

PLEASE NOTE VENUE

NORTH NEIGHBOURHOOD CONSULTATIVE FORUM AGENDA



ELECTION OF RESIDENT REPRESENTATIVE AT 5.30pm PROMPT

Wednesday 8 August 2007

at 6.00 pm

**in Throston Grange Community Centre,
Glamorgan Grove, Hartlepool**

MEMBERS: NORTH NEIGHBOURHOOD CONSULTATIVE FORUM:

Councillors Allison, Atkinson, Barker, Clouth, R Cook, Fenwick, Fleet (Chair), Fleming, Griffin, Jackson, J Marshall, Plant, Rogan, Wallace and Wright.

Resident Representatives:

John Cambridge, Don Davison, Irene Nelson, Joan Norman, Mary Power, Linda Shields (Vice-Chair), Joan Steel and Robert Steel

- 1. WELCOME AND INTRODUCTIONS**
- 2. APOLOGIES FOR ABSENCE**
- 3. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**
- 4. MINUTES**
 - 4.1 To confirm the minutes of the meeting held on 13th June 2007 (*attached followed by updates on issued raised at the last meeting*)
 - 4.2 Matters arising
- 5. PUBLIC QUESTION TIME**

PLEASE NOTE VENUE

Break

(5/10 minutes to collect tea/coffee and back to seats whilst presentations are prepared)

6. RESIDENT REPRESENTATIVE ISSUES

7. WARD MEMBERS AND WARD ISSUES

8. ITEMS FOR CONSULTATION

8.1 Annual Library Plan – *Director of Community Services*

8.2 Presentation - Dog Control Orders – *Environmental Action Manager*

9. ITEMS FOR DECISION

9.1 Minor Works Proposals – *Neighbourhood Manager (North)*

9.2 Review of Polling Districts and Polling Places – *Chief Solicitor*

10. ITEMS FOR DISCUSSION and/or INFORMATION

10.1 Scrutiny Investigation – ‘Availability of Good Quality Affordable Rented Social Accommodation in Hartlepool – *Chair of the Regeneration and Planning Services Scrutiny Forum*

11. DATE, TIME AND VENUE OF NEXT MEETING

The next meeting of the North Police and Community Safety Forum is to be held on Wednesday 5th September 2007 commencing at 10am at West View Community Centre, Miers Avenue.

The next meeting of the North Neighbourhood Consultative Forum is to be held at on Wednesday 10th October 2007 commencing at 2pm at West View Community Centre, Miers Avenue.

12. ITEMS OF ANY OTHER BUSINESS AGREED BY THE CHAIRMAN

WARDS

Brus
 Dyke House
 Hart
 St Hilda
 Throston

NORTH NEIGHBOURHOOD CONSULTATIVE FORUM

13th June, 2007

MINUTES OF THE MEETING



The meeting commenced at 10.00 a.m. at West View Community Centre, Miers Avenue, Hartlepool

PRESENT:

Chair: Councillor Mary Fleet - Dyke House Ward

Vice Chair: Linda Shields (Resident Representative)

Councillor Reuben Atkinson	- Dyke House Ward
Councillor Caroline Barker	- Hart Ward
Councillor Rob Cook	- Hart Ward
Councillor Tim Fleming	- St Hilda Ward
Councillor Sheila Griffin	- Brus Ward
Councillor John Marshall	- St Hilda Ward
Councillor Michelle Plant	- Brus Ward
Councillor Edna Wright	- Hart Ward

Resident Representatives: John Cambridge, Don Davison, Irene Nelson, Joan Noman, Mary Power, Joan Steel and Robert Steel

Public: Pat Andrews, S Bates, Andrea Bowron, Cal Carruthers-Watt, J Cooke, James Crangle, Bob Elliott, Jean Lynn, John Maxwell, Dave Thompson, Cath and Liz Torley, Alan Vale and Dennis Wilson

Officers:

- Denise Ogden, Head of Neighbourhood Management
- Paul Briggs, Assistant Director – Resources and Support Services
- Karen Oliver, Neighbourhood Manager
- Ann Callaghan, Neighbourhood Development Officer (North)
- Fiona Srogi, Waste Services Officer
- Alec Gough, Local Transport Plan Co-ordinator
- Chris Scaife, Countryside Access Officer
- Peter Frost, Traffic Team Leader
- Garry Jones, Neighbourhood Services Officer
- Amy Waters, Senior Planning Officer
- Jo Wilson, Democratic Services Officer

Police Representative: PC Royle

Housing Hartlepool Representative: Janis Ledger

Prior to the commencement of the meeting the Chair thanked the previous Chair, Councillor Rob Cook, for his work over the last year.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Harry Clouth and Peter Jackson.

2. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS

None

3. MINUTES

The minutes for the North Neighbourhood Consultative Forum held on 28th March 2007 were agreed subject to the following amendments:

Verner Road resurfacing – A Councillor requested that it be clarified that the public utility work had been done as part of a regular road maintenance plan and not due to an emergency.

Minor Works Budget Proposals – References had been made to a handrail in Brunswick Walk. This should have been Salter Walk.

4. MATTERS ARISING

The Neighbourhood Manager drew member's attention to the issues raised in the action sheet previously circulated with the minutes. The following were then raised by members:

Miers Avenue/Winterbottom Avenue bus stops – A resident requested that the current placement of bus stops on this corner be reconsidered. He felt this was

an accident waiting to happen and inconvenience to residents should be a secondary consideration. The Traffic Team Leader explained that accident records for the area were not significant and priority needed to be given to areas where accidents did occur. As it stood the location would not be priority but could be added to the list for future improvements. However no timescales could be given at this point in time.

Restoration and Cleaning Repairs to War Memorials at Victory Square and Redheugh Gardens – A Councillor requested clarification as to whether or not that Redheugh Gardens memorial was to be gilded. A resident advised that it had been decided not to.

Shields Terrace – A resident advised that the application to build houses on this land had now been withdrawn

Illegal Parking – A Councillor asked if there had been any response to the letter from the forum to Steve Ashman on this issue. The Neighbourhood Manager advised that there had not so far. In response to further questions she confirmed that a report giving details of the number of tickets issued and enforcement action taken would be brought to alternate meetings. The Traffic Team Leader further advised that the police were committed to joint enforcement.

5. PUBLIC QUESTION TIME

Richardson's Club – A resident requested that the yellow lines outside this venue be enforced more stringently.

Barnard Grove – A resident alleged that the questionnaire sent to residents regarding safety measures in Barnard

Grove had been a “loaded” document as no option to refuse all safety measures had been given. The Neighbourhood Manager indicated that the Local Transport Plan Co-ordinator and Traffic Team Leader would speak to the resident regarding this issue and officers would make every effort to ensure all appropriate options were included in all future consultative questionnaires.

Easington Road bus stops – A resident requested that the hatched lines be removed. Officers to look into this request.

Brus Arms Hotel – A resident asked for an update on the Brus Arms Hotel situation. The Chair of Planning Committee indicated that an application for apartments would be considered by a future Planning Committee meeting. Another resident called on Councillors to consider the lack of amenities in the area before approving this application.

Verner Road – A resident requested an approximate start date for improvement works in Verner Road. The Local Transport Plan Co-ordinator advised that there was no works programme available at the moment. The Neighbourhood Manager indicated that lists of forthcoming work would be made available to the Forum in the future.

St Hild’s School field – “Can I ask who is responsible for cutting the grass on the field of the old St Hild’s School? If it is not the Council’s responsibility then can the organisation responsible for this be asked to remedy the situation? The grass is currently almost three feet high in places” – Following a brief discussion it was indicated that the land was owned by Children’s Services. The Neighbourhood Manager advised that she would take this issue up with their representatives.

Barnard Grove safety measures – A Councillor expressed her dissatisfaction with the consultation process, particularly the treatment of the public at a meeting at Barnard Grove School. She further requested information as to when this issue would be given Executive consideration and was advised this would be considered at the Neighbourhoods and Communities Portfolio meeting on Monday 18th June 2007 at 9am. Residents had been informed.

Steetley/Britmag site – “Can I have an update on the demolition work at the Steetley/Britmag site on Cemetery Road? Also can I ask who is responsible for the sites security as I witnessed on Sunday 10th June that three entrances were wide open and approximately eight young children were within the site boundaries” – The Neighbourhood Manager advised that the landowners were responsible for on-site security and the Council had no powers in this matter. A Councillor referred to the prevalence of CCTV cameras and questioned why the police were not informed by Richard Court if children were seen engaging in dangerous activity.

Union Bank – A resident asked if the planned one-way route would apply to buses as well as private transport. The Neighbourhood Manager advised that public transport would not be affected by the one-way route. A Resident Representative felt that it was dangerous for buses to use Union Bank and the existing parking problems needed to be solved before consideration was given to this issue. However a Councillor advised that preventing traffic from travelling on Union Bank would be “folly” and the grassed area should be converted into additional parking spaces to help alleviate the problem. The Neighbourhood Manager explained that officers were currently working on a parking scheme at

the bottom of Union Bank. However funding would be required.

A Resident Representative requested an update on previous requests for a handrail on Union Bank and was advised that costings were currently being worked out.

Hartlepool Mail – A resident indicated that her name had recently appeared in the Hartlepool Mail in connection with comments she had made at a previous Forum meeting. She requested that in future the Chair should indicate if a reporter was present. This would give those present the opportunity to request that their name not be printed, as was their right.

Agenda – A resident requested that the order of items on the agenda be given further consideration. She felt that any decisions needed to be placed higher up the agenda while consultation items and information should be later in proceedings. The Neighbourhood Manager reported that this issue had already been discussed at previous Forum meetings and it was impossible to please everybody. Other suggestions included limiting the number of consultation items to two or scrapping them altogether and including the relevant information in the distribution of agendas and papers. However the Head of Neighbourhood Management indicated that the word “consultative” was in the title of the meeting and consultation was its main purpose. The resident advised that her concern was not the amount of consultation items but their placement on the agenda. The Neighbourhood Manager stated that comments were noted and would be considered in respect of future agenda layout.

Oaksway Trading Estate - “The land behind Hibernian Foods Factory and Wasdale Close, Bakers Mead, is used as

a public highway. This is private land and could be gated off at the old Central Bridge. Not to mention the rubbish in the area” – The Neighbourhood Manager reported that negotiations were ongoing to encourage the company to be more proactive. Another enforcement notice regarding the litter was about to be served.

Wiltshire Way – A resident advised that the installation of a security fence on Wiltshire Way had been requested to protect the allotments. The Neighbourhood Manager indicated that the cost of fencing and gating was currently being investigated.

6. BUILDING SCHOOLS FOR THE FUTURE – STAGE 3 CONSULTATION

The Assistant Director – Resources and Support Services - gave a presentation on Building Schools for the Future. This was a Government initiative which would provide money to rebuild, remodel and refurbish Hartlepool’s secondary schools. The second stage of the consultation had been completed on 2nd March 2007 with the results showing 70% of respondents in favour of the closure of Brierton and 63% in favour of co-locating Catcote Secondary and Springwell Primary Special Schools. Stage 3 was now underway and a copy of the Stage 3 Consultation Document was made available for those present.

This stage of consultation would run until 27th July 2007. In addition to the Consultation Document, information could be viewed on the website hartlepool.gov.uk/schoolscapital/bsf. A number of public consultation meetings would be held at schools across Hartlepool where residents could voice their concerns. They could also contact Christine Lowson directly at the Civic

Centre or via the email address bsf@hartlepool.gov.uk.

Included in the presentation were slides relating to the following

- When Brierton School might close
- How pupils would transfer to other schools
- Support for Brierton pupils and their families
- Arrangements and support for pupils with Autistic Spectrum Disorder
- Support for Brierton teaching and support staff
- Partner Primary Schools

The Assistant Director stressed that no decisions had yet been made.

Following the presentation the following questions/issues arose:

Projected numbers of secondary school pupils - Concerns were raised as to the projected number of children of secondary school age over the next 10 years. Those present asked if issues such as immigration and the building of new housing estates had been taken into consideration. The Assistant Director advised that the projected numbers were constantly being monitored and expert advice indicated a drop of over 1000 secondary school pupils in the next 10 years. Factors such as immigration and movement of families into the area had been taken into account in the production of these figures.

Stage 2 questionnaire - A Councillor criticised this as a “loaded” document and alleged that the decision to close Brierton had been made long ago in order to secure Government funding. He felt the decision to ensure places at other schools were available at this stage in the process showed that a decision had already been made. However the

Assistant Director reported that officers had to prepare for all eventualities but no firm steps to allocate Brierton pupils to other schools would be taken until the final decision had been made by Cabinet.

Bishop Cuthbert - A Councillor asked which school children living in this area would be allocated to. The Assistant Director indicated that parental preference would be given depending on the availability of places. Geographically speaking St Hilda's was the closer school but at the moment there were sufficient places at both St Hilda's and High Tunstall to accommodate all Bishop Cuthbert children.

Existing schools - A Resident Representative queried how they would be able to cope with an influx of new pupils. The Assistant Director advised that the size of the schools would be adjusted to meet the long term future demand. This could mean the physical buildings would need to be made bigger, leading to the short term use of temporary accommodation.

Brierton staff - A Resident Representative asked if there could be redundancies. The Assistant Director reported that a protocol was being worked on to try to avoid any loss of expertise.

The Chair thanked the Assistant Director for attending the meeting and answering questions.

7. RESIDENT REPRESENTATIVE ISSUES

A Resident Representative requested that consideration be given to converting the grass verge on Gilbert's Place into parking space in order to make more room for emergency service vehicles and prevent the grass being churned up. The Neighbourhood Manager advised that

she would give this consideration. The Resident Representative went on to thank officers for installing crossing on West View Road.

8. WARD MEMBERS AND WARD ISSUES

Middlegate zebra crossing – A Councillor requested that this be moved on behalf of the residents of Priory Court. The Traffic Team Leader would give this consideration.

Warren Road gullies – These were currently 6 inches below road level and forcing drivers into the side of the road

Marine Drive pathway – This was still in a disgraceful condition despite having been put on the list for improvement works 10 years ago. Officers to inspect site.

Maintenance agreements – When King Oswy shops improvement works were carried out a maintenance agreement was signed by the Cabinet and Chief Executive and had not been adhered to. Similar agreements had been signed for John Vianney School, Durham Street and the Town Wall, with similar lack of maintenance in all. The Head of Neighbourhood Management advised that almost all large projects had a one year retention period. Following that responsibility for maintenance reverted to individual departments. A Councillor felt that there was little advantage in regenerating an area if it would not be maintained. The Head of Neighbourhood Management agreed with this but explained that regeneration funding was usually just for regeneration with no maintenance allowance provided for.

Signposts – There was currently an over proliferation of these throughout Hartlepool. At a cost of £300 per pole there were a waste of money and

consideration should be given to how anywhere actually needed, in car parks for example. The Head of Neighbourhood Management advised that the Director of Neighbourhood Services was already planning to take action on the issue of street furniture in general.

Speeding Drive – Request that the Traffic Team Leader carry out a safety survey as drivers had complained that they could not see along the road because of a parked caravan.

Road surfacing – Deep concern that resurfacing work was not being followed up within 28 days of a complaint being made as it should be. This could save thousands of pounds in claims made to the Council. The Mayor should be made aware of the need to allocate money to this. The Head of Neighbourhood Management would take this back to the Director of Neighbourhood Services.

King Oswy – Block paving outside the shops was a disgrace. In addition builders rubble had been left outside the back of a house in Snowdon Grove for the past 15 months. The Neighbourhood Services Officer advised that this would be passed to an enforcement officer for action and the block paving would be inspected.

9. TEES VALLEY JOINT MINERALS AND WASTE DEVELOPMENT PLAN DOCUMENTS: KEY ISSUES AND ALTERNATIVE OPTIONS REPORT

The Senior Planning Officer gave a brief report on the Tees Valley Minerals and Waste Development Plan consultation. The Key Issues and Alternative Options Report was the first stage of preparing the Waste Development Plan and identified issues affecting minerals and

waste development, providing spatial planning options for dealing with these.

Public consultation was currently being carried out and a key part would be the drop-in session at the Central Library on 18th June 2007, from 3pm-7pm. Present would be employees of the environmental consultants Entec UK and Council Planning Officers. Copies of the Key Issues and Options report were available at all branch libraries, via the Council website and through Tom Britcliffe on 523532. Comments on the reports should be submitted by the end of June 2007.

The Chair thanked the Senior Planning Officer for attending the meeting.

10. COASTAL WALKWAYS STRATEGY

The Countryside Access Officer gave a brief presentation outlining the coastal walkway strategy following a request for additional information at a previous meeting. The Officer gave detailed information on the following requirements:

- To increase access to and along the coastal areas of the Borough
- To link into existing walkways, paths and cycleways
- To link into new and proposed developments in, and neighbouring with, Hartlepool
- To attract more people to the area
- To provide better and improved access for the communities situated along the coastal strip
- To be sustainable

- To link in with existing plans and proposals

Included among these existing plans and proposals was the proposed bridge from the Headland to the new Victoria Harbour development. A Councillor suggested that a letter be sent to PP Ports on behalf of the Forum expressing support for the building of the bridge. This was supported by the Forum and the Neighbourhood Manager advised that she would send a letter to PP Ports.

The Chair thanked the Countryside Access Officer for attending the meeting.

11. RECYCLING PROVISION IN THE NORTH

The Waste Services Officer gave a presentation on recycling provisions in the North. Details included

- Current recycling provisions
- Bring Centres
- Kerbside Collections
- Future Plans
- Alternate weekly collection

Following the presentation the following questions/issues arose.

Fortnightly collections – These had created problems in other areas and were a health issue in the summer months. Problems had been experience with white poly bags being blown about, resulting in waste being scattered. However the Head of Neighbourhood Management advised that half the Councils in the UK had a fortnightly collection system.

Space issues – Some residents did not have room for the brown bin or extra bags. The Head of Neighbourhood Management advised that those people

who already recycled their garden waste would not be required to keep the brown bin. With reference to the imitations of certain accommodation Officers would meet with residents to discuss the best solution for them.

Collection of rubbish – Concerns were raised that collectors would often leave a mess behind when collecting the rubbish. They would also refuse to take additional rubbish away, even at those times of year when this was expected such as Christmas.

Suggested areas for Bring Centres – Areas put forward by members of the Forum included the Headland Club, the Town Moor, the Lighthouse and the King Oswy Pub.

The Chair thanked the Waste Services Officer for attending the meeting and answering questions.

12. MINOR WORKS BUDGET

This item was deferred to the following meeting.

13. ALLOCATION OF FUNDING FOR 2007/08

The Neighbourhood Manager advised the Forum that £52,000 had been delegated to the North area for the 2007/08 financial year with an additional £20,000 for highway related works. Further to this, an additional £15,000 was allocated to address the common issue of the conversion of grass verges to hard standing, where the Forum considered this appropriate.

The Forum was reminded of the framework for consideration of proposed schemes and the Neighbourhood Manager indicated that proposals would be welcome from Ward Councillors and residents.

A Councillor suggested that a small amount of money be set aside for the Chair to use as she saw fit. A total of £5,000 was suggested for use on schemes of no more than £500. Details of any spending under this delegation would be brought back to the Forum. This was agreed by the Forum.

Decision

That £5,000 be taken from the North Minor Works Budget for 2007/08 and delegated to the Chair for use on schemes of £500 maximum. Full details to be reported back the Forum.

14. MINOR WORKS PROPOSALS

The Forum were asked to agree to recommend the following minor works schemes to the Portfolio Holder for approval:

1. Pride in Hartlepool – Various Locations - £5,000
2. Hart Ward – Muirfield Walk – landscaping problems – Two options were put forward at costs of £8,400 and £10,500
3. Marley Walk Environmental Improvements - £4,250
4. Dropped crossings – Various Locations - £3,500

In addition a proposal was put forward on behalf of the North Neighbourhood Consultative Forum Resident Representatives to allocate minor works funding to larger projects over a 3-5 year rolling programme as follows:

- To improve the main gateways/routes into the North - £20,000

- To assist in the provision of Multi Use Games Areas in each ward within the North - £10,000

CHAIR

Detailed information on all schemes was given.

Decision

The Forum agreed the following:

That schemes 1, 3 and 4, at a cost of £12,750 be recommended for approval to the Portfolio Holder

That option 1 of scheme 2, at a cost of £8,400, be recommended for approval to the Portfolio Holder

That the additional long-term allocations at a cost of £30,000 over the next 3-5 years, be recommended for approval to the Portfolio Holder,

Following Councillor comments it was agreed that officers would reconsider the practical aspects of dropped crossing in an effort to lessen any damage caused by vehicles at the moment.

15. DATE, TIME AND VENUE OF NEXT MEETING

To be held on Wednesday 8th August 2007 commencing at 6pm at Throston Grange Community Centre, Glamorgan Grove.

The next North Police and Community Safety Forum will take place on Wednesday 5th September 2007 commencing at 10am at West View Community Centre, Miers Avenue.

MARY FLEET

Report of: Director of Community Services

Subject: ANNUAL LIBRARY PLAN

1. PURPOSE OF REPORT

- 1.1 To consider the draft Annual Library Plan (**Appendix 1**) for consultation.

2. BACKGROUND

- 2.1 The Plan describes the proposed priorities and actions of the library service during 2007/8 and how they contribute to delivery of the Council's Departmental and Corporate plans. Throughout the consultation period of June and July the public are asked to read, comment and make suggestions regarding the plan.

3. ANNUAL LIBRARY PLAN

- 3.1 The Annual Library Plan is part of the Budget and Policy framework of the Council and is required to allow examination of the service and its development.
- 3.2 The plan highlights actions to be undertaken this year, which include the introduction of the restructured vehicle services, improvement of family history services, increased use of libraries as venues for literary and author hosted events and close working with Children's Services to support children's literacy and family learning.

In 2007/8 a strategic review and longer term forward plan for Hartlepool's Library Services will take place. The public will be invited to take part in this process. Further consultation will be carried out through the Neighbourhood Forums.

4. CONSULTATION

- 4.1 Public consultation on the library plan will be through the Neighbourhood Consultative Forums, and with stakeholders and users. Notices are displayed and copies of the Annual Library Plan are available in all library service points. Members of the public are invited to read the plan and to

make comments, suggestions or to ask questions about the plan. The notices provide details of the Neighbourhood Consultative Forums.

5. TIMETABLE

- 5.1 Consultation will take place throughout June, July and August with the plan then being referred to the Adult Care and Community Services Scrutiny Panel. It will then be returned to Cabinet in September and onward for full Council approval in October 2006.

6. DIVERSITY

- 6.1 The Annual Library Plan includes actions specific to the Council's diversity policies and procedures and seeks to mainstream diversity considerations into all activities

7. RECOMMENDATIONS

- 7.1 Public are asked to consider the plan and its contents and to make comments and suggestions.

CONTACT OFFICER, and all enquiries

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Please contact Graham Jarritt if you require this report, or the library plan in larger print or audio format



HARTLEPOOL
BOROUGH COUNCIL

Library Service

Annual Library Plan (*draft*)

2007/08

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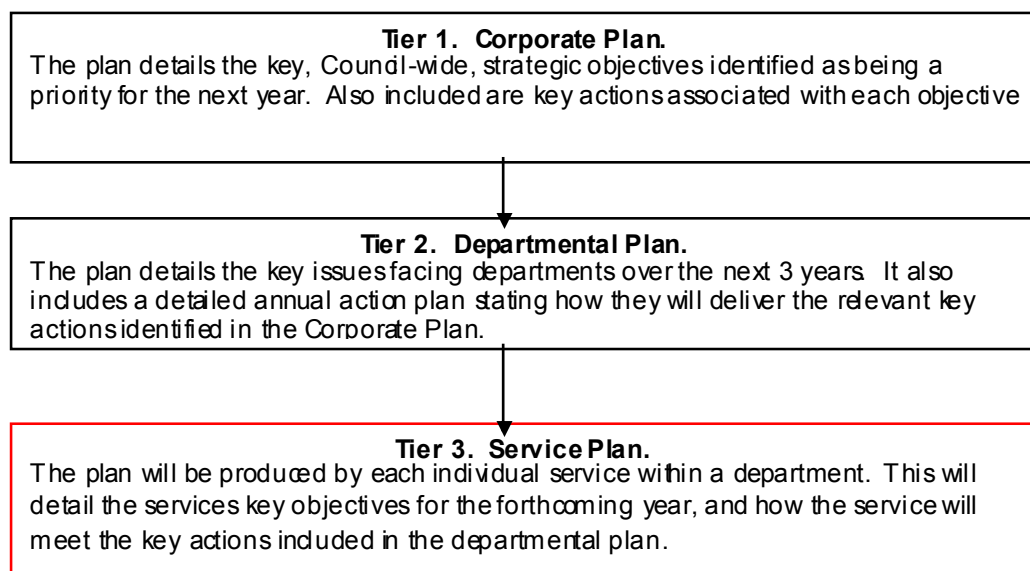
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Introduction

This document is the Library Service Plan for 2007/08 and forms part of the Council's overall Service Planning arrangements. The plan details the key priorities and issues facing the Library Service over the next year, and includes a detailed action plan showing how these priorities will be delivered.

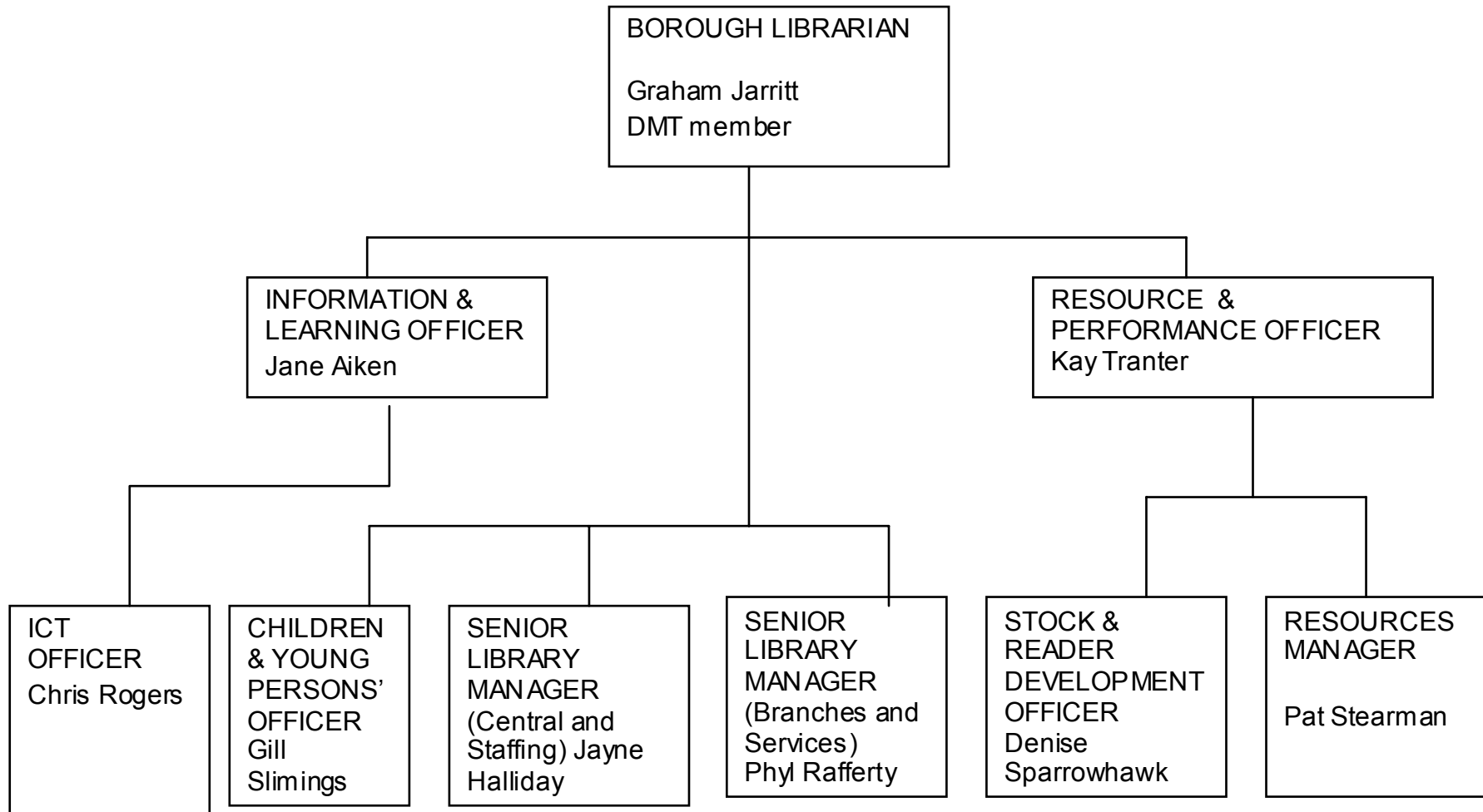
The plan details how the Library Service will meet the Council's key priorities as stated in the Corporate Plan and the Adult & Community Services Department's key priorities as stated in the Adult & Community Services Departmental Plan 2007/08-2009/10.

This plan should be looked at in conjunction with both the Council's Corporate Plan, and the Adult & Community Services Departmental Plan, that together form part of the Council's overall Service Planning Arrangements. Figure 1, below, demonstrates how the plans are linked: -

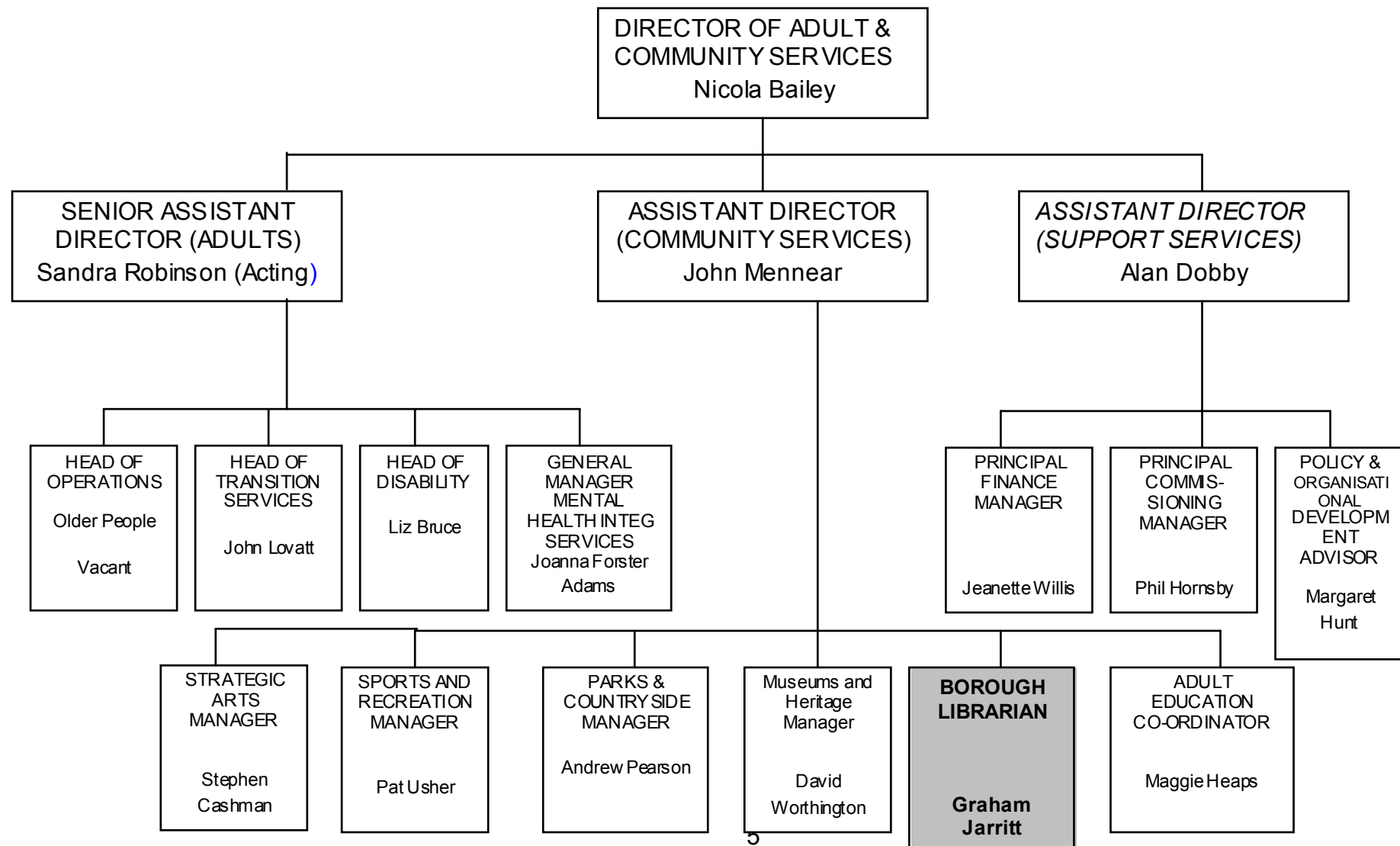


This approach ensures that any objective that appears in the Corporate Plan can be traced through the Departmental plan to specific actions in the service plan, and vice versa. It allows the employees delivering services to explicitly see how their actions contribute to the Council's overall objectives.

Library Service Senior Management Structure



Where Libraries fit within Adult and Community Services Departmental Management



Performance Management

- **Monitoring and Reporting**

The action plan detailing how the department will meet its main objectives for the forthcoming year will be monitored constantly, and reported regularly to Departmental Management Team on a quarterly basis.

Throughout the year, in certain circumstances, it may become necessary to either remove or amend an objective or specific action from the action plan. This could be for a number of reasons, such as changing priorities or a delay in implementing a particular scheme through unforeseen circumstances. Any amendments to the plan will only be made with full agreement of DMT.

- **Reviewing the Plan**

As previously explained the action plan will be constantly monitored and reviewed, with any proposed changes being presented to DMT for agreement.

The plan will also be used as a management tool to monitor library senior managers' performance through the monthly update meeting.

- **Communication**

The Library will communicate performance internally through the staff newsletter, through the library section heads meetings, through the library managers' service team meetings and through individual and collective staff-update meetings.

Externally, the library will communicate and consult on its plan, aims and objectives directly with the public, through the Neighbourhood Forums, with users at all service points and with stakeholders through electronic or postal communication.

The Library Service

The Library in Hartlepool provides services from the Central Library and six branches. It also operates a mobile library bus and a van delivered home library service. It supports and provides stock for Brougham Annexe Library, which is run by the voluntary Wharton Trust.

Although traditionally seen as somewhere that lends books and provides a place to study, the public library provides a far broader range of services. Framework for the Future, the ten year forward plan for libraries sets the priorities for library provision as:

- The promotion of reading and informal learning.
- Access to digital skills and services including E-Government
- Measures to tackle social exclusion, build community identity and develop citizenship.

The library promotes and supports reading and literacy for all ages. For adults there are reading groups, literary events and creative writing projects as well as a large range of books and materials in other formats. Children and young people are supported through a large selection of reading materials, homework clubs and a robust programme of events throughout the school holidays. The Summer Reading Challenge annually encourages reading throughout the summer school break. Bookstart, run by a partnership of the Library, Children's Services and Health Visitors, provides special packs of books and other materials to encourage development of reading and learning throughout the early years.

The library supports learners. It provides study places, books and materials, public free access to ICT and a number of online databases. It also works with Adult Education in the hosting of training courses and works closely with Hartlepool College of Further Education. The library is the principal provider of free, open public access to computers and the internet in Hartlepool.

The library seeks to provide services to hard to reach groups. In Partnership with the Tees, Wear and Esk Valleys Mental health Trust and MIND it provides mental wellbeing book collections for information and self help and runs a reading group for people with mental health issues. The Library supports basic skills learning and works with the Youth Service to provide services to young people at risk. The library is open to all and is highly regarded by many people in the town who value its services and role as a community resource.

The Library in Hartlepool scores well in satisfaction ratings and national standards measurement. At the same time, within a broader national debate it is necessary to consider the appropriate direction of travel to ensure a sustainable and high quality library service in the town. In 2007/8 the library will produce a strategic document to consider the longer-term development of the town's library services

Priorities

Library Service Priorities for this 2007/8 are

- Ensure Library Services are easily accessible to vulnerable groups and contribute to the preventative mental wellbeing agenda.
- Develop milestones and strategies to deliver improvements of facilities and services areas.
- To contribute to the review of all Community Services literature
- Contribute to the establishment of key centralised information points across the town and publicise these.
- Implement the delivered library services review and action plan.
- Provide Library services targeted towards hard to reach groups and individuals
- Reduce sickness levels within the library service
- Implement policies and actions that contribute to the Council's Diversity Action Plan
- To increase community engagement in planning and delivering library services.
- Improve the library service's capacity to provide strategic management and its ability develop strategic forward planning
- To develop a strategic forward plan for library services in Hartlepool

The actions the library service will take to work towards delivering these priorities are detailed in the Action Plan section of the Service Plan

Library Service Action Plan 2007/08

The Library Service Action Plan identifies actions that are linked to the Corporate Plan through the Adult and Community Services Departmental Plan. The action plan expands on both of these and gives more detail as to how this will be achieved.

Objectives that are linked to the Corporate Plan, through the Adult & Community Services Departmental Plan

SERVICE/TEAM (IF APPLICABLE)				
Corporate Plan Objective: LAA12. Mental Wellbeing: To promote a positive approach to the mental wellbeing of Hartlepool residents (Ref: CO)				
Departmental Plan Objective: To increase social inclusion of people with mental health issues (Ref:) HC 13.1				
Service Plan Objective: Ensure Community Services are easily accessible to vulnerable groups and contribute to the mental wellbeing agenda				
Ref:	Action	Date to be Completed	Responsible Officer	Associated PIs
	Establish Alzheimers Bookchat group	Sept 07	Phyl Rafferty	BV 220
	Explore establishment a Reading group in Sandwell Park mental health unit	Dec 07	Phyl Rafferty	BV 220
Corporate Plan Objective: LAA29 Enrich individual lives, strengthen communities and improve places where people live through enjoyment of leisure, culture and sport				
Departmental Plan Objective: Develop and improve cultural and leisure facilities and events (Ref:) CL2.1				
Service Plan Objective: Develop milestones and strategies to deliver improvements of facilities and services areas.				
	Achieve Matrix Standard for information and Guidance provision for Central Reference Library	Mar 08	Jane Aiken	BV 220

	To gain Investing in Children status for one library service point.	Mar 08	Gill Slimings	
	Establish a library strategic planning group	May 07	Graham Jarritt	
	Develop a library community engagement strategy	Sept 07	Graham Jarritt	
	Develop a library forward strategy for Hartlepool taking into account local need and national strategies and policies	Oct 07	Graham Jarritt	
	Implement staff training plan & ensure that staff receive appropriate training for their role.	April 07	Jayne Halliday	
	Regularly monitor performance against PLSS targets and CIPFA indicators and propose remedial actions if required	Mar 08	Kay Tranter	BV220 LPI ACS 6
	Explore potential funding sources and potential partners for a project to organise and preserve the special collections. Produce a timeframe and plan	Mar 2008	Jane Aiken	
	Maritime Archive – work with the NEEMARA project team to catalogue their collection on Talis.. Train a member of staff to input records . Create a Maritime Archive web link from the portal to the catalogue	Sept 07	Jane Aiken	
	Promote Ancestry.com and Britannica on-line. Total of 14 workshops to be held through year across all static service points	Mar 08	Jane Aiken	BV 220
	Organise an event to promote learning/local history in partnership with Middleton Grange & Hartlepool Hospice	May 2007	Jane Aiken	
	To deliver a minimum of 4 literary events	March 08	Denise Sparrowhawk	BV 220

	To review library support services and library stock procurement within Hartlepool Libraries with reference to national/MLA ' <i>Better Stock, Better Libraries</i> ' proposals	Dec 07	Kay Tranter	
	To take part in a regional pilot within national/MLA ' <i>Better Stock, Better Libraries</i> ' proposals	Mar 08 (within regional timeframe)	Kay Tranter Graham Jarritt	
	Analysise current stock issues and identify performance of different formats. Draw up revised stock purchasing plan and plan to improve performance of underachieving stock	Dec 07	Kay Tranter Denise Sparrowhawk Chris Rogers	BV 220
	Conduct Children's PLUS survey	Sept 07	Gill Slimings	BV 220
	Monitor customer care and service standards in all service points, and take any remedial or training actions as may be indicated	Sept 07	Jayne Halliday Phyl Rafferty	BV 220 BV118 BV119C
Departmental Plan Objective: Ensure the public have access to a wide range of information about leisure, culture and sporting opportunities in a variety of accessible mediums. (Ref:)				
Service Plan Objective: Revision of all Cultural Services service literature to be undertaken to confirm information availability and identify gaps.				
Ref:	Action	Date to be Completed	Responsible Officer	Associated PIs
	Take part in Cultural services literature and publicity review	Mar 2008	Graham Jarritt	
	Three 'How to guides' & three 'Facilities and services guides to be published (in hard copy and on the portal)	Mar 2008	Jane Aiken	

	Revise Bookstart and children's library service literature to market new initiatives and expanding services.	Mar 2008	Gill Slimings	BV 220
	Produce quarterly events programme posters for each library.	April 07	Chris Rogers	
	To participate in the Departmental Portal Development Group to ensure continual development and updating of the Portal	Mar 2008	Chris Rogers	
Service Plan Objective: Establish key centralised information points across the town and publicise these				
Ref:	Action	Milestone	Responsible Officer	Associated P's
	Working with other Section Heads, establish key centralised points, a method of information gathering and coordinating the distribution of materials to these	May 2007	ADCS/Graham Jarritt	
	Agree method of publicising key information sites	May 2007	ADCS/Graham Jarritt	
Corporate Plan Objective: – LAA30 Cultural and Leisure Services, including libraries, better meet the needs of the community, especially disadvantaged areas				
Departmental Plan Objective: To increase opportunities for participation in a wide range of cultural and leisure activity focussing on areas of disadvantage (Ref:).				
Service Plan Objective: Conduct review of concessionary charging policy across Community Services with a view to establishing one consistent approach. CL6.1				
	Contribute to the review of the Community Services concessionary charging policy	April 2007	Graham Jarritt	

	Ensure any management information systems are reprogrammed to meet any new service requirements	Mar 2008	Chris Rogers	
Service Plan Objective: Implement the delivered library services improvement plan CL 6.1				
	Monitor implementation of new routes and timetables and service user reactions	May 07	Phyl Rafferty	BV 220 LPI CS 12a
	Respond to any user concerns and make adjustments to service delivery as appropriate and possible	July 07	Phyl Rafferty	BV 220 LPI CS 12a
	Carry out 6 month user survey to measure effectiveness of implementation	Oct 07	Phyl Rafferty	BV 220 LPI CS 12a
Service Plan Objective: Provide library services targeted towards hard to reach groups and individuals				
	Deliver 3 family learning weekends in library service points	Mar 08	Gill Slimings	BV 220
	Expand read and rhyme sessions and toys and tales to include village stops on mobile library route.	Mar 08	Gill Slimings	BV 220
	Develop and deliver family learning package 'Leaming is Fun Together (LIFT)' to disadvantaged families in partnership with Early Years consultants.	Mar 08	Gill Slimings	BV 220
	To establish further reading/book groups for specific users VIP Sheltered Accomodation	Oct 07 Nov 07	Phyl Rafferty	BV 220
	Work with Adult Services to explore opportunities for partnership working, including hosting DIRS group	July 07	Graham Jarritt	

	Work with Commissioning Team to draw up Service Level Agreement between Libraries, Adult Services and DIRS	Nov 07	Graham Jarritt, Phil Hornsby	
	Establish children's reading group in Central library	Mar 08	Gill Slimings	BV 220
	Work with NDC to develop Connecting Communities programme	Oct 07	Phyl Rafferty	
Corporate Plan Objective: Increase provision of high quality learning and skills opportunities that drive economic competitiveness, include participation, and build social justice participation of adults in learning				
Departmental Plan Objective: (Ref:) To increase universal access to high quality learning and skills opportunities.				
Service Plan Objective: LL 9.2 Increase percentage of adults holding nationally recognised qualifications				
Ref:	Action	Date to be Completed	Responsible Officer	Associated PIs
	Work with Adult Ed. and organise learning events in Adult Learners' Week and in Family Learning Week	May 07 Oct 07	Jane Aiken	
	Liaise with Adult Ed./HCFE tutors for start of 2007/8 academic year and use reading lists to inform stock selection.	Oct 07	Jane Aiken	
	Work with HCFE and Adult Education Dept to run The Quick Reads 6 Book Challenge with Skills for Life Students. Launch in Adult learners week in May 07.	Mar 08	Denise Sparrowhawk	

Corporate Plan Objective: Links to the Corporate Plan – Implement the People Strategy and the Workforce Development Strategy				
Departmental Plan Objective: Effectively use resources and invest in the future				
Service Plan Objective: Lower Departmental Sickness Levels				
Ref:	Action	Date to be Completed	Responsible Officer	Associated Pls
	Ensure sickness procedures are carried out and that all new managers receive appropriate training	April 07	Jayne Halliday	

Corporate Plan Objective: Links to Corporate Plan – Enhance Equality and Diversity arrangements and mainstream into all Council activities				
Departmental Plan Objective: Improve Service delivery and customer care (Ref:)				
Service Plan Objective: Complete INRA's for all services and DIA's as agreed				
Ref:	Action	Date to be Completed	Responsible Officer	Associated Pls
	Complete INRA's and DIA's for library service	May 2007	Graham Jarritt	
	Work with NDC to develop Connecting Cultures project	May 2007	Graham Jarritt	

	Work with Disability Information Resource Service and Adult Services to establish DIRS in Central Library	May 2007	Jane Halliday	
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Performance Indicators

The action plan detailed a number of Performance Indicators that will be used to measure the successful implementation of the actions. Those indicators are included in more detail in the table below.

Ref	Definition	Responsible Officer	Outturn 2006/07	Target 2007/08
BVPI 220	Public Library Services Standards checklist		4	
LPI ACS 6	Number of physical visits per 1000 population to public libraries		6924	
LPI CS 12a	Number of housebound people receiving a home visit from the home library service once every three weeks, for as long as they require the service		508	
BVPI 118a	Percentage of library users who found the book they wanted		82.4%	
BVPI 118b	Percentage of library users (<i>who reserved the book they wanted and were satisfied with the outcome</i>) – who found the information they were looking for		80.1%	
BVPI 118c	Percentage of library users who were satisfied with overall service		95.4%	
BVPI 119c	Percentage of residents by targeted group satisfied with the local authority's cultural and recreational activities: Libraries		80%	

Report of: Neighbourhood Manager (North)

Subject: MINOR WORKS PROPOSALS

1. PURPOSE OF REPORT

- 1.1 To consider improvement schemes for potential funding from the North Neighbourhood Consultative Forum Minor Works Budget.

2 SCHEME 1: HART WARD - SWANAGE GROVE

- 2.1 For a number of years the Highways department have received complaints concerning the traffic problems in Swanage Grove. In particular around the grassed area to the side of numbers 20–21.

Residents have requested that to relieve traffic congestion, and to allow larger vehicles to pass without having to override onto the grassed area on this corner, that the grassed area be removed and the area be replaced with dense bituminous macadam (Tarmac) creating a wider area for vehicular traffic to pass. (see **Appendix A**)

- 2.2 The cost for this scheme is **£7,325**

3. SCHEME 2: ST HILD WARD - UNION STREET

- 3.1 Residents and ward members have made requests that a hand rail be fitted adjacent to the footpath on Union Street, starting at the top from Durham Street leading down to Northgate approximately 27 linear metres.

- 3.2 Due to the gradient of Union Street pedestrians are experiencing difficulties in walking up and down the street, a tubular style hand rail will assist those with walking difficulties. (see **Appendix B**)

- 3.3 The cost for this scheme is **£1,669**

4. SCHEME 3: DYKE HOUSE WARD – HURWORTH STREET

- 4.1 Residents of Hurworth Street have requested the removal of several seating areas currently situated adjacent to properties. Residents would like to replace the seats with additional planting areas.

4.2 The area concerned is a pedestrian area with raised beds and seating. Unfortunately, residents have been experiencing a high level of anti social behavior with youths using the seats to gather, drink alcohol and eat takeaways etc. The Neighbourhood Police have been actively involved and agree with this proposal as a measure to help reduce the problems (see **Appendix C**)

4.3 The cost for this scheme is **£2,000**

5. SCHEME 4: MULTI USE GAMES AREAS - TOWN MOOR - HEADLAND

5.1 Members will recall that at the last meeting of the North Neighbourhood Consultative Forum approval was given to use £10,000 of Minor Works funding to put toward Multi Use Games Areas (MUGA's) in the North.

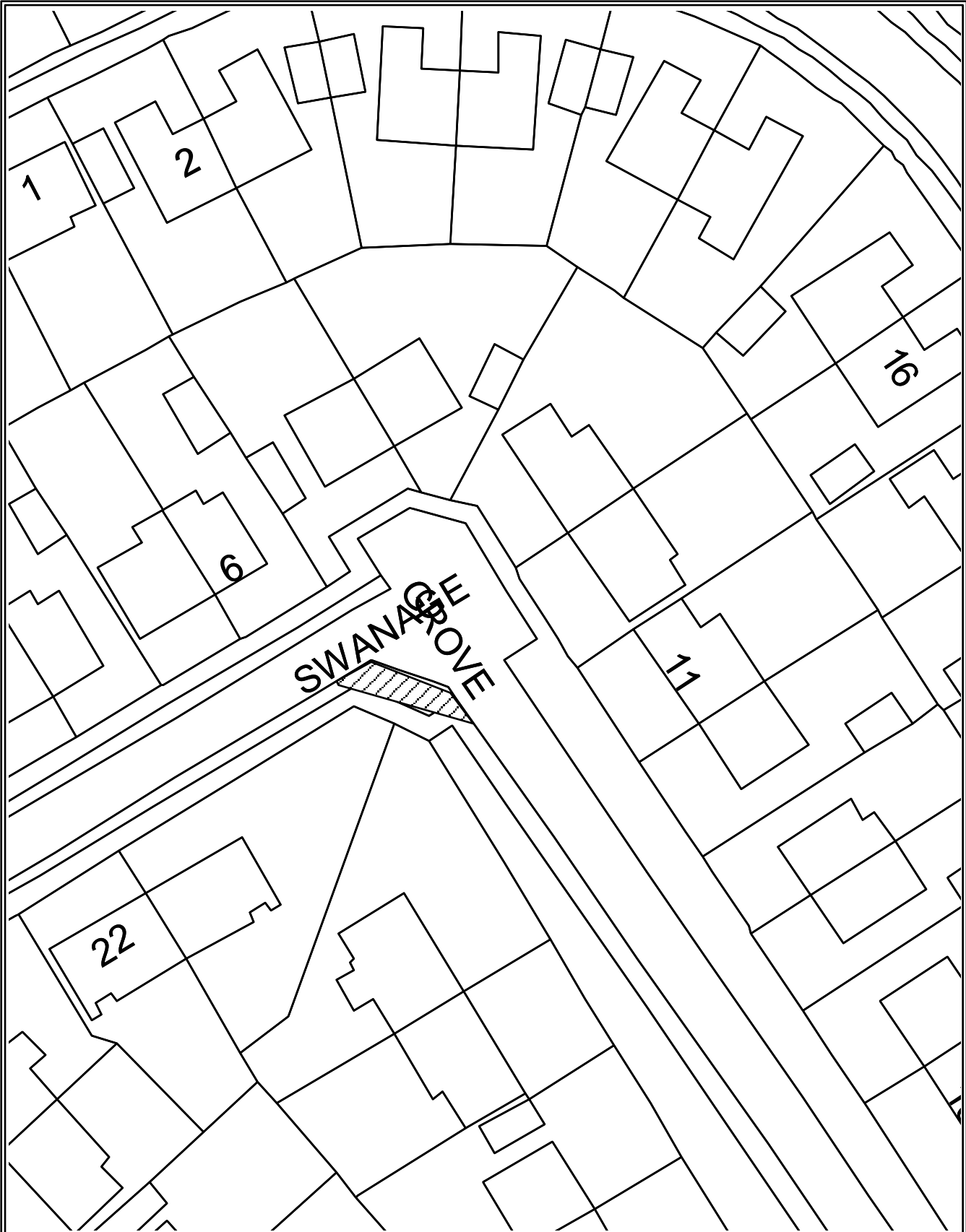
5.2 As stated in the report the £10,000 would only be contributory funding, and that further funding would be required. Officers can report that the above location is quite advanced in terms of developing a MUGA. There have been a number of improvements and initiatives within the Town Moor site. The final stage to enable completion is to resurface, and improve the fencing on the multi use court, which is currently in a state of disrepair. The expected cost of replacement has been estimated at approximately £46,000 to £48,000.

5.3 To date £16,000 has been committed from Community Services Revenue budget. There is an application for £20,000 from the Football Foundation and additional funding for flood lighting will be sought from the Community Safety Capital Grant.

5.4 The forum is therefore requested to allocate the **£10,000** to this area to facilitate further bids for funding to complete this MUGA.

6 RECOMMENDATION

6.1 The Forum is asked to consider the above scheme. Approved schemes will need to be presented to the Regeneration, Liveability and Housing Portfolio for final approval.



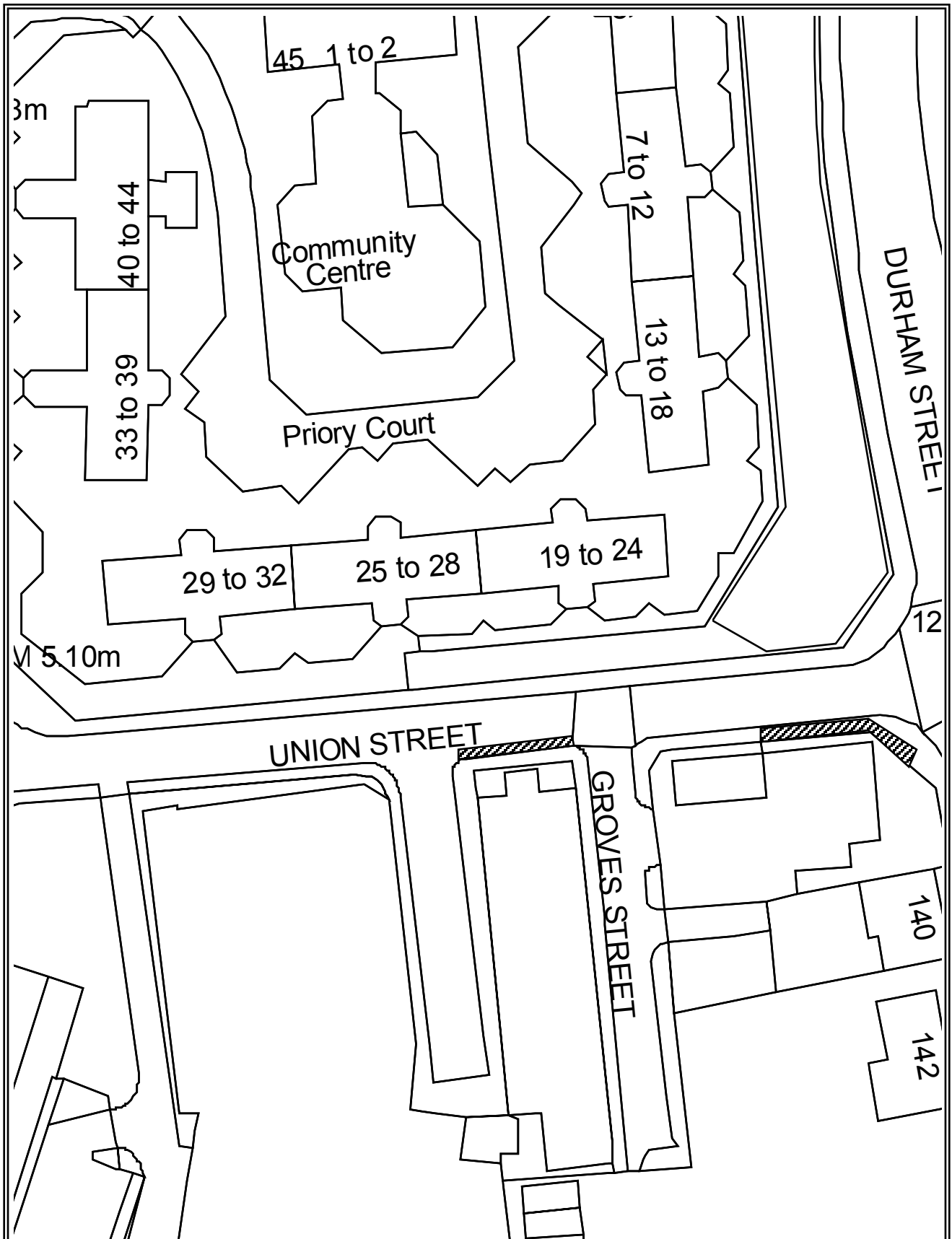
Swanage Grove Grassed Verge Removal

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Head of Highways & Transportation - I Parker M.I.C.E M.I.H.T

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Union Street Hand Rail

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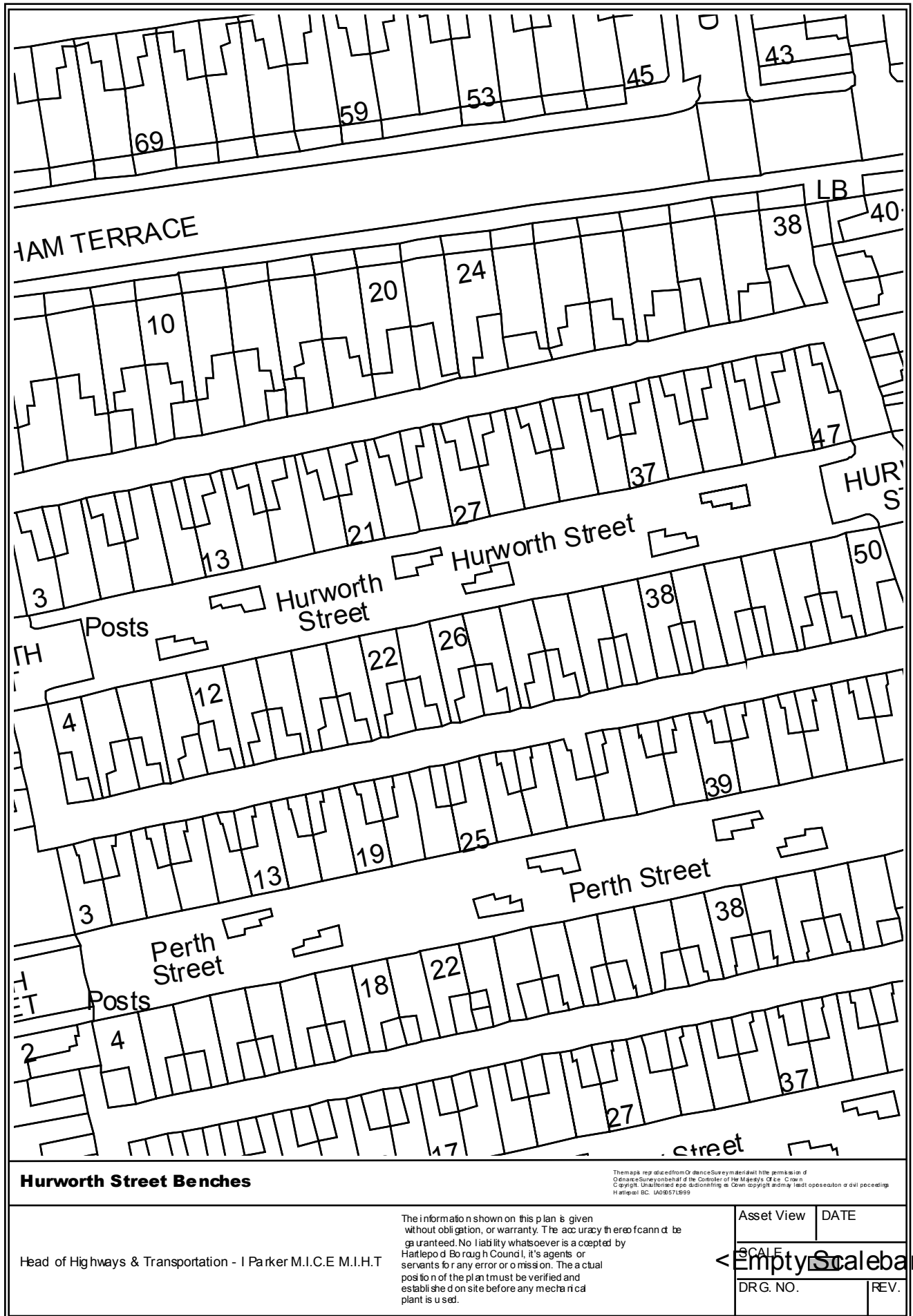
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North Neighbourhood Consultative Forum

Minor Works - 2007/2008 - £87,000

Budget Code – AR50130

Forum - £52,000
Highway Maintenance - £20,000
Grass Verges - £15,000

Ward	Name of Scheme	Date Approved	Minor Works Funding £	Other Funding
Various	Dropped crossings	13 June 2007	3,500	
Various	Pride in Hartlepool	13 June 2007	5,000	
Hart	Muirfield Walk Landscaping	13 June 2007	8,400	
Hart	Marley Walk	13 June 2007	4,250	
Various	Key Routes	13 June 2007	20,000	
Various	Multi Use Games Areas	13 June 2007	10,000	

Total spend £51,150
Total Left £35,850

Minor Works Schemes – 2007/08

Ward	Total cost of Schemes
Brus	
Dyke House	
Hart	12,650
St Hilda	
Throston	
Various	38,500
TOTAL	51,150

Report of: Chief Solicitor

Subject: REVIEW OF POLLING DISTRICTS AND POLLING PLACES

1. PURPOSE OF REPORT

To invite the Forum to nominate a representative to the General Purposes Committee's Polling Review Sub Committee.

2. BACKGROUND

The Electoral Administration Act 2006 (EAA 2006) introduced a duty for all polling districts and polling places to be reviewed by the end of 2007. The General Purposes Committee has commenced the review for Hartlepool and as part of the process, established a Sub Committee to undertake much of the work.

During the consideration of the report and the establishment of the sub committee, the General Purposes Committee agreed that a resident representative from each of the Neighbourhood Forum areas be appointed to the sub committee. The General Purposes Committee did indicate that an additional Councillor representative may be nominated from the Forum but did state it's preference for one resident representative only.

5. RECOMMENDATIONS

That a resident representative be nominated to the General Purposes (Polling Review) Sub Committee to participate in the review of polling districts and polling places.

6. REASONS FOR RECOMMENDATIONS

To fulfil the decision of the General Purposes Committee taken at its meeting on 25 July 2007.

7. BACKGROUND PAPERS

Report of the Chief Solicitor "Review of Polling Districts and Polling Places" submitted to General Purposes Committee on 25 July 2007.

8. CONTACT OFFICER

Tony Brown, Chief Solicitor.
Chief Executive's Department,
Civic Centre, Hartlepool.
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tony.brown@hartlepool.gov.uk

Report of: Chair of the Regeneration and Planning Services Scrutiny Forum

Subject: SCRUTINY INVESTIGATION - 'AVAILABILITY OF GOOD QUALITY AFFORDABLE RENTED SOCIAL ACCOMMODATION IN HARTLEPOOL'

1. PURPOSE OF REPORT

- 1.1 To advise the North Neighbourhood Consultative Forum of the investigation being undertaken by the Regeneration and Planning Services Scrutiny Forum into the 'Availability of Good Quality Affordable Rented Social Accommodation in Hartlepool'.
- 1.2 To seek the Forum's views on the issue, to be relayed back to the Regeneration and Planning Services Scrutiny Forum and invite/encourage resident participation in the Scrutiny investigation.

2. BACKGROUND INFORMATION

- 2.1 A key element of Hartlepool Borough Council's democratic arrangements is the Overview and Scrutiny Process, one of the functions of which is to investigate issues of local concern.
- 2.2 At the beginning of each year the Council's Scrutiny Co-ordinating Committee and each of the four Scrutiny Forums, sets a Work Programme. The Regeneration and Planning Services Scrutiny Forum for this year selected as one of its investigations the 'Availability of Good Quality Affordable Rented Social Accommodation in Hartlepool'
- 2.3 In identifying this issue the Forum expressed concerned regarding the availability of good quality affordable rented social accommodation in Hartlepool and drew attention to the increasing length of housing waiting lists held by the Council and the town's Registered Social Landlords. Whilst it was recognised that work is at an advanced stage in identifying and quantifying housing needs, and potential responses, it was felt that the Forum has a responsibility to play an active role in the identification of a way forward to address the issue.
- 2.4 The Regeneration and Planning Services Scrutiny Forum will be dedicating a period of five months to explore this issue in detail and will during the course of its investigation be receiving evidence/views from a variety of sources, including the Town's MP.

2.5 In recognition of the importance of resident input into the investigation I am here today, as Chair of the Scrutiny Forum, to:-

- (i) Seek your views on the availability of good quality affordable rented social accommodation in Hartlepool, which will be reported back to the Scrutiny Forum for consideration during the investigation, and
- (ii) Raise awareness of the investigation and encourage resident participation in the process.

2.6 The following dates have been identified for a series of Regeneration and Planning Services Scrutiny Forum meetings at which this issue is to be considered, all of which the public are encouraged to attend:-

6 September 2007 at 4pm
27 September 2007 at 2pm
1 November 2007 at 2pm
6 December 2007 at 2pm

2.7 Please note that an update on venues for each of these meetings will be available at the meeting, however, it is advisable that you check with the Council's Democratic Services prior to attending, to ensure that the venues / start times etc. have remained unchanged.

3. RECOMMENDATIONS

3.1 That the views expressed by all those in attendance at the North Neighbourhood Consultative Forum meeting, held on 8 August 2007, be relayed to the Regeneration and Planning Services Scrutiny Forum for consideration during its investigation into the 'Availability of Good Quality Affordable Rented Social Accommodation in Hartlepool'.

3.2 That all those present by invited/encouraged to participate in the participation in the Scrutiny investigation.

4. CONTACT OFFICER

Joan Wilkins – Scrutiny Support Officer
Chief Executive's Department - Corporate Strategy
Hartlepool Borough Council
Tel: 01429 523 339
Email: joan.wilkins@hartlepool.gov.uk

BACKGROUND PAPERS

No background papers were used in the production of this report.