steps have / are to be undertaken and the appropriate timescales involved

The law

There are a number of controls available to deal with horse related problems – some in the capacity of an enforcing authority and others as a landowner.

The two most applicable legal powers available for dealing with loose or straying horses are:

The Animals Act 1971 (Section 7), as amended by the Control of Horses Act 2015

This Act allows the owner or occupier of land to detain horses (livestock) which stray onto their land and to claim expenses for damage done by the livestock to the land and the costs of keeping the livestock until such time as the horses are restored to the owner, or sold at a market or auction (after detaining the horses for no less than 96 hours (4 days) (not including w/e and Bank Holidays) (providing owner or police notified within the first 24hrs). The land occupier becomes responsible for the reasonable care of the horses while being detained. Although horses may have been put on land deliberately rather than “straying” onto it, this is the principle tool used for removing horses which are on public or private land without permission.

The local authority may also detain horses in any public place, where it is reasonably believed the horses are there without lawful authority.

The Highways Act 1980 (Section 155)

This Act makes it an offence for horses to stray or lay on, or at the side of a highway. This does not apply to highways which cross common land, waste or unenclosed ground. The Police have powers to remove horses straying on the highway and either to return them to the horse owner or to remove them to a pound. A person found guilty of an offence is liable for paying the expenses incurred in removing and pounding the horses. This is the principal tool used to remove horses straying on a highway.

There are a number of other legal powers which might also be appropriate for dealing with horse related issues:

The Animal Welfare Act 2006

This Act creates an offence if a person with responsibility for an animal causes it suffering or fails to ensure its welfare. Allowing a horse to stray and potentially suffer harm and failing to secure adequate welfare is likely to be an offence under the Act. The power is one of prosecution and potential additional powers to deprive or disqualify a convicted person from keeping animals. These powers are therefore useful as a deterrent and for potential longer term solutions for persistent offenders, but they do not offer relief in urgent situations. Although the local authority has powers to enforce the Animal Welfare Act, it is common practice for this to be carried out by the RSPCA.

One common query in relation to horse welfare is the practice of tethering horses. This prevents a horse from straying and potentially causing harm to itself or others, but the tether restricts the freedom of the horse and poorly designed or fitted tethers may lead to injury or harm. DEFRA recommends that tethers are not used as a long-term method of managing an animal, but may be useful as a short-term means of control. If horses are tethered, regular checks should be made on the horse and their tethering position should also be moved regularly.

The Town & Police Clauses Act 1847 (Sections 21 – 29)

A similar power to that contained in the Highways Act, which provides powers to the Police to seize and impound horses that are “found at large in any street” and provides the power to recover reasonable expenses incurred in keeping the horses. The Act also creates a range of specific offences, including a number relating to horses and horse-drawn carriages in streets which cause obstruction, annoyance, or danger to residents or passengers. A person found guilty of an offence may be fined or imprisoned up to fourteen days.

The Environmental Protection Act 1990 – Part III

The provisions in this Act provide powers to a local authority to investigate and deal with statutory nuisance, which includes “any animal kept in such a place or manner as to be prejudicial to health or a nuisance”. The powers are primarily used by environmental health practitioners and allow the service of a legal notice (an abatement notice) on the person(s) responsible for the nuisance requiring it to be abated. Failure to comply with the notice can result in prosecution with a fine of up to £5000. This provision might be best used if horses, by virtue of the way they are being kept, cause nuisance to local residents, however, proving a nuisance may be difficult.

Anti-Social Behaviour

It has been suggested that Civil Injunctions or Criminal Behaviour Orders might be an appropriate tool for dealing with individuals who allow their horses to

stray or “fly-graze”. However, this is not viewed as the most appropriate enforcement tool, when other primary legislation is available, and establishing the necessary evidence for such injunctions or orders is considered too remote. Having said this, each case would be considered on its merits, for example if horses are being deliberately, and repeatedly set loose on streets or land to cause harassment, alarm or distress, and other enforcement tools have not been successful in resolving the problem, then it may be appropriate to consider the use of anti-social behaviour powers. This would be a decision made in conjunction with Legal Services.

Horse Passport Regulations 2009

These regulations require horses to have an identification document (passport) and microchip which are issued by and registered with an authorised Passport Issuing Organisation. The only exception to this is if the horse already had a passport prior to the regulations coming into force in 2009. Foals must be passported and microchipped by the 31 December in the year of birth or within six months of being born, whichever is the later. The passport system aims to prevent horse meat, which may have been treated with veterinary medicine, from entering the human food chain, and helps prevent the sale of stolen horses. Local Authority inspectors have powers to require passport information and can prosecute people who do not comply. Although, in theory, this should be a useful tool for identifying horses that have strayed, or left in fields it is often the case that these horses are not microchipped and so identifying the owner is extremely difficult. One consequence of the legislation is that if a horse is seized and pounded it cannot be subsequently sold unless it has a passport and is microchipped, which places an additional cost onto the Council.

Licensing the Use of Land

The Council owns or manages areas of open land across North Lincolnshire, which could be licensed out to individuals allowing them to use the land, for example to graze horses. The Council would have discretion whether or not to issue a licence, whether to set appropriate charges and to apply any conditions on the use of the land. Licences would usually last for a set period. The relevant Council Department would have responsibility for issuing and managing compliance with the licences granted for using their land.

Before any licence is issued, checks should be made to ensure the applicant is not disqualified from keeping animals, or has any convictions for animal cruelty or welfare offences. As a minimum requirement, the following conditions should be applied to any licence:

- All horses must have a passport and be micro-chipped.
- The requirements of DEFRA’s Code of Practice for the Welfare of Horses, Ponies, Donkeys and their Hybrids must be followed.
- Horses should be kept so as not to cause a nuisance or danger to others.

- The lessee should have adequate public liability insurance and indemnify the Council against any loss or damage resulting from keeping the horse on the land.
- Any waste arising from the keeping of horses must be properly disposed of.
- Any damage to the land, including fencing etc, must be repaired at the lessee's cost.
- The horse owner, or their representative, must provide contact details in case of an emergency (full-time 24hr contact, including cover when on holiday etc.).

If the land is also to be used as the main source of food (pasture) for the horses then the Council Department should also consider the number of horses that the area of land can sustain. This will depend on the type of horse and the quality of the grazing area, but generally this should be a minimum of one acre per animal (*Equine Industry Welfare Guidelines Compendium for Horses, Ponies and Donkeys*, 3rd Edition, 2009; *British Horse Society Guide to Grassland Management for Horse and Pony Owners*, 2000).

Horses on Common Land

The Council is required to keep a register of "common land" in North Lincolnshire. By registering land as common land it provides certain safeguards in relation to the development and access to the land. A map of Commons and Greens in North Lincolnshire Council can be found in Annex 2.

The Council has a role to play in maintaining common land to ensure that it is not developed, encroached upon or otherwise damaged and is preserved for the benefit of the general public. The more appropriate legislation used to remove horses from common land is the Animals Act 1971 (as amended by The Control of Horses Act 2015).

Certain registered people, known as "Commoners", have rights in relation to common land, including the right to graze animals. Other people can only graze their animals on common land with the express permission of the land owner. This is the case with common land in North Lincolnshire.

Tenancy Conditions

ONGO Homes – the tenancy agreement includes a clause that prevents tenants tethering horses, ponies, donkeys or any other livestock on any open plan areas or other land owned by ONGO Homes.

4.14 You must not tether horses, ponies, donkeys or other livestock on any open plan area or land owned by us.

Any suspected breach of this condition should be reported to ONGO Homes.

Roles & Responsibilities

There are a number of different agencies and Council departments that can become involved in responding to and dealing with horse related issues, it is therefore important to identify clear roles and responsibilities and lines of communication. The sections which follow identify who is responsible for what and the reporting mechanisms which are involved. However the roles and responsibilities of each of the key agencies and Council departments involved are summarised below:

Role	Responsibility
Contact Centre	To be the single point of contact for members of the public, Councillors and other agencies to report horse related problems. To direct those problems to the most appropriate Agency / Department.
Animal Health (Trading Standards)	To liaise with internal land owning departments, private land owners, the RSPCA, the police and other internal and external agencies to make sure all aspects of reported incidents are followed up. To also provide the enforcement role in relation to animal health and animal by-products legislation, including enforcing landowners to remove dead animals from their land.
Police	To respond to reports of horses causing a danger to highway users at all times and at other locations when Animal Health is not available. To effect the removal of loose horses to a place of safety and support the council in serving any appropriate notices where applicable and engaging the Horse Bailiff as and when required. To provide support to other agencies if there is a perceived risk to safety or possible public disorder. To report actions taken to Animal Health.
Horse Bailiff (contractor)	To respond to requests from the agreed contact agency for assistance to remove horses from the highway or other council land. The serving of notices and removal of horses from private land subject to separate agreement with the land owner with regards to the costs. To remove the horses to a safe place and keep them there, looking after their health and welfare, until advised that the horse can be sold at auction / market. To keep Animal Health and other agencies informed of action taken.
Land owning / managing Council Departments	To effectively manage their land and the permissions given to graze horses. To put arrangements in place to monitor land for illegal use / trespass and to respond to reports of trespass. To take the necessary action to secure removal of horses to a place of safety, serving any appropriate notices where applicable and engaging the Horse Bailiff as and when required. To liaise with Animal Health to arrange for the disposal of dead

	animals (inc horses) from their land.
RSPCA	To investigate any reports or concerns regarding horse welfare or cruelty and to report back to Animal Health.

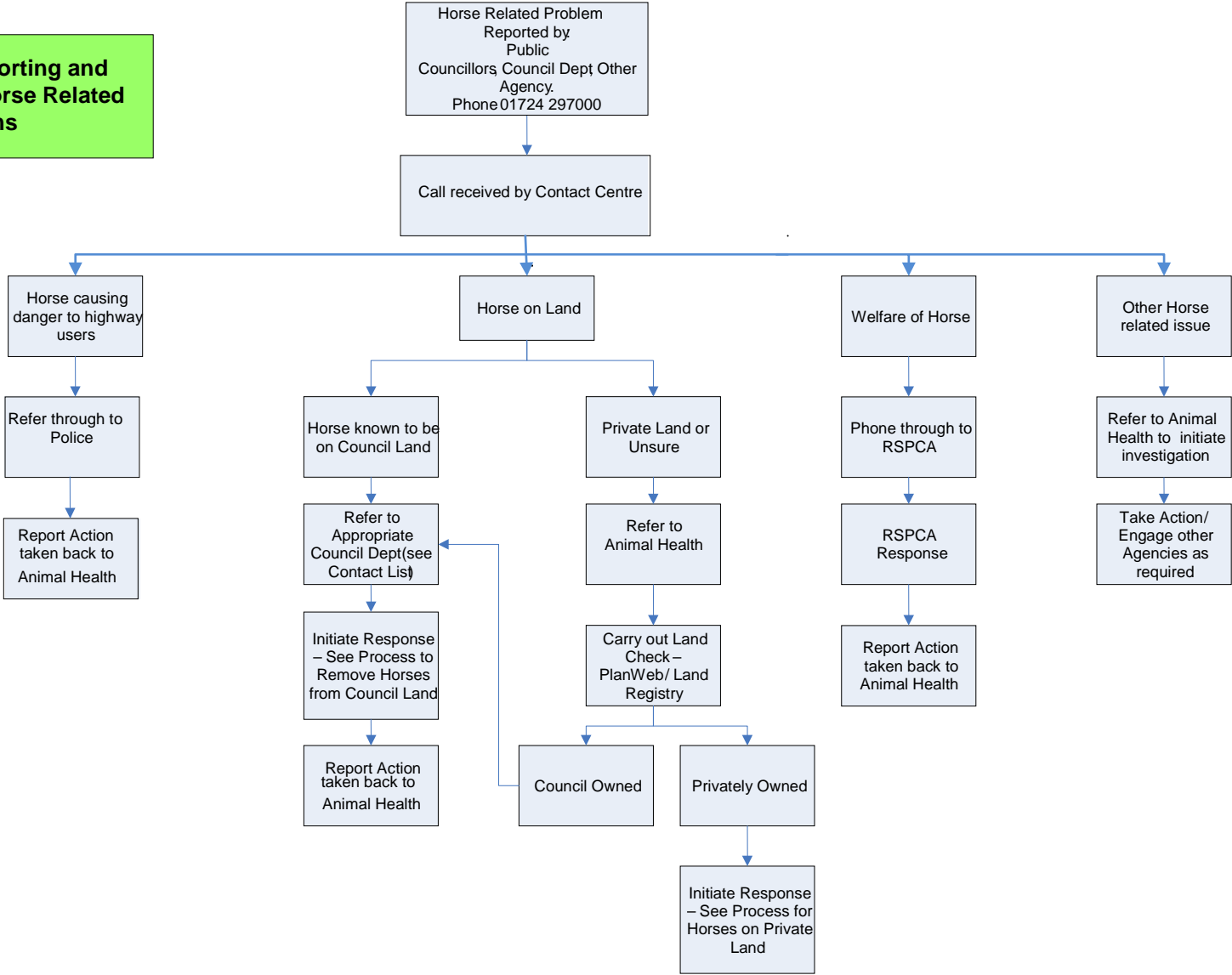
Process for Reporting and Responding to Horse Related Problems

Refer to the attached flow-chart. The main points of this process are:

- All horse related issues should be referred to the Council on 01724 297000
- Problems with horses on the highway causing an immediate risk to motorists should be referred to the Police by telephoning 999. Non urgent matters involving horses on the highway should be reported to the Police using the 101 number.
- Horses on Council land should be reported initially to the Department with responsibility for the Land.
- Horses on Private Land should be reported to Animal Health; however it is the private land owners responsibility to deal with this.
- Horse welfare issues should initially be reported to the RSPCA

All agencies should report their findings / action back to Animal Health for any follow up action and, if necessary, to feedback to the customer.

Process for Reporting and Responding to Horse Related Problems

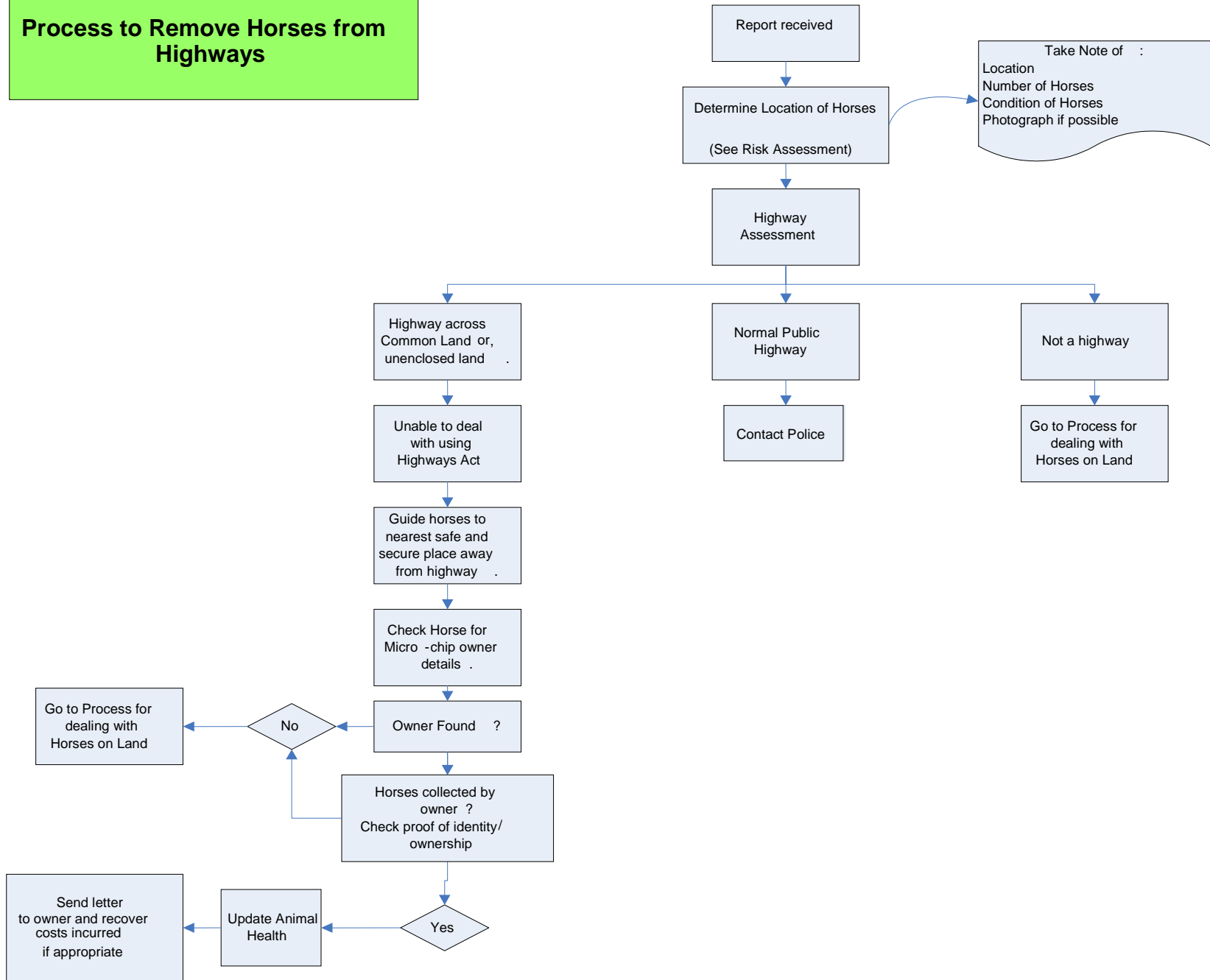


Process for Dealing with Horses on Highways

Refer to the attached flow-chart. The main points of this process are:

- Loose horses on the highway causing a risk to motorists **should be dealt with by the Police** and not the Council. The primary concern is the risk of danger for both highway users and the horses and therefore the priority is to remove that danger. NB All officers should have regard to the Health & Safety Risk Assessment.
- Horses can be removed from the highway, or from the side of a highway, under the Highways Act 1980. The Highways Act can be used for most situations with horses straying onto roads, but there are exemptions if the horses are on common land, waste or unenclosed land, in which case action under the Animals Act 1971 should be considered.
- The reasonable costs incurred in dealing with horses which stray onto the highway can be recovered from the horse owner, which includes damage done to the highway, officer time, costs incurred by the Horse Bailiff, passport and microchipping, feed, transport costs etc.
- A person who allows their horse to stray onto the highway can also be prosecuted under the Highways Act and this should be a consideration, particularly for repeat offences, in accordance with the council's enforcement policy.
- If possible, horses should be checked for a microchip and passport details obtained.
- Any concerns regarding animal welfare should be reported to the RSPCA
- All agencies should report their findings / action back to Animal Health as the single point of contact and liaison with the public and other agencies.

Process to Remove Horses from Highways



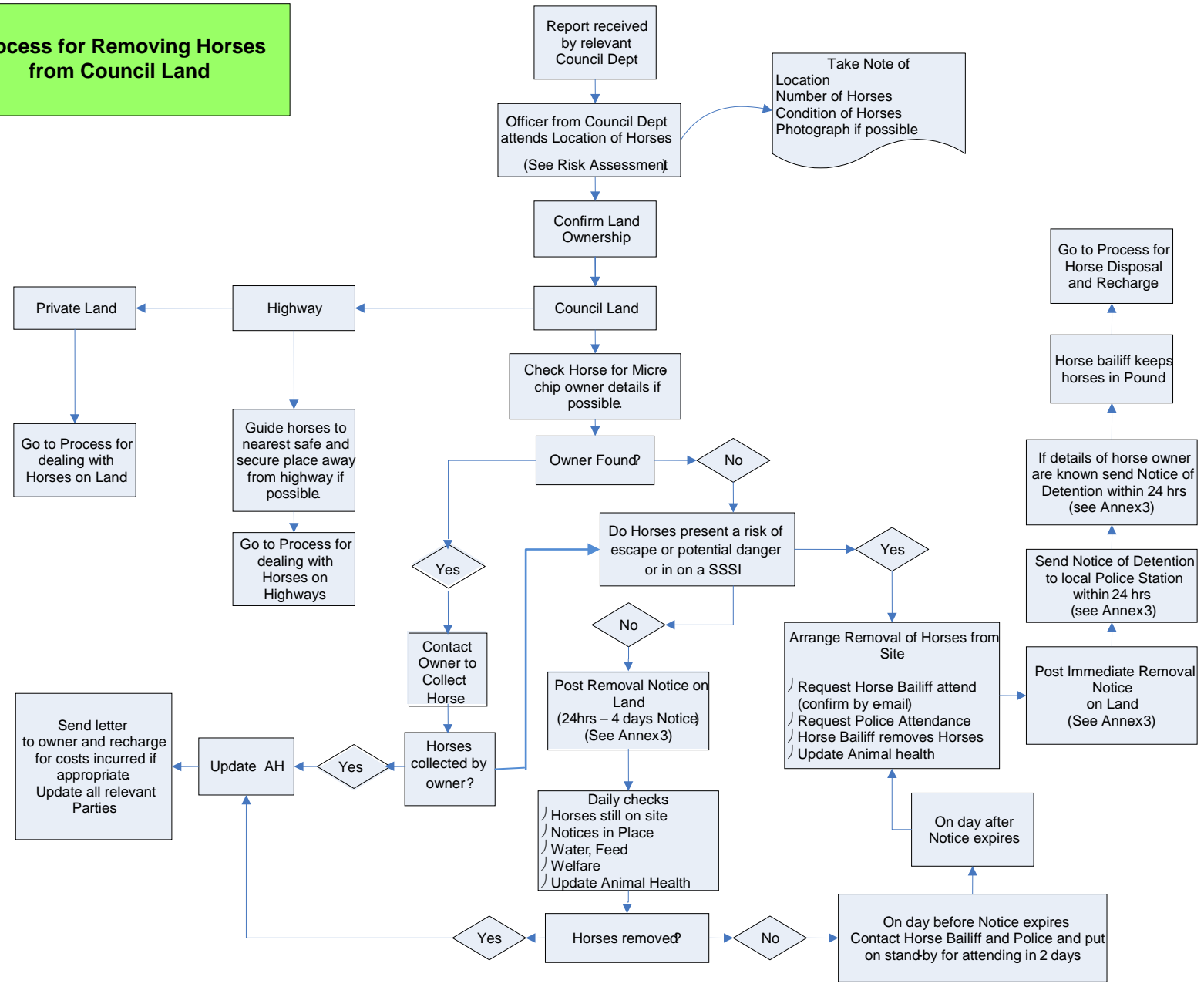
Process for Dealing with Horses on Council Land

Refer to the attached flow-chart. The main points of this process are:

- Horses on Council Land will be dealt with by the Council Department / Section who has ownership / land management responsibility for the land. Details of the main land holding / managing Departments can be found in Annex 1.
- Officers should have regard to the Health and Safety Risk Assessment – see Annex 5.
- Action can be taken to remove horses from land using the Animals Act 1971(as amended by The Control of Horses Act 2015).
- The Act allows horses to be “detained” on the land, but in practice this may require removal of the horse to a pound. This can be done immediately, and should be done immediately if there is a risk that the horse will escape or cause a risk of danger to the public. However, if there no foreseeable risk then it would be more appropriate to leave the horse on the land and place a legal notice on the land near to the horse requiring the owner to remove it – usually 24 hours. A template Removal Notice can be found in Annex 3 together with instructions for posting the Notice.
- Horses on Site of Special Scientific Interest (SSSi’s) for other protected site. Horses should be removed immediately and the relevant Notices from Annex 3 used.
- If the horse has not been removed after the expiry of the notice period, or if the horse is to be removed immediately then an Immediate Removal Notice must be posted on the land. A template Immediate Removal Notice can be found in Annex 3 together with instructions for posting the Notice.
- The Police must be given notice that the horses have been detained on the land within 24 hours of the horses being detained on the land, or taken to a horse pound. A template Detention Notice to Police can be found in Annex 3 together with instructions for sending the Notice.
- If details of the horse owner are known then notice must be given to the owner within 24 hours of the horses being detained on the land, or taken to a horse pound. A template Detention Notice to Owner can be found in Annex 3 together with instructions for sending the Notice.
- As soon as a horse comes under the possession of the Council, then the Council becomes responsible for its welfare or and damage while in its care. A daily check should be carried out to make sure the horse has access to water and, if necessary, feed; that it is in good condition; and that any legal Notices posted on the site are still in place (and replaced if necessary).

- The Horse Bailiff must be contacted to remove any horse from land, and a request should be made for the Police to also attend in case the horse owner arrives during the removal process.
- The horse can be disposed of by the Council, or more often the Horse Bailiff acting under instruction from the Council, but the horse cannot be disposed of until 4 days after the detention notice has been displayed (and the Police having been notified in the first 24 hours. The horse owner, if known, also having been notified in the first 24 hours.) After the horse has been detained for 4 days it can be disposed of by selling at a market or auction, humane euthanasia or any other means (gifting/giving away).
- It may be necessary for a horse to be passported and micro-chipped before it can be sold/gifted. This should be checked as soon as the horse is detained. If necessary a passport and micro-chip should be obtained at the earliest opportunity (after the 4 day detention period) to avoid delays in selling the horse and incurring additional stabling costs.
- The reasonable costs incurred in dealing with horses which stray onto Council Land can be recovered from the horse owner, which includes damage done to land, officer time, costs incurred by the Horse Bailiff, passport and micro-chipping, feed, transport costs etc.
- An accurate record of all costs incurred should be kept.
- If a horse owner collects the horse they must be able to prove identity and ownership before it is released. The owner must also pay a release fee, which includes all the costs incurred, and ensure they arrange for the horse to be microchipped and passported, (liaise with Animal Health) before the horse is returned to them.
- All agencies should report their findings / action back to Animal Health as the single point of contact and liaison with the public and other agencies.

Process for Removing Horses from Council Land

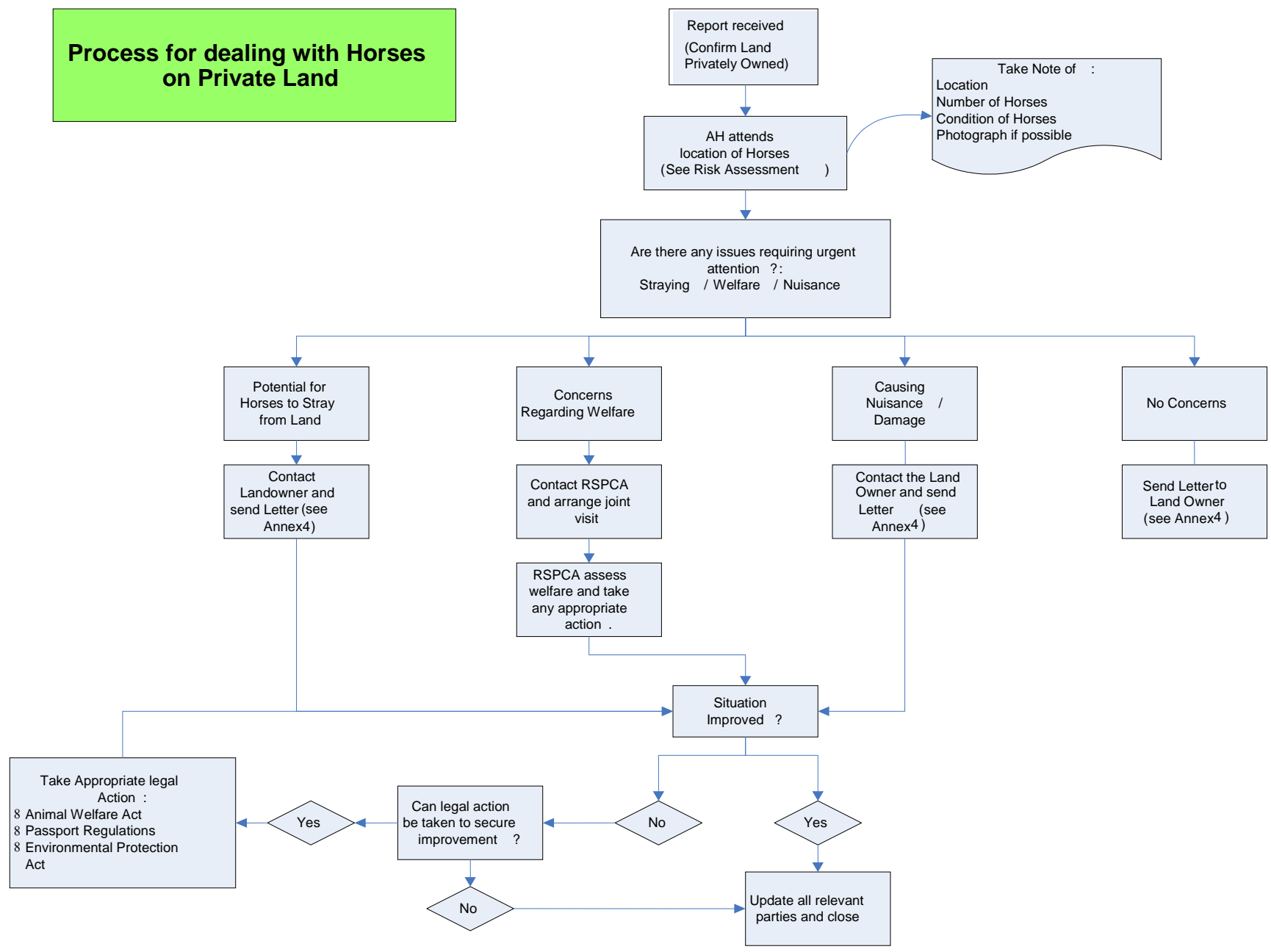


Process for Dealing with Horses on Private Land

Refer to the attached flow-chart. The main points of this process are:

- Private land includes privately owned land and any other land not owned or the responsibility of North Lincolnshire Council, including land which is the responsibility of DEFRA or Parish Councils.
- The Council or other agency does not have an automatic right/responsibility to deal with horses on private land. It is the responsibility of, and a decision for, the landowner as to whether action should be taken to remove horses from their land.
- Private land owners can use the Animals Act 1971 (as amended by The Control of Horses Act 2015) to detain and remove horses from land and to recover expenses for damage etc, in the same way that the Council uses these powers for horses on its land.
- The Council or other agencies may become involved with dealing with horses on private land if there is a breach of legislation, for example:
 - Animal Welfare
 - Horse Passport requirements
 - Potential escape of horses from the land.
 - Nuisance or damage caused to Council or other people's land
- The private landowner, whether they have permitted horses to be on their land or not, may become liable for any damage or nuisance caused by horses on their land, if they fail to take action to prevent such damage or nuisance.
- Any animal welfare issues, the RSPCA will be the principle agency.
- All agencies should report their findings / action back to Animal Health as the single point of contact and liaison with the public and other agencies.

Process for dealing with Horses on Private Land

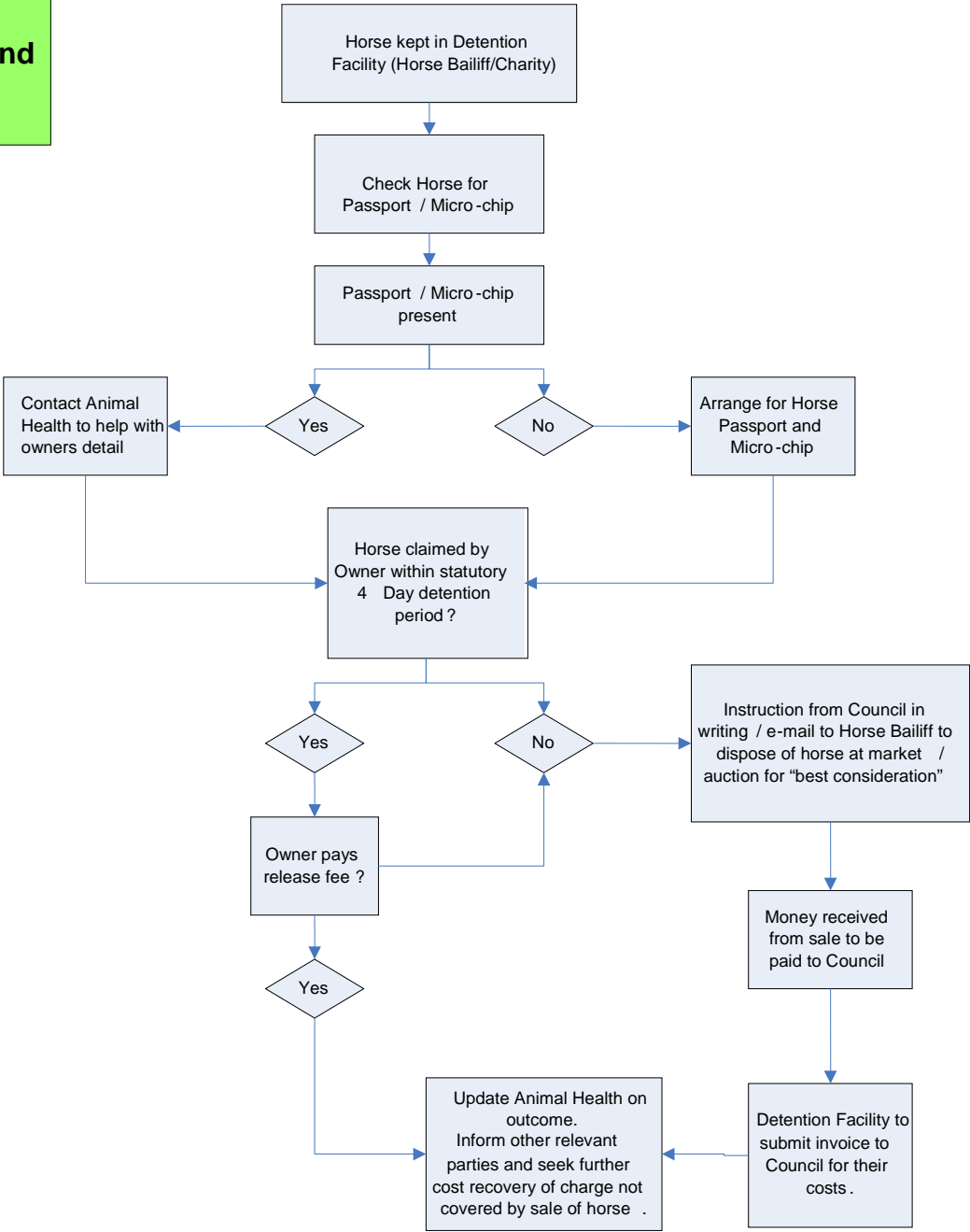


Process for Horse Disposal and Cost Recovery

Refer to the attached flow-chart. The main points of this process are:

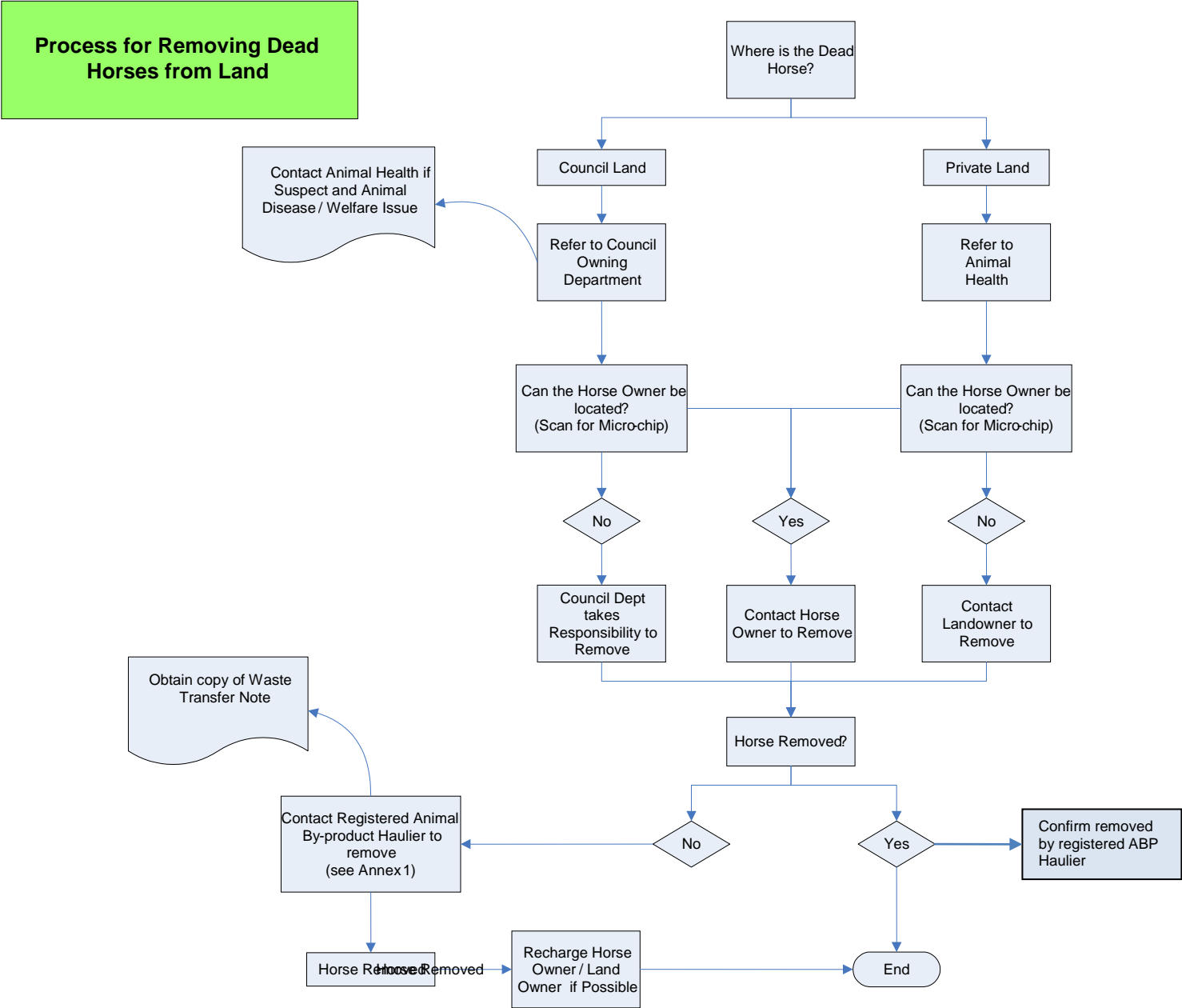
- The Highways Act 1980 and the Animals Act 1971, (as amended by the Control of Horses Act 2015) allow reasonable costs to be recovered from the person with responsibility for a horse which strays or is found on highways or private land.
- Any Removal Notice placed on land should have a contact telephone number and a reference number, so that any enquiry can be referred back to the person dealing with the case.
- The correct legal process must be followed in order for costs to be recovered.
- A record of the costs incurred must be maintained in case these are challenged.
- Horses can be subsequently sold to help recover the costs incurred.
- If the sale of the horse does not cover the costs incurred, any excess cost can be claimed as a civil debt.
- If the sale results in an excess amount above that which can be claimed as reasonable costs then the horse owner has a right to claim that excess.
- In many, if not the majority of cases the money received from selling a horse will not cover the costs incurred in keeping it up to the point of sale.
- It is often the case that it is impossible to locate a horse owner and therefore it is the case that dealing with horses will result in a net deficit to the Council budget.
- If a horse is to be sold it must have a passport and be micro-chipped. This should be done at the earliest opportunity to avoid having to keep the horse for longer than is necessary.
- If a horse owner phones to reclaim their horse then it will be the responsibility of the officer/department which removed the horse to arrange for its return. All costs incurred in removing, keeping and returning the horse should be paid in advance of the horse being returned (invoicing afterwards should not be done). The horse owner must also arrange for the horse to be microchipped and passported before it is returned. The horse should be returned to the horse owner at a convenient location and people should **not** be directed to the detention facility. Police attendance should be requested to help manage the transfer of the horse back to the owner so as to prevent any potential disorder.
- Where costs can't be recovered the cost of disposal will fall with the person or council department responsible for the land.

Process for Horse Disposal and Cost Recovery



Process for Removal of Dead Horse/s from Land

- Horses may either be found dead on land or in certain extreme welfare cases may have to be euthanized on site.
- Dead animals, including horses, must be disposed of in accordance with the Animal By-products Regulations, which aim to control the spread of animal disease and prevent un-fit meat from entering the human food chain. More information on animal by-products can be found on the DEFRA website: www.animalhealth.defra.gov.uk/managing-disease/animalbyproducts/
- If there is any suspicion of a horse death being attributed to a transmissible disease or animal cruelty/welfare then the Council's Animal Health department should be contacted. In the case of horse deaths this is very unlikely to be an issue, but if in any doubt contact Animal Health for advice, who will liaise with the RSPCA if required.
- It is the responsibility of the owner of the horse to ensure proper disposal under the Animal By-products Regulations. Where the horse owner cannot be found then responsibility falls to the Council Department/Land Owner.
- It is a legal requirement that fallen stock, including dead horses, are removed without undue delay. If it is clear that a horse owner cannot be found then the land owner must take responsibility for removing the dead animal at the earliest opportunity. If the dead horse is to be left unattended and is visible to the public it should be covered with tarpaulin or something similar to avoid distress to passers-by.
- Only operators registered to handle, transport and dispose of animal by-products must be used to remove dead horses from land. A number of companies registered to remove animal by-products from land can be found in Annex 1 – Contact Details.
- A waste transfer note should be issued by the company collecting the dead horse. Transfer notes are retained for a minimum of two years by the Council Department/Land Owner responsible for arranging disposal.
- Animal Health can take action to require landowners to remove fallen stock, including dead horses, from their land. If they don't do so powers are available to remove the dead animals and to re-charge the landowner.



Annex 1 – Contact Details

Public Contact Numbers – available 24/7:

- North Lincolnshire Council Contact Centre: 01724 297000
- Police (non-emergency): 101
- RSPCA: 0300 1234 999 (national line)

Officer Contact Details (not to be given directly to the public) available during normal office hours:

Agency / Dept	Name	Telephone	e-mail/website
Police		101	
Animal Health	General Contact	01724 297664	trading.standards@northlincs.gov.uk
	Stacey Wilson	01724 297891	stacey.wilson@northlincs.gov.uk
	Steve Blanchard	01724 297662	steve.blanchard@northlincs.gov.uk
RSPCA	National Incident line	0300 1234 999	
G W Lord (registered animal-by-products haulier)	John Lord	01427 613 321	gwlord@btconnect.com
Council Land Property Ownership / Management			
Estates & Valuations/ Gypsy & Traveller Liaison	Mark Hudson	01724 296785	mark.hudson@northlincs.gov.uk
Properties & Estates	Phil Jarratt	01724 297649	Phil.jarratt@northlincs.gov.uk
Environment & Sustainability	Tim Allen	01724 297098	tim.allen@northlincs.gov.uk
Other Agencies / Contacts			
Horse Bailiff*	Equine and Land Management Ltd	0844 809 9355	www.equineandland.co.uk
Horse Bailiff*	GRC Bailiffs	0845 6014307	office@grcgroup.co.uk www.grcbailiffs.co.uk
*Please note no pre-existing contract exists between any horse bailiff and contact details provided are only a point of reference. Arrangements with a horse bailiff to be made on a case by case basis.			
World Horse Welfare	General Enquiries	office: 01953 498 682	info@worldhorsewelfare.org
British Horse Society	General Enquiries	office: 02476 840517	
Sgt Howard Garlic	Humber-side Police Wildlife Liaison Officer	Tel: 01724 241706 Mob: 07973 871938	howard.garlick@humber-side.pnn.police.uk
North Lincolnshire Horse Watch	Nicola Latham	01724 244636	nicola.latham@northlincs.gov.uk
Anti Social Behaviour/Safer Neighbourhoods	Michelle Wilcock	01724 244650	michelle.wilcock@northlincs.gov.uk

Annex 2: Maps of Commons and Greens

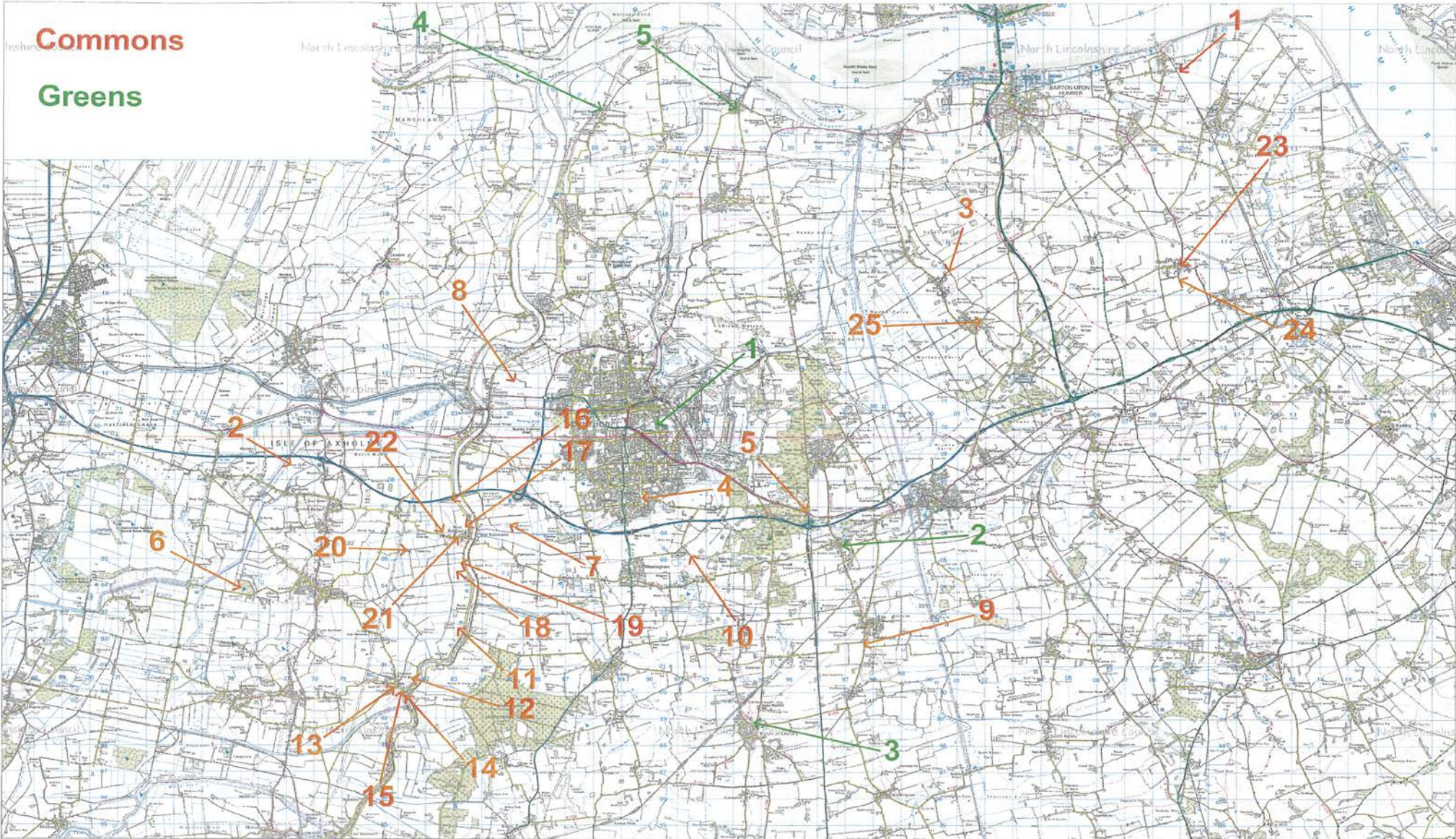
Commons' and Greens' Location Index



Commons

1. Peploe Lane, New Holland (no known owner) – CL70
2. Low Closes Turbary, Belton (no known owner) – CL8
3. Bonby Hollow, Bonby (owned by parish council) – CL11
4. St Peter's Avenue to Beck Lane, Bottesford – CL107
5. Brigg Gate Lodge (Forest Pines), Broughton – CL23
6. Epworth Turbary (owned by Lincs Wildlife Trust) – CL2
7. East Butterwick Hale and Common – CL85
8. Gunness Common (no known owner) – CL84
9. Hibaldstow "Parish Pit" – CL6
10. Twigmoor Side Road, Messingham – CL97
11. Slough Mere, Owston Ferry (owned by W Butterwick Parish Council) – CL15
12. Croft Mere, Owston Ferry (owned by parish council) – CL123
13. The Pinfold, Owston Ferry (owned by parish council) – CL124
14. Fleet Hole, Owston Ferry (owned by parish council) – CL125
15. Recreation Field, Owston Ferry (owned by parish council) – CL126
16. North Drain Mere, W Butterwick (no known owner) – CL16
17. Town (or Vicarage) Mere (owned by parish council) – CL17
18. Risland, W Butterwick – CL18
19. Peartree Mere, W Butterwick (no known owner) – CL19
20. Sand Holes, W Butterwick (no known owner) – CL20
21. The Fleet, W Butterwick (owned by parish council) – CL69
22. Paddock Lane, W Butterwick (owned by parish council) – CL89
23. Wootton Dam, Wootton (no known owner) – CL21
24. Green Lane, Wootton (no known owner) – CL22
25. Worlaby Hollow (no known owner) – CL5

Greens

1. Kenilworth Road, Scunthorpe
2. Coronation Gardens, Scawby
3. Village Green, Kirton in Lindsey
4. Low Wells, Alkborough
5. Back Lane/Cliff Road, Winteringham
6. The Paddock, Station Road, Brigg



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	Drawing Title: Coomons and Greens			OS Grid Ref: SE91441049	
	Drawn by: CTW Scale: NOT TO SCALE			Date: 30/11/2012	

Annex 3: Legal Notices and Letters – Horses on Council Land

The following templates are available:

Animals Act 1971:

- Removal Notice
- Immediate Removal Notice
- Notice of Detention to Police
- Accompanying Letter to Police
- Notice of Detention to Horse Owner
- Accompanying Letter to Owner

Instructions for Placing Notice on Land:

- Make sure the Notice has the relevant reference number and contact telephone number so that any horse owner knows how to reclaim the horse.
- The Notice should be protected from the weather – e.g. laminated.
- Place the Notice in a clearly visible location as close as possible to, but out of reach from, the horse.
- If there is no suitable place to fix the notice to (e.g. fence, gate or other structure) then a wooden stake should be used.
- Photograph the horse/s and the Notice.
- Check the Notices remain in place throughout the detention period until the horse has been disposed of.

Animals Act 1971, as amended

NOTICE OF REMOVAL AND DETENTION OF HORSE(S)

TO THE OWNER / KEEPER OF HORSE(S)

Take notice that this/these horse(s) is/are on this land without lawful authority.

Under the rights provided by Section 7 of the Animals Act 1971, as amended, North Lincolnshire Council ("the Council"), hereby give you notice to remove the horse(s) from the land. If the horse(s) is/are not removed within 24 hours from the date and time of this Notice being served it/they will be removed from the land by the Council and detained.

If removed by the Council, to reclaim the horse(s) call the Council on tel: _____ Quote Ref: _____

Proof of ownership of the horse(s) will be required before the horse(s) is/are released
(e.g. horse passport, micro-chip number, proof of identity)

You will be liable to pay for any damage to the land and expenses incurred by the Council in taking this action. The horse(s) will not be released until the amount claimed in damages and expenses has been paid.

The horse(s) will be kept for a minimum of 4 days from the date of this Notice. If the horse(s) is/are not claimed it/they will be sold and proceeds from the sale will be used to pay for any damage to the land and any expenses incurred by the Council. If the proceeds from the sale do not cover these costs you will be liable to pay the difference. Any excess money, after the costs have been deducted, will be kept by the Council and will be payable to you on demand.

Date: _____

Time: _____



[LOCAL AUTHORITY NAME/LOGO IN HERE]

THE ANIMALS ACT 1971 (as amended by the Control of Horses Act 2015)

NOTICE UNDER SECTION 7C FOLLOWING DETENTION OF HORSE(S)

THIS NOTICE is placed under section 7C of the Animals Act 1971 (as amended by the Control of Horses Act 2015)(“the Act”) by *[INSERT NAME OF LOCAL AUTHORITY]*(“the Local Authority”) in pursuance of its powers to detain horses under section 7A of the Act.

A horse(s) described as: _____

Was (were) detained from the following location / address / area: _____

At the following date and time

If you are the owner or person acting on behalf of the owner, or have any information regarding the ownership of the horse(s) please contact:

[LOCAL AUTHORITY TO INSERT OWN CONTACT DETAILS HERE]

If no information is forthcoming within 96 hours (equivalent of 4 working days) from the time of detention, steps may be taken to dispose of the horse (s) under section 7C (5) of the Act, which may include its destruction.

Date & time of placing notice: _____

96 hour period ends: _____

Signed by *[NOTICE TO BE SIGNED BY PERSON AUTHORISED TO ACT ON BEHALF OF LOCAL AUTHORITY]*

[INSERT NAME OF LOCAL AUTHORITY]

[LOCAL AUTHORITY NAME/LOGO IN HERE]

THE ANIMALS ACT 1971 (as amended by the Control of Horses Act 2015)

NOTICE UNDER SECTION 7C FOLLOWING DETENTION OF HORSE(S)

THIS NOTICE is placed under section 7C of the Animals Act 1971 (as amended by the Control of Horses Act 2015)(“the Act”) by *[INSERT NAME OF LOCAL AUTHORITY]*(“the Local Authority”) in pursuance of its powers to detain horses under section 7A of the Act.

A horse(s) described as: _____

Was (were) detained from the following location / address / area: _____

At the following date and time

If you are the owner or person acting on behalf of the owner, or have any information regarding the ownership of the horse(s) please contact:

[LOCAL AUTHORITY TO INSERT OWN CONTACT DETAILS HERE]

If no information is forthcoming within 96 hours (equivalent of 4 working days) from the time of detention, steps may be taken to dispose of the horse (s) under section 7C (5) of the Act, which may include its destruction.

Date & time of placing notice: _____

96 hour period ends: _____

Signed by *[NOTICE TO BE SIGNED BY PERSON AUTHORISED TO ACT ON BEHALF OF LOCAL AUTHORITY]*

[INSERT NAME OF LOCAL AUTHORITY]

Our Ref:

Your Ref:

Date:

If telephoning please ask for xxxxxxxxx
on Scunthorpe (01724) xxxxxxxxx

Name
Address

Dear [salutation]

**NOTIFICATION TO POLICE
ANIMALS ACT 1971, AS AMENDED BY THE CONTROL OF HORSES ACT 2015
NOTICE OF DETENTION & REMOVAL OF HORSES
AT: [LOCATION]**

A Horse/s has/have been found straying on the above area of land which is owned / managed by North Lincolnshire Council. The Council has used the rights provided in the Animals Act 1971, as amended, to remove the horse/s from the land and intends to dispose of it/them if they are not claimed by the owner within the next 4 days.

Section 7 of the Animals Act, as amended, requires that notice be given to the Police when action to detain animals using the Act has been taken. Please accept this as formal notification required by the Act.

Should the horse owner report that their horse has been removed from the land in question please refer them to the relevant Council Department by phoning XXXXX XXXXXXX. The reference for the case is XXXXX.

Proof of ownership of the horse/s will be required, for example the horse passport and proof of identity, before the horse/s is/are released. The owner will be liable to pay for any damage to the land and expenses incurred by the Council in taking this action. The horses will not be released until the amount claimed in damages and expenses has been paid.

If the horse/s are not claimed within 4 days they will be sold and proceeds from the sale will be used to pay for any damage to the land and any expenses incurred by the Council.

Please do not hesitate to contact me if you have any queries regarding this matter.

Yours sincerely

Name
Title

[LOCAL AUTHORITY NAME/LOGO IN HERE]

THE ANIMALS ACT 1971 (as amended by the Control of Horses Act 2015)

NOTICE UNDER SECTION 7C(2) (b) TO THE PERSON WHO APPEARS TO BE THE OWNER OF THE HORSE(S) OR PERSON WHO APPEARS TO BE ACTING ON BEHALF OF THE OWNER IN RELATION TO THE HORSE(S).

THIS NOTICE is given under s.7C(2)(b) of the Animals Act (as amended by the Control of Horses Act 2015)(the Act) on [insert date] to _____ [the person who appears to be the owner of the horse or person who appears to be acting on behalf of the owner in relation to the horse (delete as applicable)] by [INSERT NAME OF LOCAL AUTHORITY] (“the Local Authority”) in pursuance of its powers to detain horses under section 7A of the Act.

A horse (s) described as: _____

_____ Micro chip No _____

Was (were) detained from the following location / address / area: _____

At the following date and time _____

The [insert name of local authority] has reason to believe that the person named above is the owner/person acting on behalf of the owner (delete as applicable) for the following reasons: _____

If you are the owner or the person acting on behalf of the owner, or have information regarding ownership of the horse (s) please contact (insert contact details)

[Local Authority to insert own contact details in here]

If no information is forthcoming within 96 hours (equivalent of 4 working days) from the time of detention, steps may be taken to dispose of the horse (s) under section 7C(5) of the Act, which may include its destruction.

Date & time of placing notice: _____

96 hour period ends: _____

Signed by [NOTICE TO BE SIGNED BY PERSON AUTHORISED TO ACT ON BEHALF OF LOCAL AUTHORITY]

[INSERT NAME OF LOCAL AUTHORITY]

Notice 2 s.7C(2)(b) Owner

Our Ref:

Your Ref:

Date:

If telephoning please ask for xxxxxxxxx
on Scunthorpe (01724) xxxxxxxxx

Name
Address

Dear [Insert name]

**NOTIFICATION TO HORSE OWNER
ANIMALS ACT 1971, AS AMENDED BY THE CONTROL OF HORSES ACT 2015
NOTICE OF DETENTION & REMOVAL OF HORSES
AT: [LOCATION]**

I have reason to believe that you are the owner of [a horse / horses] which have been found grazing on the above area of land. The land in question is [owned / managed] by North Lincolnshire Council and I must inform you that you do not have permission to keep the horse/s on the land.

Under the Animals Act 1971, as amended, please take this as formal notice that the horses have been removed from the land and are currently being kept by the Council.

**To re-claim the horses call the Council on tel: XXXXX XXXXXX.
Quote Reference: _____**

Proof of ownership of the horse/s will be required before being returned.
(e.g. horse passport, micro-chip number, proof of identity)

You will be liable to pay for any damage to the land and expenses incurred by the Council in taking this action. The horses will not be released until the amount claimed in damages and expenses has been paid.

If the horse/s are not claimed within 4 days they will be sold and proceeds from the sale will be used to pay for any damage to the land and any expenses incurred by the Council. If the proceeds from the sale do not cover these costs you will be liable to pay the difference. Any excess money, after the costs have been deducted, will be kept by the Council and will be payable to you on demand.

I look forward to your co-operation in this matter and if you require any further help or assistance please do not hesitate to contact me.

Yours sincerely

Name
Title

Annex 4: Legal Notices and Letters – Horses on Private Land

The following templates are available:

- Letter to Landowner.
- Procedure for Removing Horses from Private Land.
- Sample Removal Notice under Animals Act 1971, as amended.

Our Ref:

Your Ref:

Date:

If telephoning please ask for xxxxxxxxx
on Scunthorpe (01724) xxxxxxxxx

Name
Address

Dear [salutation]

**HORSES ON PRIVATE LAND
AT: [LOCATION]**

It has come to my attention that horses are present on the above area of land, which my enquiries lead me to believe, is in your ownership. You may be aware of the presence of the horses, but in some cases we have found that landowners are not aware of when horses have been put on their land without permission as a means by others of providing temporary grazing – known as “fly-grazing”. [*As a landowner you will be aware that you can become liable for any damage or nuisance which can arise from the use of the land and therefore I would ask you to ensure that the horses, whether present with your approval or not, are controlled so as not to cause damage or nuisance to others.]

[*Having visited the site I am concerned that there is a risk of the horses escaping from the land, which could cause a risk to highway users or the public. I would ask that you take steps to ensure the horses are properly contained within the land by the provision of adequate boundary fencing / hedging to prevent horses straying from the field.]

**delete as appropriate*

If the horses are present on the land without your permission I would like to draw your attention to the Animals Act 1971(as amended by the Control of Horses Act 2015), as amended, which provides certain rights to land owners / occupiers to detain animals and sell them if the owner does not claim them after being given notice to do so. The procedure to be followed to remove horses from your land, and a specimen Notice is enclosed.

I look forward to your co-operation in this matter and if you require any further help or assistance please do not hesitate to contact me.

Yours sincerely

Name
Title

Enc: Procedure for Removing under Animals Act 1971, as amended

Procedure for Removing Horses from Private Land under Animals Act 1971, as amended

The Animals Act 1971, as amended, allows owners and occupiers of land to legally detain and remove horses which are trespassing on their land and to claim expenses for any damage caused to their land. However the correct legal process must be followed when doing this. This procedure sets out the key steps to be followed:

1. Try and discuss with the horse owner if possible and request that they remove their horse from your land.
2. If the horse owner doesn't remove the horse, or cannot be found, then place a Removal Notice (see attached) in a prominent position near to the horse so that it can be seen by the horse owner. The Notice may need to be put in a plastic sleeve or laminated to protect it from adverse weather. The Removal Notice gives 4 days notice for the horse owner to remove the horse from your land.
3. Contact your local police station and let them know that you have "detained" a horse on your land under the Animals Act 1971, as amended, and you intend to remove it if not claimed within 4 days.
4. Carry out a daily check to make sure the Notice is still in place.
5. Ensure the horse/s have adequate water and feed (grass or hay) available.
6. If the horse is not removed after 4 days you can arrange for the horse to be removed and sold at an auction. If you are unable to do this yourself you can contact a specialist Horse Bailiff who will remove and sell the horse for a fee. Details of a local Horse Bailiff can be obtained from North Lincolnshire Animal Health on, 01724 297664.
7. You may need to arrange for the horse to have a "horse passport" and be micro-chipped before it is sold. For further information go to www.defra.gov.uk/wildlife-pets/pets/horses/.
8. You can use the proceeds from the horse sale to pay for any costs incurred or for any damage to your property, however, there is a risk that the sale may not cover all costs if you need to employ a Horse Bailiff or if a horse passport is required.
9. If there is any surplus money after you have taken away costs that you have incurred the horse owner has a right to claim this from you.
10. If you have any concerns about the welfare or health of the horse/s then you should contact the RSPCA on 0300 1234 999.

Animals Act 1971, as amended

NOTICE OF REMOVAL AND DETENTION OF HORSE(S)

TO THE OWNER / KEEPER OF HORSE(S)

Take notice that this/these horse(s) is/are on this land without lawful authority.

Under the rights provided by Section 7 of the Animals Act 1971, as amended, I, the owner of this land, hereby give you notice to remove the horse(s) from the land. If the horse(s) is/are not removed within 24 hours from the date and time of this Notice being served it/they will be removed from the land and detained.

If removed, to reclaim the horse(s) call on tel: _____

Proof of ownership of the horse(s) will be required before the horse(s)
is/are released
(e.g. horse passport, micro-chip number, proof of identity)

You will be liable to pay for any damage to the land and expenses incurred in taking this action. The animal(s) will not be released until the amount claimed in damages and expenses has been paid.

The horse(s) will be kept for a minimum of 4 days from the date of this Notice. If the horse(s) is/are not claimed it/they will be sold and proceeds from the sale will be used to pay for any damage to the land and any expenses incurred. If the proceeds from the sale do not cover these costs you will be liable to pay the difference. Any excess money, after the costs have been deducted, will be kept and will be payable to you on demand.

Date: _____

Time: _____

Annex 5 - Risk Assessment

THIS IS GENERIC RISK ASSESSMENT GUIDANCE FOR DEALING WITH HORSES
IT MUST BE ALTERED AS IT DOES NOT TAKE ACCOUNT OF ANY INDIVIDUAL CIRCUMSTANCES.
RISK ASSESSMENTS MUST ALWAYS BE SIGNED AND DATED AND PERIODICALLY REVIEWED.

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by When?	Date completed
1. Approaching horses	Employee/ animal	<p>Approach horse from side in calm and confident manner (allowing horse to see you). Avoid contact with tether and be aware its location (trip hazard)</p> <p>Be aware of any signs of aggression:</p> <ol style="list-style-type: none"> 1. Ears flat to head 2. Aggressive stance (sudden movements in your direction) <p>Familiarise yourself with surrounds to ensure safe retreat, should the horse bolt or portray "flighty" behaviour.</p> <p>Do not approach the animal from the rear.</p> <p>Note: Mare may be more aggressive if protecting foal</p> <p>Ensure appropriate footwear and clothing is worn and as per instructions.</p> <p>Carry issued mobile phone and ensure it is fully charged.</p> <p>If an accident occurs contact your line manager/ supervisor immediately, fill in accident report form, and seek medical attention as necessary.</p> <p>Contact emergency services if required.</p> <p>IF IN ANY DOUBT AS TO THE ANIMALS BEHAVIOUR RETREAT TO A SAFE DISTANCE AND CARRY OUT A DYNAMIC RISK ASSESMENT (CALL THE ASSITANCE OF A COLLEAGUE IF REQUIRED)</p>				

<p>2. Scanning horses</p>	<p>Employee/ animal</p>	<p>AS PER SECTION 1</p> <p>Location of chip can be found on the right hand side of the animal (if looking directly at it), otherwise known as the “Crest” of the horse (upper neck)</p> <p>Scan the horse in a sweeping motion in the upper part of the neck (along mane) to locate chip</p> <p>Use scanner as per instructions</p> <p>Note: Both sides should be scanned to ensure micro- chip is located.</p> <p>Note: Any sudden noises may spook the horse</p> <p>Note: Any horse should be scanned with the assistance of a colleague (when possible)</p> <p>IF IN ANY DOUBT AS TO THE ANIMALS BEHAVIOUR RETREAT TO A SAFE DISTANCE AND CARRY OUT A DYNAMIC RISK ASSESMENT (CALL THE ASSITANCE OF A COLLEAGUE IF REQUIRED)</p>				
<p>3. Applying headgear (with a view to leading)</p>	<p>Employee/ animal</p>	<p>AS PER SECTION 1</p> <p>Place headgear on the horse in a calm and reassuring manner, ensuring any fastening are properly secured</p> <p>Note: This process can be stressful for the horse, especially if the horse has had headgear applied before.</p> <p>If the horse becomes agitated place lead rope around neck to ensure some control of the animal.</p> <p>IF IN ANY DOUBT AS TO THE ANIMALS BEHAVIOUR RETREAT TO A</p>				

		<p>SAFE DISTANCE AND CARRY OUT A DYNAMIC RISK ASSESMENT (CALL THE ASSISTANCE OF A COLLEAGUE IF REQUIRED)</p> <p>Note: Whilst leading try to remain on the left hand side of the horse.</p>				
4. Contact with violent aggressive / abusive people.	Employee Public	<p>Try to calm the situation down, carry out a dynamic risk assessment and withdraw from the situation and return to your vehicle if necessary.</p> <p>If you are in your vehicle only exit if safe to do so. Whilst in vehicle keep the engine running and be prepared to leave the location. In addition, park your vehicle facing the exit of the street/ premise.</p> <p>Be aware that they could be carrying weapons. Observe and report Only.</p> <p>If required to do so leave the location in your vehicle.</p> <p>If in any doubt, do not put yourself in danger.</p> <p>Call for assistance from a colleague or Humberside police as you consider appropriate.</p> <p>If you have to call for assistance keep an open phone line until assistance arrives or the situation ends whichever occurs first.</p> <p>Carry your mobile phone at all times whilst carrying out your duties and fully charged.</p> <p>Be aware of your surroundings.</p> <p>Treat all members of the public with respect and do not escalate the situation.</p>				
5. Slips, trips and falls	Employee	<p>Ensure correct footwear is worn.</p> <p>Carry issued mobile phone whilst patrolling or on exiting your vehicle and ensure it is fully charged.</p> <p>If an accident occurs on site contact your line manager/ supervisor immediately, fill in accident report form, and seek medical attention as necessary.</p> <p>Contact emergency services if required.</p>				

		Be aware of your surroundings				
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Annex 6 References and Further Information

- Code of Practice for the Welfare of Horses, Ponies, Donkeys and their Hybrids, DEFRA (2009).
- Equine Industry Welfare Guidelines Compendium for Horses, ponies and Donkeys (3rd Edition), National Equine Welfare Council (2009).
- Guide to Grassland Management for Horse and Pony Owners, British Horse Society (2000)

Web-sites

- DEFRA - www.defra.gov.uk / www.gov.uk
- British Horse Society - www.bhs.org.uk
- RSPCA - www.rspca.org.uk
- World Horse Welfare - www.worldhorsewelfare.org
- National Equine Welfare Council – www.newc.co.uk
- Horse Trust - www.horsetrust.org.uk
- National Office of Animal Health – www.noah.co.uk