

CULTURE, LEISURE AND TOURISM PORTFOLIO DECISION SCHEDULE



Tuesday 19th June 2007

at 10.00 a.m.

**in Conference Suite 3,
Belle Vue Community Sports and Youth Centre,
Kendal Road, Hartlepool**

Councillor Tumilty, Cabinet Member responsible for Culture, Leisure and Tourism will consider the following items.

1. KEY DECISIONS

No items

2. OTHER ITEMS REQUIRING DECISION

- 2.1 Devolved Management of Briarfields Allotments – *Director of Adult and Community Services*
- 2.2 Family Wood – Future of Management and Expansion of Amenity Area – *Director of Adult and Community Services*

3. REPORTS FOR INFORMATION / DISCUSSION

- 3.1 Adult and Community Services Departmental Plan 2006/07 – Outturn Monitoring Report – *Director of Adult and Community Services*

4. REPORTS FROM OVERVIEW OF SCRUTINY FORUMS

No items

CULTURE, LEISURE AND TOURISM PORTFOLIO

Report to Portfolio Holder
19th June, 2007



Report of: Director of Adult and Community Services

Subject: DEVOLVED MANAGEMENT OF BRIARFIELDS
ALLOTMENTS

SUMMARY

1. PURPOSE OF REPORT

To seek the Portfolio Holders approval of arrangements for devolution of allotment management responsibilities at Briarfields to the Briarfields Allotments Association and to authorise the Chief Solicitor to proceed with the relevant documentation

2. SUMMARY OF CONTENTS

The concept of devolved management of allotments has previously been approved by Cabinet (23rd September 2002) and successfully piloted by the Woodcroft Allotment Association at Seaton Carew.

Briarfields Allotments is a re-established site with 12 plots. The site has an active allotment association and has recently constituted itself. Under arrangements being negotiated it is proposed that responsibility for site inspections, maintenance and payment of utility costs will transfer from the Council to the Allotment Association. In exchange the council will make available to the association the allotment rental income to use on this site. These arrangements provide an incentive to the association to maximise occupancy, minimise water costs and seek development and improvement grants.

There is a high level of support from the BAA committee and tenants of the site and this has been approved at their committee meeting held on the 25th April 2006.

3. RELEVANCE TO PORTFOLIO MEMBER

Culture, Leisure and Tourism Portfolio includes allotments.

4. TYPE OF DECISION

Non-key.

5. DECISION MAKING ROUTE

Culture, Leisure and Tourism Portfolio, 19th June 2007.

6. DECISION(S) REQUIRED

The Portfolio Holder is asked to give approval of arrangements for devolution of some allotment management responsibilities at Briarfields to the Briarfields Allotments Association.

The Portfolio Holder is asked to authorise the Chief Solicitor to negotiate final terms of devolved management and prepare agreed documentation.

Report of: Director of Adult and Community Services

Subject: DEVOLVED MANAGEMENT OF BRIARFIELDS ALLOTMENTS

1. PURPOSE OF REPORT

- 1.1 To seek the Portfolio Holders approval of arrangements for devolution of allotment management responsibilities at Briarfields to the Briarfields Allotments Association and to authorise the Chief Solicitor to proceed with the relevant documentation.

2. BACKGROUND

- 2.1 The concept of devolved management of allotments has previously been approved by Cabinet (23rd September 2002) and successfully piloted by the Woodcroft Allotment Association.
- 2.2 Briarfields Allotments is a re-established site with 12 plots. The site has an active allotment association and has recently become a constituted association. Under arrangements being negotiated it is proposed that responsibility for site inspections, maintenance and payment of utility costs will transfer from the Council to the Allotment Association. In exchange the council will make available to the association the allotment rental income to use on this site. These arrangements provide an incentive to the association to maximise occupancy and minimise water costs. A site plan is attached at **APPENDIX 1**.
- 2.3 There is a high level of support from the committee and tenants of the site and this has been approved at a committee meeting held on the 25th April 2006. All those tenants who have a plot at Briarfields are members of the Allotment Association. All prospective members and those recently taken up plots at Briarfields have been informed about the Associations intentions under devolved management.

- 2.4 Most current allotment management is carried out by the council with a breakdown as follows:

Council

Collect Rents
Administer lettings
Maintain waiting lists
Enforce non cultivation and nuisance
Maintain external boundary fencing
Maintain taps and water supply
Clear Fly Tipping

Tenants

Maintain tenanted plots
maintain internal fencing

- 2.5 Devolved management can bring a number of benefits to both the council and to the association such as giving more local control, reducing labour costs and utilising volunteer resources for issues such as plot clearances and inspections.

3. DETAILS OF THE PROPOSAL

- 3.1 Under devolved management the division of management responsibilities are listed below. This is not a definitive list and more specific responsibilities will be detailed in the agreement drawn up by the Councils Chief Solicitor.

Function	Responsibility
Register of Tenants	Council
Waiting List	Council
Consent for Structures	Association within prescribed guidelines set by Council Planners
Issue Tenancy agreements	Council
Issue Invoices	Council
Set Level of Rent	Council in consultation with associations
Manage a site maintenance budget	Association
Pay Utility Bills	Association
Insurance (Site and 3 rd party insurance)	Council
Initial Inspections	Associations
2 nd Inspections	Association
Warnings	Council
Notices to Quit	Council
Maintenance of gates and Fencing	Association
Roads and Footpaths	Association
Clearing of Rubbish and minor fly tipping	Association
Clearances of hazardous fly tipping	Council
Clearance of Vacant Plots	Association

4. FINANCIAL IMPLICATIONS

- 4.1 There are no direct financial implications involved in this proposal as income lost from returning rent to Briarfields Allotments Association will be off set by a reduction in maintenance and utility costs associated with this site.
- 4.2 Approximate rental for 2007/2008 will be £399 based on full occupancy
Conclusion

- 4.3 The objective of ‘devolved management’ of the allotment estate is one which increasingly provides self assurance and confidence to the individual allotment areas through growing community capacity and knowledge. The evidence observed from existing devolved management schemes, both here and elsewhere demonstrates an increased ability to source improvement funding unavailable to the Council, leading to more attractive and productive allotment gardening. The extension of this principle into Briarfields Allotments is to be welcomed and will hopefully be followed by other Hartlepool Allotment Associations.

5. RECOMMENDATIONS

The Portfolio Holder is asked to give approval of outline arrangements for devolution of some allotment management responsibilities at Briarfields to the Briarfields Allotments Association.

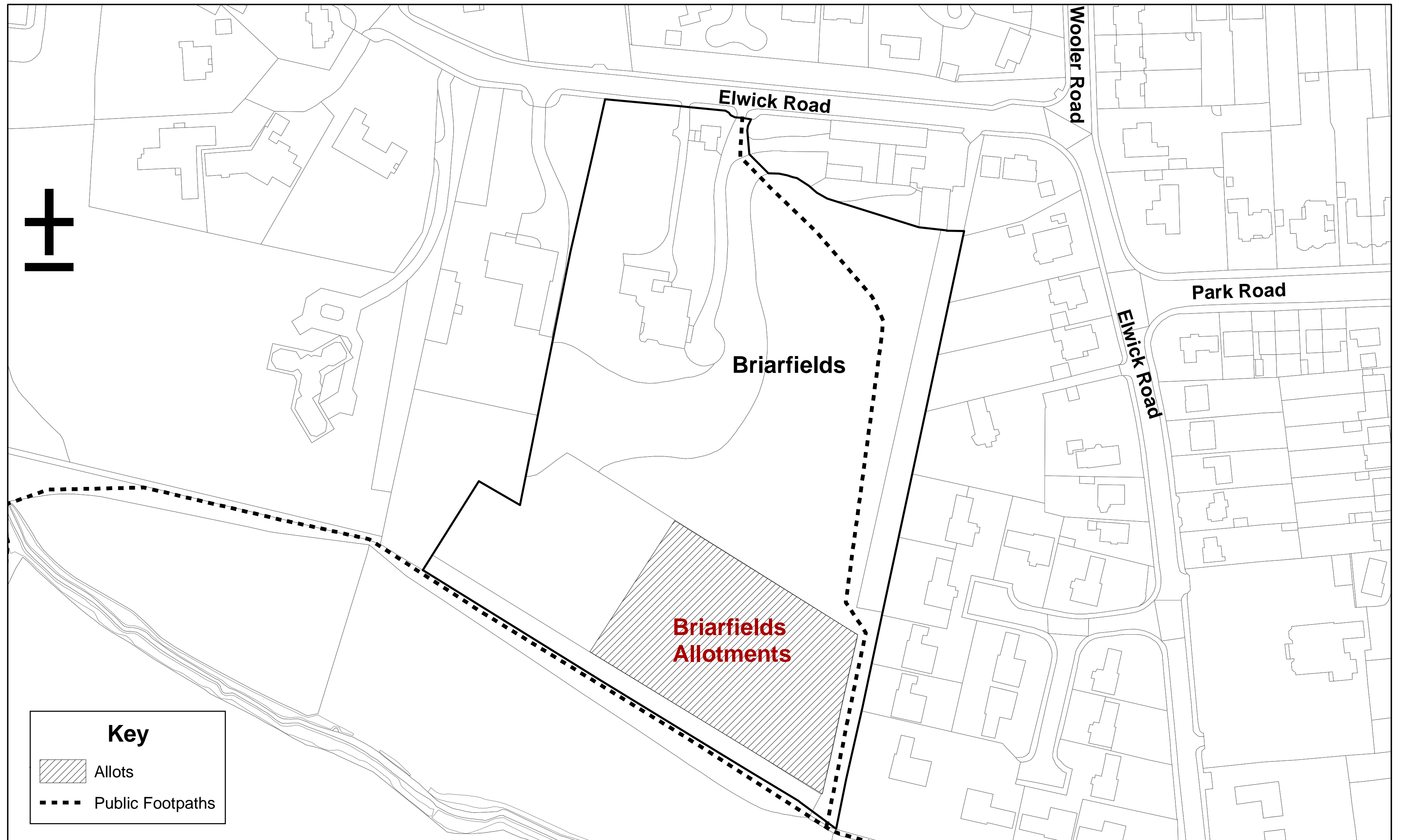
The Portfolio Holder is asked to authorise the Chief Solicitor to negotiate final terms of devolved management and prepare agreed documentation.

CONTACT OFFICER: Andrew Pearson Parks and Countryside Manager

Background Papers

1. Report to Town Management Portfolio Holder 14 March, 2003
2. Cabinet Report, Devolved Management of Allotments, 23 Sept 2003

Appendix 1 - Briarfields



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Sub Title: Allotments and associated area
Scale: 1:1,000
Date: 5th June 2007
Drawn By: Parks and Countryside B U

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CULTURE, LEISURE AND TOURISM PORTFOLIO

Report to Portfolio Holder
19th June, 2007



Report of: Director of Adult and Community Services

Subject: FAMILY WOOD – FUTURE OF MANAGEMENT AND
EXPANSION OF AMENITY AREA

SUMMARY

1. PURPOSE OF REPORT

To update the portfolio holder of the future management arrangements and the proposed expansion of Family Wood.

2. SUMMARY OF CONTENTS

A history of the development of Family Wood is provided with a number of proposals relating to the longer term management and development of the site.

3. RELEVANCE TO PORTFOLIO HOLDER

Countryside Issues are the responsibility of the Portfolio Holder.

4. TYPE OF DECISION

Non-Key decision.

5. DECISION MAKING ROUTE

Culture, Leisure and Tourism Portfolio 19th June, 2007.

6. DECISION(S) REQUIRED

For approval to integrate a new Phase (V) of the amenity area known as Family Wood.

For approval to implement the administration of a scheme for the purchase and planting of trees on behalf of the public for commemorative purposes.

To note the longer term aspiration for the site to become a Local Nature Reserve.

Report of: Director of Adult and Community Services

Subject: FAMILY WOOD – FUTURE OF MANAGEMENT AND EXPANSION OF AMENITY AREA

1. **PURPOSE OF REPORT**

- 1.1 To update the portfolio holder of the future management arrangements and the proposed expansion of Family Wood.

2. **BACKGROUND**

- 2.1 The Family Tree Scheme was created by the Tree Council and formally launched during National Tree Week 1981. The aim of the scheme was and still is, to enable individuals, families and corporate bodies to commemorate significant events through the planting of trees at specially designated areas. These areas were called Family Woods.
- 2.2 It was in December, 1995 that a joint initiative brought together Hartlepool Borough Council, Tees Forest (then known as Cleveland Community Forest) and the Tree Council and the original Bum Valley Family Wood was launched. Successive phases were added in 1997 (Phase II), May, 2001 (Phase III) and Phase IV in October of that same year.
- 2.3 Since its inception in 1995, the area covered by the scheme has increased from 1.28 hectares (3.16 acres) to 4.81 hectares (11.88 acres). The table below shows the area for each phase, whilst Appendix 1 is a location plan of where the phases are placed.

<i>Phase</i>	<i>Area (hectares)</i>	<i>Area (acres)</i>
I	1.28	3.16
II	1.58	3.90
III	0.63	1.56
IV	1.32	3.26
Total	4.81	11.88

- 2.4 Burn Valley Family Wood is situated between Bum Valley Gardens and Summerhill, at the junction of Elwick Road and Catcote Road. Burn Valley Gardens comprises of an 8 hectare (19.77 acre) strip of ornamental gardens stretching westward from York Road, Hartlepool Town centre to the Family Wood. Summerhill is the Town's Countryside Gateway site, located on the Western edge of the town.

- 2.5 Family Wood is an essential link in creating a woodland corridor joining the town centre with Summerhill and from there to the outlying countryside and villages via the Borough's Public Rights of Way Network.

6. THE SCHEME AT PRESENT

- 6.1 Presently run by the International Tree Foundation, the scheme links people's contributions towards the planting of trees and the improvement of the national tree/woodland coverage.
- 6.2 When an individual, family, group or even a business contribute to the planting of a commemorative tree(s), the monies, £30 or more, a percentage will be used for administration purposes, with the majority being used to purchase and plant a tree(s) relevant to the site requested.
- 6.3 Burn Valley Family Wood maintains its own record book, which contains the record of all gifts received for the Hartlepool Family Wood. The record book is kept at Summerhill Visitor Centre and is on view to the public.
- 6.4 Each contributor also receives a personalised card which includes any dedication given. The dedication forms part of the entry in the record book.

7. BURN VALLEY FAMILY WOOD

- 7.1 With the expansion of various phases over the years, wider site objectives were looked at and, where possible, applied:
- To provide areas to enable individuals, families and even corporate bodies to commemorate significant events, through the planting of trees.
 - To maintain and expand tree cover within Family Wood sites to create an attractive woodland corridor between Burn Valley Gardens and Summerhill.
 - To maintain and enhance the local biodiversity and so increase populations of notable species through active habitat management.
 - To monitor and manage Water Vole habitat.
 - To improve local awareness and involvement in Family Wood.
 - The expansion of Family Wood into nearby sites.
 - Improve access for all through the existing and future Family Wood sites.
 - Contribute to Tees Forest targets of developing a well wooded landscape in the Tees Valley by 2040.

- 7.10 The Wood, where possible, has been planted predominantly with native species of trees, shrubs and wild flowers. The key to the continual improvement of the local biodiversity (objective 3) rests on the continual management of the Wood and, where necessary, the increase in flora so creating relevant habitats that attract insects, birds and mammals.
- 7.11 At present, in 2007, the existing four phases have reached capacity for planting and there is a need to expand further with a fifth phase. An area of land to the East of Phase IV has been identified as having the potential to act as the new area for commemorative planting and habitat improvement.

8. THE FUTURE OF THE PLAN

- 8.1 Along with the expansion of the Wood, it is recognised that stronger promotion and community involvement is needed in the development of its future.
- 8.2 It is also proposed that the Council takes over fully, the administration and running of the Wood, independently of the International Tree Foundation. This would free up any administration monies and make all contribution fully relevant to the people who willingly donate money so that the commemorative trees can be planted.
- 8.3 This independency of ownership and administration would also reduce the time between the inception of any contribution and the planting of any tree.
- 8.4 Hartlepool Borough Council is not tied into a legal agreement with the International Tree Foundation. It is felt within Parks and Countryside Section that the Scheme has come of age and a new stronger administrative and support structure should be put in place to further advance the site objectives. The Wood rests purely within the ownership of the Council and has always been managed directly by Parks and Countryside Section.
- 8.5 To fully control the administration, management and maintenance of the Wood seems to be a logical step and one which has benefits as stated earlier. It would also mean that the Council could have full responsibility for the types of trees/shrubs etc. to be bought, from where (sustainability and local provenance) and in which area to be planted. This is run in line with the ongoing biodiversity improvements.
- 8.6 Alongside full management of the Family Wood, the Council could look to protect the woodland and raise its importance through gaining Local Nature Reserve (LNR) status. The Council Ecologist, Ian Bond has agreed that the woodland possesses all the relevant criteria to justify LNR status and there are potential benefits in the Council gaining another LNR. This will need further investigation before any decision is made.

- 8.7 Depending on an LNR decision, a more up to date Management Plan needs to be written with regards to the latest biodiversity requirements for the woodland, as it is now and how the Council wishes it to be in the future.

9. FINANCIAL IMPLICATIONS

- 9.1 The development of a fifth phase of the Burn Valley Wood would have no direct financial implications and any costs relating to planting would be covered by the planting of commemorative trees.

10. RECOMMENDATIONS

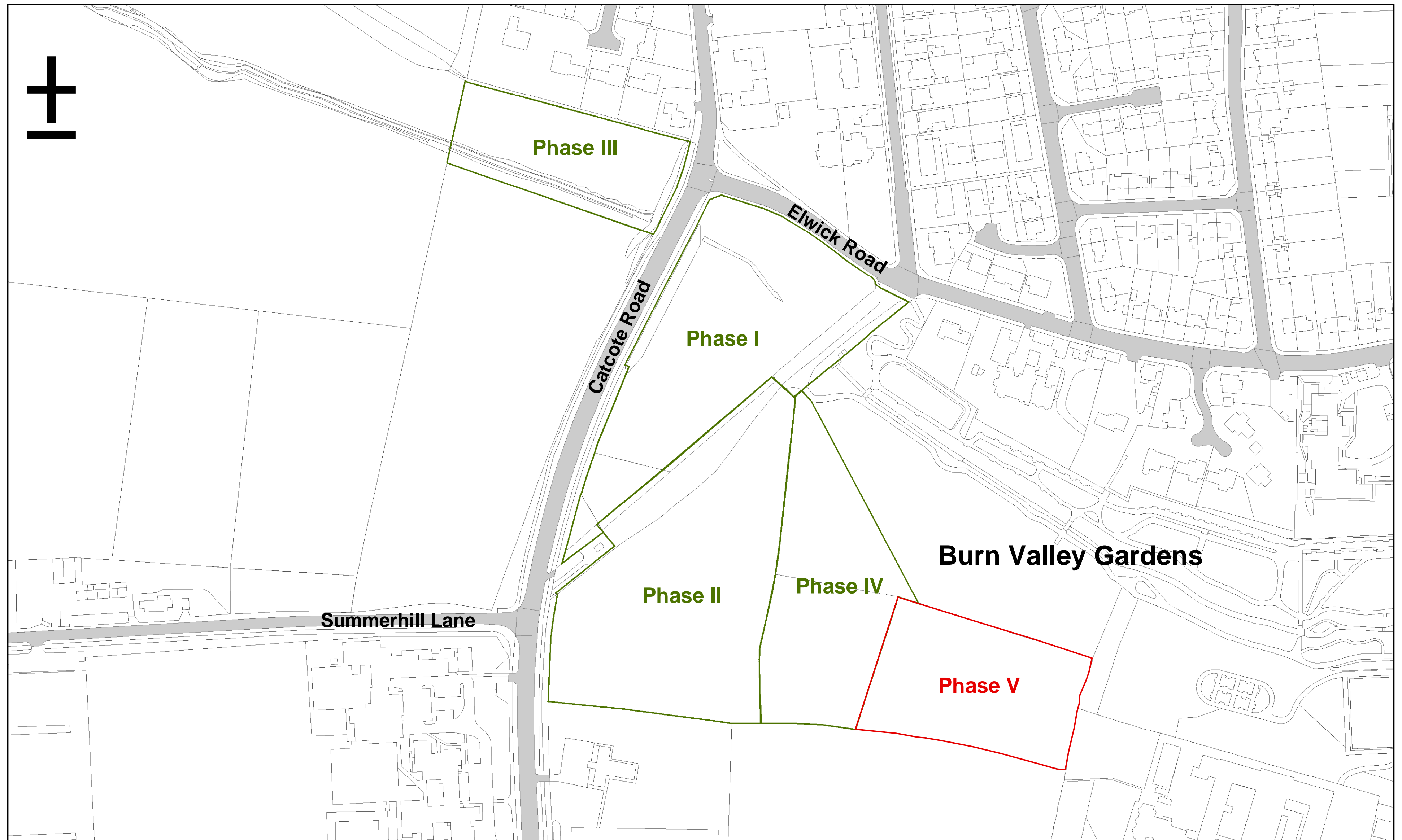
- 10.1 That approval be given to integrate a new Phase (V) of the amenity area known as Family Wood.
- 10.2 That approval be given to implement the administration of a scheme for the purchase and planting of trees on behalf of the public for commemorative purposes
- 10.3 That the portfolio holder notes the longer term aspiration for the site to become a Local Nature Reserve and gives approval for such a designation to be pursued in the future.

CONTACT OFFICER: Chris Scaife, Countryside Access Officer

Background Papers:

None

Appendix 1 - Family Wood existing Phases I to IV and proposed Phase V



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Sub Title: Family Wood
Scale: 1:1,500
Date: 4th June 2007
Drawn By: Parks and Countryside B U

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CULTURE, LEISURE AND TOURISM PORTFOLIO

Report to Portfolio Holder

19th June 2007



Report of: Director of Adult and Community Services

Subject: ADULT AND COMMUNITY SERVICES
DEPARTMENTAL PLAN 2006/07 – OUTTURN
MONITORING REPORT

SUMMARY

1. PURPOSE OF REPORT

To inform the Portfolio Holder of the progress made against the Adult and Community Services Departmental Plan 2006/07.

2. SUMMARY OF CONTENTS

The progress against the actions contained in the Adult and Community Services Departmental Plan 2006/07, and the outturns of key performance indicators.

3. RELEVANCE TO PORTFOLIO MEMBER

The Portfolio Member has responsibility for performance management issues in relation to Culture and Leisure Services.

4. TYPE OF DECISION

Non-key.

5. DECISION MAKING ROUTE

Portfolio Holder meeting 19th June 2007.

6. DECISION REQUIRED

Achievement on actions and indicators be noted.

Report of: Director of Adult and Community Services

Subject: ADULT AND COMMUNITY SERVICES
DEPARTMENTAL PLAN 2006/07 – OUTTURN
MONITORING REPORT

1. PURPOSE OF REPORT

- 1.1 To inform the Portfolio Holder of the progress made against the key actions identified in the Adult and Community Services Departmental Plan 2006/07 and the progress of key performance indicators for the year.

2. BACKGROUND

- 2.1 The Adult and Community Services Department includes Community Services, reporting to Culture, Leisure and Tourism Portfolio Holder, and Adult Services and Adult Education reporting to the Adult and Public Health Portfolio Holder.
- 2.2 The Adult and Community Services Departmental Plan 2006/07 sets out the key tasks and issues with an Action Plan to show what is to be achieved by the department in the coming year. The plan also describes how the department contributes to the Organisational Development Improvement Priorities as laid out in the 2006/07 Corporate Plan. It provides a framework for managing the competing priorities, communicating the purpose and challenges facing the department, and monitoring progress against overall Council aims.
- 2.3 The Council has introduced an electronic Performance Management Database for collecting and analysing corporate performance. In 2006/07 the database has collected performance information detailed in the Corporate Plan and the five Departmental Plans. The aim is that the database will eventually collect performance information for all levels of the Council, including individual service/operational plans in each department.

3. OUTTURN PERFORMANCE

- 3.1 This section looks in detail at how the Community Services Division has performed in relation to the key actions and performance indicators that were included in the Adult and Community Services Departmental Plan 2006/07.

- 3.2 On a quarterly basis officers from across the department are asked, via the Performance Management database, to provide an update on progress against every action contained in the Departmental Plan and, where appropriate, every Performance Indicator.
- 3.3 Officers are asked to provide a short commentary explaining progress made to date, and asked to traffic light each action based on whether or not the action will be, or has been, completed by the target date set out in the Departmental Plan. The traffic light system has been slightly adjusted in 2006/07, following a review of the system used previously. The traffic light system is now: -

Red	- Action/PI not expected to meet target
Amber	- Action/PI expected to be meet target
Green	- Action/PI target achieved

- 3.4 Within the Community Services there were a total of 22 actions and 15 Performance Indicators identified in the 2006/07 Departmental Plan. Table 1, below, summarises the progress made towards achieving these actions and PIs.

Table 1 – Community Services progress summary

	Community Services	
	Actions	Pis
Green	11	11
Amber	3	0
Red	1	2
Annual	0	2
Completed	7	0
Total	22	15

- 3.5 A total of 18 actions (81.8%) have already been completed or achieved, and three of the remaining are on target to be completed by the target date. One action has been highlighted as not being on target (see below).
- 3.6 It can also be seen that 11 (73%) of the Performance Indicators have been highlighted as hitting the target. Two Performance Indicators have not hit the year end target. (See below). There are two indicators that are only collected on an annual basis and are still being calculated.

Table 2 – Community Services outcomes not on target

Ref	Action	Milestone	Comment
CL002	Develop Business Case for H ₂ O Centre	31/10/06	Slippage in the planned date but significant progress on the Indoor Sports Facility Strategy.

Table 3 – Community Services PI's not on target

Ref	Action	Milestone	Comment
LPI CS2b	Proportion of sports attendance from NRF wards	Annual	Disappointing results which have not made the target 2007/2008 will include new venues in NRF areas.
LIP CS13b	Level of grant aid provided to voluntary / community groups	Annual	The full budget not dispersed, balance slipped to 2007/2008 to meet invoicing Financial needs.

3.7 Within the fourth quarter Community Services Division completed a number of actions, including: -

- **A programme of cultural and literary events in libraries and other venues**
- **A programme to promote archaeology at all levels**
- **Attractions of new sporting events to the town.**

4. RECOMMENDATIONS

- i) It is recommended that achievement of key actions and outturns of performance indicators are noted.

CONTACT OFFICER: Alan Dobby, Assistant Director (Support Services)