

PLEASE NOTE VENUE

NEIGHBOURHOODS AND COMMUNITIES PORTFOLIO DECISION SCHEDULE



Thursday 20th December 2007

at 9.00 am

in the Red Room, Avondale Centre,
Dyke House School
(Raby Road entrance)

Councillor Jackson, Cabinet Member responsible for Neighbourhoods and Communities will consider the following items.

1. KEY DECISIONS

None

2. OTHER ITEMS REQUIRING DECISION

- 2.1 Bruntoft Avenue – Traffic Calming – *Head of Technical Services*
- 2.2 Cameron Road / Belk Street – Request for One Way System – *Head of Technical Services*
- 2.3 Chatham Road – Safety Scheme – *Head of Technical Services*
- 2.4 Hart Lane (Duke Street-Dunston Road) – Local Safety Scheme – *Head of Technical Services*
- 2.5 King Oswy Drive (Nesbyt Road-Tempest Road) – School Safety Scheme – *Head of Technical Services*
- 2.6 Thornbury Close / Templeton Close Traffic Calming – *Head of Technical Services*
- 2.7 Proposed Residents Permit Cost Increases – *Head of Technical Services*
- 2.8 Town Wall Modelling and Scheme Design and Seaton Carew Coastal Strategy Study – Price/Performance Tender Evaluation – *Head of Technical Services*

3. ITEMS FOR INFORMATION

- 3.1 Central Estate Management Organisation (CEMO) Pilot Neighbourhood Study – *Director of Neighbourhood Services*
- 3.2 Neighbourhood Action Plan (NAP) Discussion Paper – *Head of Community Strategy*

NEIGHBOURHOOD AND COMMUNITIES PORTFOLIO

Report to Portfolio Holder
20th December 2007



Report of: Head of Technical Services

Subject: Bruntoft Avenue - Traffic Calming

SUMMARY

1. PURPOSE OF REPORT

To seek approval for the proposed traffic calming scheme on Bruntoft Avenue.

2. SUMMARY OF CONTENTS

The report details the background to the scheme and the consultation undertaken.

3. RELEVANCE TO PORTFOLIO HOLDER

The Portfolio Holder has responsibility for Traffic and Transportation issues.

4. TYPE OF DECISION

Non Key.

5. DECISION MAKING ROUTE

This is an executive decision by the Portfolio Holder.

6. DECISION(S) REQUIRED

The Portfolio holder approves the implementation of the scheme.

Report of: Head of Technical Services

Subject: Bruntoft Avenue - Traffic Calming

1. PURPOSE OF REPORT

- 1.1 To seek approval for the proposed traffic calming scheme on Bruntoft Avenue.

2. BACKGROUND

- 2.1 There have been a number of concerns raised, particularly by the West View/ King Oswy NAP Forum, about the speed of traffic on Bruntoft Avenue. There have been 2 recorded accidents on the road in the last 3 years.
- 2.2 The West View/ King Oswy NAP Forum has requested a safety scheme be developed for this location, for which they have allocated funding from their 2007/08 budget.

3 CONSIDERATION OF ISSUES

- 3.1 The traffic calming proposed will consist of a series of road humps along Bruntoft Avenue. SLOW markings on red bands will also be provided at each entrance to the street and all junctions are to have new give way markings (see **Appendix A**).
- 3.2 Residents of Bruntoft Avenue and ward councillors have been consulted, however, due to the tight timescale imposed on the scheme, all replies have not been received at this time. A full update of all consultation replies will be presented at the Portfolio meeting.

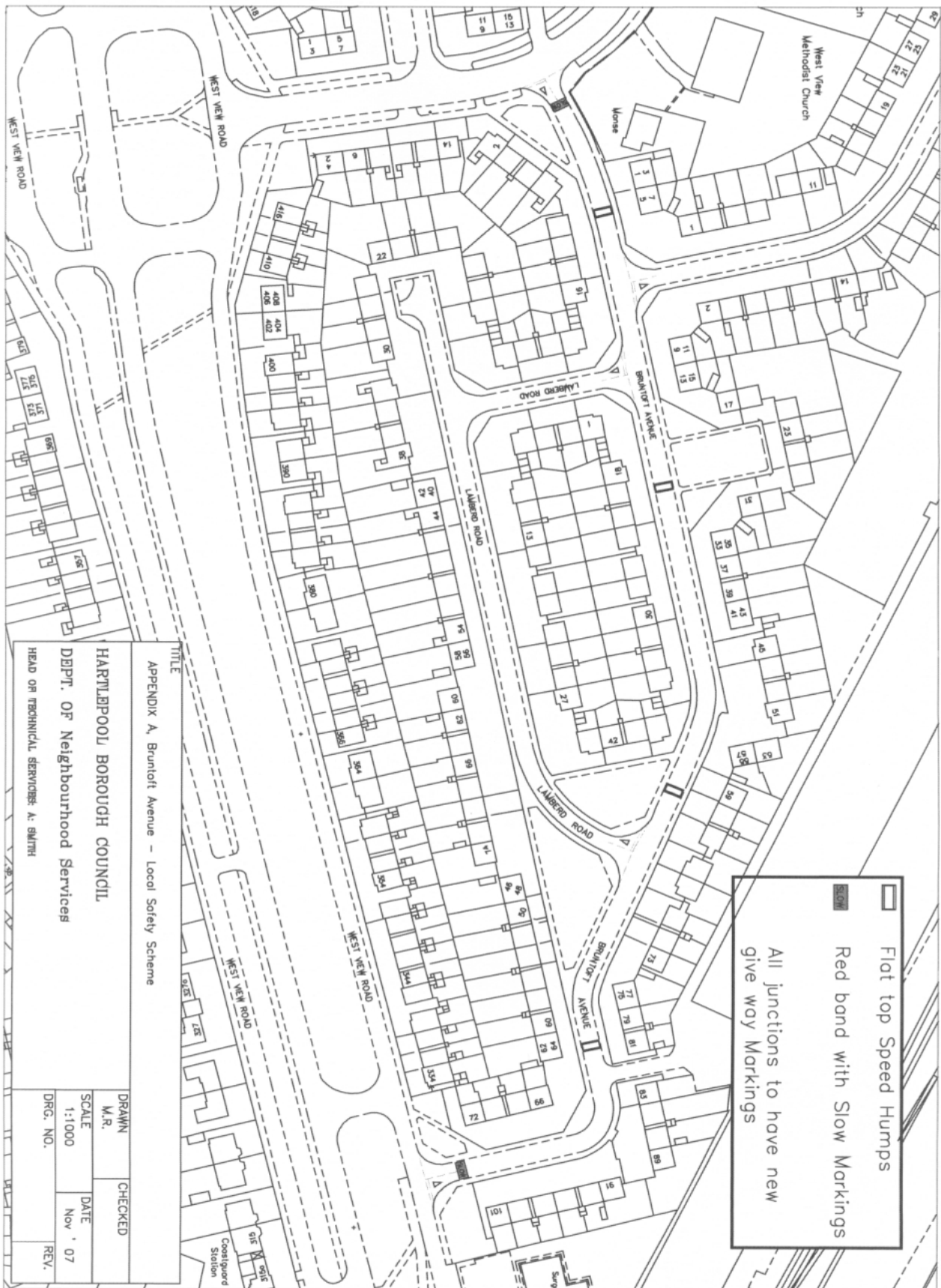
4. FINANCIAL IMPLICATIONS

- 4.1 The scheme would be funded by the West View/ King Oswy NAP Forum.

5. RECOMMENDATIONS

- 5.1 The Portfolio Holder approves the implementation of the traffic calming measures, subject to consultation feedback.

2.1 APPENDIX A



NEIGHBOURHOOD AND COMMUNITIES PORTFOLIO

Report to Portfolio Holder
20 December 2007



Report of: Head of Technical Services

Subject: CAMERON ROAD/BELK STREET – REQUEST
FOR ONE WAY SYSTEM

SUMMARY

1. PURPOSE OF REPORT

To consider a request for a one way system to be introduced around the Cameron Road/Belk Street loop.

2. SUMMARY OF CONTENTS

The report details the action requested, the investigations into the request and the recommended course of action.

3. RELEVANCE TO PORTFOLIO HOLDER

The Portfolio Holder has responsibility for traffic and transportation issues.

4. TYPE OF DECISION

This is a non-key decision.

5. DECISION MAKING ROUTE

This is an executive decision made by the Portfolio Holder.

6. DECISION(S) REQUIRED

That the Portfolio Holder approves the request.

Report of: Head of Technical Services

Subject: CAMERON ROAD/BELK STREET – REQUEST
FOR ONE WAY SYSTEM

1. PURPOSE OF REPORT

- 1.1 To consider a request for a one way system to be introduced around the Cameron Road/Belk Street loop.

2. BACKGROUND

- 2.1 A request has been received from the Fumess Street/Cameron Road/Belk Street Residents Association for a one way system to be introduced on Belk Street and Cameron Road.
- 2.2 Surveys have been undertaken at various times of the day to determine the level of parking which occurs in the streets. Where parked vehicles take up most of the street, this can be justification for the introduction of a one way street when not part of a wider traffic management scheme, as there is limited space for motorists to pull in and allow oncoming traffic to pass.
- 2.3 The surveys showed that at all times there was ample space for vehicles to pull in and allow this to happen.
- 2.4 The emergency services have been consulted, particularly the Police who would be required to enforce the one way system, and whilst they could not see a need for the proposal, they had no formal objections to it being taken forward.
- 2.5 The accident record for the road has been checked and there have been 0 injury accidents in the last 3 years.
- 2.6 The Residents Association's main concern is the tight bends where both roads meet Addison Road, and the possibility of collisions occurring due to poor visibility.

3. FINANCIAL IMPLICATIONS

- 3.1 If implemented, the one way system would be funded from the Council's traffic management budget.

4. RECOMMENDATION

- 4.1 That the Portfolio Holder approves the request.

NEIGHBOURHOOD AND COMMUNITIES PORTFOLIO

Report to Portfolio Holder
20 December 2007



Report of: Head of Technical Services

Subject: Chatham Road - Safety Scheme

SUMMARY

1. PURPOSE OF REPORT

To seek approval for the implementation of a road safety scheme developed through a Neighbourhood Action Plan.

2. SUMMARY OF CONTENTS

The report details the background to the scheme and the proposals put forward.

3. RELEVANCE TO PORTFOLIO HOLDER

The Portfolio Holder has responsibility for traffic and transportation issues.

4. TYPE OF DECISION

This is a non-key decision.

5. DECISION MAKING ROUTE

This is an executive decision made by the Portfolio Holder.

6. DECISION(S) REQUIRED

The Portfolio Holder approves the implementation of the scheme.

Report of: Head of Technical Services

Subject: Chatham Road – Safety Scheme

1. PURPOSE OF REPORT

- 1.1 To seek approval for the implementation of a road safety scheme developed through a Neighbourhood Action Plan.

2. BACKGROUND

- 2.1 Funding has been provided to implement a wide range of community based projects. Neighbourhood Action Plans have been developed through consultation with residents, community and voluntary groups, councillors, service providers, school children and young people.
- 2.2 Chatham Road is predominantly a residential road with a block of shops located mid way along its length. Access to several other streets can be gained via Chatham Road. The speed limit on this section of road is 30mph and a speed survey shows that the 85th percentile speed is 32mph (The speed at which 85% of traffic is travelling at or below).
- 2.3 Residents were concerned about the speed of traffic and the lack of pedestrian facilities on Chatham Road, particularly in the vicinity of the shops.

3. CONSIDERATION OF ISSUES

- 3.1 It is proposed to construct a raised platform between Helmsley Street and Acclom Street. The platform will raise the road surface to the height of the footway. The length of the platform has been reduced following recommendations in an independent safety audit. Bollards will help differentiate between the footway and carriageway and protect the footway from parked vehicles. An advisory pedestrian crossing area will be provided. Parking restrictions are proposed to be sited around the Wynnstay Gardens and Chatham Gardens junctions.

Consultation

- 3.2 Residents and Local Ward Councillors have been consulted on the proposed measures. They were requested to indicate whether they were in agreement with the proposals and any comments they wished

to make. In total 30 letters were sent out and 6 responses were received. Only 1 resident objected to the scheme.

- 3.3 The resident suggested that the proposed parking measures would force shop workers to park outside his property. The proposal to introduce limited waiting in the vicinity of the shops has therefore been removed. It was also suggested that positioning the pedestrian crossing behind the bus stop would potentially put pedestrians at risk. A pedestrian build out will be constructed in this location, which will allow pedestrians greater visibility and afford pedestrians with some protection when crossing the road.
- 3.4 The Emergency Services have been consulted through the Council's Traffic Liaison Group and have raised no concerns with the proposals.

4. FINANCIAL IMPLICATIONS

- 4.1 This scheme is estimated to cost £50,000 and will be funded through the Dyke House/ Stranton/ Grange Neighbourhood Action Plan budget.

5. RECOMMENDATION

- 5.1 That the proposals outlined in section 3 of the report be approved.



NEIGHBOURHOOD AND COMMUNITIES PORTFOLIO

Report to Portfolio Holder
20 December 2007



Report of: Head of Technical Services

Subject: Hart Lane (Duke Street – Dunston Road) –
Local Safety Scheme

SUMMARY

1. PURPOSE OF REPORT

To seek approval for the implementation of various traffic measures on Hart Lane between Duke Street and Dunston Road.

2. SUMMARY OF CONTENTS

The report details the background to the scheme and the proposals put forward.

3. RELEVANCE TO PORTFOLIO HOLDER

The Portfolio Holder has responsibility for traffic and transportation issues.

4. TYPE OF DECISION

This is a non-key decision.

5. DECISION MAKING ROUTE

This is an executive decision made by the Portfolio Holder.

6. DECISION(S) REQUIRED

The Portfolio Holder approves the implementation of the scheme.

Report of: Head of Technical Services

Subject: Hart Lane (Duke Street – Dunston Road) –
Local Safety Scheme

1. PURPOSE OF REPORT

- 1.1 To seek approval for the implementation of various traffic measures on Hart Lane between Duke Street and Dunston Road.

2. BACKGROUND

- 2.1 This section of Hart Lane is the No. 1 priority for schemes awaiting Local Safety Scheme funding due to its poor road traffic accident record. Since 2004 there have been 14 recorded injury accidents (13 slight, 1 serious).
- 2.2 The speed limit on this section of road is 30mph and a speed survey in the vicinity of Hart Avenue shows that the 85th percentile speed is 34mph (The speed at which 85% of traffic is travelling at or below).
- 2.3 Hart Lane is a main distributor road into Hartlepool and an existing 18 Tonne weight restriction applies (access only). Parking and congestion are a major concern particularly between Duke Street and Serpentine Road. Parking on this stretch of road is largely uncontrolled except for a small section of school zigzags outside Sacred Heart School. School parking is a major concern particularly during the morning peak hour.
- 2.4 Another major concern is the Hart Lane / Serpentine Road signal controlled junction. Four accidents have been recorded at this junction including 2 child pedestrian accidents.

3. CONSIDERATION OF ISSUES

- 3.1 It is proposed to implement a number of measures aimed at improving road safety for pedestrians and reducing traffic congestion in the area.
- 3.2 The scheme consists of the following measures:- (See **Appendix 1**)
- The provision of a Puffin crossing (light controlled pedestrian crossing) outside Sacred Heart School.

- The provision of a pedestrian phase on the western leg of the Serpentine / Hart Lane junction.
- The provision of pedestrian phases on the Duke Street and Jesmond Road legs of the Hart Lane / Duke Street junction.
- Provision of vehicle activated speed signs either side of the Hart Avenue junction.
- Provision of parking restrictions either side of the Park Square junction.
- Provision of parking restrictions on the south side of Hart Lane between Granville Avenue and Serpentine Road.
- Provision of a hatched central reserve between Serpentine Road and Dunston Road.
- Provision of 'keep clear' markings on the approach to the Serpentine Road traffic signals to facilitate vehicles turning right out of Thornhill Gardens.

Consultation

3.3 Residents and Local Ward Councillors have been consulted on the proposals. They were requested to indicate whether they were in agreement with the proposals and any comments they wished to make. In total 160 letters were sent out and 56 responses were received.

3.4 The following comments were received in objection to the proposals together with answers the objections:-

- **Parking Restrictions will transfer problems to nearby streets.** – Parking restrictions have been kept to a minimum, however it is considered essential to have restrictions on one side of the carriageway particularly during peak hours to help maintain traffic flow and visibility. Due to residents having difficulties parking between 4 – 30 Hart Lane no parking restrictions have been proposed. Proposed parking restrictions between Granville Avenue and Serpentine Road will only prohibit parking between 8.00 – 9.30 am and 2.30 – 4.00pm Mon – Friday. It is likely that some parking will transfer to the surrounding streets due to these proposals, however this is considered acceptable in terms of reducing congestion and improving safety on Hart Lane.
- **Residents Only Parking should be provided on Hart Lane and Park Square.** – Resident's only parking is normally provided in town centre areas where commuter parking may be a problem. The parking problem on Hart Lane is due to school time parking, which is for a limited period during the morning and afternoon. It is common for Hart Lane residents to park in Park Square if there are no available spaces in Hart Lane. If resident's only parking were provided in Park Square the parking problem on Hart Lane would be compounded. Ideally a parking bay should be provided within Park Square. There may however be funding problems for such a

scheme and objections from residents concerned about the loss of green space.

- **Heavy Goods Vehicles should be prevented from using Hart Lane** – Restrictions are currently in place to prohibit vehicles over 18 Tonnes except for access on this section of road. Checks are currently being made to establish if the correct signing is in place in order for the Police to carry out enforcement.
- **The measures proposed to slow traffic are mainly visual deterrents and will have little impact on traffic speed.** - Due to the traffic volume and importance of Hart Lane as an emergency route physical traffic calming measures have not been considered. Speed surveys have indicated that traffic speed is not a significant factor in the high accident record and it is more likely that the high traffic volume and the presence of numerous road junctions is the major factor.

3.5 The Emergency Services were consulted through the Traffic Liaison Group and raised no concerns.

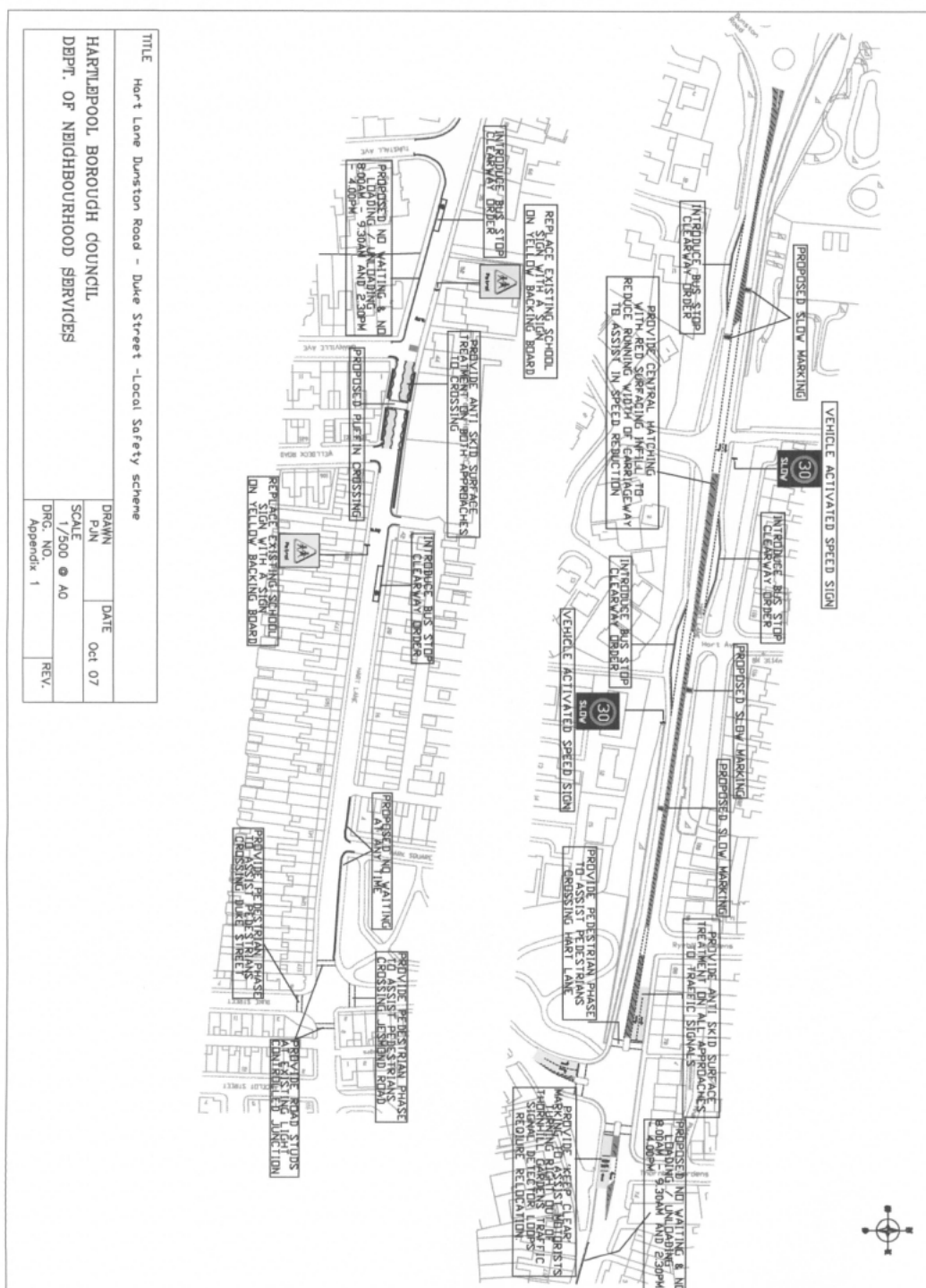
4. FINANCIAL IMPLICATIONS

4.1 This scheme is estimated to cost £84,000 and will be funded through the Local Transport Plan.

5. RECOMMENDATION

5.1 That the proposals outlined in section 3 of the report be approved.

2.4 APPENDIX 1



NEIGHBOURHOOD AND COMMUNITIES PORTFOLIO

Report to Portfolio Holder
20 December 2007



Report of: Head of Technical Services

Subject: KING OSWY DRIVE (NESBYT ROAD –
TEMPEST ROAD) – SCHOOL SAFETY
SCHEME

SUMMARY

1. PURPOSE OF REPORT

To seek approval for the implementation of a school safety scheme developed through a Neighbourhood Action Plan.

2. SUMMARY OF CONTENTS

The report details the background to the scheme and the proposals put forward.

3. RELEVANCE TO PORTFOLIO HOLDER

The Portfolio Holder has responsibility for traffic and transportation issues.

4. TYPE OF DECISION

This is a non-key decision.

5. DECISION MAKING ROUTE

This is an executive decision made by the Portfolio Holder.

6. DECISION(S) REQUIRED

The Portfolio Holder approves the implementation of the scheme.

Report of: Head of Technical Services

Subject: KING OSWY DRIVE (NESBYT ROAD –
TEMPEST ROAD) – SCHOOL SAFETY
SCHEME

1. PURPOSE OF REPORT

- 1.1 To seek approval for the implementation of a school safety scheme developed through a Neighbourhood Action Plan.

2. BACKGROUND

- 2.1 Funding has been provided to implement a wide range of community based projects. Neighbourhood Action Plans have been developed through consultation with residents, community and voluntary groups, elected members, service providers, school children and young people.
- 2.2 This section of King Oswy Drive is made up of a mixture of residential properties, schools (St Hilds and St John Vianney) a Church and Public House. An off road cycleway runs along the north side of the road and a Toucan Crossing provides a safe crossing point for pedestrian and cyclists outside St Hilds School. A school crossing patrol operates outside St John Vianney School. The speed limit on this section of road is 30mph and a speed survey shows that the 85th percentile speed is 34mph (The speed at which 85% of traffic is travelling at or below). (See **Appendix 1**).

3. CONSIDERATION OF ISSUES

- 3.1 It is proposed to introduce traffic calming and a 20mph speed limit on King Oswy Drive between Nesbyt Road and Tempest Road. Since King Oswy Drive is a bus route speed cushions will be installed, these are road humps, which allow wide wheel based vehicles such as buses and emergency vehicles to straddle the cushion which will allow these vehicles to proceed unimpeded.
- 3.2 It is also proposed to introduce a section double yellow lines either side of its junction with Nesbyt Road and relocate the bus stop approximately 8 metres further east to provide greater visibility for vehicles exiting Nesbyt Road.

Consultation

- 3.3 Residents and Local Ward Councilors have been consulted. They were requested to indicate whether they were in agreement with the proposals and any comments they wished to make. In total 20 letters were sent out and 8 responses were received, none of which raised objections.
- 3.5 The Emergency Services were consulted through the Council's Traffic Liaison Group and raised no concerns with the proposals.

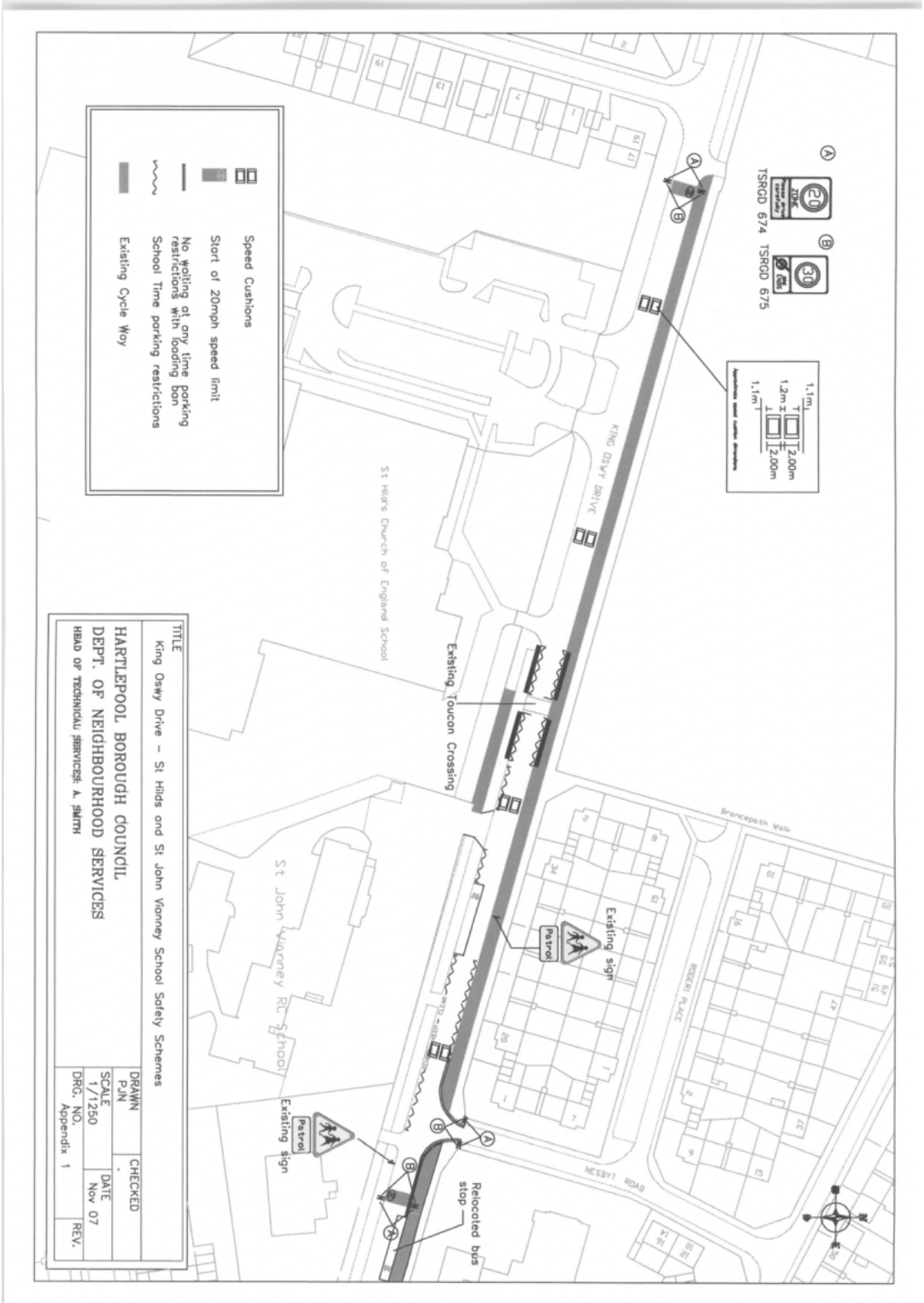
4. FINANCIAL IMPLICATIONS

- 4.1 This scheme is estimated to cost £23,000 and will be funded through the West View/ King Oswy Neighbourhood Action plan budget.

5. RECOMMENDATION

- 5.1 That the proposals outlined in section 3 of the report be approved.

APPENDIX 1



NEIGHBOURHOOD AND COMMUNITIES PORTFOLIO

Report to Portfolio Holder
20 December 2007



Report of: Head of Technical Services

Subject: Thornbury Close/ Templeton Close Traffic Calming

SUMMARY

1. PURPOSE OF REPORT

To seek approval for the implementation of a traffic calming scheme in Thornbury Close and Templeton Close.

2. SUMMARY OF CONTENTS

The report details the background to the proposed scheme, the investigations into the request and the recommended course of action.

3. RELEVANCE TO PORTFOLIO HOLDER

The Portfolio Holder has responsibility for Traffic and Transportation issues.

4. TYPE OF DECISION

Non key.

5. DECISION MAKING ROUTE

This is an executive decision by the Portfolio Holder.

6. DECISION(S) REQUIRED

That the traffic calming scheme be approved.

Report of: Head of Technical Services

Subject: Thornbury Close/ Templeton Close Traffic Calming

1. PURPOSE OF REPORT

- 1.1 To seek approval for the implementation of a traffic calming scheme in Thornbury Close and Templeton Close.

2. BACKGROUND

- 2.1 A petition has been submitted previously seeking the installation of traffic calming measures in Thornbury Close, which is situated off Westwood Way, in Clavering (as reported to Portfolio on 26 September 2006).
Concerns have also been raised via Iain Wright MP over an adjacent road, Templeton Close.
- 2.2 An investigation took place which looked at the accident record for both roads, including speed surveys. There have been 0 accidents in the last 3 years in either road. Speed survey results have given 85th percentile speeds of 25mph.
- 2.3 In view of the low speeds recorded and zero accident record, traffic calming was not recommended previously, due to the number of roads with higher accident records and speeds across the town.
- 2.4 However, community concern over road safety has remained in this area, particularly as Thornbury Close and Templeton Close are the only two streets on the estate without traffic calming.
As a result, a low cost traffic calming scheme has been developed. This would consist of two “thumps” in each street. Thumps are a form of mini road hump which are of a much lesser width, and would be more practical in these locations due to the large number of drive crossings, which would prohibit full size humps being installed.

3. CONSIDERATION OF ISSUES

Consultation

- 3.1 Consultation has taken place with residents and ward councillors, which showed that 20 were in favour, with 17 people against.

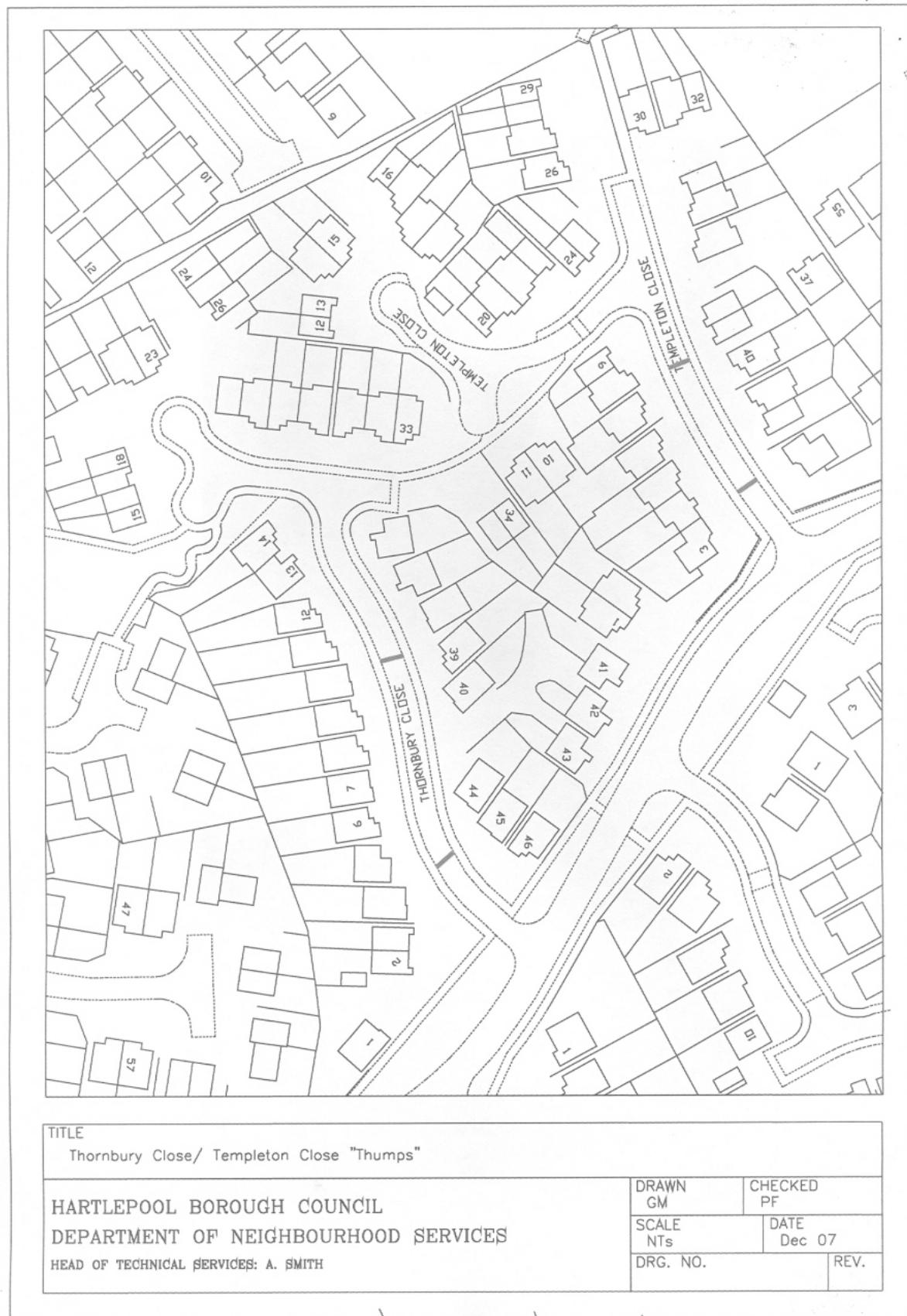
- 3.2 The main objection raised by people is that traffic calming is not needed on the two roads. Low speeds and the lack of accidents would appear to bear this out, however, the majority of residents who responded to the consultation were in favour of the proposals.
- 3.3 Other objections related to parking problems, although parking would not be prohibited on the thumps. Difficulty in icy conditions was also cited, but thumps are standard traffic calming features which do not add to problems of this nature.

4. FINANCIAL IMPLICATIONS

- 4.1 If approved, the scheme would be funded from within existing traffic management budgets.

5. RECOMMENDATIONS

- 5.1 That the traffic calming scheme for Thornbury Close and Templeton Close be approved.



NEIGHBOURHOOD AND COMMUNITIES PORTFOLIO

Report to Portfolio Holder
20th December 2007



Report of: Head of Technical Services

Subject: PROPOSED RESIDENTS PERMIT COST
INCREASES

SUMMARY

1. PURPOSE OF REPORT

To consider representations made concerning the new increased charges in relation to resident's only permits.

2. SUMMARY OF CONTENTS

The report outlines the background and history of the charges and considers the responses of residents following an extensive consultation with residents.

3. RELEVANCE TO PORTFOLIO HOLDER

The Portfolio Holder has responsibility for Traffic and Transportation issues.

4. TYPE OF DECISION

Non key.

5. DECISION MAKING ROUTE

This is an executive decision by the Portfolio Holder.

6. DECISION(S) REQUIRED

The Portfolio Holders views are sought.

Report of: Head of Technical Services

Subject: PROPOSED RESIDENTS PERMIT COST INCREASES

1. PURPOSE OF REPORT

- 1.1 To consider representations made concerning the new increased charges in relation to resident's only permits.

2. BACKGROUND

- 2.1 At a meeting of Cabinet members on 24th July 2007, consideration was given to reviewing the cost of the residents parking scheme. The scheme has been operating some 8 years, and was introduced to protect residential zones, from the displacement of commuter traffic, wishing to avoid paying for parking in designated commuter car parks. The controlled parking zone has grown significantly since 1999 and as well as the town centre areas expanding, permit controls are now also in place in Seaton Carew and in areas close to the Hospital.
- 2.2 The cost of a permit has remained at a nominal £1 charge whilst the administrative and enforcement costs have been subsidised from the pay and display income the service recovers. Cabinet Members had suggested that this element of the service should be self financing and that the anticipated £80,000 costs should be met by the residents themselves. In addition the cabinet report also examined ways of reducing the administrative costs associated with the renewal process and proposed that permits should be renewed on a biennial basis.
- 2.3 Cabinet members recognised that the need to provide permit controlled zones originated from the introduction of pay and display charges and that areas closest to the town centre car parks were therefore in greatest need of protection. To this extent they proposed a two tier permit charge dependant on location. The proposed discounted central zone is outlined in **Appendix A** of this report. Members also proposed that the cost of a permit should be increased to £20 per permit but properties within the discounted zone should be subsidised by £15 effectively making the charge in this area £5.
- 2.4 The publicity of the proposed permit cost increases and the formal advertising of the public notices, led to the receipt of many objections and several signed petitions from residents. In many cases the petitions also indicated that if the charge were to be adopted residents would rather see permit controls

removed than pay the proposed higher charge. As a result and to assess if this view was reflective of the majority of permit holders, a consultation letter was sent to over 1,000 permit households in the proposed higher band. The consultation was carried out over a three week period and the results are summarised in **Appendix B** of this report.

3. CONSIDERATION OF ISSUES

- 3.1 The consultation took place with residents specifically to gauge the perceived level of opposition to the charge increases and to evaluate if the concerns and views of the petitions were specific to a location or if this was the general opinion of all residents affected by the increased costs. To this extent the consultation informed residents of the background to the proposed cost increase but asked specifically:

- 1) "would you be prepared to pay the proposed additional permit charge? " and
- 2) " if the charge was introduced would you wish to opt out of the scheme?"

- 3.2 Some residents considered they were unable to support either option and therefore returned their response with alternative suggestions and/ or possible improvements to the scheme which may then make the charge acceptable. This included a common theme of:

- 1) Extending the hours of enforcement
- 2) Dedicated parking bays
- 3) Capping number of permits
- 4) Two tier charge unfair

In addition several residents did opt for the scheme to be withdrawn as they felt:

- 1) The current scheme offered no benefit to them
- 2) Parking outside of their property was already difficult
- 3) The proposed costs were too expensive
- 4) They did not consider the controls to be necessary.

- 3.3 In some cases there were clear examples of resident's views being reflective of a specific parking problem, and in such cases it may be necessary to split streets to allow part enforcement. This would be acceptable provided there were clear demarcation lines denoting where permit controls were still in place. If there were a clear majority of residents in favour of this option this could be accommodated but the removal of individual properties within a controlled zone would not be a workable option.

- 3.4 All parking enforcement controls are legal documents and to remove them would require formal advertising as part of the normal legal process. It is suggested that any location wishing to withdraw from the controlled permit zone should be phased to coincide with the expiry date of the existing permits.
- 3.5 Many of the responses were concerned at the increased car ownership since the scheme began, which had placed pressure on demand for parking space in some streets and led to calls for scheme to cap the number of permits issued. At present permits are issued to residents (provided a vehicle is registered to the property) visitors (provided they can prove a regular need to visit a property and have the consent of the resident) and open permits (which are provided to the resident have no vehicle registration details and allow the resident to provide parking for unexpected visitors). It is suggested that in order to reduce the number of permits issued, the visitor permits should be withdrawn and each resident be offered a maximum of 2 open permits per household. The operational details and permitted allowances for businesses etc should be referred for consideration to the Parking Consultative Group.
- 3.6 As a result of the consultation feedback the following options can now be considered:
- a) Approve the resident permit scheme based on an increased permit cost of £20 per annum, with a supplemented discounted central zone of £5 as shown in Appendix A. This would be in accordance with the Cabinet's recommendation.
 - b) Continue to subsidise all or part of the controlled parking zone, but this would create a budget deficit.
 - c) Propose a new charge rate based on the consultation response where many residents offered to pay a reduced fee of £5, £10 or £15 per permit. Again this would create a budget pressure on the Parking Service.
 - d) The original cabinet recommendation had looked to change the renewal of permits biennially in order to further reduce administration costs. This have proved particularly unpopular with residents, particularly if the higher charge is adopted, and consideration should be given to reverting to the existing annual renewal process.
- 3.7 Many residents commented on suggested improvements to the service and in some cases even agreed to the proposed charge increase provided certain improvements to the service could be included. The main concerns related to the enforcement hours (Monday – Saturday 8:00am – 6:00pm) and a cap on the number of permits issued, particularly in streets where only on street parking provision is available. The hours of enforcement has not

been calculated within the proposed charge and any resource needed to enforce this would have an associated additional cost. Such radical changes to the service would therefore require further calculation and probable consultation before this could be pursued.

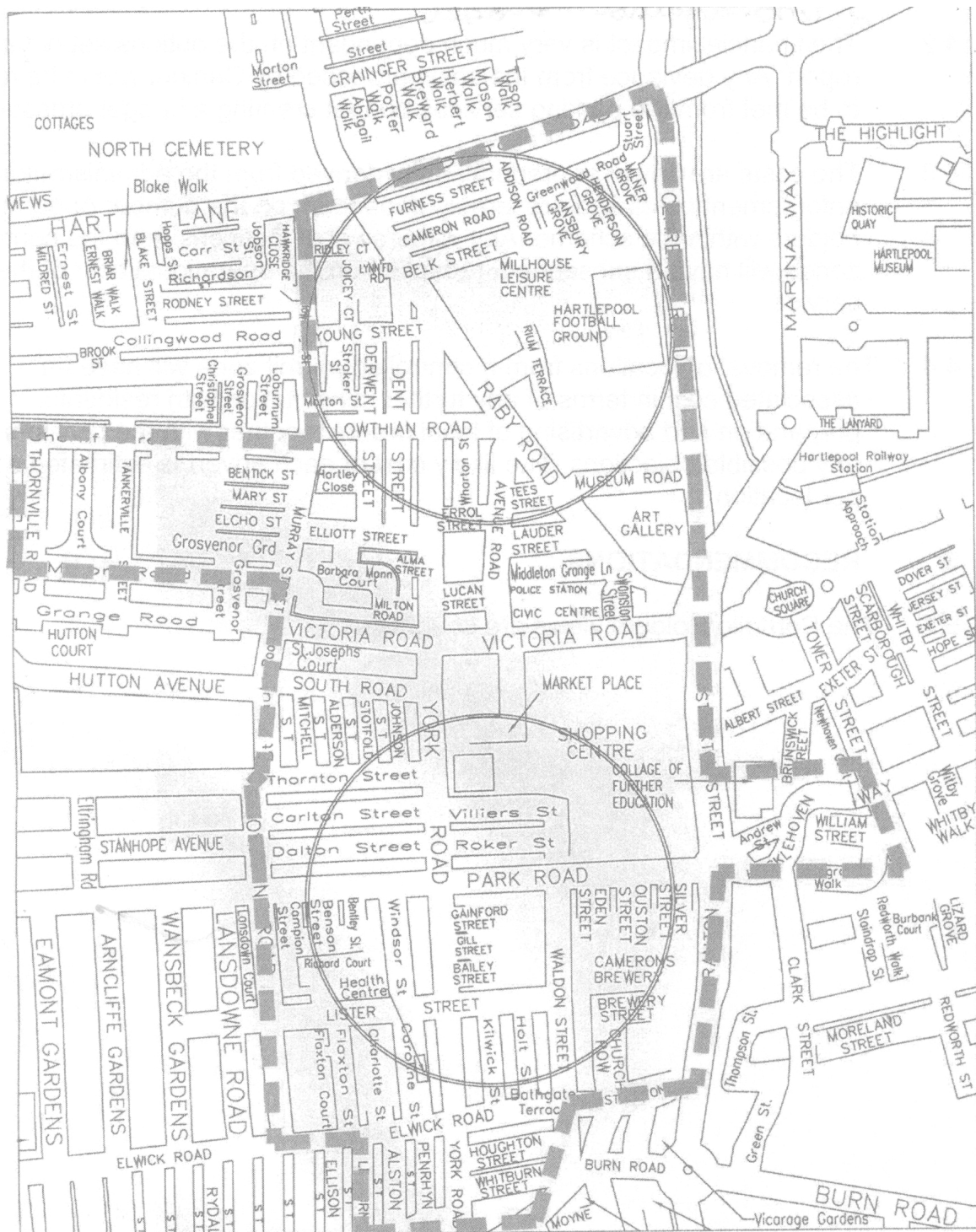
4. FINANCIAL IMPLICATIONS

- 4.1 The administrative and enforcement costs of the resident parking zones are estimated to be £80,000 per annum. At present revenue from permit holders equates to £6,000 and historically this balance has been met from the pay and display revenue income which in recent years has shown a loss against budget.
- 4.2 The financial impact is very much dependant on the options set out in this report. Any deviance from the costs proposed by Cabinet would be required to be met from the parking services budget creating a budget pressure
- 4.3 The costs are however predominantly derived from administration and enforcement costs and are largely dependant on the number of permit holders within the scheme. Any withdrawal of locations from the controlled zones will have a subsequent reduction on the operational costs of the service.
- 4.4 The removal of locations from a controlled permit zone will have an associated cost in terms of any further consultation with residents, preparation and advertising of legal orders together with consideration of any possible objections. The likely costs of each advert is estimated at £400 per location.

5. RECOMMENDATIONS

- 5.1 The Portfolio Holders views are sought.

Appendix A



TITLE		
APPENDIX A – Proposed Residents subsidised parking zone		
HARTLEPOOL BOROUGH COUNCIL		
DEPT. OF ENVIRONMENT & DEVELOPMENT		
HEAD OF TECHNICAL SERVICES: A. SMITH		
DRAWN M Reed		CHECKED .
SCALE N.T.S.		DATE July 07
DRG. NO.		REV.

Appendix B

Street	consultation s sent	consultation s returned	% of forms returned	% of returns in favour of retaining permits	% of returns wishing to opt out of permit	Neither option	Yes £20 charge	No Opt out	Comments
Arncliffe Gardens	102	91	89%	8%	92%		2 1 2 2	32 7 2 12 18 3 1 6 1 2	But with individually allocated bays But restrict permits number / cost to high But too expensive Needs core hours of scheme extending Needs bays marked Proposed cost too expensive Can not park outside house/ remove bus stops But £5 would be acceptable Non car owner - too expensive for visitors Should be £5 to all - unfair to split zones Make it one way street No consultation
TOTAL - ARNCLIFFE GARDENS	102	91	89%	8%	92%	8	7	84	
Clifton Avenue	69	34	49%	9%	62%				Proposed cost too expensive

2.7

[illegible]

							8	Too expensive
							28	
TOTAL - GRANGE ROAD	131	53	40%	13%	83%	2	7	44
Grantham Avenue	42	29	69%	14%	83%	1		Stay the same
							12	
							5	Too expensive
							1	Can't park outside house
								No need for scheme/ no enforcement
							4	Discounted zone unfair
							1	Worries over future charge
							1	£5 - £10 more reasonable
							1	Reluctantly
							2	
TOTAL -GRANTHAM AVENUE	42	29	69%	14%	83%	1	4	24
Stanhope Avenue	33	15	45%	27%	60%			7
								1
								1
						2	2	Too expensive
								No need for controls
							2	Cost should be subsidised
							1	But cost to expensive
							1	Provided fee reduced
TOTAL - STANHOPE AVENUE	33	15	45%	27%	60%	2	4	9
Park Road	106	61	58%	30%	66%			7
							6	But prefer lower charge
							1	But £10 would be acceptable
							1	But two tier charge unfair
							2	If all permit amount to £20 per

							1	6	household But cost should be subsidised No need
								1	Cost should subsidised
								27	
								1	Two tier charge unfair
								5	No need / benefit for controls Would pay a reasonable permit fee
					1				Should have consulted all residents
					1				Too expensive / two tier charge unfair
					3				
TOTAL - PARK ROAD	106	61	58%	30%	66%	3	18	40	
Linden Grove	63	33	52%	36%	91%			20	No need for controls
							3	6	Too expensive
							7	4	But too expensive
							1		But should be £5
							1		But cost should be subsidised
TOTAL - LINDEN GROVE	63	33	52%	36%	91%		12	30	
Landsdowne Road	80	49	61%	14%	82%			23	
								8	Too expensive
								1	Two tier system unfair
								1	Not needed
								2	No dedicated parking space should be subsidised
								1	But £5 would be more reasonable
								3	

					2	5	1	Extra enforcement hours needed
					1	1		No change to current scheme
					1			But should be subsidised
								But should be entitled to dedicated parking space
TOTAL - LANDSDOWNE ROAD	80	49	61%	14%	2	7	40	
Hutton Avenue	106	27	25%	11%	1		7	Undecided
							4	Too expensive
							1	Not needed
							11	But £5 would be reasonable
						2		But should be entitled to dedicated parking space
						1		Cost should be subsidised
TOTAL - HUTTON AVENUE	106	27	25%	11%	1	3	23	
Wansbeck Gardens	97	50	52%	12%	1			If scheme is implimented - evaluate over 12 months
							1	Two tier charge unfair and should apply to all residents
							31	
							1	But £5 would be reasonable
							4	Too expensive
							1	No need/ requirement
							5	No guarantee of parking space
TOTAL - WANSBECK GARDENS	97	50	52%	12%	1	6	43	If guarantees a parking space

Wilton Avenue	56	36	64%	6%	89%	2		28	No choice
							2	2	Two tier system unfair
TOTAL - WILTON AVENUE	56	36	64%	6%	89%	2	2	32	
Wilton Road	10	3	30%	0%	100%			3	
TOTAL - WILTON ROAD	10	3	30%	0%	100%	0	0	3	
Howbeck Lane	31	9	29%	0%	100%			4	Too expensive
								4	
								1	Not needed
TOTAL - HOWBECK LANE	31	9	29%	0%	100%	0	0	9	
Holdsoforth Road	21	4	19%	50%	50%		2		Too expensive
								2	
TOTAL - HOLDSFORTH ROAD	21	4	19%	50%	50%	2	2	2	
The Cliff, Seaton Carew	31	13	42%	54%	46%		1	3	But £5 Too expensive
							3		
							2		If hours of scheme extended
							1		If hours of scheme extended
									and permits limited
TOTAL - THE CLIFF, SEATON CAREW	31	13	42%	54%	46%	0	7	6	

North Road, Seaton Carew	16	10	63%	0%	100%			5	5	Not needed
TOTAL - NORTH ROAD, SEATON CAREW	16	10	63%	0%	100%	0	0	10		
The Green , Seaton Carew	50	29	58%	28%	69%			14		
								4		Scheme hours need extending
								1		Costs should be subsidised
								1		Cant run business at proposed new rates
						1				Some charge increase if scheme hours extended
						2				scheme hours need extending plus cap on permits
						4				
						1				But would prefer £10
						1				But would prefer £15
TOTAL -THE GREEN, SEATON CAREW	50	29	58%	28%	69%	1	8	20		
Queen Terrace, Seaton Carew	13	6	46%	0%	17%			1	1	Scheme hours need extending + 2 tier charge unfair
								5		
TOTAL - QUEENS TERRACE, SEATON CAREW	13	6	46%	0%	17%		0	6		
Victoria Street	19	6	32%	33%	67%		2	2	2	If scheme improved
								1	1	Hours need extending first
								1	1	Two tier charge unfair

TOTAL L- VICTORIA STREET, SEATON CAREW	19	6	32%	33%	67%	2	4	
Station Lane	20	12	60%	8%	92%	1	4	If scheme improved
							2	Too expensive
							1	No need for controls
							3	Scheme does not work
							1	But £5 would be acceptable
TOTAL - STATION LANE, SEATON CAREW	20	12	60%	8%	92%	1	11	
Kendall Road	2	1	50%	0%	100%		1	But too expensive
TOTAL - KENDALL ROAD	2	1	50%	0%	100%	0	1	

NEIGHBOURHOOD AND COMMUNITIES PORTFOLIO

Report to Portfolio Holder

20th December 2007



Report of: Head of Technical Services

Subject: TOWN WALL MODELLING AND SCHEME DESIGN
AND SEATON CAREW COASTAL STRATEGY
STUDY – PRICE/PERFORMANCE TENDER
EVALUATION

SUMMARY

1. PURPOSE OF REPORT

To seek approval to evaluate tenders for 2 coast protection consultancy contracts on a price/performance basis.

2. SUMMARY OF CONTENTS

Report for information and action

3. RELEVANCE TO PORTFOLIO MEMBER

The Portfolio Holder has responsibility for coast protection issues.

4. TYPE OF DECISION

This is a non-key decision.

5. DECISION MAKING ROUTE

This is an executive decision made by the Portfolio Holder.

6. DECISION(S) REQUIRED

That the Portfolio Holder authorises officers to evaluate tenders for the Town Wall Modelling and Scheme Design and Seaton Carew Coastal Strategy Study on a price/performance ratio of 20% price to 80% performance.

Report of: Head of Technical Services

Subject: TOWN WALL MODELLING AND SCHEME DESIGN
AND SEATON CAREW COASTAL STRATEGY
STUDY – PRICE/PERFORMANCE TENDER
EVALUATION

1. PURPOSE OF REPORT

- 1.1 To seek approval to evaluate tenders for 2 coast protection consultancy contracts on a price/performance basis.

2. BACKGROUND

- 2.1 Following a previous report to the Portfolio Holder dated 24th September 2007, approval was given to advertise and compile a restricted list of tenderers and go to tender for consultancy services for coast protection in order to progress the Town Wall Scheme and Seaton Carew Strategy Study.
- 2.2 These studies are specialist activities of which performance is the primary consideration when selecting the preferred consultant. The tasks to be undertaken include detailed condition and performance assessment and investigation and reporting on existing coast protection structures along with an innovative approach when proposing long-term options and solutions.
- 2.3 From April 2008, the Environment Agency take the lead role from DEFRA for coast protection. It is imperative that both studies are acceptable to Hartlepool Borough Council for submission to the Environment Agency and incorporate the latest requirements, predicted climatic change and sea level rise and consider the new Environment Agency led Outcome Measures for defining policy and Operating Authority delivery in flood and coastal erosion risk management.
- 2.4 For these reasons it is considered that evaluation of tenders for both studies should be undertaken on a price/performance basis with the evaluation ratio being 20% price to 80% performance.

3. FINANCIAL IMPLICATIONS

- 3.1 In principle 100% grant approval for the Seaton Carew Strategy Study has already been given. Discussions with the Environment Agency and DEFRA are currently ongoing with respect to the Town Wall Modelling and Scheme Design.

- 3.2 In respect of the Town Wall Scheme, funding may need to be committed by the Council and claimed back retrospectively, however this is currently being discussed and will be the subject of a further report should this be the case.

4. RECOMMENDATION

- 4.1 That the Portfolio Holder authorises officers to evaluate tenders for the Town Wall Modelling and Scheme Design and Seaton Carew Coastal Strategy Study on a price/performance ratio of 20% price to 80% performance.

NEIGHBOURHOOD & COMMUNITIES PORTFOLIO

Report To Portfolio Holder

20 December 2007



Report of: Director of Neighbourhood Services

Subject: CENTRAL ESTATE MANAGEMENT
ORGANISATION (CEMO) PILOT
NEIGHBOURHOOD STUDY

SUMMARY

1. PURPOSE OF REPORT

To provide background and current information to the Portfolio Holder on Central Estate Management Organisation (CEMO) Pilot Neighbourhood Study.

2. SUMMARY OF CONTENTS

The report provides a background of the Central Estate Management Organisation and the progress of a pilot Neighbourhood Study currently being undertaken in consultation with Partners in Change, Housing Hartlepool and Hartlepool Borough Council.

3. RELEVANCE TO PORTFOLIO MEMBER

Portfolio Holder is responsible for Neighbourhood and Communities initiatives.

4. TYPE OF DECISION

For information only.

5. DECISION MAKING ROUTE

Neighbourhood and Communities Portfolio Holder meeting on
20 December 2007

6. DECISION(S) REQUIRED

That Portfolio Holder notes the contents of the report.

Report of: Director of Neighbourhood Services

Subject: CENTRAL ESTATE MANAGEMENT
ORGANISATION (CEMO) PILOT
NEIGHBOURHOOD STUDY

1. PURPOSE OF REPORT

- 1.1 To provide background and current information on the Central Estate Management Organisation and progress of a Pilot Neighbourhood Study.

2. BACKGROUND

- 2.1 The Central Estate Management Organisation (CEMO) is a community owned company limited by guarantee and was established to manage housing services for the then, council properties on the Central Estate. When stock transferred to Housing Hartlepool (Registered Social Landlord) the Right to Manage lapsed, however the CEMO continued to receive support from Housing Hartlepool and the Government to negotiate an agreement to manage homes.
- 2.2 The CEMO succeeded in becoming one of five national pilot Housing Corporation funded Neighbourhood Studies. The aim is to promote a Neighbourhood Management approach to service delivery. The Steering Group comprises of CEMO members, and representative of Housing Hartlepool and Hartlepool Borough Council and it is hoped to include representatives from other service providers as the project progresses.
- 2.3 Central Estate is part of the North Hartlepool Neighbourhood Action Plan (NAP) area which, at present, receives Neighbourhood Renewal Funding (NRF) and Neighbourhood Element Funding (NEF) to help combat high levels of deprivation. The Neighbourhood Manager's main role is to integrate the Neighbourhood Study Project with the priorities of the NAP
- 2.4 The CEMO hope to influence the management of street-level services that affect both tenants and home owners. The study allows the CEMO to work with organisations providing services beyond that of Housing Hartlepool, including the Local Authority and the Police.

3. FINANCIAL IMPLICATIONS

- 3.1 Options are being considered for managing some estate services differently, in particular resident influence over Service Level Agreements (SLAs), currently between Housing Hartlepool and Hartlepool Borough Council, for the management of green space. This is presently under review and expressions of interest have been requested from outside agencies thus the SLA may be subject to change. The CEMO also hope that negotiation with Hartlepool Borough Council will result in resident influence on SLAs for waste management and street cleansing.

4. RECOMMENDATIONS

- 4.1 That Portfolio Holder notes the contents of the report.

NEIGHBOURHOODS AND COMMUNITIES PORTFOLIO

Report To Portfolio Holder
20th December 2007



Report of: Head of Community Strategy

Subject: NEIGHBOURHOOD ACTION PLAN (NAP)
DISCUSSION PAPER

SUMMARY

1.0 PURPOSE OF REPORT

To inform the Portfolio Holder of the Neighbourhood Action Plan (NAP) discussion paper and to seek comments.

2.0 SUMMARY OF CONTENTS

This report presents the discussion paper that has been prepared on the future direction for Neighbourhood Action Plans (NAPs) to the Portfolio Holder for comments.

3.0 RELEVANCE TO PORTFOLIO MEMBER

Neighbourhood Action Plans (NAPs) fall within the remit of the Neighbourhoods and Communities Portfolio Holder.

4.0 TYPE OF DECISION

Non-key (for information & comments)

5.0 DECISION MAKING ROUTE

Hartlepool Partnership meeting 7th December 2007.
Portfolio Holder meeting 20th December 2007.

6.0 DECISION(S) REQUIRED

The Portfolio Holder is requested to note the contents of the NAP discussion paper and provide comments to the Community Strategy Team.

Report of: Head of Community Strategy

Subject: NEIGHBOURHOOD ACTION PLAN (NAP)
DISCUSSION PAPER

1.0 PURPOSE OF REPORT

- 1.1 The purpose of the report is to inform the Portfolio Holder of the Neighbourhood Action Plan (NAP) discussion paper and to seek comments.

2.0 BACKGROUND

- 2.1 The Neighbourhood Renewal Strategy for Hartlepool was agreed in 2002 and from that Neighbourhood Action Plans (NAPs) were developed for the 7 identified priority neighbourhoods. The Neighbourhood Action Plan (NAP) process was reviewed in October 2006 and since then there have been a number of developments, which have created the need to reassess the role, remit and function of NAPs.
- 2.2 **Appendix 1** is a discussion paper that has been prepared by the Partnership Support Team with input from various partners involved in the NAP process. The discussion paper looks at the future of NAPs by:
- reviewing the need for Neighbourhood Action Planning and setting out the position for taking it forward;
 - setting out the current process of NAP development, implementation and monitoring and identifying current and emerging issues;
 - and identifying a number of opportunities to further develop and strengthen NAPs in Hartlepool.

3.0 NEXT STEPS

- 3.1 The discussion paper is the first step in agreeing the future for NAPs and as such the views of partners are currently being sought. Partners have been asked to send their comments through to the Community Strategy Team by Friday 21st December. A follow up paper will be prepared in January 2008 and brought to the Portfolio Holder and the Hartlepool Partnership for consideration.

4.0 RECOMMENDATION

- 4.1 The Portfolio Holder is requested to note the contents of the NAP discussion paper and provide comments to the Community Strategy Team.

NEIGHBOURHOOD ACTION PLANS (NAPs) – BEYOND MARCH 2008

Introduction

The Neighbourhood Renewal Strategy for Hartlepool was agreed in 2002 and from that Neighbourhood Action Plans (NAPs) were developed for the 7 identified priority neighbourhoods. The Neighbourhood Action Plan (NAP) process in Hartlepool was reviewed in October 2006 and since then there have been a number of developments which have created the need to reassess the role, remit and function of NAPs. Those developments include the following publications:

- Local Government White Paper which promoted changes to Government Policy which will be taken forward through the Local Government Bill;
- Sub National Review of Economic Development and Regeneration which called for funding to be targeted on fewer, more deprived areas and for there to be a focus on economic opportunities for neighbourhoods;
- Comprehensive Spending Review 2007 which announced changes to the funding for Neighbourhood Renewal including the introduction of a Working Neighbourhoods Fund and funding to support communities through estate renewal;
- National Indicator Set which sets out 198 indicators for Local Government;
- An Action Plan for Community Empowerment by CLG in partnership with the LGA which sets out a joint action plan to take forward the community empowerment agenda

There are also a number of local prompts for this discussion paper:

- A local environment of limited resources and efficiency challenges with uncertainty surrounding the future capacity to take forward NAPs;
- Progress being made on the NAP Review Action Plan and other issues that the ongoing NAP process has highlighted including:
 - The need to clarify the performance management arrangements of NAPs and how they feed into the Hartlepool Partnership and Neighbourhood Consultative Forums;
 - Concerns that NAPs represent the views of a limited section of the community and the need to get the wider community involved;
 - The uncertainty surrounding devolved residents budgets and the need to make NAPs more influential on mainstream service provision;

This discussion paper will:

- Review the need for Neighbourhood Action Planning and set out the position for taking it forward;

- set out the current process of NAP development, implementation and monitoring and identify current and emerging issues;
- and identify a number of opportunities to further develop and strengthen NAPs in Hartlepool.

Background to Neighbourhood Action Planning

In 2001 the Prime Minister launched 'A New Commitment to Neighbourhood Renewal: A National Strategy Action Plan' which set out that by 2021 no-one should be seriously disadvantaged by where they live. In order to take this agenda forward the Government set out a requirement for Local Strategic Partnerships (LSPs) in the 88 local authority areas with wards within the 10% most deprived nationally (as determined by the Index of Multiple Deprivation 2000) to produce a Neighbourhood Renewal Strategy (NRS). Within the NRS the LSP was asked to determine the neighbourhoods that required priority status within their area and to develop local action plans for each neighbourhood setting out the local priorities for improvement. Within Hartlepool local action plans, known locally as Neighbourhood Action Plans (NAPs), have been developed for the 7 priority neighbourhoods of:

- Burbank
- Dyke House/Stranton/Grange
- New Deal for Communities
- North Hartlepool
- Owton
- Rift House/Burn Valley
- Rossmere

NAPs had been completed in 6 of the neighbourhoods by April 2006 and the last one was under development. Before embarking on a programme of NAP revisions a review of the development, implementation and monitoring of NAPs was undertaken. The aim of the NAP Review was to identify actions that could be taken to improve the NAP process. In total the NAP Review set out 34 actions for improvement. Since the NAP Review the partners involved in NAPs have been working to implement the 34 actions and a significant number have been completed.

Need for NAPs:

In the Neighbourhood Issues paper produced for CMT in March 2006 Peter Scott, Director of Regeneration & Planning Services outlined the need for NAPs:

"NAPs are important in encouraging local people, service providers and other organisations to work together to narrow the gap between the conditions in the

most deprived of wards and those in the rest of the country. The objective of NAPs to provide a framework of issues and local priorities to be addressed in an integrated holistic manner and to improve the way services are provided and ensure that they are more effective for residents. The aim is to reduce crime and unemployment and improve lifelong learning, health and care, environment and housing, culture and leisure and create a stronger community. No new significant funding is available specifically for NAPs but the government expects that they should be influential in the future allocation of resources as they map strengths and weaknesses in local neighbourhoods and provide a framework for opportunities as and when they arise. They also help to strengthen capacity building and help to establish a framework to accommodate the particular needs of disadvantaged communities”.

The development of neighbourhood action planning within Hartlepool has been welcomed by residents, Councillors and many service providers. NAPs identify issues at a very local level and help inform service provision as well as informing the use of targeted resources. The support structure that has been developed around NAPs has brought residents together with service providers to implement the plans. This has ensured that the actions set out in NAPs are taken forward and real improvements are achieved in the priority neighbourhoods.

Although there have been some changes in funding for Neighbourhood Renewal government have expressed their continued commitment to the National Strategy for Neighbourhood Renewal. The focus for neighbourhood renewal in the future will increasingly be on influencing mainstream services and the core budgets of service providers. The Local Government White Paper set out clearly that increasing freedoms for local authorities has to sit alongside strong links to local communities. Also, the Community Empowerment Action Plan published in October 2007 establishes three key outcomes:

- Greater participation, collective action and engagement in democracy
- Changes in attitudes towards community empowerment
- Improved performance of public services and quality of life

In Hartlepool we are well along the road that central government is setting out for all local authorities and this has been highlighted through the Corporate Assessment in March 2007. NAPs demonstrate the local authority’s commitment to community empowerment and participatory democracy. As Sir Simon Milton, Chair of the LGA, sets out in his Community Empowerment Action Plan Foreword “Community empowerment is local government’s core business. Councils are elected to put local people first. The only way they can do that is by constantly seeking to enrich their mandate with a lively ongoing exchange with residents about how to improve local quality of life”. As we go forward in the developing policy environment it is clear that NAPs have a clear role to play in facilitating community empowerment, supporting local democracy and improving outcomes in disadvantaged neighbourhoods.

Current position

In the next part of this discussion paper I will set out the current approach to NAP development, implementation and monitoring and propose a number of opportunities which should strengthen the current approach and address some of the issues that have been raised by a range of partners. The detailed SWOT (Strengths, Weaknesses, Opportunities & Threats) analysis tables that have fed into this section are set out in appendix A.

Development of NAPs

NAP development is led by the HBC Regeneration Team with support provided by the Neighbourhood Management, Community Network and Housing Hartlepool Resident Participation Teams. The key stages are as follows:

- Preparation of the key issues paper – using neighbourhood stats from JSU and other sources to set out what the key concerns for the neighbourhood are believed to be.
- Community conference – residents and services providers come together to identify issues and potential solutions going through a workbook of exercises.
- First Draft collated from the information coming out of the community conferences. This is put out for consultation using a variety of means – copies sent out to all involved (whole mailing list), electronic consultation made available (internet based), service provider and local councillor meetings held and presented to NAP Forum, NCF, HP and Portfolio holder for comments.
- 2nd/Final draft prepared incorporating comments from the consultation on the first draft. This is then taken for endorsement to the NAP Forum, NCF, HP and Portfolio holder

Although the current approach is generally good there are some issues which it is felt need to be addressed:

- The NAP documents are too broad and not strategic enough.
- There are concerns that there may not be the capacity to continue reviewing 2 or 3 NAP documents every year (i.e. individual NAPs being reviewed every 18 months/2 years).
- A limited number of residents get involved in developing the NAP and there is a fear that the final NAP does not reflect the views of the wider population.
- There has been a decline in service provider involvement.
- NAPs and the summary documents that are produced are too long and are not user friendly (particularly for residents).

Way forward:

In order to address the issues outlined above the following proposals are put forward for discussion:

- Change NAPs to be 3-5 year strategies with annual action plans developed by NAP Forums in partnership with Service Providers.
- Use NAPs to identify high-level priorities based on the views of more residents, analysis of current service provision and key statistics. Undertake a household survey and a service mapping exercise prior to developing the key issues paper.
- Use community conferences to validate the key issues coming from the household survey, service mapping and statistics.
- Then use community conference/NAP Forum to develop annual action plans with residents and service providers working together to identify priorities for the year and agreeing the way forward.
- NAP Forums take on responsibility for taking the action plan forward.
- Produce a summary NAP document which sets out the key priorities for the NAP then prepare a user-friendly annual report on progress for residents led by NAP Forums.

The development of the NAP will take longer in order to carry out the additional stages but the end product, a longer-term and more strategic NAP, will only be reviewed on a 3-5 year basis and this may ease some of the emerging capacity issues. This will also help to address the decline in service provider involvement who have limited capacity to get fully involved in the development of NAPs.

Implementation of NAPs

Neighbourhood Managers currently have the responsibility for taking forward NAP implementation with NAP Forums and service providers. Support is provided by the Neighbourhood Development Officers (NDOs), Neighbourhood Coordinators, the Regeneration, Hartlepool Community Network (HCN) and Housing Hartlepool (HH) Resident Participation Teams. The Regeneration Team are responsible for managing the devolved budgets that NAP Forums currently receive during the 2007/8 financial year (Resident Priorities Budget and Neighbourhood Element). The Community Network and Housing Hartlepool are responsible for developing the capacity of residents involved in NAP Forums and are tasked with widening participation by encouraging new residents to become involved in the NAP process.

Although the current approach is generally good there are some issues which it is felt need to be addressed:

- It is sometimes difficult to engage service providers and get them to sign up to delivering actions within the NAPs.
- There are limited resources set aside to implement NAP priorities and some actions require changes to mainstream service provision.
- There are some concerns that the residents attending NAP Forums are not representative of the whole community and despite development work there remain some issues with capacity.

Way forward:

The development of NAP Champions throughout the Council and within partner organisations will help to improve service provider engagement and their ownership of priorities within NAPs. However, in order to address the issues outlined above the following proposals are put forward for discussion:

- HCN, HH and NDOs to focus on increasing resident involvement in NAP Forums to ensure that they are more representative of the wider neighbourhood.
- The development of NAPs as 3-5 year strategies with annual action plans will ensure that the actions prioritised on an annual basis are SMART and are signed up to by partner organisations.

Performance management/monitoring of NAPs

Neighbourhood Managers, supported by the Regeneration Team, are responsible for monitoring progress on the actions set out in NAPs on an annual basis. The Partnership Support Team are responsible for preparing annual performance reports for the Hartlepool Partnership and its theme partnerships.

It is acknowledged that the process of monitoring NAPs is not as good as it could be and this is due in part to the actions set out within NAPs not being SMART and not having clear ownership. Other issues that need to be addressed are:

- Progress reports are not taken to NAP Forums or the Neighbourhood and Communities Portfolio Holder.
- There is no clear link between NAP Forums and the theme partnerships and no mechanism in place for theme partnerships to report back to NAP Forums on their progress/response to NAPs
- The role of the Hartlepool Partnership in monitoring the response of theme partnerships to NAPs could be strengthened.

Way forward:

If NAPs move to 3-5 year strategies with annual action plans then the priorities to be monitored should be SMART and have clear ownership and accountability.

However, to address the other issues outlined above the following proposals are put forward for discussion:

- Performance monitoring should be focused on the annual action plans.
- Reporting arrangements should include the NAP Forums (Neighbourhood Manager to ensure) and Portfolio Holder.
- The Performance Management Group of the Hartlepool Partnership should receive the NAP monitoring returns and be responsible for ensuring that theme partnerships respond to NAP priorities.

Function of NAP Forums

At present NAP Forums meet on a monthly basis and are chaired by a local resident or an independent person like a local Vicar. They bring together local residents from across the neighbourhood with Ward Councillors, HBC Officers and other service providers. The Neighbourhood Management Team are responsible for meeting with the Chair to set the agenda and the Community Network Team provide the secretariat role taking minutes and sending out agendas.

NAP Forums are currently working fairly well but there are some issues which need to be addressed:

- The Forums are not focussed on NAP delivery and issues are raised at NAP Forums, which would be more appropriately raised at Residents Association meetings, NCFs or Ward Surgeries.
- There are some concerns over chairing skills – in some cases where a resident chairs a Forum there is often confusion over which hat they are wearing i.e. they are not seen as independent.
- The frequency of Forum meetings (monthly) means that for many issues little progress is made between meetings which may come across to residents as slow progress.
- With 8 NAP Forums meeting monthly (the exception being the NDC NAP Forum which meets bi-monthly) service providers are not able to attend all Forums. It needs to be recognised that there is a significant support network needed to make Forums happen and meeting monthly places pressure on this.

Way forward:

In order to address the issues outlined above the following proposals are put forward for discussion:

- Reiterate primary role of NAP Forums as implementing NAPs and raise awareness of other routes for resident's issues.

- Introduction of NAP Forum members pack for inducting new residents – include details of purpose of NAP Forum, the Terms of Reference for the Forum as well as details of the other routes for resident's issues.
- Compulsory recognised training for Chairs and Vice Chairs. Community Network/Housing Hartlepool to work with existing chairs on skills required.
- Chairs/Vice Chairs to visit other Forums to see how they operate.
- Reduce Forum meetings to bimonthly outside the critical planning times of the year.

Next steps:

This paper is very much a first attempt at looking at the future for Neighbourhood Action Plans and as such comments, amendments and other ideas are welcomed. Please feel free to email comments through to Catherine.frank@hartlepool.gov.uk or if you would like to meet to discuss your thoughts then please get in touch on 284322. A further draft of this paper will be prepared by January 2008 and therefore all comments would be gratefully received by **FRIDAY 21st DECEMBER**.

NAP Development

STRENGTHS	WEAKNESSES
<ul style="list-style-type: none"> • Consistent approach and format adopted in all areas • Provides opportunity for services providers to input into NAP development • Involves residents in discussing their concerns and developing solutions • Is partly based on statistical evidence • Collation of statistical evidence • Inclusive approach • Flexible consultation process using a variety of methods • Help identify priorities • Covers short term and long term concerns • Identifies positives and negatives, likes and dislikes • Can assist in accessing funding 	<ul style="list-style-type: none"> • Limited number of residents input into NAP development (perception that it is always the same people/minority view), concerns that the views of particular groups are not included e.g. physically disabled, young people, not always representative of the whole community • Hard to engage and sustain the involvement of residents • Elected member involvement inconsistent • Apathy from residents & professionals • Decline in service provider involvement – not fully engaged in the process, poor attendance at service provider meetings and some organisations don't comment on NAPs at all • Not strategic enough • Too broad, not focussed • Concerns regarding capacity if continue to develop/review 2 or 3 NAPs per year • Feeling that some actions set out in NAPs are what service providers are already doing and not new responses to issues raised • Potential to raise aspirations on things that can't be delivered - aspirational • Some issues identified are already being addressed but the wider community need to be made more aware • NAPs and summary documents are too long and aren't user friendly

OPPORTUNITIES	THREATS
<ul style="list-style-type: none"> • Start the debate on local issues • Increase wider resident involvement potentially through a neighbourhood survey which would feed into the key issues paper or considering other forms of consultation such as participatory appraisal etc. • Evolve NAPs into longer term, strategic document (3-5 years) which are supported by annual action plans developed by the NAP Forum thus reducing the reviewing burden • More focussed and prioritised document • Rather than revising the full NAP document utilise and revise the prioritisation exercise annually • Development of NAP Champions who would be charged with responding to drafts of NAP documents and feeding into the NAP development process • Development of summary NAPs for residents • Streamline the development of NAP revisions in the areas that do not fall within the 3% most deprived • Empowering local people • Elected member involvement 	<ul style="list-style-type: none"> • residents become disengaged from the process • consultation fatigue • Raising expectations of residents through aspirational nature of NAPs – setting unrealistic expectations • Information may not be relevant or accurate • Not having politicians on board – lack of buy-in • capacity of Regeneration Team and other partners to develop NAPs – uncertainties over future staffing levels • Potential loss of funding – Neighbourhood Renewal Fund (NRF) and Neighbourhood Element (NE)

NAP Implementation

STRENGTHS	WEAKNESSES
<ul style="list-style-type: none"> • Some service providers are signed up to completing actions as set out in NAPs • NAP Forums use their funding wisely to implement actions • Good working relationships and partnership working between residents, service providers, HBC officers & councillors • Funding • Attendance of Neighbourhood Services Department/Regeneration Team • Integrated working • Raising awareness of residents and professionals • Focussed on local issues 	<ul style="list-style-type: none"> • Sometimes struggle to engage service providers in responding to priorities – not always on board • Resources limited to implement actions – NAP forums funding tends to be focused on small, environmental improvements and some bigger issues may require more costly changes in service provision • Sometimes actions set out in NAPs are unrealistic or inappropriate • Chairing skills • Bureaucratic process • Appointing wrong lead officer and NAP champions for actions • Outstanding issues around roles & responsibilities and attendance at Forum meetings • Split of North Hartlepool into 3 may mean Headland no longer falls within 3% most deprived • Rift House/Burn Valley not one area • Level & variance of residents attending meetings • Capacity and skills of residents who attend meetings • Questionable whether residents are representative of their area

OPPORTUNITIES	THREATS
<ul style="list-style-type: none"> • Increase wider resident involvement potentially through a neighbourhood survey which would feed into the key issues paper or considering other forms of consultation such as participatory appraisal etc. • Evolve NAPs into longer term, strategic document (3-5 years) which are supported by annual action plans developed by the NAP Forum thus reducing the reviewing burden • Development of NAP Champions who would be charged with responding to drafts of NAP documents and feeding into the NAP development process • NAP Champions influencing service delivery • Creating better understanding between residents and professionals • Involving stakeholders and attendance • Split Rift House/Burn Valley • Development of Youth Forums 	<ul style="list-style-type: none"> • residents become disengaged from the process • capacity of Regeneration Team and other partners to develop NAPs – potential reduction in staffing levels • potential loss of funding (NRF & NE) and other match funding opportunities • Decision making process • Apathy/non-attendance • Slow process • None delivery

Performance Management/Monitoring of NAPs

STRENGTHS	WEAKNESSES
<ul style="list-style-type: none"> • Highlights progress as well as further areas for action • Theme group reports • Cabinet reports 	<ul style="list-style-type: none"> • Not reported to local residents • Political portfolio involvement – close the loop • Neighbourhood Consultative Forums involvement to be considered may be more relevant to theme partnership • Resident's perception that there's no clear link between the Forum's and LSP theme partnerships • No mechanism in place for the LSP theme partnerships to report back to the Forums on their progress
OPPORTUNITIES	THREATS
<ul style="list-style-type: none"> • A more coordinated approach • Monitoring to be based on prioritisation exercise • Feedback from theme partnerships to local forums and Portfolio Holder • Area to be developed • Outputs link to outcomes 	<ul style="list-style-type: none"> • Inaccurate information • Failure to listen and identify

Function of NAP Forums

STRENGTHS	WEAKNESSES
<ul style="list-style-type: none"> • Resident-led or independent chairs • Independent Chair works very well at Burbank Forum • Provide opportunities for Councillors, service providers, HBC officers and residents to come together at a local level • Prioritisation exercise • Ownership • Funding • We have them • Multi-agency buy in and action 	<ul style="list-style-type: none"> • Not focussed on NAP delivery • Chairing skills – issue that where a resident chairs a Forum there is often confusion over which hat they are wearing (not always seen as independent) • Domination by individuals • Personal agendas • Frequency of meetings: outside those at critical planning stages • Some Forums not strategic enough • Same residents attending all public meetings including Forums • Service providers not attending all Forums • Closed voting rights within some Forums • Issues raised at NAP Forums which should be taken to Residents Association or NCFs • Limited match funding opportunities due to delays in project approvals by forums

OPPORTUNITIES	THREATS
<ul style="list-style-type: none"> • Develop/improve and influence service delivery by residents • Neighbourhood Management panels influencing service delivery • Compulsory training for Chairs and visits to other Forums to see how they operate • Community Network work with existing chairs on skills required • Voting rights for Councillors • Potential for Forums to be constituted bodies – currently being explored • Re-advertisement of available childcare • NAP Champions 	<ul style="list-style-type: none"> • Potential for politicians and resident activists using it for their own purpose