

CABINET AGENDA



Monday 18th February 2008

at 9.00am

in

**the Avondale Centre,
Dyke House, Hartlepool
(Raby Road entrance)**

MEMBERS: CABINET:

The Mayor, Stuart Drummond

Councillors Hall, Hargreaves, Hill, Jackson, Payne and Tumilty

1. APOLOGIES FOR ABSENCE

2. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS

3. MINUTES

To receive the Record of Decision in respect of the meeting held on 11th February 2008
(previously circulated)

4. BUDGET AND POLICY FRAMEWORK

4.1 Corporate Plan 2008/09 to 2010/11 – Proposed Outcomes and Actions –
Assistant Chief Executive

5. KEY DECISIONS

5.1 Selective Licensing of Privately Rented Houses – *Director of Regeneration and
Planning Services*

6. OTHER ITEMS REQUIRING DECISION

- 6.1 Neighbourhood Consultative Forum Review – *Director of Neighbourhood Services*
- 6.2 Revision to Local Development Scheme 2008 – *Director of Regeneration and Planning Services*
- 6.3 Middleton Grange Multi Storey Car Park – *Director of Neighbourhood Services*

7. ITEMS FOR DISCUSSION / INFORMATION

- 7.1 Natural Environment and Rural Communities (NERC) Act (2006) Biodiversity Duty – *Director of Regeneration and Planning Services*
- 7.2 New Local Area Agreement (LAA) Negotiations Update – *Head of Community Strategy*
- 7.3 Concessionary Local Bus Travel – *Director of Neighbourhood Services*

8. REPORTS FROM OVERVIEW OF SCRUTINY FORUMS

No items

9. LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

EXEMPT ITEMS

Under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in the paragraphs referred to below of Part 1 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) Act 1985

10. KEY DECISIONS

No items

11. OTHER ITEMS REQUIRING DECISION

- 11.1 HMS Trincomalee Trust – Revenue Funding – *Director of Regeneration and Planning Services, Chief Solicitor and Chief Financial Officer (Para 3)*

CABINET REPORT

18 February 2008



Report of: Assistant Chief Executive

Subject: Corporate Plan 2008/09 to 2010/11 – Proposed Outcomes and Actions

SUMMARY

1. PURPOSE OF REPORT

To enable Cabinet to discuss the proposed outcomes and actions for inclusion in the Council's Corporate Plan for 2008/09 to 2010/11.

2. SUMMARY OF CONTENTS

This report proposes the outcomes and actions for each of the eight community strategy aims and the council's organisational development priorities. The purpose of the plan is to describe the Council's priorities for 2008/09, including how weaknesses will be addressed, opportunities exploited and better outcomes delivered for local people.

3. RELEVANCE TO CABINET

The Corporate Plan is part of the Council's Budget and Policy Framework. It is a key document that sets out the Council's priorities and contribution to achieving the Community Strategy aims. The Corporate Plan is being developed in conjunction with the Local Area Agreement (LAA) to ensure the outcomes included in the Local Area Agreement are embedded in the Council's Corporate Plan.

The Corporate Plan is an important document because it formally communicates the council's vision and priorities.

4. TYPE OF DECISION

Budget and Policy Framework.

5. DECISION MAKING ROUTE

The production of the Corporate Plan by 30 June each year is a statutory requirement.

The four Scrutiny Forums will meet individually (between 22 February and 4 March) to consider the proposals on a departmental basis and report back, by written report, to Scrutiny Coordinating Committee on 14 March.

Cabinet will be given further opportunities to consider the Corporate Plan as further progress is made. Final approval of the Plan will be by Council in June 2008.

6. DECISION(S) REQUIRED

Cabinet is asked to consider the proposed Corporate Plan Outcomes and suggest any revisions prior to their consideration by Scrutiny Coordinating Committee on 14 March 2008.

Report of: Assistant Chief Executive

Subject: Corporate Plan 2008/09 to 2010/11 – Proposed Outcomes and Actions

1 PURPOSE OF REPORT

- 1.1 To enable Cabinet to discuss the proposed outcomes and actions for inclusion in the Council's Corporate Plan for 2008/09 to 2010/11.

2 BACKGROUND

- 2.1 The Government introduced the Best Value regime as part of its programme to modernise local government and the Corporate Plan for 2008/09 must be approved and published by the Council by 30 June 2008. This is the Council's top-level corporate plan. It sets out the Council's top priorities and contributions for delivering the Community Strategy aims in 2008/09 and those matters which do not form part of the community strategy but which are priorities for the council.
- 2.2 The Corporate Plan is an important document because it formally communicates the council's vision and priorities. The process for producing the plan has been designed to ensure the risk is minimised and that the Corporate Plan is fit for purpose.
- 2.3 This year the Corporate Plan outcomes have been developed in conjunction with the Local Area Agreement (LAA) to ensure the outcomes included in the LAA are embedded in the Council's Corporate Plan. The LAA is currently being negotiated with Government Office North East (GONE) and any changes to those proposals will be reflected in the Corporate Plan. The LAA sets out the "deal" between central government, the Council and partners to improve services and the quality of life in Hartlepool. Any potential changes resulting from the negotiations will be brought back to a future Cabinet meeting for consideration.
- 2.4 The Corporate Plan is based around the Hartlepool Partnership's Community Strategy aims, which have been adopted by the Council. In previous years there have been seven aims, but the Community Strategy is currently being reviewed and is proposing to split the Environment and Housing theme into two separate themes. For that reason, the proposed Corporate Plan outcomes, and actions, have been organised around the eight themes, with an additional section proposing outcomes, and actions, around organisational development priorities (as in previous years).
- 2.5 The Corporate Plan outcomes and actions approved by Council in June will be incorporated into the Council's performance management database and progress reported quarterly to Cabinet and Scrutiny Co-ordinating Committee.

- 2.6 The focus of the Corporate Plan for 2008/09 is on priority activities for improvement at a strategic level rather than day to day service delivery outcomes. The operational service delivery outcomes and actions are picked up through Departmental service plans, which are reported to individual portfolio holders.
- 2.7 Cabinet is asked to consider whether the outcomes and actions identified, properly reflect the council's priorities and if they wish, suggest amendments.

3 THE CORPORATE PLAN

- 3.1 As in previous years the plan will be produced in 2 parts. Part 1 describes the Council's overall aim, contributions to the Community Strategy aims and organisational development priorities.
- 3.2 Part 2 will continue to contain the detailed supporting information relating to performance statistics which the Council is required to publish. This will include the Best Value performance indicators for 2007/08 and targets for 2008/09, 2009/10 and 2010/11. This information cannot be collected until after 31 March, and is therefore not available at present. As with previous years, this will be presented to Cabinet and Scrutiny Coordinating Committee in May/June for consideration. At this stage Cabinet is therefore only being asked to consider the Corporate Plan outcomes and actions, which are attached at **Appendix A**, although Cabinet will be given further opportunities to consider the Corporate Plan as further progress is made.
- 3.3 The proposed list, at Appendix A, is not a final definitive list. Officers will continue to review the contents over the coming months, and will amend, if deemed appropriate and if changing priorities demand it. Any proposed changes to the list of outcomes and actions will be brought to Cabinet for consideration.
- 3.4 In addition, and in line with previous years officers will be identifying those key performance indicators which underpin the Corporate Plan. This process in most years has been based on an established set of Best Value Performance Indicators (BVPIs) and Local Performance Indicators (LPIs). This process will be slightly delayed this year as the Government have only recently issued the definitive list of 198 new performance indicators. There are currently no definitions for these indicators (consultation closed in December). The definitions are due to be confirmed later in February 2008. It is only when this is completed that officers will be able to determine baselines and targets.

4 TIMETABLE FOR CONSIDERING THE PLAN AND NEXT STEPS

- 4.1 The key dates for completing the plan are as follows.
- 4.2 The four Scrutiny Forums will be asked to consider the proposals plan in February/March, and then Cabinet and Scrutiny Coordinating Committee will be

asked to agree Part 1 of the Corporate Plan in April and Part 2 in May/June. Final approval of the Plan will be by Council in June.

5 RECOMMENDATION

- 5.1 Cabinet is asked to consider the proposed Corporate Plan Outcomes and Actions and suggest any revisions prior to their consideration by Scrutiny Coordinating Committee on 14 March 2008.

Service Planning 2008/09

Corporate Plan 2008/09 – Proposed Outcomes and Actions

Theme: Jobs and the Economy

Outcome	Actions
Attract Investment	Develop investment and development programmes for the key regeneration action zones within the Coastal Arc framework and pursue funding opportunities to support investment
	Continue to work with partners to provide key manufacturing, tourism and service sector infrastructure, including appropriate sites and premises
Be Globally Competitive	Continue the development of Hartlepool's business incubation and support system including new business formation and growth
Create more employment opportunities for local people	Development of targeted interventions for key client groups within the framework of funding programmes including the Working Neighbourhood Fund and the Deprived Area Fund
	To increase the number of socially excluded adults in paid employment
Achieve economic wellbeing for all children and young people ensuring that they are prepared for working life* (Children and young people will achieve the qualifications, develop the skills and be given the necessary life experiences to enable them to lead full and active adult lives)	Fully implement the Aim Higher initiative at key stage 4/5 for young people from wider participation backgrounds
	Reduce the level of young people who are NEET
	Implement, with partner agencies, the local 14 - 19 plan and the 14 - 19 regional strategy
	Promote the development of enterprise education in Hartlepool secondary schools
Promote Hartlepool's interests in economic regeneration policy-making at the national, regional and sub-regional levels	Raise aspirations of young people from vulnerable backgrounds
	Secure due recognition of Hartlepool's economic role, needs and opportunities in national, regional and sub regional policy
Support and promote appropriate physical and economic regeneration and pursue external funding opportunities	Continue to liaise with PD Ports, Tees Valley Regeneration and funders to secure agreed project delivery arrangements
	Coordinate key regeneration programmes

Theme: Lifelong Learning and Skills

Outcome	Actions
Enjoy and Achieve* (Raise the achievement and standards of children and young people in the early years, primary and secondary phases of education)	Facilitate the physical enhancement and improvement of key higher education facilities
	Implement the 10 year Childcare Strategy by developing integrated services in Children's Centres / Extended Schools ensuring sufficient high quality childcare places and continuing to develop a highly skilled workforce
	Narrow the gap between the Hartlepool average and the most disadvantaged areas in the Foundation Stage
	Challenge and support schools to improve performance to national averages and above.
	Challenge and support schools in targeting vulnerable children and young people for additional intervention and support so that they achieve in line with or better than expected levels and the gap between Hartlepool average and the most deprived areas is reduced
	Work with partners to extend and improve the quality of services for children and young people which enable them to enjoy their education, improve their well being and enrich their lives
	Implement the Building Schools for the Future project plan for 2007/08 including completion of the Strategy for Change
Provision of high quality learning and skills opportunities that drive economic competitiveness, widen participation and build social justice	To increase universal access to high quality learning and skills opportunities

Theme: Health and Care

Outcome	Actions
Improved Health	To deliver an effective Health Development and enforcement service
	To improve the health and wellbeing of Hartlepool citizens by implementing the Public Health Strategy and Action Plan
	To develop Joint Strategic Needs Assessment with Health and Childrens Services
Be Healthy* (Children and young people will be physically, mentally, emotionally and sexually healthy, lead healthy lifestyles and choose not to take illegal drugs)	Work with partner agencies, young people, schools and families to reduce under 18 conception rate by 55% and improve sexual health
	Continue to work with schools and other agencies to address childhood obesity
	Work with partner agencies to ensure an appropriate substance misuse treatment plan is in place
	Promote children's emotional health
	Work with Health and partners in other agencies to improve the health of infants e.g. increase prevalence of breastfeeding, reducing smoking during pregnancy
	Improve services for disabled children
	Actively contribute to the health and future well-being of the children of Hartlepool
Increased choice and control and retention of personal dignity	To ensure all service developments have involvement from service users and their carers
	To increase the proportion of people who commission their own services
	To increase the number and range of supported accommodation options
	To ensure that service users and their carers are at the centre of planning their support
Improved Mental Health and Wellbeing	To increase social inclusion for people with mental health issues
	To support people with mental health issues into paid employment

Outcome	Actions
	To improve access to psychological therapies
Easier Access to Services	To ensure that carers are supported effectively to support their family members for as long as they wish
	To work with the community in Owton to implement the Connected Care Scheme
	To integrate services where appropriate with local Health Services
	To ensure that services are sensitive and are able to respond to flexibly to the diverse needs of the community
	To ensure easier access to both universal and targeted services tailored to individual needs
	To develop co-ordinated strategy for appropriate partnerships with the voluntary sector

Theme: Community Safety

Outcome	Actions
Reduced crime	Reduce acquisitive crime
	Reduce violent crime, including domestic abuse (previously domestic violence)
	Implement CCTV Strategy
Reduced harm caused by illegal drugs and alcohol	Reduce drug dealing and supply
	Implement the Alcohol Strategy and introduce alcohol treatment services
	Increase numbers into treatment
	Develop access to wrap around services and activities particularly for drug misusing offenders
	Develop harm reduction and primary care services particularly for target groups
Improved neighbourhood safety and increased public confidence, leading to reduced fear of crime and anti-social behaviour	Reduce anti-social behaviour and criminal damage, including deliberate fire setting
	Development of an improved Community Engagement model, under the auspices of Neighbourhood Policing and Partnership activity
	Co-ordinate and develop N A P resident forums, ensuring links are made with the Safer Hartlepool Partnership and Neighbourhood Policing
	Embrace new and existing legislation in developing strategies and initiatives
Reduced anti-social and criminal behaviour through improved prevention and enforcement activities	Prevent and reduce offending, re-offending and risk of offending
	Reduce first time entrants to the Youth Justice system ensuring all children and young people at risk are referred to prevention services
Stay safe* (Children and young people will live, grow and learn in safety, where parents, carers and all adults take responsibility for their safety and well-being)	Increase the number and range of foster and adoptive placements to meet local needs
	Reduce the number of placement moves for looked after children and increase the stability of placements
	Develop the work of the Local Safeguarding Children Board and ensure child protection processes are effective and efficient

Outcome	Actions
	Support the development of preventative services and improve the efficiency of social care assessment

Theme: Environment

Outcome	Actions
Deliver sustainable communities through high quality planning, new build and sensitive conservation and protect and enhance the local natural environment.	Review significant features of Hartlepool's natural environment
	Review Hartlepool's conservation areas and implement planning policy guidance relating to the historic environment
	Coordinate the preparation of the new Local Development Framework embodying the core principle of sustainable development and climate change
	Maximise funding contributions from developers and other funders for play and recreational service development
	Enhance and protect natural environment
Improve the quality of the local environment by having cleaner, greener and safer public, private and community spaces.	Improve and maintain the natural and built environment
Provide a sustainable, safe, efficient, effective and accessible transport system	Deliver the Hartlepool Local Transport Plan (LTP)
	Develop and implement an Integrated Transport Strategy
Make better use of natural resources and reduce the generation of waste and maximise recycling	Participate in the preparation of the sub regional Minerals and Waste Development plan documents
	Promote and develop awareness of environmental sustainability
Prepare for the impacts of and secure local and global action to tackle climate change	To increase community and corporate knowledge and action on environmental sustainability issues
	To give advice on the issues concerning the natural and built environment and to enforce environmental legislation when appropriate

Outcome	Actions
	To work in partnership to develop a climate change strategy
Promote community involvement in positive action to reduce poverty through fair trade and promoting peace and security.	Promote Hartlepool as a Fairtrade town

Theme: Housing

Outcome	Actions
Balancing Housing Supply and Demand	Pursue a strategic housing market renewal programme in partnership with Tees Valley Living and key local partners (e.g. Housing Hartlepool and Hartlepool Revival)
	Develop appropriate measures to increase the provision of affordable housing
	Ensure there is access to a choice of good quality housing to buy or rent, to meet the aspirations of residents and encourage investment
Improving the quality of existing housing	Encourage improvement to homes to meet and exceed 'decent homes standards'
	Improve the energy efficiency of houses
Meeting the Housing Needs of Vulnerable People	Commence the implementation of the 'Older Persons' Housing Strategy
	Provide support services to increase the opportunity for residents to live independently in the community
	To ensure the deliver of high quality housing support services through efficient and effective contracts with providers
	To provide accommodation and housing services for vulnerable people which support independence and stability

Theme: Culture and Leisure

Outcome	Actions
Enrich individual lives, strengthen communities and improve places where people live through enjoyment of leisure, culture and sport	Develop and improve cultural and leisure facilities and events
	To ensure the public have access to a wide range of information about leisure, culture and sporting opportunities in a variety of accessible mediums
Cultural and leisure services, better meet the needs of the community, especially those from disadvantaged areas	To increase opportunities for participation in a wide range of cultural and leisure activity focussing on areas of disadvantage

Theme: Strengthening Communities

Outcome	Actions
To empower local people to have a greater voice and influence over local decision making and the delivery of services	Ensure a fit for purpose Local Strategic Partnership
	Complete the review of the Community Strategy
	Coordinate the preparation, implementation and partnership monitoring of the Local Area Agreement
	To establish Neighbourhood Management as a guiding influence in Service Delivery across the Council
	Improve and co-ordinate Public Engagement with all sectors of the community acting on feedback
Make a positive contribution * (Children and young people who live in Hartlepool are provided with the opportunity to participate fully in the life of the community)	Establish the role of commissioner of parenting support and develop a Parenting Strategy for Hartlepool to establish a continuum of services for parents to assist them in promoting positive outcomes for their children
	Ensure that children and young people from vulnerable groups (LDD, BME, traveller, asylum seeker and refugee communities) have the opportunity to gain full access to services and have a role in service development
	Establish the Participation Strategy through the development of standards that support organisations in Hartlepool in its implementation
	Support and improve the level of young people's participation in positive activities
	Work with partner agencies to reduce youth offending
	Assist in the transition of young people with LDD to post 16 education and training
Improving quality of life and ensuring service providers are more responsive to neighbourhood needs with particular focus on disadvantaged areas	Ensure the delivery of Neighbourhood Renewal in the Borough
	Continue the programme of Neighbourhood Action Plans (NAP) preparation, implementation and review
	Support the development and implementation of regeneration programmes within disadvantaged areas
Increasing financial resources within family environments to provide improved lifestyle opportunities	Develop and implement an Engagement Strategy to increase awareness and accessibility to financial support

Outcome	Actions
Freedom from discrimination or harassment	Enhance Equality and Diversity arrangements and mainstream into all council service activities
Improving Financial Inclusion	Support the development of the Hartlepool Financial Inclusion Partnership
	Improve accessibility to secure banking arrangements for the disadvantaged
Ensure communities are well prepared to respond to emergency situations	Develop and Implement communication strategy

Theme: Organisational Development

Outcome	Actions
Improve management and governance	Continued development of service planning and performance management arrangements
	Implement Risk Strategy to ensure robust risk management arrangements are in place
	Develop and improve the effectiveness of the overview and scrutiny function
	Development of Governance arrangements
	Ensure arrangements in place to deal with new and existing legislation
	Development of emergency planning and business continuity arrangements
	Prepare for introduction of Comprehensive Area Assessment in 2009
Improve access and understanding between the Council and the Public	Develop the Contact Centre to increase the range of services provided
	Implement the Communicating with your council plans
Improve Elected member and Workforce arrangements	Implement Elected Member Development Strategy
	Implement the People Strategy and Workforce Development Strategy
	Implement Pay and Grading and Single Status arrangements
Improve efficiency and financial management	Develop and implement Efficiency Strategy and key projects
	Develop and implement the Procurement Strategy

Outcome	Actions
	Delivery of the ICT Strategy to support corporate objectives
	Develop Financial Strategy and Management
	Develop Capital Strategy and Asset management

CABINET REPORT

18th February 2008



Report of: DIRECTOR OF REGENERATION AND PLANNING SERVICES

Subject: SELECTIVE LICENSING OF PRIVATELY RENTED HOUSES

SUMMARY

1. PURPOSE OF REPORT

To outline the merits of introducing a selective licensing scheme for private landlords and to set out proposals for an initial target area with subsequent phases to be determined subject to monitoring of conditions, impact and capacity.

2. SUMMARY OF CONTENTS

The report briefly outlines the legal framework behind licensing, sets out the process for designating a scheme and sets out a timescale for introducing a scheme.

3. RELEVANCE TO CABINET

The possibility of adopting a selective licensing scheme for areas suffering from low demand is of widespread community interest in raising private sector housing management standards and improving the behaviour of anti-social tenants. A decision to adopt this discretionary power may affect substantial areas of the Borough, particularly the regeneration areas situated towards the centre of the town.

4. TYPE OF DECISION

Key, test (i) and (ii) apply.

5. DECISION MAKING ROUTE

Cabinet.

6. DECISION(S) REQUIRED

- 6.1 That Cabinet agrees to the principle of a phased introduction of selective licensing taking into account the availability of resources and manageability
- 6.2 That **Option 1 or Option 2** is selected as the first phase of a selective licensing scheme subject to consultation with residents, landlords and others with an interest in the areas.
- 6.3 That a report be prepared for Cabinet to agree the proposed first phase designation taking into account the results of local consultation.
- 6.4 In order to ensure that standards are driven up in areas outside of the designation, it is recommended that the scope for amending existing services be developed in a way that would complement the selective licensing scheme.

Report of: DIRECTOR OF REGENERATION AND PLANNING SERVICES

Subject SELECTIVE LICENSING OF PRIVATE LANDLORDS

1. PURPOSE OF REPORT

- 1.1 To outline the merits of introducing a selective licensing scheme for private landlords and to set out proposals for an initial target area with subsequent phases being determined subject to monitoring of conditions, impact and capacity.

2. BACKGROUND

- 2.1 The Housing Act 2004 introduced a discretionary power for Local Housing Authorities to designate areas for the selective licensing of private sector rented housing suffering from, or likely to suffer from, low demand and/or significant and persistent anti-social behaviour. The term “selective” recognises the intention to apply this only to specific targeted areas. Selective licensing is intended to be a focussed and intensive area-based activity targeted in a small area normally not more than a ward or 500 to 1000 licensable dwellings.

- 2.2 A ‘low demand area’ means any neighbourhood (of at least 50 dwellings) where private sector housing is predominant and one or more of the following symptoms apply:

- private property values are low or falling
- visibly high numbers of properties are for sale or to let
- a high percentage of empty private houses, particularly for over 6 months
- a high turnover of population

‘Significant and persistent anti-social behaviour’ means causing harassment, alarm or distress, which is affecting or potentially affecting one or more people not of the same household, and continuing despite warnings having been given.

- 2.3 The objective is to improve the housing management standards of the landlords in the areas designated which, it is envisaged, will reduce anti-social behaviour and increase occupancy of the housing stock stabilising demand in the areas chosen.
- 2.4 The Council must be satisfied that designation will significantly assist them to improve social or economic conditions or to reduce or eliminate anti-

social behaviour. It must also consider whether other courses of action are available that might provide an effective method of achieving those objectives.

- 2.5 Consultation has indicated overwhelming support from residents in the central parts of the town for the introduction of licensing, whilst landlords were less in favour.
- 2.6 Selective licensing needs to be integrated and to have a consistent strategic fit with other initiatives aimed at regeneration of older housing areas in Hartlepool. However while it is a useful tool, just as 'bad' landlords are not the sole reason for the decline of an area, selective licensing is not the sole solution to all problems. There needs to be a balancing of expectations of what selective licensing can achieve.
- 2.7 The maximum period for a selective licensing scheme is five years although if conditions persist a further designation may be made.

3. SCRUTINY ACTION PLAN

- 3.1 The Scrutiny Enquiry Action Plan on the Performance and Operation of Private Rented Accommodation and Landlords indicated, that in the period up to November 2007 and prior to the introduction of any selective licensing scheme, an evaluation should be undertaken of its feasibility and benefits, the level of staffing and financial resources required for its effective operation, and the practicalities of operating voluntary accreditation and tenant referencing schemes alongside it. Advice has been taken from authorities operating schemes, discussions have been held with Department for Communities and Local Government (CLG) and information has been collated to indicate areas suitable for the introduction of a scheme. This forms the basis of this report.
- 3.2 The benefits of selective licensing are seen to include the following:
 - an end to the "revolving door syndrome" whereby anti-social tenants are evicted by one landlord only to move to another house in the vicinity, and in some cases the property vacated then occupied by a further anti-social tenant.
 - a driving up of landlord standards generally as landlords whose portfolios includes properties in a selective licensing area are likely to meet the standards required across their portfolio.
 - increased confidence by residents in the ability of partner agencies to tackle anti-social behaviour hence higher rates of reporting.
- 3.3 Existing schemes have been found to overlap with more radical HMR intervention involving the acquisition and demolition of property. It would appear from experience elsewhere that selective licensing can overlap the areas earmarked for the implementation of such schemes helping to manage the difficult period leading up to demolition and redevelopment.

- 3.4 Displacement of “poor” landlords and associated problems to areas outside of the designated selective licensing areas has been a concern. Evidence from schemes so far however seems to suggest a general improvement in adjoining areas identified as potential future selective licensing areas.
- 3.5 The operation of voluntary accreditation and tenant reference schemes alongside selective licensing are complementary to targeted selective licensing schemes. It is regarded as good practice to continue the former while operating the latter.

4. **LEGAL FRAMEWORK**

- 4.1 After considering the evidence, and being satisfied that selective licensing should be introduced, the Council must pass a resolution to designate an area. Approval to designate an area must be obtained from CLG. The approval process is set out in **Appendix 1**. Initial difficulties experienced by some authorities seeking designation from CLG appear to have been resolved. Regular liaison with specialist officers in CLG should ensure consideration and hopefully approval of proposals are not unduly delayed.
- 4.2 Once licensing is introduced in an area landlords would have to:-
- Apply for a licence for all of their houses
 - Be ‘fit & proper persons’ or employ agents who are
 - Manage their tenancies effectively
 - Demand references from prospective tenants
 - Take reasonable steps to deal with complaints of anti social behaviour by their tenants
 - Take adequate steps to keep their properties safe
- 4.3 A number of enforcement options are also available to the Local Housing Authority as follows:-
- Failure of a landlord in the designated area to apply for a licence could attract a fine of up to £20,000
 - Failure of a landlord in a designated area to comply with licence conditions can result in revocation of the licence which would prevent the landlord from renting it.
 - Action against a landlord for repayment of rent where rent has been charged on an unlicensed property.
 - As a last resort, an authority can apply to a Residential Property Tribunal to make arrangements to take over management of a house.

5. EXISTING MEASURES

- 5.1 In Hartlepool there are a number of initiatives and services currently in place or under development that aim to address many of the issues associated with low demand and anti-social behaviour. Despite such measures being in place, however it is considered that further controls via selective licensing are necessary to reduce the issues associated with concentrations of private rented housing including ASB and empty properties to an acceptable level. Existing measures are outlined below:-

5.2 The Private Sector Housing Team

This team deals with the condition of both occupied, privately rented accommodation and empty properties. A wide range of regulation and enforcement action is undertaken.

5.3 Housing Advice and Homelessness Team

The Housing Advice and Homelessness team work with private landlords and tenants with the aim of encouraging long term sustainable tenancies. In some cases landlords are encouraged to accept nominations with housing plans and support.

5.4 The Anti-Social Behaviour Unit

The Council and Police have a joint ASB Unit utilising shared information and staff who deal with cases from both the privately owned and rented sectors. The Unit works closely with Housing Hartlepool's Tenancy Relations and Enforcement Team (TRET) on cases which affect their tenants. There are agreed procedures for dealing with cases, from diversionary activities and early intervention with individuals; referrals to support agencies (including tenancy support), through to enforcement. A range of enforcement options have been used in the areas being considered, such as ASB Orders and Injunctions for individuals, Dispersal Orders, and targeted Police operations.

5.5 Housing Market Renewal Activity

Parts of the housing market in Hartlepool are not in balance. There are high numbers of small, older terraced houses which are no longer attractive to owner-occupiers and have in many cases been bought by investors or include high numbers of voids. A pro-active programme of Housing Market Renewal co-ordinated by the Council's HMR team and delivered through Hartlepool Revival and Housing Hartlepool has focussed actively on the areas suffering most housing stress, and pursued compulsory purchase orders (CPOs) where necessary to secure the regeneration and redevelopment of key sites. This has been undertaken in close consultation with local communities. Further funding has been sought to take forward this programme via Tees Valley Living and the Regional Housing Board and other funders. Clearance activities and redevelopment has begun to address some of the issues targeted by selective licensing. It is expected that the supply of investment

properties will reduce and this should lead to a reduction in the speculative purchase of properties. As demand rises, it is expected that there will be a reduction in the number of void properties.

5.6 Voluntary Landlord Accreditation Scheme

The town-wide Voluntary Landlord Accreditation Scheme encourages landlords to become members and to adhere to a Code of Conduct setting out minimum standards of property condition and management. Landlords are offered support and guidance on all matters, including setting up and ending tenancies.

The scheme by its very nature does not include all private landlords. It tends to attract “good” landlords and to some extent “poor” landlords are excluded by the fact that they are not able to comply with the basic requirements set out in the Code of Conduct. Despite this, there are over 350 member landlords (including agents) in the Hartlepool Scheme. This scheme has established a good working relationship with many landlords and is encouraging improvement in standards. It is complementary to the targeted selective licensing scheme now being proposed.

5.7 Neighbourhood Policing – Problem Solving Approach

Neighbourhood policing was introduced across the whole town in April 2006. In five priority neighbourhoods, which include Dyke House, Grange and Stranton wards, there are additional officers, depending on the scale of the problems in the area. Each neighbourhood has one dedicated police officer and police community support officer. Neighbourhood Policing takes a proactive approach to problem solving, whereby residents, ward councillors, and council officers consider what the problems are and agree priorities to tackle. If problems cross ward boundaries, or are too complicated to tackle locally, there are 3 multi-agency Joint Action Groups (JAGs), which operate in the North, Central and South areas which consider and coordinate appropriate action.

5.8 Tenant Referencing Scheme

The development and implementation of a town-wide tenant referencing service is currently underway following the appointment of a Tenant Referencing Officer as part of the Anti-Social Behaviour Unit.

The service will not seek to exclude tenants and those considered to be a ‘risk’ will be encouraged to engage with appropriate support providers.

Tenant referencing is considered a useful tool in its own right as a means to address anti-social behaviour. Obtaining a suitable reference should, in theory, remove any doubt about a prospective tenant’s suitability for a potential tenancy.

Although this service will be available to all landlords, its voluntary nature is likely to attract the more responsible ones.

A mandatory requirement of selective licensing is that references must be demanded by the landlord. However consideration will be given to the introduction of a discretionary condition as part of the Selective Licensing Scheme that requires landlords to use the Council run scheme so that the validity of information supplied will be robust and will allow measures to be put into place where tenancies might otherwise fail.

5.9 **NDC Regeneration Programme**

A substantial programme of comprehensive regeneration is underway in the centre of the town which has had a significant beneficial effect on the centre of the town and supported significant community safety, housing and environmental management programmes. Three years of the programme now remains including significant housing improvement activity.

- 5.10 Overall, substantial activity is already in place nevertheless problems persist. It is crucial that all this activity outlined in section 5 is linked and where appropriate integrated with the proposed selective licensing scheme. A proportion of the activity and resources need to be focussed on the areas proposed for the selective licensing scheme comprising older, private terraced housing areas containing concentrations of private rented property and exhibiting problems of anti-social behaviour and high void levels. A significant proportion of the tenant referencing officer's and the landlord accreditation officer's time for example will therefore be devoted to directly supporting the operation of the selective licensing scheme dedicated team (See Section 7).

6. **EVIDENCE TO SUPPORT A SELECTIVE LICENSING DESIGNATION IN HARTLEPOOL**

- 6.1 A general consultation exercise was undertaken to determine residents' and landlords' and other stakeholders' views on the possibility of a selective licensing scheme in Hartlepool. Consultation documents were sent to all known residents associations, residents in the North Central Hartlepool (NCH) and New Deal for Communities (NDC) areas and the Burn Valley Ward, landlords and agents. The consultation was publicised through:

- Drop in sessions
- Presentations to Residents Associations and Landlords Forum
- Consultation made available on line
- Hartlepool Mail and local radio
- New letters.

6.2 Of the residents who responded:

- 92% residents said they wanted private landlords to be licensed in their area
- 36% thought it would work best in an area based on a ward boundary
- 27% preferred the introduction in a larger area such as a combination of the NCH and NDC areas
- Only 39% of landlords who responded thought they should be licensed
- 30% thought it would work best in a small area
- 27% preferred a much larger area such as NCH and NDC combined.

6.3 The issue of selective licensing was examined in some detail during the Neighbourhood Services Scrutiny Forum's investigation into the performance and operation of private sector rented accommodation and landlords. Whilst it was recognised that the consultation had been a useful starting point, it was noted that further work was needed before a decision could be made about whether to proceed with an application to CLG for approval of a selective licensing scheme.

6.4 Consultation with the small number of authorities who have selective licensing schemes suggests that a phased introduction is preferred. A phased approach across the areas of older private terraced properties in the centre of the town would allow progress to be monitored more accurately and to identify the resources required to manage a scheme effectively. Although it is perhaps a little early to draw meaningful conclusions from schemes up and running, other authorities are reporting improvements both within the designated areas and in areas 'under threat' of designation.

6.5 Various data has been used using GIS to demonstrate the spatial distribution of issues in the central part of the town and the concentration of factors which indicate suitability for inclusion of some areas in a selective licensing scheme.

- Police anti-social behaviour incidents
- Anti-social behaviour unit cases
- Private sector housing team service requests
- Housing Benefits claims for private sector tenants
- Council tax empty property data.

6.6 Analysis of this information demonstrates that the issues of anti-social behaviour, empty properties and housing and public health service requests, still occur at a significant level. Moreover they continue to be perceived as a major issue in the town and this will be further tested through consultation of those with an interest in the proposed first phase areas.

6.7 The analysis suggests a number of concentrations of problems in areas of smaller older terraced properties where there are also concentrations of private rented property. Eleven areas have been identified ranging in size from 125 properties to 666 properties. In total these comprise some 3461 properties and contain over 1000 private rented dwellings. (**See Appendix 2**).

- 6.8 These areas have been analysed in a standardised manner and ranked (lowest number needs most attention).

7. STRUCTURE OF SCHEME PROPOSED

- 7.1 In Hartlepool the problem areas vary in size and are dispersed across the central part of the town. A focussed phased approach is therefore advocated. Consideration has been given on how a licensing scheme could be practically implemented in terms of staffing requirements and financial implications.
- 7.2 It is suggested that in the region of 500 licensable properties would be a manageable target for an initial first phase of action. There are an estimated 1000 private rented dwellings in the 11 areas shown on the plan attached and therefore a decision would need to be made on where to target a first phase. The emphasis would be on identifying as quickly as possible those properties and landlords where concerted action is needed, and to proceed as quickly as possible into a second phase. It would need to be made clear to landlords and tenants that all of the 11 areas have potential to be included in a licensing scheme.
- 7.3 There are two suggested options to take forward a first phase of selective licensing as follows:

Option 1 – North Central Area Cluster

The rankings show that five areas in the north central area are ranked in the first seven areas. This option reflects the largest concentration of the more highly ranked areas and comprises areas 1-6 on the plan which potentially targets 399 licensable properties. The rank of the six sites included would be 1, 3, 4, 5, 7, and 9. This approach has the benefits of actions being focused and more mutually reinforcing. This option includes areas in North Central Hartlepool and the NDC area where future HMR activity is envisaged and includes areas in three wards.

Option 2 – Worst First Approach

This would consist of the six highest ranked areas numbered 1, 2, 3, 4, 10 and 11 on the plan, containing an estimated 536 privately rented properties. This reflects the worst areas but is a more dispersed approach which implies that interventions are less mutually reinforcing and perhaps more difficult to manage. This option includes areas in North Central Hartlepool and the NDC area where future HMR activity is envisaged and in four wards.

8. STAFFING REQUIREMENTS

- 8.1 In order to meet the target suggested in 7.2, it is suggested that a dedicated team of three officers is needed, to deal specifically with selective licensing which is likely to comprise three newly created posts:

- Selective Licensing Co-ordinator
- Selective Licensing Enforcement Officer
- Selective Licensing Support Officer

This team of three would be supported by re-focussing of existing staff within the private sector housing team and the anti-social behaviour unit, with strong links to the Landlord Accreditation and Tenant Referencing schemes.

9. FINANCIAL IMPLICATIONS

- 9.1 Schemes have in some cases involved considerable mainstream funding to establish dedicated teams.

- 9.2 Resources required to develop and operate a selective licensing scheme include coordination, consultation and feed back, processing of applications, undertaking assessments, collecting fees, processing appeals, operating registers, providing support and taking enforcement action.

- 9.3 Fees may be charged for the issuing of a licence to help to cover administrative costs. Whilst Government originally expected licensing schemes to be self-financing, evidence from other local authorities suggests that the full cost of a licence would be overly burdensome on landlords and would be several times the feasible level of fees normally charged. Whilst attempting to regulate the sector, it has to be recognised that the private rented sector provides a valuable source of accommodation to those people who can't afford to or don't want to own their own home and those who do not wish to be tenants of registered social landlords.

- 9.4 The experience of existing selective licensing schemes is that the staffing costs involved in licensing are likely to cost considerably more than can be generated from licensing fees. Considerable mainstream budget provision has been made to run a selective licensing scheme in another Tees Valley authority. Given local circumstances the costs of operation and the degree of funding that can be generated from licences needs to be tested and adjustments made as necessary again suggesting a phased approach.

- 9.5 Current licence fees range from around £250 to £500 per property for a five year licence; in some cases discounts are offered to landlords who are members of Landlords' Associations and council-run accreditation schemes. It is anticipated that the average licence fee per property will be in the region of £400. However, further work is required to establish a fee structure for Hartlepool. The fee income generated from licences will be recycled back into the scheme.

- 9.6 The NDC programme has in the region of £100,000 in the Action Plan towards tackling anti social behaviour associated with the private rented sector over the remaining life of the programme to support, complement and help to deliver a selective licensing scheme. When this is appraised by the NDC the proportion of designated areas within the NDC area will influence the outcome of their approval process. Both options proposed for the first phase of selective licensing include significant proportion of sites in the NDC area.

10. TIMETABLE FOR IMPLEMENTATION

- 10.1 Although extensive general consultation has already taken place, further consultation must be carried out so that all those affected by the specific scheme now proposed have the opportunity to comment on the detail of the proposed scheme.
- 10.2 It is proposed that the timescale for the implementation of the first phase of the selective licensing scheme would be as follows:

Cabinet approval to prepare submission	February 2008
Consultation on detailed proposals completed within	April 2008
Appointment of Licensing Officer/ Co-ordinator	May 2008
Approval by Cabinet to Phase 1 designation areas and arrangements	May 2008
Submission to DCLG	May 2008
Anticipated approval by DCLG	July 2008
Scheme starts three months from date of approval (this is a requirement of the procedure)	October 2008

- 10.3 The second phase would be based upon a further analysis of the potential areas already identified outside the selected first phase and surrounding areas in the central part of the town subject to capacity and the monitoring of impact and further analysis and would be dependent on the pattern of issues then exhibited. The intention would be to encourage a general improvement and discourage displacement of “poor” landlord activity into new areas.

11. RECOMMENDATIONS

- 11.1 That Cabinet agrees to the principle of a phased introduction of selective licensing taking into account the availability of resources and manageability
- 11.2 That Option 1 or Option 2 is selected as the first phase of a selective licensing scheme subject to consultation with residents, landlords and others with an interest in the areas.
- 11.3 That a report be prepared for Cabinet to agree the proposed phase one designation, taking into account the results of consultation and further

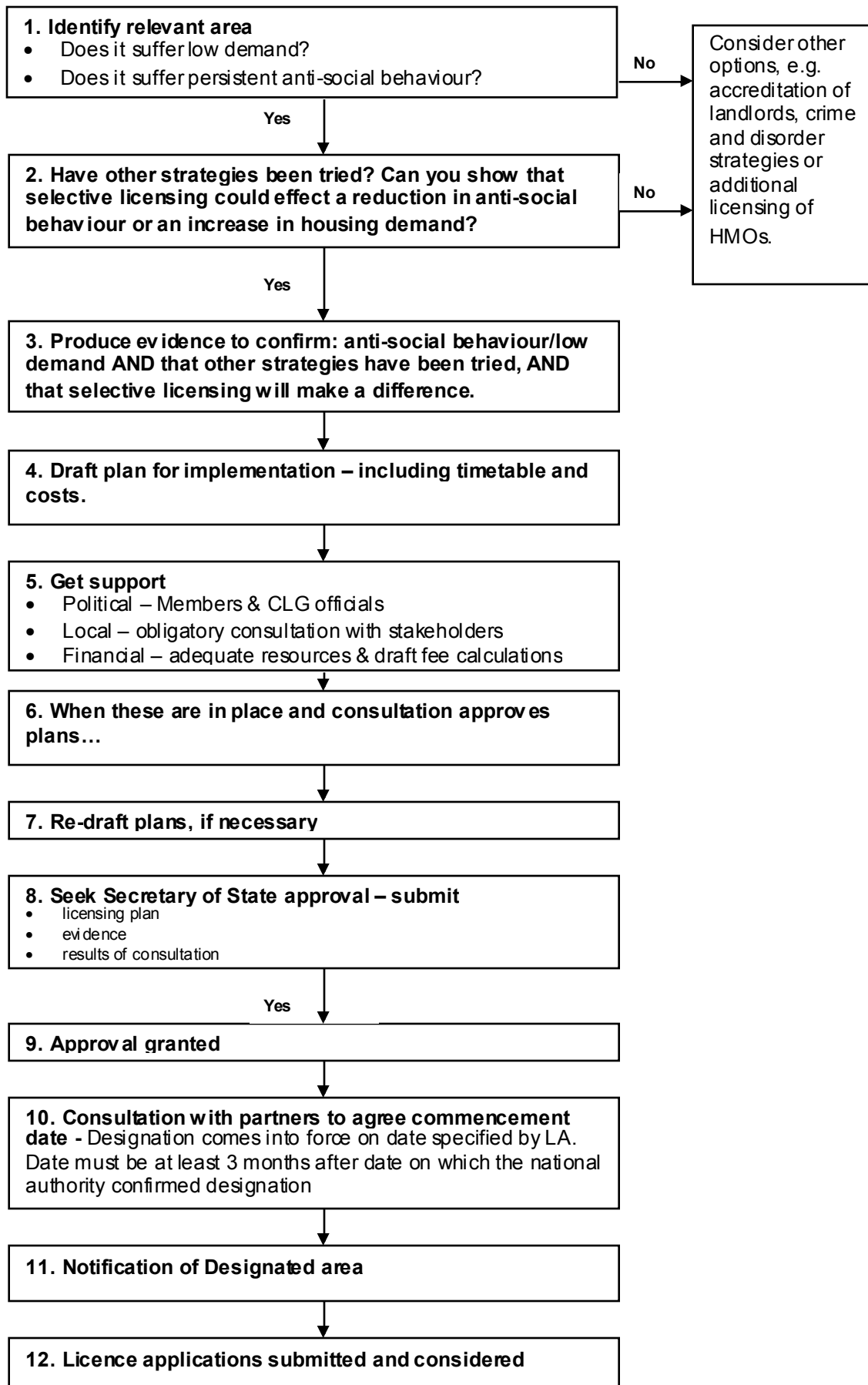
refinement of operational arrangements and in the light of NDC consideration of support.

- 11.4 In order to ensure that standards are driven up in areas outside of the designation, it is recommended that the scope for amending existing services be considered in a way that would complement the selective licensing mandatory scheme.

Selective Licensing Procedure

Shelter- Licensing for Local Authorities : a good practice guide

5.1 Appendix 1



Appendix 2: Selective Licensing Areas Under Consideration

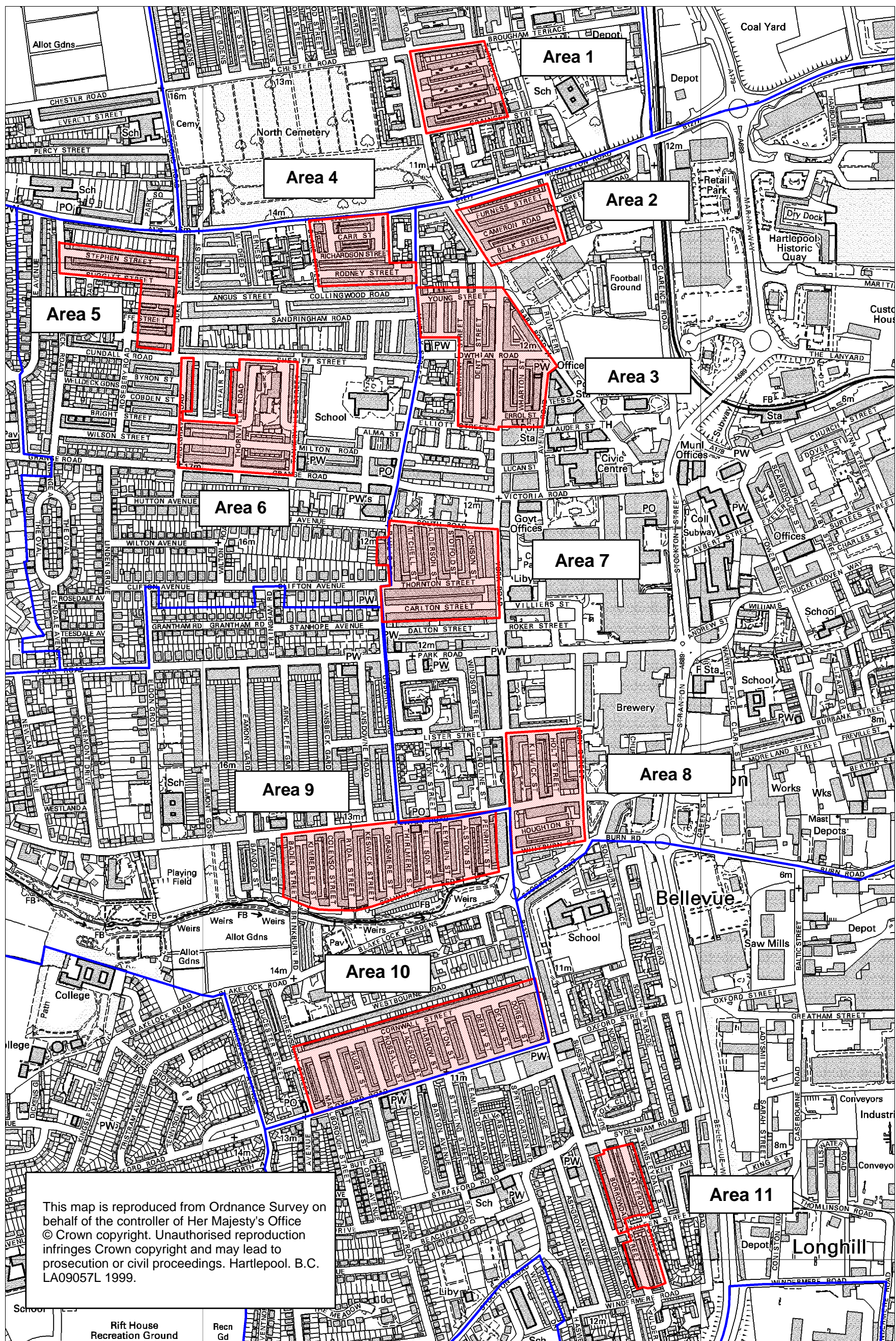


Table 1 - Selective Licensing Area Comparison Data

Area	No. Properties (Commercial and Domestic)	No. Private tenants in receipt of Housing Benefit	% of Private Rented (based on HB data)	Rate of ASBU cases + Police ASB incidents per property	Empty Properties	Rate of PSH team Service Requests	Overall Rank
1 - Grainger St/ Raby Road/ Brougham Terrace/ Turnbull Street	230	75	42%	0.87	23%	0.37	1
2 – Furness Street/ Cameron Road/ Belk Street	175	60	38%	0.29	11%	0.17	4
3 – Hart Lane/ Murray Street/ Rodney Street/ Blake Street	367	120	36%	0.66	9%	0.08	5
4 – Hart Lnae/ Murray Street/ Rodney Street/ Blake Street	212	50	35%	0.34	33%	0.14	3
5 – Stephen Street/ Duke Street/ Brafferton Street/ Suggitt Street/ Welldeck Road	241	59	27%	0.34	9%	0.12	7
6 – Sheriff Street/ Tankerville Street/ Grange Road/ Mulgrave Road	249	35	17%	0.19	18%	0.06	9
7 – South Road/ St Paul's Road/ Carlton Street/ York Road	314	62	23%	0.49	14%	0.08	7
8 – Holt Street/ Kilwick Street/ Waldon Street/ Houghton Street/ Whitburn Street/ York Road	161	28	19%	0.18	7%	0.05	11
9 – “Burn Valley Streets”	569	127	24%	0.17	8%	0.04	10
10 – Oxford Road/ Shrewsbury Street/ Cornwall Street/ Stockton Road	666	190	31%	0.59	9%	0.11	6
11 – Borrowdale Street/ Patterdale Street	125	41	43%	0.81	23%	0.22	2

CABINET REPORT

18 February 2008



Report of: Director of Neighbourhood Services

Subject: NEIGHBOURHOOD CONSULTATIVE FORUM REVIEW

SUMMARY

1. PURPOSE OF REPORT

This report outlines the proposal for the Neighbourhood Consultative Forum Review.

2. SUMMARY OF CONTENTS

The Best Value Strengthening Communities Review, in 2005 recommended that a community planning approach at a town wide and neighbourhood level needed to be developed so that residents themselves consider issues and contribute to determining the way forward. In response to this, the Best Value Strengthening Communities Improvement Plan included an action to 'Review NCF consultation mechanisms within the context of the wider emerging Local Neighbourhood agenda'. The Improvement Plan also included an action to 'improve understanding of and participation in Neighbourhood Consultative Forums'.

This report identifies the approach to be used in reviewing the Neighbourhood Consultative Forums together with a timetable for consultation.

3. RELEVANCE TO CABINET

Neighbourhood Consultative Forums aim is to increase the involvement of communities in the provision of local services.

4. TYPE OF DECISION

Non Key

5. DECISION MAKING ROUTE

Cabinet on 18 February 2008.

6. DECISION(S) REQUIRED

Cabinet are asked to comment on the report and approve the consultation strategy as laid out.

Report of: Director of Neighbourhood Services

Subject: NEIGHBOURHOOD CONSULTATIVE FORUM REVIEW

1. PURPOSE OF REPORT

1.1 This report outlines the proposal for the Neighbourhood Consultative Forum Review. Including: -

- Background information
- Outline of the aim and objectives
- Wider issues to be considered
- Methodology
- Proposed Timescale

2. BACKGROUND

2.1 In 2000 Hartlepool Borough Council introduced three Neighbourhood Consultative Forums, which geographically divided the town in to three areas – North, Central and South. The primary aim of the Neighbourhood Consultative Forums is to increase the involvement of communities in the provision of local services, working with and alongside residents and Elected Ward Members in tackling issues in their communities, allowing local solutions to local problems. Since their introduction the format has remained fundamentally unchanged.

2.2 The Forums are public meetings, serviced by the three Neighbourhood Managers (North, Central and South), Chaired by Elected Members with Elected Resident Representatives acting as Vice Chairs. The Forums are an integral part of the Council's consultative framework, providing an opportunity for local residents to contribute towards policy and procedural changes. Each Forum has an annual Minor Works Budget of £87,000, which is often matched with additional resources. Residents and Elected Ward Members decide how this money is used to improve the area and tackle issues within their neighbourhood. The Forums meet every eight weeks.

2.3 The Best Value Strengthening Communities Review, in 2005 recommended that a community planning approach at a town wide and neighbourhood level needed to be developed so that residents themselves consider issues and contribute to determining the way forward. In response to this, the Best Value Strengthening Communities Improvement

Plan included an action to 'Review NCF consultation mechanisms within the context of the wider emerging Local Neighbourhood agenda 'The Improvement Plan also included an action to 'improve understanding of and participation in Neighbourhood Consultative Forums.

- 2.4 Against this context, time in which the Forums have been operating, and the changing Government Agenda, a review of the Forums is now urgently required. The key part of this review will be to establish the thoughts of residents, service providers and Elected Members on the current arrangements.

3. AIMS AND OBJECTIVES

- 3.1 The key aim will be to gather information from current Neighbourhood Consultative Forum attendees relating to their views and comments on how effective the Forums are at achieving their aim. The objective will be to use this information to address issues raised and to inform future improvements and adjustments to the Forums performance and relevance to the Government's national objectives laid out in the main by the Cleaner, Safer, Greener Policy document and the Lyon's Inquiry into Local Government Place – Shaping: "a shared ambition for the future of local government".

4. WIDER ISSUES TO BE CONSIDERED

- 4.1 There is a pressing need to look at the wider issues around community engagement and empowerment, fostering new public confidence in local government. The Neighbourhood Consultative Forums need to ensure, that they focus on local resident priorities, and are effectively linking into local, regional and national strategies. The review will need to take these issues into consideration.

5. METHODOLOGY

- 5.1 The work will include the following methodology: -
- Questionnaire (Councillors, regular attendees, View Point and infrequent attendees).
 - Focus Group, including Elected Members and Elected Resident Representatives.
 - 1:1 Interviews
 - Service Providers within the local authority including external Providers, e.g. Police, PCT and HVDA

6. TIM ESCALE

Methodology approval sought	Cabinet February 2008
Start Consultation - Questionnaire	February - March 2008
View Point	January 2008 – Results April 08
Focus Groups	April 2008
Evaluation/Analysis	May 2008
Publish Findings and recommendations Adopt changes in new municipal year	May (end) 2008 June 2008

7. RECOMMENDATION

- 7.1 Cabinet are asked to comment on the report and approve the consultation strategy as laid out above

CABINET REPORT

18 February 2008



Report of: Director of Regeneration and Planning Services

Subject: REVISION TO LOCAL DEVELOPMENT SCHEME
2008

SUMMARY

1. PURPOSE OF REPORT

- 1.1 To seek approval for a revision to the current Local Development Scheme (LDS) of March 2007 to take account of recent changes and additional requirements.

2. SUMMARY OF CONTENTS

- 2.1 The Local Development Scheme should be kept up to date as far as practicable and revised as circumstances arise. The document should identify milestones which are realistic and achievable.
- 2.2 Since the last revision to the Local Development Scheme in March 2007 a number of new issues have arisen which need to be reflected in the programme. These relate to the need for a specific Development Plan Document on Affordable Housing and a Supplementary Planning Document for Victoria Harbour to guide development of that area. A copy of a revised document of February 2008 is attached as **Appendix 1** for approval.

3. RELEVANCE TO CABINET

- 3.1 The Local Development Scheme sets out the Council's programme for the preparation of development plan documents forming part of the Development Plan which is part of the Budget and Policy Framework

4. TYPE OF DECISION

4.1 Non Key.

5. DECISION MAKING ROUTE

5.1 Cabinet 18 February 2008

6. DECISION REQUIRED

6.1 That the Revised Local Development Scheme February 2008 be approved for consultation with the Planning Inspectorate and, subject to their acceptance of the programme, the revised LDS be submitted to the Secretary of State.

Report of: Director of Regeneration and Planning Services

**Subject: REVISIONS TO LOCAL DEVELOPMENT SCHEME
2006**

1. PURPOSE OF REPORT

- 1.1 To seek approval for revisions to the Local Development Scheme to reflect further necessary changes arising from the programming of related key documents.

2. BACKGROUND

- 2.1 The preparation of a Local Development Scheme is a requirement under the new planning system. Its main purpose is to identify a rolling programme for the Council's proposals for producing policy documents over the next three years and to highlight the stages in the preparation of planning policy documents particularly with regard to public participation with the community and major stakeholders.
- 2.2 The Secretary of State approved the original Local Development Scheme in March 2005 since when there have been revisions in 2006 and 2007.
- 2.3 Six documents are currently included in the 2007 Local Development Scheme, namely:
- Core Strategy Development Plan Document (DPD)
 - Housing Allocations Development Plan Document (DPD)
 - Planning Obligations Supplementary Planning Document (SPD)
 - Joint Minerals and Waste Development Plans Documents (two DPDs)
 - Transport Assessment & Travel Plan Guidance Supplementary Planning Document (SPD)

3. REVISIONS TO THE LOCAL DEVELOPMENT SCHEME

- 3.1 It is important that the Local Development Scheme is kept up to date and is revised periodically to ensure that it is rolled forward and that milestones are as realistic as possible.
- 3.2 Government Office advises that the LDS is a definitive programme management document which will only expect to be departed from in exceptional circumstances or as agreed in response to the Annual Monitoring Report. It

should be noted that future allocations of Planning Delivery Grant may be dependent on performance in achieving key stages set out in the current Local Development Scheme (March 2007). The proposed changes and additions to the Local Development Scheme are as follows:

3.3 Inclusion of Affordable Housing Development Plan Document

The Annual Monitoring Report 2007 has identified that the issue of affordable housing has become important in the assessment of the housing market particularly after the Hartlepool Strategic Housing Market Assessment of June 2007 highlighted a shortfall of affordable dwellings. It is therefore proposed that the Borough Council will prepare an Affordable Housing Development Plan Document to address this shortfall in the Borough. It will identify policies to secure provision of affordable housing as part of residential developments and contribute towards the development of a balanced housing market with maximised housing choice in Hartlepool.

3.4 Victoria Harbour Supplementary Planning Document

It is proposed to prepare a Supplementary Planning Document (SPD) for Victoria Harbour.

The outline planning application for Victoria Harbour was based on a 2004 master plan for Victoria Harbour setting out broadly which uses will be acceptable in individual parcels of land together with a broad phasing plan. Since that time the project partners have been reviewing the zoning and phasing plans, having regard to such factors as infrastructure requirements, port operational considerations and market evidence. In the broader context, the project's significance has been featured in the Regional Spatial and Economic Strategies and in the Hartlepool Local Plan.

It is appropriate therefore to prepare a Supplementary Planning Document to reflect the most up to date zoning and phasing considerations consistent with the Regional Spatial Strategy and the Hartlepool Local Plan policies. The Supplementary Planning Document will seek to illustrate the form, type and scale of development which will be acceptable within the comprehensive development of the site.

It is critical that the Local Authority has robust design guidelines against which planning applications in Victoria Harbour can be considered. The SPD will seek to ensure the necessary quality of design so that developments at Victoria Harbour create a unique selling point that is not currently available in Hartlepool. The SPD will be required to include detailed advice as to the types of design specifications that will be seen as acceptable. Issues such as sustainability and the design of the public realm throughout Victoria Harbour will be included.

3.5 Update of Travel Plans SPD

As a result of the response from Natural England at the consultation stage a Screening report for Appropriate Assessment under the Habitats Regulations is being undertaken and will be made available for consultation. The date for the adoption of the Supplementary Planning Document has therefore been put back to April 2008.

3.6 Update of Planning Obligations Supplementary Planning Documents

Whilst work has been continuing on the Planning Obligations Supplementary Planning Documents with initial informal consultation taking place in September 2007 progress has been delayed to afford time for a PPG17 Open Space audit to be completed, as its findings will influence the content of the SPD. The date of the next formal consultation period is now proposed to start in April 2008 with adoption of the SPD in September 2008.

4. THE DRAFT LOCAL DEVELOPMENT SCHEME 2008

- 4.1 The Local Development Scheme as it is proposed to be revised is attached as **Appendix 1**. This revised programme includes reference to the two new local development documents outlined above, revisions to the existing documents and the omission of those stages already completed and which are no longer relevant.
- 4.2 The Revised Local Development Scheme February 2008 needs to be formally agreed with the Planning Inspectorate prior to being formally submitted to the Secretary of State.

5 OFFICER ADVICE

- 5.1 That the Revised Local Development Scheme February 2008 be approved for consultation with the Planning Inspectorate and, subject to their acceptance of the programme, the revised LDS be submitted to the Secretary of State.

LOCAL DEVELOPMENT SCHEME

February 2008



HARTLEPOOL BOROUGH COUNCIL

Hartlepool Local Development Scheme : Contents

Introduction	1
The Development Plan System	2
Diagram 1: Local Development Framework	2
The Local Development Scheme	4
Saved Policies	4
Statement of Community Involvement	4
Development Plan Documents	5
Joint Development Plan Documents	6
Supplementary Planning Documents	6
Diagram 2: Timetable for Preparation of Development Plan Documents	8
Diagram 3 Timetable for Preparation of Joint Development Plan Documents	9
Diagram 4 Timetable for Preparation of Supplementary Planning Documents	10
Tables 1–8 Document Profiles	11 –18
Sustainability Appraisal	19
Appropriate Assessment	19
Links to Other Strategies	20
Evidence Base	20
Monitoring and Review	21
Managing the Process	22
Review of the Local Development Scheme	24
Appendices:	
1. Acronyms and Technical Terms	25
2. Saved Policies	27
3. Linked Strategies and Programmes	28
4. Evidence Base	30

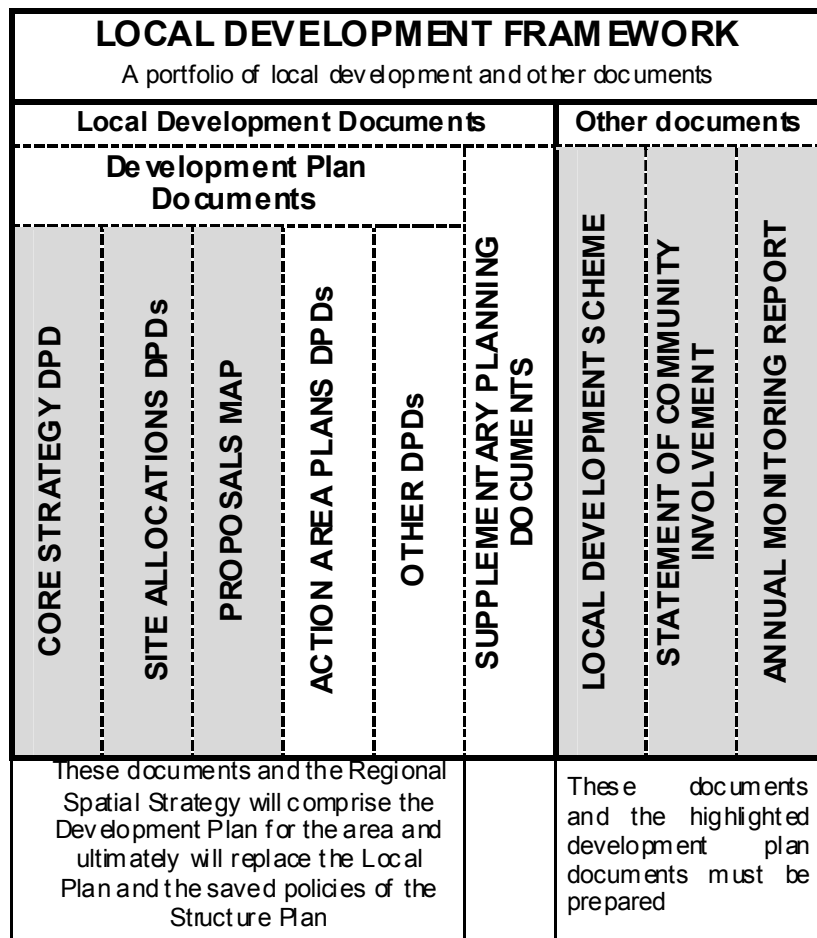
1. Introduction

- 1.1. This local development scheme sets out a rolling programme for the preparation of documents relating to forward planning in Hartlepool. It is specifically concerned with documents being prepared over the next three years or so, but also highlights those which are likely to be prepared in the future. The scheme will be reviewed as necessary as circumstances change (see section 9).
- 1.2. The local development scheme was first published in March 2005. It was subsequently reviewed in July 2006 to take account of the proposal to prepare joint Minerals and Waste Development Plan Documents and also to exclude from the programme, the Hartlepool Local Plan, which had been adopted in April 2006. The 2007 review related to changes to the timetable for the preparation of the Planning Obligations SPD and the preparation of a new SPD on Transport Assessment & Travel Plan Guidance. The 2008 review has been undertaken to take account of the need to include several new documents including the Affordable Housing Development Plan Document and the Victoria Harbour Supplementary Planning Document.
- 1.3. The Local Development Scheme acts as the starting point for the community, key stakeholders and others with an interest in the development process, to find out about the status of existing and emerging planning policies. It sets out the timetable and highlights the key stages for the preparation of new policy documents and when they are proposed to be subject to public consultation.
- 1.4. Statutory planning policies for Hartlepool are presently set out in the saved policies of the Hartlepool Local Plan including Mineral and Waste policies (adopted 2006) and the current Regional Spatial Strategy (formerly RPG1). Most of the policies of the Tees Valley Structure Plan ceased to have effect in September 2007 with the exception of a number of saved policies (see Appendix 2).
- 1.5. The Planning and Compulsory Purchase Act 2004 resulted in major changes to the way the planning policy system operates and how the new types of planning document will be prepared. Local Development Documents (LDDs) contained within a Local Development Framework (LDF) will progressively replace the Local Plan and Supplementary Planning Guidance, whilst at the regional level, a new Regional Spatial Strategy currently under preparation will replace the current Regional Spatial Strategy (formerly the Regional Planning Guidance for the North East).
- 1.6. Acronyms and terminology used in this document are explained in Appendix 1.
- 1.7. The Local Development Scheme describes the main features of the new planning system and then sets out the programme for the production of future planning policies. Important aspects related to the process for the development of planning policies are highlighted in sections 4 to 8 of the Scheme and the final section identifies circumstances in which the scheme will be reviewed.

2 The New Development Planning System

- 2.1. The **Local Development Framework** comprises a portfolio of **Local Development Documents** which together deliver the spatial planning strategy for the Hartlepool area (see Diagram 1 below). Initially the Local Development Framework will also include saved policies from the local plan and the structure plan (see paragraphs 3.4 to 3.6).

Diagram 1:



- 2.2 The documents comprising the Local Development Framework include
- This document – the **Local Development Scheme** (LDS) – setting out the details of each of the Local Development Documents to be started over the next three years or so and the timescales and arrangements for preparation.

- **Development Plan Documents** (DPDs) – which together with the Regional Spatial Strategy will comprise the statutory Development Plan and deliver the spatial planning strategy for the area. The Development Plan Documents will be subject to independent public examination.

The 2006 Hartlepool Local Plan will be superseded in due course by a number of different types of Development Plan Documents as follows:

- **Core Strategy** setting out the spatial vision, spatial objectives and core policies for the area;
- **Site Specific Allocations** of land such as housing and employment sites;
- **Action Area Plans** (where needed) relating to specific parts of the area where there will be comprehensive treatment or to protect sensitive areas
- **Proposals Map** which will be updated as each new DPD is adopted;
- **DPDs** containing waste and minerals policies;
- together with any other DPDs considered necessary.

The Core Strategy must generally conform with the Regional Spatial Strategy and all other DPDs must conform with the Core Strategy.

- **Supplementary Planning Documents** (SPDs) – these are non-statutory documents expanding on or providing further detail to policies in a development plan document – they can take the form of design guides, development briefs, master plans or issue-based documents. Although SPDs will be subject to full public consultation, they will not be independently examined.
- **Statement of Community Involvement** (SCI) – setting out the policy for involving the community and key stakeholders both in the preparation and revision of local development documents and with respect to planning applications.
- **Annual Monitoring Report** – assessing the implementation of the local development scheme and the extent to which policies in local development documents are being achieved.

3. The Local Development Scheme

- 3.1. The first Local Development Scheme was prepared by the Council in March 2005 with reviews approved in July 2006 and March 2007.
- 3.2. This further review of the scheme sets out the programme for the preparation of a number of new documents to be included in the Local Development Framework. Diagram 2,3 &4 provide an overview of the timetable for the production of these documents covering the next three years or so.
- 3.3. Further details on the role and content of proposed local development documents, key dates relating to their production, arrangements for their preparation and review and monitoring are set out in Tables 1 -8.

Saved Policies

- 3.4. The Act allows policies in structure and local plans to be 'saved' for a period of at least three years from the date the Act came into force (September 2004) or in the case of plans adopted after then, from the date the plan is adopted (i.e. April 2006 for the Hartlepool Local Plan). New policies in development plan documents will progressively replace those saved in the local plan. Some policies in the structure plan (such as the housing and employment land requirements for the area) have been saved pending the approval of the new the Regional Spatial Strategy.
- 3.5. Appendix 2 lists the policies of the 2006 Hartlepool Local Plan and the 2004 Tees Valley Structure Plan which have been saved and will thus continue to remain effective until new RSS policies and the LDF policies are adopted.
- 3.6. The status of Supplementary Planning Guidance following the commencement of the new planning system remains the same as long as relevant saved policies are in place. It will continue to be a material consideration in terms of determining planning applications. The only currently adopted Supplementary Planning Guidance is the Greatham Village Design Statement. This is included in the 2006 Hartlepool Local Plan as a Supplementary Note and will be saved as part of that plan. Also saved is the Supplementary Planning Guidance for Proposed Housing Redevelopment in West Central Hartlepool which was adopted in April 2005.

Statement of Community Involvement

- 3.7. The Borough Council's first document to be prepared under the new planning system was the Statement of Community Involvement (SCI). The SCI document sets out how the council intends to involve the community and other interested parties in the new planning system and provide standards for involving the community in all the different stages of the planning policy process and in the determination of planning applications.
- 3.8. All other local development documents will be prepared in accordance with the arrangements set out in the SCI.

- 3.9. The SCI was submitted to the Secretary of State in January 2006 and was subsequently independently examined for soundness. The document was adopted on 26th October 2006.

Development Plan Documents

- 3.10. The Borough Council has made a start on the preparation of development plan documents despite the 2006 Hartlepool Local Plan still providing an appropriate spatial strategy that accords with the saved Tees Valley Structure Plan policies and current Regional Spatial Strategy. Furthermore the Local Plan has taken forward those elements of the Hartlepool Community Strategy and the Hartlepool Local Transport Plan that concern physical development and use of land.
- 3.11. The preparation of the first development plan documents will fit in with stages of the preparation of the new Regional Spatial Strategy together with the review of the Hartlepool Community Strategy. The proposed development plan documents including the Proposals Map, which will be revised as each new development document is prepared, are as follows:
- Core Strategy Development Plan Document
 - Housing Sites Allocations Development Plan Document
 - Affordable Housing Development Plan Document
 - The Proposals Map
- 3.12. Core Strategy Development Plan Document: The core strategy DPD is the key element of the new planning system and all other development plan documents should be in conformity with it so it would be appropriate that this DPD be prepared first. The 2006 local plan provides a spatial strategy closely aligned both to existing regional and strategic policy and to the Hartlepool Community Strategy and thus should remain relevant for some time. As the core strategy is to be in conformity with the Regional Spatial Strategy, work on the core strategy DPD commenced when preparation work on the new regional document was well advanced. This also tied in with the review of the Community Strategy, being prepared in late 2007 and early 2008.
- 3.13. Housing Site Allocations Development Plan Document: Existing strategic policy in the 2001 Regional Planning Guidance and 2004 Tees Valley Structure Plan does not take account of the major mixed use regeneration scheme being developed for Victoria Harbour particularly in terms of housing numbers. The 2006 Hartlepool Local Plan, however, identifies Victoria Harbour as a mixed use site including the provision of 1450 dwellings during the plan period to 2016, but includes no other housing allocations because of the restrictions of this existing strategic policy.
- 3.14. The Emerging Regional Spatial Strategy (RSS) is likely to make provision for a higher number of dwellings and it will be a priority therefore to prepare a DPD on housing allocations to take account of the new regional strategy and to update and replace the housing allocations of the 2006 Hartlepool Local Plan.

3.15 Affordable Housing Development Plan Document

The LDF Annual Monitoring Report 2007 has identified that the issue of affordable housing has become important in the assessment of the housing market particularly after the Hartlepool Strategic Housing Market Assessment of June 2007 highlighted a shortfall of affordable dwellings. An Affordable Housing Development Plan Document is being prepared to address this shortfall in the Borough. It will identify policy to secure provision of affordable housing as part of residential developments and contribute towards the development of a balanced housing market with maximised housing choice in Hartlepool.

- 3.16 Proposals Map: The Proposals Map for the 2006 Hartlepool Local Plan will be saved until the first development plan document is adopted at which time it will be amended to reflect the new development plan document and become a development plan document in its own right. It will continue to show saved policies and will be amended as each new development plan is adopted or amended.

Joint Development Plan Documents

- 3.17 There has been a need to update the waste policies contained in the 2006 Hartlepool Local Plan at an early date to reflect new priorities for sustainable waste management. Core Strategy and Site Allocations DPDs are being prepared with the other Tees Valley authorities, such joint documents to include also minerals. The Tees Valley Joint Strategic Unit is overseeing the preparation of the Joint Minerals and Waste DPDs on behalf of the Tees Valley Authorities although the preparation of these documents has involved the use of specialist consultants

Supplementary Planning Documents

- 3.18 Existing supplementary planning guidance can be used as the basis for the preparation of new supplementary planning documents. In this respect, however, it is not proposed to replace the Supplementary Planning Guidance for Proposed Housing Redevelopment in West Central Hartlepool with a new document as it will unnecessarily delay the process of acquiring and redeveloping the sites concerned.
- 3.19 The Greatham Village Design Statement was adopted as supplementary planning guidance in 1999 and is included as a Supplementary Note in the 2006 Hartlepool Local Plan. There are a number of other supplementary notes in the local plan covering a range of topic areas including trees, conservation, wildlife, planning obligations and parking standards. It is currently proposed that most of these be saved. However, as government guidance with respect to planning obligations is being amended, it will be appropriate to prepare a supplementary planning document to replace the supplementary note in the 2006 Local Plan. A supplementary planning document is also being prepared for transport assessments and travel plans. The position with respect to the remaining supplementary notes will be reviewed as part of the annual monitoring process. Any further

supplementary development documents to be prepared will be included in a future review of this local development scheme.

- 3.20 Supplementary Planning Documents currently under preparation are the Transport Assessment and Travel Plans SPD and the Planning Obligations SPD.

Work is to commence in early 2008 on a Supplementary Planning Document for the Victoria Harbour mixed use area.

Diagram 2:

TIME TABLE FOR PREPARATION OF DEVELOPMENT PLAN DOCUMENTS

		CORE STRATEGY DPD	HOUSING ALLOCATIONS DPD	AFFORDABLE HOUSING DPD
J F M A 2 0 0 8 S O N D J F M A 2 0 0 9 A S O N D J F M A 2 0 1 0 J A S O N D 2 0 1 1 M	J	Council consideration of comments on Issues etc.	Commencement	Evidence gathering
	F	and preparation of Preferred Options	Pre-production	
	M		evidence gathering	Consultation on Issues and Options
	A		Initial	
	2	Consultation on Preferred Options	community and key stakeholder involvement	
	0		Sustainability appraisal of options	Consultation on Preferred Options
	0	Council consideration of representations on Preferred Options and preparation of Submission DPD	Council approval to Issues & Options Report	Council consideration of representations & preparation of submission DPD
	8	Submission of DPD and consultation (6 weeks)		Submission of DPD and consultation (6 weeks)
	S		Consultation on Issues Options + on initial sustainability appraisal	
	O		Analysis of comments	Pre-Examination Meeting
	N	Pre-Examination Meeting	Possible further consultation on new sites	
	D		Preferred Options prepared	Start of Examination
	J	Start of Examination	Consultation on Preferred Options	
	F		Council consideration of representations and preparation of Submission DPD	Inspector's Report
	M	Inspector's Report	Submission of DPD and consultation (6 weeks)	
	A	ADOPTION		ADOPTION
	2			
	0			
	1		Pre-Examination Meeting	
	0		Start of Examination	
	J			
	F			
	M		Inspector's Report	

Diagram 3:**TIMETABLE FOR PREPARATION OF JOINT DEVELOPMENT PLAN DOCUMENTS**

		JOINT MINERALS AND WASTE CORE STRATEGY DPD	JOINT MINERALS AND WASTE SITE ALLOCATIONS DPD
F M A 2 0 0 8	S O N D	Consultation on Preferred Options	Consultation on Preferred Options
		Consideration of representations received by all Tees Valley authorities and preparation of Submission DPD for approval by all Tees Valley authorities	Consideration of representations received by all Tees Valley authorities and preparation of Submission DPD for approval by all Tees Valley authorities
		Submission of DPD and consultation on submitted document (6 weeks)	Submission of DPD and consultation on submitted document (6 weeks)
		Pre-Examination Meeting	Pre-Examination Meeting
		Examination	Examination
2 0 0 9	J F M A M J J A S O N D		
2 0 1 0	J F M A	Receipt of Inspector's Report	Receipt of Inspector's Report
		Checking of Inspector's Report	Checking of Inspector's Report
		ADOPTION	ADOPTION

Diagram 4:**TIME TABLE FOR PREPARATION OF SUPPLEMENTARY PLANNING DOCUMENTS**

		PLANNING OBLIGATIONS SPD	TRANSPORT / TRAVEL PLANS SPD	VICTORIA HARBOUR SPD
J F M A 2 0 0 8 S O N D		Pre-production evidence gathering	Consultation on Appropriate Assessment Scoping Report	
		Consultation on draft SPD & associated SA	ADOPTION	COMMENCEMENT
		Council consideration of consultation responses and approval of SPD		Evidence gathering and initial stakeholder involvement
		ADOPTION		Consultation on draft SPD
				ADOPTION

Table 1: CORE STRATEGY	
OVERVIEW	
Role and content	To set out the vision and spatial strategy for Hartlepool and the objectives and primary policies for meeting the vision.
Geographical Coverage	Borough-wide
Status	Development Plan Document
Conformity	With Regional Spatial Strategy but must also reflect the Hartlepool Community Strategy.
TIMETABLE / KEY DATES	
Stage	Date
Commencement – evidence gathering and initial community and key stakeholder involvement	August 2006 – September 2007
Consultation on Issues and Options and initial sustainability analysis	October 2007 – January 2007
Consultation on Preferred Options and sustainability report Consideration of representations including further discussions with community and key stakeholders	May – June 2008 July – November 2008
Submission of DPD and final sustainability report	December 2008
Consultation on submitted document	December 2008 – January 2009
Consideration of representations on submitted document	February – April 2009
Pre examination meeting	May 2009
Commencement of Public Examination	July 2009
Receipt of Inspector's Report	January 2010
Checking of Inspector's Report	January – February 2010
Adoption of DPD and revised proposals map	March 2010
ARRANGEMENTS FOR PRODUCTION	
Lead Organisation	Hartlepool Borough Council
Management arrangements	To be determined (see section 8)
Resources Required	Primarily internal staffing resources with use of consultants if necessary for any special studies required
Community and Stakeholder Involvement	In accordance with the Statement of Community Involvement
POST PRODUCTION / REVIEW	
<p>The effectiveness of the primary policies in relation to the vision and objectives of the core strategy will be assessed in the Annual Monitoring Report and where necessary reviewed. The Core Strategy DPD will be reviewed as a whole in the following circumstances:</p> <ul style="list-style-type: none"> • A review of the RSS • A further review of the Community Strategy • A significant amendment to the Council's Corporate Vision 	

Table 2: HOUSING ALLOCATIONS	
OVERVIEW	
Role and content	To identify housing sites proposed for development to meet the strategic housing requirements of the Regional Spatial Strategy and to set out policies to provide the context for considering residential windfall proposals
Geographical Coverage	Borough-wide
Status	Development Plan Document
Conformity	With Regional Spatial Strategy and with the Core Strategy DPD when adopted
TIMETABLE / KEY DATES	
Stage	Date
Commencement – evidence gathering and initial community and key stakeholder involvement	January 2008 – January 2009
Consultation on Issues and Options and initial sustainability analysis	February – April 2009
Consultation on Preferred Options and sustainability report	September - October 2009
Council consideration of representations including further discussions with community and key stakeholders	November 2009 – February 2010
Submission of DPD and final sustainability report	March 2010
Consultation on submitted document	March – April 2010
Consideration of Representations on submitted document	May – September 2010
Pre examination meeting	September 2010
Commencement of Public Examination	November 2010
Receipt of Inspector's Report	May 2011
Checking of Inspector's Report	May – June 2011
Adoption of DPD and revised proposals map	July 2011
ARRANGEMENTS FOR PRODUCTION	
Lead Organisation	Hartlepool Borough Council (Policy Team)
Management arrangements	To be determined (see section 8)
Evidence Required	To be determined on commencement in consultation with key stakeholders
Resources Required	Primarily internal staffing resources with use of consultants if necessary for any special studies required
Community and Stakeholder Involvement	In accordance with the Statement of Community Involvement
POST PRODUCTION / REVIEW	
The take-up of housing land will be monitored and reported annually in the Annual Monitoring Report. The housing allocations document will be formally reviewed every three years or earlier if monitoring establishes that the policies are not effective.	

Table 3: Affordable Housing	
OVERVIEW	
Role and content	The Affordable Housing Development Plan Document aims to address the shortfall of affordable housing in the Borough. It will identify policy(s) to secure provision of affordable housing on residential developments and contribute towards the development of a balanced housing market with maximised housing choices in Hartlepool.
Geographical Coverage	Borough-wide
Status	Development Plan Document
Conformity	With the Core Strategy DPD when adopted
TIMETABLE / KEY DATES	
Stage	
Commencement – evidence gathering and initial community and key stakeholder involvement	November 2007- Feb 2008
Consultation on Issues and Options and initial sustainability analysis	March 2008- May 2008
Consultation on Preferred Options and sustainability report	July 2008 - August 2008 (6 week period)
Council consideration of representations including further discussions with community and key stakeholders	September - November 2008
Submission of DPD and final sustainability report	December 2008
Consultation on submitted document	December 2008-February 2009 (6 week period)
Consideration of Representations on submitted document	February - March 2009
Pre examination meeting	March 2009
Commencement of Public Examination	May 2009
Receipt of Inspector's Report	July 2009
Checking of Inspector's Report	August 2009
Adoption of DPD and revised proposals map	October 2009
ARRANGEMENTS FOR PRODUCTION	
Lead Organisation	Hartlepool Borough Council (Policy Team)
Management arrangements	To be confirmed
Evidence Required	Strategic Housing Market Assessment (completed July 2007)
Resources Required	Primarily internal staffing resources with use of consultants if necessary for any special studies required
Community and Stakeholder Involvement	In accordance with the Statement of Community Involvement
POST PRODUCTION / REVIEW	
The provision of affordable housing will be monitored and reported annually in the Annual Monitoring Report. The Development Plan Document will be formally reviewed every three years or earlier if monitoring establishes that the policies are not effective.	

Table 4: Victoria Harbour	
OVERVIEW	
Role and content	The Victoria Harbour SPD aims to provide a comprehensive approach to an updated masterplan. It will give guidance on phasing, layout, design requirements and identify issues on affordable housing.
Geographical Coverage	Victoria Harbour Mixed Use Area
Status	Non –Statutory Supplementary Planning Document not subject to independent examinations.
Conformity	With the RSS and saved policy Com 15 of the Hartlepool Local Plan.
TIMETABLE / KEY DATES	
Stage	
Commencement – evidence gathering and initial community and key stakeholder involvement	April – July 2008
Draft SPD & sustainability report issued for consultation	August 2008
Consideration of representations responses	September 2008
Adoption and publication of SPD and revised proposals map	October 2008
ARRANGEMENTS FOR PRODUCTION	
Lead Organisation	Hartlepool Borough Council (Policy Team) and Consultants
Management arrangements	To be confirmed
Evidence Required	Victoria Harbour Master Plan 2004, Strategic Housing Market Assessment (2007)
Resources Required	Primarily internal staffing resources with use of consultants where necessary for any special studies required
Community and Stakeholder Involvement	In accordance with the Statement of Community Involvement
POST PRODUCTION / REVIEW	
The SPD will be monitored and reported annually in the Annual Monitoring Report.	

Table 5 PLANNING OBLIGATIONS	
OVERVIEW	
Role and content	Will set out guidance and standards on the use of commuted sums through planning agreements, including the circumstances when an agreement will be sought and its basis
Geographical Coverage	Borough-wide
Status	Non-statutory Supplementary Planning Document not subject to independent examination
Conformity	With national guidance, regional spatial strategy and saved Local Plan policy GEP9
TIMETABLE / KEY DATES	
Stage	Date
Commencement – evidence gathering and initial community and key stakeholder involvement	July 2006 – March 2008
Draft and associated sustainability report issued for consultation	April – May 2008
Consideration of consultation responses	June 2008
Adoption and publication	September 2008
ARRANGEMENTS FOR PRODUCTION	
Lead Organisation	Hartlepool Borough Council (Policy Team)
Management arrangements	To be determined
Resources Required	Internal staffing resources with use of consultants if necessary for any special study required
Community and Stakeholder Involvement	In accordance with the Statement of Community Involvement
POST PRODUCTION / REVIEW	
The effectiveness of the provisions of the document will be assessed in the annual monitoring report. The document will be reviewed when the annual monitoring report highlights a need or if there is any change in government legislation, policy or advice.	

Table 6 TRANSPORT ASSESSMENT & TRAVEL PLANS	
OVERVIEW	
Role and content	Will set out guidance and standards on the use of Travel Plans & Transport assessment planning agreements, including the circumstances when an agreement will be sought and its basis
Geographical Coverage	Borough-wide
Status	Non-statutory Supplementary Planning Document not subject to independent examination
Conformity	With national guidance, regional spatial strategy and saved Local Plan policies Tra19 & Tra20.
TIMETABLE / KEY DATES	
Stage	Date
Commencement – evidence gathering and initial community and key stakeholder involvement	January-May 2007
Draft and associated sustainability report issued for consultation	August - September 2007
Consideration of consultation responses	October - November 2007
Consultation on Appropriate Assessment Scoping report	March 2008
Adoption and publication	April 2008
ARRANGEMENTS FOR PRODUCTION	
Lead Organisation	Hartlepool Borough Council (Transportation Team)
Management arrangements	To be determined
Resources Required	Internal staffing resources
Community and Stakeholder Involvement	In accordance with the adopted Statement of Community Involvement
POST PRODUCTION / REVIEW	
The effectiveness of the provisions of the document will be assessed in the annual monitoring report. The document will be reviewed when the annual monitoring report highlights a need or if there is any change in government legislation, policy or advice.	

Table 7: JOINT MINERALS AND WASTE CORE STRATEGY	
OVERVIEW	
Role and content	To set out the vision, spatial strategy and strategic policies for meeting known and anticipated waste management and mineral working requirements to 2021
Geographical Coverage	Tees Valley -wide including Hartlepool
Status	Development Plan Document
Conformity	With Regional Spatial Strategy
TIMETABLE / KEY DATES	
Stage	Date
Consultation on Preferred Options and sustainability report	February – March 2008
Consideration of representations including further discussions with community and key stakeholders	April – December 2008
Submission of DPD and final sustainability report	January 2009
Consultation on submitted document	January - February 2009
Consideration of Representations on submitted document	March – May 2009
Pre examination meeting	April 2009
Commencement of Public Examination	July 2009
Receipt of Inspector's Report	January 2010
Checking of Inspector's Report	February – March 2010
Adoption of DPD and revised proposals map	April 2010
ARRANGEMENTS FOR PRODUCTION	
Lead Organisation	Tees Valley Joint Strategy Unit
Management arrangements	To be determined (see section 8)
Evidence Required	To be determined on commencement in consultation with key stakeholders
Resources Required	Consultants to be appointed to undertake key research, analysis and preparation.
Community and Stakeholder Involvement	In accordance with the Statement of Community Involvement
POST PRODUCTION / REVIEW	
Monitored on an annual basis and subject to review if the monitoring highlights a need. Otherwise the document will be formally reviewed at least once every five years	

Table 8: JOINT MINERALS AND WASTE SITE ALLOCATIONS	
OVERVIEW	
Role and content	To set out site specific allocations for minerals workings and waste management across the Tees Valley and the provision of policies to form the basis for considering planning applications for all forms of waste and minerals based development that ensure the efficient use of resources, and the protection of the environment and amenity of those affected.
Geographical Coverage	Tees Valley-wide including Hartlepool
Status	Development Plan Document
Conformity	With Regional Spatial Strategy and with the Minerals and Waste Core Strategy DPD when adopted
TIMETABLE / KEY DATES	
Stage	Date
Consultation on Preferred Options and sustainability report	February – March 2008
Council consideration of representations including further discussions with community and key stakeholders	April – December 2008
Submission of DPD and final sustainability report	January 2009
Consultation on submitted document	January - February 2009
Consideration of Representations on submitted document	March – May 2009
Pre examination meeting	April 2009
Commencement of Public Examination	July 2009
Receipt of Inspector's Report	January 2010
Checking of Inspector's Report	February – March 2010
Adoption of DPD and revised proposals map	April 2010
ARRANGEMENTS FOR PRODUCTION	
Lead Organisation	Tees Valley Joint Strategy Unit
Management arrangements	To be determined (see section 8)
Evidence Required	To be determined on commencement in consultation with key stakeholders
Resources Required	Consultants to be appointed to undertake key research, analysis and preparation.
Community and Stakeholder Involvement	In accordance with the Statement of Community Involvement
POST PRODUCTION / REVIEW	
Monitored on an annual basis and subject to review if the monitoring highlights a need. Otherwise the document will be formally reviewed at least once every five years	

4 Sustainability Appraisal

- 4.1 The new planning regime set up under the Planning and Compulsory Purchase Act requires that local development documents should contribute to the achievement of sustainable development. Further, European Union (Strategic Environmental Assessment) Directive 2001/42/EC requires that a formal strategic environmental assessment is carried out for certain plans and programmes likely to have a significant effect on the environment including planning and land use documents.
- 4.2 Local development documents will therefore be subject to a Sustainability Appraisal which will incorporate the requirements of the Sustainable Environment Assessment (SEA). This will be a continual and integrated process starting when a new (or revised) local development document is to be prepared. Appraisal at each stage of a document's preparation will inform the direction adopted at the next stage and sustainability appraisal reports will be subject to consultation alongside the document as it is developed.

5. Appropriate Assessment.

- 5.1 Under the Conservation (Natural Habitats Etc) (Amendment) Regulations 2007, Development Plan Documents are subject to Appropriate Assessment screening process to enable the Local Planning Authority to ascertain that any Development Plan Document will not adversely affect the integrity of a European protected sites. In the event of the Screening process stage highlighting the impact on the integrity of a European site a full Appropriate Assessment will be carried out to indicate mitigation or necessary compensatory measures required to minimise the effects on the relevant protected site. Should a full Appropriate Assessment be required the date of the final adoption of the SPD will need to be adjusted accordingly.

6. Links to other strategies

- 6.1 Local development documents contained within the local development framework should reflect the land use and development objectives of other strategies and programmes. The 2006 Hartlepool Local Plan was developed in close collaboration with in particular the Hartlepool Community Strategy and the Hartlepool Local Transport Plan and gives spatial expression to the elements of these and other strategies that relate to the development and use of land.
- 6.2 Development documents to be prepared under the new system must be in conformity with the Regional Spatial Strategy. They will also take account of and reflect other strategies and programmes - local, sub-regional and regional. A list of such strategies and programmes currently in place which may be of relevance is attached at Appendix 3.
- 6.3 The timing of the preparation of the first development plan documents will be linked to the preparation of the Regional Spatial Strategy and the review of the Hartlepool Community Strategy.

7. Evidence Base

Local planning authorities are required to keep under review the main physical, economic, social and environmental characteristics of their area in order to inform the development of planning policies. The Tees Valley Joint Strategic Unit maintains much base information on behalf of the constituent Borough Councils, including in particular information on the size, composition and distribution of population and other matters covered by the Censuses of Population and Employment. In addition Hartlepool Council maintains information on many other matters including the regular monitoring of housing and employment land availability and of new developments.

The new planning system requires that local development documents should be founded on sound and reliable evidence which will identify opportunities, constraints and issues in the area. Much of this evidence is already in place although some will need to be updated in relation to the preparation of local development documents.

In terms of on-going and proposed development of the evidence base, the Hartlepool Housing Regeneration Strategy was completed in mid 2005 and the Hartlepool Low Density Housing Study which examined high quality, low density housing and the effects of new housing development on migration and the socio-economic balance in the town was completed in July 2005. The Hartlepool Retail Study was updated in March 2005. A scoping report for the Sustainability Appraisal of new local development documents is to be prepared. The Hartlepool Strategic Housing Market Assessment was published in July 2007 and a Strategic Flood Risk Assessment (in association with the other Tees Valley authorities) was completed in February 2007.

A list of current and proposed reports is attached at Appendix 4. The need for additional studies and updating of existing studies will be kept under review as part of the annual monitoring process.

8. Monitoring and Review

- 8.1 Monitoring and review are key aspects of the government's 'plan, monitor and manage' approach to planning and should be undertaken on a continuous basis.

Annual Monitoring Report

- 8.2 A requirement of the new planning system is to produce an annual monitoring report to assess the implementation of the local development scheme and the extent to which policies in local development documents are being met. The first two annual monitoring reports relating to the period were in December 2005 and December 2006. The third Annual Monitoring report relating to the period from 1st April 2006 to 31st March 2007 was published in December 2007.
- 8.3 The implementation of the local development scheme is assessed in each annual monitoring report in terms of the extent to which the targets and key dates (milestones) for the preparation of local development documents have been met and the reasons for any failure to meet these are explained. Any adjustments required to the key milestones for document preparation will need to be incorporated in a subsequent review of the local development scheme.

- 8.4 The annual monitoring report 2005 & 2006 assessed the saved policies of the 1994 Hartlepool Local Plan. The 2007 annual monitoring Report and assesses the policies of the 2006 Local Plan particularly in relation to the indicators and targets contained within that plan. The annual monitoring report also assesses the impact of saved local plan policies on relevant national and regional/sub-regional indicators and targets.
- 8.5 As a result of the assessment of policies, the annual monitoring report may highlight areas where policy coverage is insufficient or ineffective or where it does not accord with the latest national or regional policy. In this event it will suggest action that needs to be taken such as the early review of existing documents or preparation of new documents. As a consequence the local development scheme will be amended to reflect such action to amend the local development framework.

9. Managing the Process

- 9.1. The Local Development Scheme has been drawn up having regard to resources (both staff and financial), Council processes and an assessment of the likely interest of key stakeholders and the community. Nevertheless there are risks that the timetables set out in this document may slip. The risks have been assessed in this respect but given the size of the authority and its resources not all can be readily overcome.

Staff Resources

- 9.2. The prime responsibility for delivering the local plan and subsequently the local development framework lies with a small policy team within the Urban Policy Section of the Department of Regeneration and Planning Services. This team has close working relationships with and makes full use of the expertise and experience of other sections of the department including development control, regeneration, housing renewal, community strategy, landscape, ecology and conservation. For example, the regeneration team which has long-established working relationships with the community took the lead in the initial preparation of the Statement of Community Involvement (2006). Similarly, when it is decided to replace the Supplementary Notes of the Local Plan by supplementary planning documents the conservation officer, ecologist and arboricultural officer will provide the lead as relevant.
- 9.3. In addition, the policy team, as in the past, will continue to liaise closely with officers of other departments of the council including in particular the transport and countryside services teams.
- 9.4. Full use will be made of consultants to provide independent specialist advice or to undertake necessary studies contributing to the information base necessary for the preparation of local development documents. They may also be engaged to carry out the sustainability appraisals although consideration will also be given in this respect to the use of an in-house multi-discipline team having expertise in the various aspects of sustainable development.

Financial Resources

- 9.5. Resources have been allocated within the Council's mainstream budget to cover the anticipated costs of initial work on local development documents. Provisional costs for future years have been factored into the Council's longer-term budget review. In addition, Planning Delivery Grant is to be used to fund the use of consultants for the preparation of much of the evidence base

Programme Management

- 9.6. The current arrangements for the management of the forward planning process will continue. Basically this comprises weekly meetings of the Core Team and reporting to senior management as necessary. This team will also manage the programme for the production of local development documents.

Political Process

- 9.7. The new system is increasingly being brought to the attention of Members with view to fully involving them fully in the production of local development documents. This is being encouraged by the use of Seminars, regular reports to the Cabinet and Council and by the setting up of a member's group.

Risk Assessment and Contingencies

- 9.8. The programme for the preparation and production of local development documents set out in the local development scheme is based on a realistic assessment of the capacity of the Council to undertake the work and of the extent and depth of the local community and stakeholder involvement and interest likely to be generated by each document. However, there are two main types of risk that could result in a failure to meet this programme. The first relates to resources (both human and financial) and the second to delays in the process primarily due to external factors.
- 9.9. As noted in paragraph 9.5 above, the Council has endeavoured to ensure that there will be sufficient financial resources made available within its budgetary framework supplemented at least in the short term as necessary by the Planning Delivery Grant. However, in view of the relatively small size of the Council and thus of its staff, the effect of, for example, long-term sickness, of officers obtaining employment elsewhere or of other unforeseen work coming forward, is significant. Whilst every effort would be made to replace staff in such circumstances, including the use of external consultants, some delay is inevitable as a result of the recruitment process. Further it is not always possible to recruit suitably qualified persons and there is inevitably a period required by new staff for familiarisation.

- 9.10. Account has been taken of the political process relating to the approval of planning documents at the various stages of production. Whilst the scrutiny process provides an open forum for the consideration of issues, it is not possible to predict that Cabinet recommendations will be endorsed at Full Council.
- 9.11. Perhaps the most significant risk to the programming of the development plan documents has been the delay in the preparation of the Regional Spatial Strategy. The Borough Council is unable to mitigate against this and in the event of a significant delay, would need to reassess its programme in a review of the local development scheme.
- 9.12. The potential for a delay due to the inability of the Planning Inspectorate to undertake the Examination of development plan documents at the programmed time is minimised by the production of this local development scheme and the associated service level agreement with the Inspectorate.
- 9.13. However, there are risks that adoption of a development plan document could be delayed if the Examination Inspector finds that it is unsound and recommends major changes, or if the Secretary of State intervenes on the basis that it raises issues of national or regional significance. The Council will therefore seek to ensure that the document is sound and conforms as necessary with national and regional policy through close liaison with the government office. The risk of a legal challenge to a document will be minimised by ensuring that it has been produced in accordance with the regulations.

10. Review of the Local Development Scheme

- 10.1 The Local Development Scheme sets out the position with respect to the development of planning policies as it is envisaged at a particular point of time. It will normally be reviewed annually, but it can be readily reviewed when necessary. In particular it will need to be reviewed in the following circumstances:
- a slippage in the timetables caused by exceptional circumstances
 - a need is identified for a new local development document
 - monitoring establishes that an existing document should be reviewed.

APPENDIX 1

LIST OF ACRONYMS AND TECHNICAL TERMS USED IN THIS REPORT

AAP	Action Area Plan	A type of Development Plan Document relating to specific areas of major opportunity and change or conservation.
AMR	Annual Monitoring Report	Report submitted to Government on the progress of preparing the Local Development Framework and the extent to which policies are being achieved.
	Circular	A government publication setting out policy approaches
Core Strategy	Core Strategy Development Plan Document	A Development Plan Document setting out the spatial vision and objective of the planning framework for the area, having regard in particular to the Community Strategy. All other development plan documents must conform with the core strategy.
	Development Plan	Documents setting out the policies and proposals for the development and use of land and buildings. Under the new planning system it comprises the Regional Spatial Strategy and Development Plan Documents, whilst under the transitional arrangements it comprises the Structure Plan and Local Plan.
DPD	Development Plan Document	A local development document in the local development framework which forms part of the statutory development plan. The core strategy, documents dealing with the allocation of land, action area plans and the proposals map are all development plan documents.
LDD	Local Development Document	An individual document in the Local Development Framework. It includes Development Plan Documents, Supplementary Planning Documents and the Statement of Community Involvement.
LDF	Local Development Framework	The overarching term given to the collection of Local Development Documents which collectively will provide the local planning authority's policies for meeting the community's economic, environmental and social aims for the future of the area where this affects the development and use of land and buildings. The LDF also includes the Local Development Scheme and the Annual Monitoring Report.
LDS	Local Development Scheme	A public statement setting out the programme for the preparation of local development documents. Initially it will also identify the programme for the completion of the local plan and also which policies of the local and structure plan are to be saved and/or replaced.
	Local Plan	A statutory development plan prepared under previous legislation, or being prepared under the transitional arrangements of the new Act.
	National policy	Government policy contained within Planning Policy Guidance (PPG) and Planning Policy Statements (PPS).
PPG	Planning Policy Guidance	Government documents providing policy and guidance on a range of planning issues such as housing, transport, conservation etc. PPGs are currently being replaced by Planning Policy Statements.
PPS	Planning Policy Statements	Government documents replacing PPGs and designed to separate policy from wider guidance issues.

HARTLEPOOL LOCAL DEVELOPMENT SCHEME

	Proposals Map	Illustrating on an Ordnance Survey base the policies and proposals of development plan documents and any 'saved' policies of the local plan.
RPG	Regional Planning Guidance	Planning policy and guidance for the region issued by the Secretary of State. RPG became the Regional Spatial Strategy upon commencement of the Act.
RSS	Regional Spatial Strategy	Statutory regional planning policy forming part of the Development Plan and prepared by the regional planning body. The Local Development Framework must be in conformity with the RSS.
	Saved Policies	Policies within the Local Plan and the Structure Plan that remain in force for a time period pending their replacement as necessary by development plan documents or the Regional Spatial Strategy.
SA	Sustainability Appraisal	Identifies and evaluates social, environmental and economic effects of strategies and policies in a local development document from the outset of the preparation process. It incorporates the requirements of the Strategic Environmental Assessment (SEA) Directive.
SCI	Statement of Community Involvement	Sets out the standards to be achieved in involving the community and other stakeholders in the preparation, alteration and review of local development documents and in significant development control decisions.
SEA	Strategic Environmental Assessment	A generic term used internationally to describe environmental assessment as applied to policies, plans and programmes.
SPD	Supplementary Planning Document	A local development document providing further detail of policies in development plan documents or of saved local plan policies. They do not have development plan status.
SPG	Supplementary Planning Guidance	Provide additional guidance expanding policies in a local plan. SPGs will remain relevant where they are linked to saved policies but will ultimately be replaced by supplementary planning documents.
	Structure Plan	A statutory development plan setting out strategic policies for environmental protection and development and providing the more detailed framework for local plans. Policies in the structure plan will be saved for a time period under the transitional arrangements of the Act.
The Act	Planning and Compulsory Purchase Act 2004	Government legislation introducing a new approach to development planning.
	Transport Assessments	A process setting out transport issues relating to a proposed development identifying measures to be taken to improve accessibility and safety for all modes of travel, particularly alternatives to the car. Such as walking, cycling & public transport.
	Travel Plans	A package of measures to assist in managing transport needs of an organisation principally to encourage sustainable modes of transport and enable greater travel choice.
	Transitional Arrangements	Government regulations describing the process of development plans begun before, and to be completed after, the Planning and Compulsory Purchase Act 2004.

APPENDIX 2**SAVED POLICIES****A Hartlepool Local Plan including mineral and waste policies 2006:**

All policies to be saved. These are as follows:

- GEP1 to GEP18 (General Environmental Principles)
- Ind1 to Ind11 (Industrial and Business Development)
- Com1 to Com17 (Retail, Commercial & Mixed Use Development)
- To1 to To11 (Tourism)
- Hsg1 to Hsg14 (Housing)
- Tra1 to Tra20 (Transport)
- PU1 to PU11 (Public Utility and Community Facilities)
- Dco1 to Dco2 (Development Constraints)
- Rec1 to Rec 14 (Recreation and Leisure)
- GN1 to GN6 (The Green Network)
- WL1 to WL8 (Wildlife and Natural Features)
- HE1 to HE15 (Conservation of the Historic Environment)
- Rur1 to Rur20 (The Rural Area)
- Min1 to Min5 (Minerals)
- Was1 to Was6 (Waste)

B Tees Valley Structure Plan 2004

Since September 2007 the policies of the North East Regional Spatial Strategy (formerly RPG1) have superseded those of the Tees Valley Structure Plan with the exception of the following saved Structure Plan Policies.

- | | |
|--|--------|
| • Locational Strategy | STRAT1 |
| • Business Parks & Prestige Employment Development | EMP6, |
| • Strategic Gaps | ENV15 |
| • Strategic Greenfield Housing Sites | H2, |
| • Range of house types | H6 |
| • New Tees Crossing | T3A |
| • Protection of Light Rapid Transit alignment | T3B |
| • Protection of railway alignment | T8 |
| • East Middlesbrough Transport Corridor | T15, |
| • Trunk & Primary Road Improvements | T18A, |
| • Trunk & Primary Road alignment protection | T18B, |
| • Stainton Way to Swan's Corner alignment protection | T19 |
| • Car Parking management | T23 |
| • Retail hierarchy | TC3 |

C Supplementary Planning Guidance for Proposed Housing Redevelopment in West Central Hartlepool (adopted April 2005)

STRATEGIES AND PROGRAMMES TO BE CONSIDERED

REGIONAL STRATEGIES:

- Making It Happen: The Northern Way -Feb. 2004
- Regional Spatial Strategy (programmed for adoption in early 2007)
- North East Regional Housing Strategy - July 2005
- Regional Economic Strategy - Unlocking our Potential

SUB REGIONAL STUDIES / STRATEGIES

- Tees Valley Vision
- Tees Valley Living - Building Sustainable Communities in Tees Valley
- Tees Valley Sub Regional Housing Market Renewal Strategy (January 2006)
- Tees Valley Sub-Regional Housing Strategy (under preparation)
- The Tees Valley Forest Plan 2000
- Tees Valley Biodiversity Plan
- Joint Waste Management Strategy for Hartlepool, Middlesbrough, Redcar & Cleveland and Stockton-on-Tees Borough Councils.
- Hartlepool Cycling Strategy
- Tees Valley Tourism Strategy - February 2003
- Coastal Arc Strategy (Phase 1 - 2004-07)
- Business Link Tees Valley Plan
- Tees Estuary Management Plan
- Cleveland Police Policing Plan
- Strategic Flood Risk Assessment (2007)

LOCAL STRATEGIES AND PROGRAMMES

Generic

- Hartlepool Community Strategy (under review 2007/08)
- Neighbourhood Renewal Strategy
- Neighbourhood Action Plans

Housing

- Hartlepool Strategic Housing Market Assessment (2007)
- Hartlepool Housing Regeneration Strategy (May 2005)
- Hartlepool Housing Strategy
- NDC Community Housing Plan (2003)
- North Central Hartlepool Masterplan (August 2004)

Jobs and the Economy

- Hartlepool Economic Strategy
- Hartlepool Town Centre Strategy

Tourism

- Hartlepool Tourism Strategy - March 2004
- Seaton Carew Tourism Strategy: 2003 – 2008

Environment and the Arts

- Shoreline Management Plan 1999 Seaham Harbour to Saltburn by the Sea
- Longhill and Sandgate Industrial Estate Landscape Masterplan
- Contaminated Land Strategy
- Hartlepool's Cultural Strategy (April 2003)
- Headland Environmental Improvement and Public Art Strategy

Transport

- Hartlepool Local Transport Plan 2006 – 2011

Recreation

- Hartlepool Playing Pitch Strategy
- Sports Development Strategy
- Hartlepool Rights of Way Strategy 2007
- Outdoor Equipped Play Facilities Strategy 2001

Lifelong Learning

- Connexions Strategy
- Cleveland College of Art & Design Strategic Plan
- Hartlepool Adult Learning Plan
- Hartlepool College of Further Education Strategic Plan
- Hartlepool Education Development Plan
- Hartlepool Library Plan
- Hartlepool Sixth Form College Strategic Plan
- Hartlepool Youth Service Strategy
- Learning & Skills Council Tees Valley Strategic Plan

Health

- Vision for Care
- Hartlepool CHD Strategy
- Hartlepool Public Health Strategy
- Hartlepool Teenage Pregnancy Strategy
- Hartlepool Drug Action Team Strategy

Community Safety

- Hartlepool Community Safety Strategy

APPENDIX 4**REPORTS CONTRIBUTING TO THE EVIDENCE BASE FOR
NEW LOCAL DEVELOPMENT DOCUMENTS****HOUSING AND HOUSING REGENERATION**

Hartlepool Housing Dynamics Study (NLP)	April 2000
Hartlepool Housing Aspirations Study (NLP)	December 2002
West Central Hartlepool NDC Housing Study (NLP)	2000
West Central Hartlepool NDC Options Report (NLP)	March 2002
Hartlepool Housing Urban Capacity Study (C/RG)	May 2002
NDC Community Housing Plan (NLP/SRB)	May 2003
NDC Area Assessment Report (HA)	August 2004
North Central Hartlepool Masterplan	August 2004
Victoria Harbour Housing Demand Study (RTP)	June 2004
Hartlepool Low Density Housing Study (NLP)	July 2005
Hartlepool Housing Regeneration Strategy (NLP)	Mid 2005
Regional Housing Aspirations Study	March 2005
Hartlepool Strategic Housing Market Assessment (DC)	June 2007
Tees Valley Gypsy & Travellers Accommodation Needs Survey	In progress February 2008
Tees Valley Strategic Housing Market Assessment (NLP)	In progress February 2008
Hartlepool Strategic Housing Land Availability Assessment c	To commence March – April 2008

ECONOMY

Tees Valley Strategic Employment Land Review (JSU)	Draft May 2003-
Hartlepool Retail Study (DJ)	Update March 2005
Hartlepool Employment Land Review	Commenced Jan 2007
'Strategic Improvements to Hartlepool Southern Business Zone' (Ec)	Commenced November 2007
Central Area Investment Framework (Gn)	Commenced December 2007

ENVIRONMENT

Hartlepool Landscape Assessment	November 1999
Local Air quality management action plan NLUD	
Durham & Tees Plain Landscape Capacity Study (for on-shore wind energy) (Ar)	Commenced August 2007
Sustainability Appraisal Scoping Report	October 2007
Strategic Flood Risk Assessment (JBA)	February 2007

RECREATION AND LEISURE

Outdoor Equipped Play Facilities Strategy	2001
Audit and Assessment of Allotment Provision in Hartlepool	May 2004
Playing Pitch Strategy	March 2004
Multi-Use Games Area Strategy	April 2006
PPG 17 Audit of Open Space (CS)	Expected Spring 2008
Hartlepool Sports Facilities Strategy	Commenced Dec 2006
Tees Valley Visitor Accommodation Study	To commence Spring 2008

NLP	Nathaniel Lichfield & Partners	C/RG	Chesterton and Ron Grieg
SRB	Social Regeneration Consultants	HA	Halcrow Group
RTP	Roger Tym and Partners	JSU	Tees Valley Joint Strategic Unit

HARTLEPOOL LOCAL DEVELOPMENT SCHEME

DJ	Drivers Jonas	Ec	Ecotech
Gn	Genecom	JBA	JBA Consulting
Ar	Arup	DC	David Cumberland
CS	Capita Symonds		

CABINET REPORT

18th February 2008



Report of: Director of Neighbourhood Services

Subject: MIDDLETON GRANGE MULTI STOREY CAR PARK

SUMMARY

1. PURPOSE OF REPORT

To inform Members of works proposed to be carried out at Middleton Grange multi storey car park and obtain Cabinet's approval to the works and the future retention of the car park.

2. SUMMARY OF CONTENTS

The report contains references to the previous Cabinet and Council reports on this matter, outlining the legal requirement on the Council to undertake these works and considers the future ownership of the car park. The financial implications section of the report details the funding allocated and the estimated costs of the work.

3. RELEVANCE TO CABINET

The Middleton Grange multi storey car park is an important Council asset.

4. TYPE OF DECISION

Non key decision.

5. DECISION MAKING ROUTE

Cabinet.

6. DECISION(S) REQUIRED

That Cabinet

- i) Approve the retention of the Council's leasehold interest in the Middleton Grange multi storey car park.
- li) Approve the allocated funding to be spent in the manner outlined.

Report of: Director of Neighbourhood Services

Subject: MIDDLETON GRANGE MULTI STOREY CAR PARK

1. PURPOSE OF REPORT

- 1.1 To inform Members of works proposed to be carried out at Middleton Grange multi storey car park and obtain Cabinet's approval to the works and the future retention of the car park.

2. BACKGROUND

- 2.1 Members will be aware that the Council disposed of the shopping centre in 1992 and receive a significant capital receipt. The Council also receives a 15% share of the annual net rental income generated by the shopping centre. The income amounts to approximately £0.85m and is built into the overall budget requirement.
- 2.2 Under the terms of the sale the Council is also required to "repair, maintain and reinstate as necessary all car park surfacing, kerbs, roadways, footpath surfaces, marking sign gates, barrier fences, lifts and car parking equipment on the premises". In this respect "the premises" refers to the multi storey car park.
- 2.3 The owners of the shopping centre had previously notified the Council that water was leaking into the shopping centre from the multi storey car park and therefore, the Council was legally required under the terms of the shopping centre lease, to undertake urgent repairs to address this issue.
- 2.4 The works required were initially estimated at £179,000 for urgent Phase 1 works, with an additional estimate of £987,000 for future phases.
- 2.5 Cabinet on 15th May 2006, and subsequently Council on 22nd June 2006, approved Phase 1 funding for urgent repairs to the multi storey car park and these have been completed.
- 2.6 It was also agreed that prior to progressing further phases of repair an appraisal be undertaken in respect of the Council's future leasehold interest in the car park.

- 2.7 Cabinet and Council approved an initial uncommitted capital contingency of £288,000 for further phases. The balance of costs would need to be funded from the Capital Programme or some other source.
- 2.8 Funding details are included in the confidential **Appendix 1**. **This item contains exempt information under Schedule 12A of the Local Government Act 1972, (as amended by the Local Government (Access to Information)(Variation) Order 2006) namely, information relating to the financial or business affairs of any particular person (including the authority holding that information).**

3. CONSIDERATIONS

3.1 Repairs undertaken to date

- 3.1.1 A contract for the renewal of waterproofing to part of the lower levels of the car park has been completed. These repairs appear to have satisfactorily curtailed the leakage and the appearance of the lower car parking levels has been greatly improved by the lighter colours and clear markings.

3.2 Further Works Required

- 3.2.1 Whilst the recent work has solved the main problem of leakage into the shops below some leakage still exists in other areas, and as previously reported to Cabinet there are significant problems remaining, which if unattended will lead to premature deterioration of the main structure of the car park. Where the waterproofing has failed continued water ingress through the concrete will eventually cause widespread corrosion of the reinforcement and the cost of subsequent concrete repairs would be out of all proportion to costs for waterproofing alone.
- 3.2.2 The waterproofing to the entire area of the upper levels has reached the end of its useful life and there are several areas of leakage through to the lower parking levels. Patch repairs are not a viable option, even in the short term, as leaks tend to reoccur around the patching.
- 3.2.3 The existing mastic asphalt surfacing and waterproofing to the car park access ramp from Stockton Street is life expired. There is no option for this ramp other than to replace the mastic asphalt.

3.2.4 Waterproofing to the remaining areas of the lower parking levels is nearing the end of its life and it is recommended that these areas are not delayed to a later phase. These areas are subjected to road salt brought in on car wheels and it is important that the integrity of the waterproofing is maintained.

3.2.5 The Council is of course legally required to undertake these works under the terms of the Shopping Centre Lease.

3.3 **Proposals**

3.3.1 The original proposal was for a phased replacement of the waterproofing but after further consideration it is now clear that the best course of action would be to undertake all the waterproofing work in a single contract. As outlined within the Financial Implications section of the report it is proposed to use the funding allocated to best effect across financial years allowing all of the work to be carried out in one phase.

3.4 **Work to Lifts**

3.4.1 At the moment two lifts of the three provided within the car park are operational. There are ongoing repairs to ensure that the multi storey car park remains accessible for all, however, the lifts are in urgent need of refurbishment. £21,000 has already been spent this year keeping them operational. It is therefore proposed to fully refurbish one lift this financial year with a further lift being refurbished in the next financial year. The current capacity requirements mean that two lifts will be adequate particularly as their operation will be significantly improved. The options for a third lift can be considered at a later date if needed.

4. **LEASEHOLD OF CAR PARK**

4.1 Since the sale of the shopping centre the car park has been maintained and improved by the Council, and it continues to provide an important facility to the public and the business sector.

4.2 The car park currently provides an income of £260,000 per annum to the Council.

4.3 When Cabinet and Council received initial reports on the requirements to undertake substantial repairs it was recognised that there may be an option to dispose of the Council's interest to the shopping centre owners. Whilst this might dispose of the interest in an asset that

needed substantial maintenance and repair it would mean that the Council's control of car parking within the town centre area would be lost as well as the income. Any disposal would depend upon the shopping centre owners agreeing to take the car park and paying the Council a capital sum which would need to be negotiated.

- 4.4 Since that time the Council has been successful in bringing the Tall Ships event to the town and the Hartlepool College of Further Education has brought forward the development of its site which involves the Council disposing of the Albert Street car park. It is clear that the Council will require to retain the facility of alternative arrangements.
- 4.5 Car parking in the town centre area has also been highlighted as an area to be investigated and a strategy is currently being prepared. The Council has also engaged consultants to provide an overall master plan for the Town Centre.
- 4.6 The Council's income from its 15% share of the net rent did reduce in 2006/7 and this was identified as a potential budget pressure. However, the income appears to be rising to previous levels and the pressure has been removed from the budget strategy.
- 4.7 In the current circumstances the Council will require substantial accessible car parking in the town centre for the foreseeable future and income generation is a significant part of the Council's budget strategy. Retention of the Council's interest in the multi storey car park is therefore recommended.
- 4.8 It is important that consideration should be given to the scheduled timescale of any works in order to ensure the works are complete before pressure for spaces in the car park is created once Albert Street closes in January 2009.

5. FINANCIAL IMPLICATIONS

- 5.1 Financial details are included in the confidential **Appendix 1**. **This item contains exempt information under Schedule 12A of the Local Government Act 1972, (as amended by the Local Government (Access to Information)(Variation) Order 2006) namely, Information relating to the financial or business affairs of any particular person (including the authority holding that information).**

6. RECOMMENDATIONS

6.1 That Cabinet:

- i) Approve the retention of the Council's leasehold interest in the Middleton Grange multi storey car park
- ii) Approve the allocated funding to be spent in the manner outlined.

CABINET REPORT

18th February 2008



Report of: THE DIRECTOR OF REGENERATION AND
PLANNING SERVICES

Subject: Natural Environment & Rural Communities (NERC)
Act (2006) Biodiversity Duty

SUMMARY

1. PURPOSE OF REPORT

To inform cabinet of the implications for the Council of the biodiversity duty contained within the NERC Act

2. SUMMARY OF CONTENTS

The NERC Act imposes a duty on all public bodies to have regard to conserving biodiversity in exercising their functions and duties.

3. RELEVANCE TO CABINET

The biodiversity duty should be integrated into all aspects of the Council's functions.

4. TYPE OF DECISION

Non-key.

5. DECISION MAKING ROUTE

Cabinet

6. DECISION(S) REQUIRED

That the report be noted

Report of:	THE DIRECTOR OF REGENERATION AND PLANNING SERVICES
Subject	Natural Environment & Rural Communities (NERC) Act (2006) Biodiversity Duty

1. PURPOSE OF REPORT

- 1.1 To inform cabinet of the implications for the Council of the Biodiversity Duty contained within the NERC Act

2. BACKGROUND

- 2.1 The Natural Environment and Rural Communities (NERC) Act, which came into force on 1 October 2006, placed a duty on all public authorities to have regard to conserving biodiversity in exercising their functions. The duty is set out in Section 40 and states that: "Every public authority must, in exercising its functions, have regard, so far as is consistent with the proper exercise of those functions, to the purpose of conserving biodiversity."
- 2.2 Biodiversity is defined as the variety of life and includes all species and local genetic variations within species. Conserving biodiversity includes restoring and enhancing species populations and habitats, as well as protecting them.

3. IMPLEMENTING THE DUTY – IMPLICATIONS FOR LOCAL AUTHORITIES AND THEIR STAFF.

- 3.1 Defra has recently produced guidelines on how Local Authorities might conserve biodiversity as an integral part of their functions. The following key messages are highlighted in the Defra guidance:
 - The biodiversity duty requires local authorities to have regard to biodiversity in carrying out their existing duties and functions. It should not represent a significant financial burden
 - Effective conservation of biodiversity requires its integration into a wide variety of local authority activities, functions and services.
 - A variety of opportunities exist to minimise any additional costs involved and for local authorities to realise the social, economic and environmental benefits that healthy biodiversity brings.
 - There may be a need for additional expenditure in cases where local authorities are not meeting current statutory commitments.

- Having regard to biodiversity has implications for the awareness, knowledge and skills of local authority staff and elected members. These needs can be met in a variety of ways.
- The diverse nature of local authorities means that flexible and innovative approaches will be needed. There are, however, some key activities which most local authorities will be able to demonstrate.
- Although no specific monitoring is introduced as part of the duty, the duty will be reviewed in 2009 and Local Authorities will need to be able to demonstrate how they have complied. A variety of indicators are available to measure progress for example, from the Library of Local Performance Indicators or the Defra commissioned, biodiversity indicator for local authorities. In addition the government is currently consulting on a series of National Indicators for Local Authorities and their partners and one of the proposed indicators, NI197, relates to the active management of local wildlife sites.

4. IMPLICATIONS FOR HARTLEPOOL BOROUGH COUNCIL

4.1 Hartlepool Borough Council currently complies with its statutory obligations regarding conservation of biodiversity and would score well against many of the indicators that are suggested as being used to measure its performance under this new duty. For example the following are listed in the Library of Local Performance Indicators:

- *“Exercise of the local authority’s planning function to protect SSSIs from development pressures: net loss of land to development planning.”* In recent years there has been no net loss of SSSI, or indeed SNCI, to development planning.
- *“Percentage of the area of SSSI owned or managed by the local authority, assessed by Natural England as being in “favourable” or “unfavourable but recovering” condition.”* All local authority owned or managed SSSI land is in “favourable” or “unfavourable recovering” condition.
- *“Area of Local Nature Reserve per 1,000 population.”* Hartlepool has 1.7ha of LNR per 1,000 population compared to Natural England’s recommendation of 1ha per 1,000.

One area of possible concern is the proposed National Indicator, NI 197, mentioned above. As Hartlepool Borough Council owns or manages only a small percentage of the Wildlife Sites in the borough then it will be difficult for us to influence the outcome of this indicator or even to monitor performance.

4.2 There are a number of ways in which various departments can further conserve biodiversity without additional financial cost. For example, in North Cemetery a number of areas of grass have been left uncut to allow the growth of young trees. This had been done primarily to grow replacement trees for long term amenity benefit but has had the additional benefit of improving the

area for wildlife with a large increase in the numbers of wildflowers, butterflies and dragonflies being found in the cemetery.

- 4.3 No additional financial costs are anticipated in enabling the Council to comply with the new duty
- 4.4 There will be a need to make all staff aware of the need to have regard to conserving biodiversity as part of the role. This can be achieved using in-house expertise and that of partner organisations through the Local Biodiversity Action Plan (LBAP) process.
- 4.5 Progress towards conserving biodiversity will need to be monitored and recorded. This will be co-ordinated by the Council's ecologist, based in Regeneration and Planning Services, but with input from other departments.
- 4.6 Given public interest in wildlife and that the Council already gives some weight to conserving biodiversity in carrying out many of its functions, there will be a number of needs and opportunities to produce publicity and interpretative material for the public and other interested parties.

5. CONCLUSION

- 5.1 The Biodiversity Duty of the NERC Act will need to be integrated into all of the Council's existing duties and functions, rather than requiring additional duties. Many of the Council's operations are already in line with the guidance on this subject and it is not envisaged that implementing the duty will represent a significant financial burden. There will be a need to monitor the Council's performance in relation to conserving biodiversity.

6. OFFICER RECOMMENDATIONS

- 6.1 That the report be noted.

CABINET REPORT

18th February 2008



Report of: Head of Community Strategy

Subject: NEW LOCAL AREA AGREEMENT (LAA)
NEGOTIATIONS UPDATE

SUMMARY

1. PURPOSE OF REPORT

This report updates on feedback received on the proposed outcome and target framework for the new Local Area Agreement (LAA) 2008/11 agreed by the Hartlepool Partnership and HBC Cabinet in December 2007 as the basis for negotiation with Government Office North East.

2. SUMMARY OF CONTENTS

Local Authorities have a statutory duty to prepare a LAA in partnership with the Local Strategic Partnership. The report presents the proposed outcome and target framework that will help to deliver the Community Strategy and provide a strong platform for local leadership, enabling the Council to build, with partners, a strong shared vision for Hartlepool and ensure action is taken to tackle the key challenges. The proposed framework is currently under negotiation following the submission of a first draft in December 2007.

3. RELEVANCE TO CABINET

Hartlepool's new LAA will be a three year agreement (2008-11) based on the Community Strategy that sets out the priorities for Hartlepool and forms an agreement between Central Government and a local area represented by Hartlepool Borough Council and other key partners through the Hartlepool Partnership.

4. TYPE OF DECISION

Non key – Information only.

5. DECISION MAKING ROUTE

Hartlepool Partnership 1 Feb 2008
Cabinet 18 Feb 2007

6. DECISION REQUIRED

To note the progress made in negotiating the new LAA.

Report of: Head of Community Strategy

Subject NEW LOCAL AREA AGREEMENT (LAA)
NEGOTIATIONS UPDATE

1. PURPOSE OF REPORT

- 1.1 This report updates on feedback received on the proposed outcome and target framework for the new Local Area Agreement (LAA) 2008/11 agreed by the Hartlepool Partnership and HBC Cabinet in December 2007 as the basis for negotiation with Government Office North East

2.0 BACKGROUND

- 2.1 Hartlepool's current LAA was agreed by the Cabinet in February 2006 and was signed off by Government in March 2006. 2007/08 is the second year of the current agreement that is due to come to a close at the end of March 2008 and will be replaced by the new LAA.
- 2.2 Work to prepare the new LAA started in early 2007 following the Department for Communities and Local Government (CLG) announcement that set out a strategy for developing the new arrangements. Further information on the new LAA arrangements and recent guidance notes issued by CLG are available on the LAA section of the Hartlepool Partnership Website (www.hartlepoolpartnership.co.uk)
- 2.3 Cabinet agreed the first draft of the proposed framework in December and agreed to delegate responsibility to the Mayor, Assistant Chief Executive and the Head of Community Strategy to negotiate with relevant lead officers and Government Office on the improvement targets for the new LAA

3.0 PROPOSED OUTCOME FRAMEWORK AND TARGETS FOR NEW LAA

- 3.1 Guidance indicates that up to 35 **Improvement Targets** need to be identified that will be informed by existing LAA targets, Community Strategy Priorities, Government Office knowledge of areas and the outcome of the 2007 Spending Review that detailed the latest Public Service Agreements and the 198 National Indicators that replace the Best Value reporting regime. The proposed targets will need to be negotiated and will ultimately be designated by Secretary of State and be subject to upward reporting to Government.
- 3.2 These proposed targets should be ambitious but realistic and must be derived from the National Indicator Set. Cabinet agreed on the 10 December the

proposed Outcome Framework and Improvement Targets that were submitted to GONE on 14 December 2007.

- 3.3 Further work is still required to develop a set of **Local Priority Targets** where targets are set by the LSP and subject to local monitoring arrangements and further consideration needs to be given to setting targets relating to specific groups of people or smaller geographic areas where evidence reveals inequalities that need to be addressed.
- 3.4 Each Theme Partnership has already prepared a discussion paper that proposes the draft framework for the new LAA. Copies of the updated discussion papers are available on the Partnership Website (paper copies are available on request). Each paper identifies the key issues, outlines the response and proposes the **Improvement Targets** and **Local Priority Targets**.

4.0 THE NEGOTIATION PROCESS

- 4.1 **Appendix 1** shows the current status of the proposed Improvement Targets following initial feedback received from GONE on 18 January. So far progress has been good and at present there is agreement to 23 of the proposed Improvement Targets.
- 4.2 In advance of a formal submission of a second draft, dialogue is ongoing to reach agreement on the proposals. Any issues raised should be able to be resolved through negotiation involving the relevant lead officers with the Assistant Chief Executive, the Head of Community Strategy and the Mayor.

5.0 EARLY SIGN OFF

- 5.1 Government has established a sign-off date in June 2008 for new LAAs. However Hartlepool had requested to GONE to be included in the early sign off so that the new LAA would be in place by April 2008. This was always our intention when new LAAs were announced in early 2007 and will allow better alignment of business planning for many key and other partners.
- 5.2 On the 17 January it was confirmed by CLG that there will be no early sign-off and that all LAAs will be signed-off in June 2008. There is no financial sanction for signing-off LAAs in June 2008 and Government has confirmed that payment of the new Area Based Grant will be from April 2008 and is not dependent on completing new LAA negotiations.
- 5.3 There is a slight caveat in that Government is committed to reviewing the decision about sign-off in March. If there is sufficient capacity and confidence across localities and Government that we can jointly deliver on commitments early, Government may decide to bring the sign-off date forward for some areas. This will be subject to review once the negotiation position is clearer for all parties involved and we will continue to seek Partnership support for a continued 'push' for an early sign-off if possible.

6.0 NEXT STEPS

- 6.1 It is proposed that a revised draft will be submitted to GONE in early February to agree any 'quick wins' to provide clarity on the initial feedback received.
- 6.2 Negotiations will be on-going to reach agreement on the proposed Improvement Targets that along with a worked up set of Local Priority Targets will be submitted in a second 'formal' draft to GONE in March 2008 (subject to the approval of the Hartlepool Partnership and HBC Cabinet in March).
- 6.3 Further work will be required to develop 'the story of the place' that will detail the distinctive vision and ambition of Hartlepool and the evidence base which sets out clearly why the issues identified in the LAA are our priority. The discussion papers already prepared by Theme Partnerships, the existing LAA and the current draft of the new Community Strategy provide much of the evidence required for this and will need to be updated to reflect the outcome of the negotiation process.

7.0 RECOMMENDATION

- 7.1 Cabinet is requested to note the progress made in negotiating the new LAA.

7.2 Appendix 1

Hartlepool LAA 2008/11 Proposed Outcomes and Improvement Targets GONE Feedback January 2008

- ✓ – Both agree proposed Improvement Target
- ? - No agreement reached needs further discussion/feedback unclear
- G – Suggested for inclusion by GONE needs further discussion
- L – GONE suggest local target status needs further discussion
- M - Mandatory

Jobs and the Economy

Outcome: Attract Investment

Improvement Targets		
✓	Overall employment rate	NI 151

Outcome: Be Globally Competitive

Improvement Targets		
✓	VAT Registration Rate	NI 171

Outcome: Create more employment opportunities for local people

Improvement Targets		
?	Falling out of work and on to incapacity benefits	NI 173
?	Working age people on out of work benefits	NI 152
✓	Working age population claiming out of work benefits in the worst performing neighbourhoods	NI 153

Outcome: Achieve economic wellbeing for all children and young people ensuring that they are prepared for working life.

Improvement Targets		
✓	16 to 18 year olds who are not in education, training or employment (NEET)	NI 117

G	Offenders under probation supervision in employment at the end of their order or licence	NI 144
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G	Adults with learning disabilities in employment	NI 146
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G	Adults in contact with secondary mental health services in employment	NI 150
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Lifelong Learning and Skills

Outcome: Enjoy and Achieve

Improvement Targets		
M	Achievement of at least 78 points across the Early Years Foundation Stage with at least 6 in each of the scales in Personal Social and Emotional Development and Communication, Language and Literacy	NI 72
M	Achievement of level 4 or above in both English and Maths at Key Stage 2	NI 73
M	Achievement at level 5 or above in both English and Maths at Key Stage 3	NI 74
M	Achievement of 5 or more A-C grades at GCSE or equivalent including English and Maths	NI 75
M	Achievement at level 5 or above in Science at KS3	NI 83
M	Secondary School persistent absence rate	NI 87
M	Narrowing the gap between the lowest achieving 20% in the Early Years Foundation Stage Profile and the rest	NI 92
M	Progression by 2 levels in English between Keystage 1 and Keystage 2	NI 93
M	Progression by 2 levels in Maths between Key Stage 1 and Key Stage 2	NI 94
M	Progression by 2 levels in English between Key Stage 2 and Key Stage 3	NI 95
M	Progression by 2 levels in Maths between Key Stage 2 and Key Stage 3	NI 96
M	Progression by 2 levels in English between Key Stage 3 and Key Stage 4	NI 97
M	Progression by 2 levels in Maths between Key Stage 3 and Key Stage 4	NI 98
M	Children in Care reaching level 4 in English at Key Stage 2	NI 99
M	Children in Care reaching level 4 in Maths at Key Stage 2	NI 100
M	Children in Care achieving 5 A – C GCSEs (or equivalent) at Key Stage 4 (including English and Maths)	NI 101

Outcome: Provision of high quality learning and skills opportunities that drive economic competitiveness, widen participation and build social justice.

Improvement Targets		
✓	Learners achieving a Level 1 qualification in literacy	NI 161
?	Learners achieving an Entry Level 3 qualification in numeracy	NI 162
?	Working age population qualified to at least Level 2 or higher	NI 163
?	Working age population qualified to at least Level 3 or higher	NI 164
G	Working age population qualified to at least level 4 or higher	NI 165
G	Skills gap in the current workforce reported by employers	NI 174

Health and Care

Outcome: Improved Health

Improvement Targets		
✓	All-age all cause mortality	NI 120
✓	16+ current smoking rate prevalence	NI 123

Outcome: Be Healthy

Improvement Targets		
✓	Under 18 conception rates	NI 112

Outcome: Exercise of choice and control and retention of personal dignity

Improvement Targets		
?	Social Care clients receiving Self Directed Support (Direct Payments and Individualised Budgets)	NI 130
G	Health life expectancy at age 65	NI 137
G	Achieving independence for older people through rehabilitation/intermediate care	NI 125
G	User reported measure of respect and dignity in their treatment	NI 128

Outcome: Improved Mental Wellbeing

Improvement Targets		
	None	

Outcome: Access to Services

Improvement Targets		
?	Carers receiving needs assessment or review and a specific carer's service, or advice and information	NI 135
G	Fair treatment by local services	NI 140

Community Safety

Outcome: Reduced (total) crime

Improvement Targets		
✓	Serious acquisitive crime rate	NI 16
✓	Assault with injury crime rate	NI 20
L	Rate of proven re-offending by young offenders	NI 19

Outcome: Reduced harm caused by illegal drugs and alcohol

Improvement Targets		
✓	Drugs related (class A) offending rate	NI 38
L	Alcohol-harm related hospital admission rates	NI 39

Outcome: Improved neighbourhood safety and increased public confidence, leading to reduced fear of crime and anti-social behaviour

Improvement Targets		
✓	Perceptions of anti-social behaviour	NI 17

Outcome: Reduced anti-social and criminal behaviour through improved prevention and enforcement activities

Improvement Targets		
	None	

Outcome: Stay safe

Improvement Targets		
	None	

Environment

Outcome: Deliver sustainable communities through high quality planning, new build and sensitive conservation and protect and enhance the local natural environment

Improvement Targets		
	None	

Outcome: Improve the quality of the local environment by having cleaner, greener and safer public, private and community spaces

Improvement Targets		
✓	Improved street and environmental cleanliness	NI 195

Outcome: Provide a sustainable, safe, efficient, effective and accessible transport system

Improvement Targets		
L	People killed or seriously injured in road traffic accidents	NI 47
L	Children killed or seriously injured in road traffic accidents	NI 48

G	Access to services and facilities by public transport, walking and cycling	NI 175
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G	Working age people with access to employment by public transport (and other specified modes)	NI 176
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G	Children travelling to school – mode of travel usually used	NI 198
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Outcome: Make better use of natural resources and reduce the generation of waste and maximise recycling

Improvement Targets		
?	Tonnage of household waste recycled and composted	NI 192

Outcome: Prepare for the impacts of and secure local and global action to tackle Climate Change

Improvement Targets		
✓	Per Capita CO ₂ emissions in the LA area	NI 186
✓	Adapting to climate change	NI 188

Outcome: Promote community involvement in positive action to reduce poverty through fair trade and promoting peace and security

Improvement Targets		
	None	

Housing

Outcome: Balancing Housing Supply and Demand

Improvement Targets		
✓	Number of affordable homes constructed	NI 155

Outcome: Meeting the Decent Homes Standard

Improvement Targets		
?	% decent public sector homes	NI 158

Outcome: Meeting the Housing Needs of Vulnerable People

Improvement Targets		
?	Number of vulnerable people achieving independent living	NI 141
✓	Number of vulnerable people who are supported to maintain independent living	NI 142
G	Offenders under probation supervision living in settled and suitable accommodation	NI 143

Culture and Leisure

Outcome: Enrich individual lives, strengthen communities and improve places where people live through enjoyment of leisure, culture and sport

Improvement Targets		
✓	Adult participation in sport	NI 8
✓	Engagement in the arts	NI 11

Outcome: Cultural and leisure services, including libraries, better meet the needs of the community, especially disadvantaged areas

Improvement Targets		
✓	Visits to museums or galleries	NI 10
✓	Use of public libraries	NI 9

Strengthening Communities

Outcome: To empower local people to have a greater voice and influence over local decision making and the delivery of services

Improvement Targets		
	None	

Outcome: Make a positive contribution

Improvement Targets		
✓	Participation in regular volunteering	NI 6
✓	Young people's participation in positive activities	NI 110

Outcome: Improving quality of life and ensuring service providers are more responsive to neighbourhood needs with particular focus on disadvantaged areas

Improvement Targets		
?	Overall/general satisfaction with local area	NI 5

Outcome: Increasing financial resources within family environments to provide improved lifestyle opportunities

Improvement Targets		
	None	

Outcome: Freedom from discrimination or harassment

Improvement Targets		
	None	

CABINET REPORT

18 February 2008



Report of: Director of Neighbourhood Services

Subject: CONCESSIONARY LOCAL BUS TRAVEL

SUMMARY

1. PURPOSE OF REPORT

To provide an update on the existing local concessionary fares scheme, details of the national travel scheme to be implemented on 1st April 2008, funding arrangements and the negotiation of reimbursement arrangements with local bus operators for the period from 1st April 2008 to 31st March 2009.

2. SUMMARY OF CONTENTS

Background information on the existing concessionary local travel scheme, details of the national travel scheme to be implemented on 1st April 2008, confirmed funding allocations, potential opportunities for local enhancement and the process for negotiating with bus operators for 2008/09.

3. RELEVANCE TO CABINET

It is the responsibility of the Cabinet.

4. TYPE OF DECISION

This is not a key decision.

5. DECISION MAKING ROUTE

Current scheme approved by Cabinet on 19th March 2007.

6. DECISION(S) REQUIRED

Cabinet to be provided with a report on the conclusion of negotiations with bus operators and partner authorities setting out the reimbursement arrangements proposed to be implemented on the 1st April 2008.

Cabinet to be provided with separate reports on the potential for Concessionary Travel for Young People and Travel Tokens in Hartlepool.

Report of: Director of Neighbourhood Services

Subject CONCESSIONARY LOCAL BUS TRAVEL

1. PURPOSE OF REPORT

- 1.1 To provide an update on the existing local concessionary fares scheme, details of the national travel scheme to be implemented on 1st April 2008, funding arrangements and the negotiation of reimbursement arrangements with local bus operators for the period from 1st April 2008 to 31st March 2009 inclusive.

2. BACKGROUND

Existing Local Concessionary Travel Scheme

- 2.1 The Government extended the statutory minimum requirement for older and disabled persons travel concessions from the 1st April 2006. The existing requirement is for all local residents aged 60 and over and disabled people to travel free of charge on registered off-peak local bus services within the authority's area. Authorities are able to operate an enhanced scheme based on a judgement of local needs and circumstances and overall financial priorities.
- 2.2 The negotiated costs for the Tees Valley Enhanced Concessionary Travel Scheme were considered by Cabinet on 19th March 2007. Cabinet approved the continuation of the Tees Valley scheme for a total annual cost of £1,392,241. This represented an increase of 8% compared to 2005/06. This scheme allows all day travel, including before 9.30am, Mondays to Fridays and allows travel on cross-boundary journeys between Hartlepool and the boroughs of Stockton-on-Tees, Middlesbrough and Redcar and Cleveland. It was recognised that this option would address clearly identified local needs, particularly for reducing the cost of travel to health care outside of the Hartlepool area.
- 2.3 Providing free travel on local bus services and extending the coverage of the local concessionary travel scheme has resulted in significant positive outcomes. The number of concessionary bus passenger journeys has increased by 47% from 2005 to 2007 (**Table 1**). This represents a total of 589,106 additional bus passenger journeys and contributes towards the national target for increasing bus patronage. This passenger data has been provided from local bus operators' ticket machines. Independent checks have also been made using on bus monitoring.

Table 1 – Summary of Hartlepool Concessionary Journeys

Year	Stagecoach Hartlepool	Stagecoach Transit*	Arriva	Go North East	Leven Valley	Total
2005	1,164,419	74,880	21,141	2,435	1,818	1,264,693
2006	1,438,953	118,693	37,276	4,470	2,447	1,601,839
2007	1,632,419	161,074	45,350	8,208	3,450	1,853,799
% Change (2005 – 2007)	+40%	+115%	+114%	+237%	+90%	+47%

*Stagecoach Transit operates cross-boundary journeys between Hartlepool and Stockton and Middlesbrough

- 2.4 More people are also using local buses to access the services and facilities that they need. A total of 4,800 new concessionary passes have been issued to Hartlepool residents since the 1st April 2006. This has been assisted by revising the concessionary fares eligibility criteria to include people in receipt of Disability Living Allowance (DLA) mobility component at the higher rate.

Free National Concessionary Travel Scheme

- 2.5 The statutory minimum requirement for travel concessions will be further enhanced from the 1st April 2008. This requirement will enable all residents aged 60 and over and disabled people to travel free of charge on registered off-peak local bus services throughout England. Off-peak travel is from 9.30am to 11pm on weekdays and all day at weekends and bank holidays.
- 2.6 The Government has stated that a new style concessionary pass will be introduced for the national scheme from 1st April 2008. A registration event was held in Hartlepool in October 2007 to update the existing concessionary database and take new photographs of every pass holder. Over 13,500 eligible residents were registered over the three week period. Data will be sent to a card printing bureau in February 2008 with passes posted to residents before the 1st April 2008.

Confirmed Additional Funding

- 2.7 The Government has recognised that the new concession will impose a greater funding burden on local authorities because they will be obliged to reimburse operators for more journeys and pay costs for issuing new passes. Bus operators must be 'no better and no worse off' as a consequence of carrying eligible pass holders.
- 2.8 The Government has stated that the net additional costs of new burdens placed on local authorities will be fully funded. Special grant funding will be provided to meet the costs of the new national bus concession in England. The confirmed grant allocation for Hartlepool is £333,000 for 2008/09, £341,000 for 2009/10 and £350,000 for 2010/11. This special grant is in addition to the funding already provided to the Council for the existing concessionary fare scheme that is operated in Hartlepool. The Government has also confirmed that grant funding of £4 per pass will be paid towards the reasonable costs of issuing new passes for the 2008 national bus concession (maximum of £76,860 for Hartlepool).

- 2.9 Hartlepool already operates an enhanced scheme that allows cross-boundary travel and most of the additional journeys that will result as a result of the change in legislation are already covered under existing arrangements. As payment for journeys will be the responsibility of the local authority where the journey starts, the only additional cross-boundary journeys will be to Durham and Tyne & Wear.
- 2.10 Whilst the negotiations with local bus operators have still to conclude, the full allocation of special grant funding (identified in paragraph 2.8 above) may not be needed to meet the new statutory minimum requirement. This funding could enable Hartlepool to operate a further enhanced scheme based on a judgement of local needs and circumstances and overall financial priorities. A range of potential local enhancements are outlined below.

Opportunities for Local Enhancement

No Restrictions on the Time of Travel

- 2.11 Hartlepool's existing concessionary travel scheme allows travel at all times of the day. This arrangement could continue for the national scheme. Following approval, this enhancement could be introduced from the 1st April 2008.

Free Travel for Carers of Disabled Pass Holders

- 2.12 Whilst the existing scheme allows disabled pass holders to travel free of charge, their carers must pay the full fare for their journey. Consultation with the Hartlepool Access Group has identified that this cost presents a significant barrier to disabled people accessing the services and facilities that they need. A local enhancement could allow a carer to travel free of charge when accompanying the disabled pass holder. Following approval, this enhancement could be introduced from the 1st April 2008.

Concessionary Travel for Young People

- 2.13 Young people up to the age of 16 are currently entitled to half-fare on local bus services. People aged 16-18 must pay full adult fare. Consultation has identified that this cost presents a significant barrier to young people accessing opportunities for education and employment. A local enhancement could allow young people to travel for free or at a reduced cost on local bus services. This could include cross-boundary travel arrangements to Durham and the rest of the Tees Valley. In the Tees Valley, free travel for young people is currently provided in the borough of Stockton-on-Tees. The introduction of a Young Persons' Travel Scheme would require further investigation and agreement with other local authorities and transport operators.

Travel Tokens

- 2.14 A report by Help the Aged entitled 'Tokens for Travel 2007' states that free travel on local bus services will not benefit people who are unable to use buses because of disability, lack of mobility or lack of access to services. Help the Aged is campaigning for local authorities to provide travel tokens as an alternative option to the bus pass. Eligible older people could use tokens for taxis, trains, community transport and dial-a-ride. Travel tokens are currently offered by 22% of local authorities. The introduction of a Hartlepool Travel Token scheme would require further investigation and agreement with transport operators.

3. CONSULTATION

- 3.1 The current fixed payment method agreed with local bus operators expires on the 31st March 2008. Officers are currently working in partnership with Middlesbrough, Stockton-on-Tees, Redcar & Cleveland and Darlington borough councils to negotiate reimbursement arrangements with local bus operators for the period 1st April 2008 to the 31st March 2009 inclusive.

4. FINANCIAL IMPLICATIONS

- 4.1 Given the uncertainty in the additional trips that could have been generated by a free travel scheme, a fixed payment method was negotiated with bus operators for 2006/07 and 2007/08. This method secured the agreed scheme in budgetary terms and guaranteed payments for both the Council and bus operators. It is anticipated that this approach will be adopted for the period 1st April 2008 to 31st March 2009. Reimbursement would be consistent with the principle that operators 'both individually and in the aggregate are financially no better and no worse off as a result of their participation in the scheme'.

5. RECOMMENDATIONS

- 5.1 Cabinet to be provided with a report on the conclusion of negotiations with bus operators and partner authorities setting out the reimbursement arrangements proposed to be implemented on the 1st April 2008.
- 5.2 Cabinet to be provided with separate reports on Concessionary Travel for Young People and Travel Tokens.