

CULTURE, HOUSING & TRANSPORTATION PORTFOLIO DECISION SCHEDULE



Wednesday 18th January 2006

at 10:00 a.m.

in Committee Room “A”

Councillor R Payne, Cabinet Member responsible for Culture, Housing and Transportation will consider the following items.

1. KEY DECISIONS

1.1 None

2. OTHER ITEMS REQUIRING DECISION

- 2.1 Creation of a New Public Bridleway at North Hart Farm, Hart Parish – *Director of Adult and Community Services*
- 2.2 Amendments to Winter Service Gritting Routes – *Director of Neighbourhood Services*
- 2.3 Private Sector Housing Renewal Policy Extension of Grants Policy in the Belle Vue Area – *Head of Public Protection and Housing*
- 2.4 Murray Street Highway Improvement Scheme – *Head of Technical Services*
- 2.5 Campbell Road to Back Owton Manor Lane Shops Footpath – Petition for Closure – Consultation Results – *Head of Technical Services*
- 2.6 Cornwall Street – Proposed Traffic Calming – *Head of Technical Services*
- 2.7 Masfield Road – Objection to 20mph Limit – *Head of Technical Services*

3. ITEMS FOR INFORMATION

- 3.1 Licensing of Houses in Multiple Occupation (HMOs) – *Head of Public Protection and Housing*

4. REPORTS FROM OVERVIEW OF SCRUTINY FORUMS

- 4.1 None

**CULTURE, HOUSING AND TRANSPORTATION
PORTFOLIO
REPORT TO PORTFOLIO HOLDER
18th January, 2006**



Report of: Director of Adult and Community Services

Subject: CREATION OF A NEW PUBLIC BRIDLEWAY AT
NORTH HART FARM, HART PARISH

SUMMARY

1. PURPOSE OF REPORT

To seek approval for the creation of a new public bridleway between the Northern end of the adopted highway known as North Hart Lane (Point A) and the Southern end of the Public Footpath known as No.11, Hart Parish (Point B). (See **Appendix 1**)

2. SUMMARY OF CONTENTS

Hartlepool Borough Council is seeking to remove an anomaly that appears on its Definitive Map, which is the register of all recorded public rights of way. To remove this anomaly, a creation agreement, to dedicate a new public bridleway is being proposed. The Landowner, over whose land the proposed bridleway would run, is prepared to agree to the said dedication. The newly created public right of way would provide a bridleway 575 metres long, with a minimum width of 3 metres and would be added to the Definitive Map and Statement.

The Council is therefore proposing to pay for all costs related to the verification, completion and publishing of the creation agreement.

3. RELEVANCE TO PORTFOLIO HOLDER

Rights of Way Services is within the remit of the Culture, Housing and Transportation Portfolio Holder.

4. TYPE OF DECISION

Non-key.

5. DECISION MAKING ROUTE

Culture, Housing and Transportation Portfolio Holder, 18th January, 2006.

6. DECISION(S) REQUIRED

That the Portfolio Holder approves of the Council entering into an agreement to create a new section of public rights of way between the Northern end of the adopted highway known as North Hart Lane (Point A) and the Southern end of the Public Footpath known as No.11, Hart Parish (Point B). This new public right of way would be a public bridleway, maintainable at public expense, in accordance with Highways Act 1980 section 25. (See **Appendix 1**).

Report of: Director of Adult and Community Services

Subject: CREATION OF A NEW PUBLIC BRIDLEWAY AT
NORTH HART FARM, HART PARISH

1. PURPOSE OF REPORT

- 1.1 To seek approval for the creation of a new public bridleway between the Northern end of the adopted highway known as North Hart Lane (Point A) and the Southern end of the Public Footpath known as No.11, Hart Parish (Point B). (See **Appendix 1**)

2. BACKGROUND

- 2.1 It is recognised, within the Rights of Way Profession, that the majority of Local Authorities' Definitive Maps contain some anomalies. These may include cartographic drawing errors or even geographical differences between what the map shows and what is physically present on the ground. In the case of this report, the anomaly is that 2 public rights of way end at a section of unadopted and private highway.
- 2.2 Legally, all public rights of way must either join another public right of way or start/finish at an adopted highway.
- 2.3 By entering into a creation agreement, a new public bridleway would be recorded on the Definitive Map and Statement, thus removing this anomaly, as both existing public rights of way would then be joined to a highway.
- 2.4 The length of the bridleway would be 575 metres and would have a minimum width of 3 metres.
- 2.5 The Landowner, who owns North Hart Farm, has agreed to this dedication, as it would help to control and legally limit the access to the track. In the case of a public bridleway, these legal users are; Walkers, Cyclists and Equestrians.
- 2.6 It is felt that this proposal, to enter into agreement to create a new bridleway, does not disadvantage any user. All would benefit from the proposal, i.e. The Landowner, as the Council would, from the agreement date onwards, maintain the bridleway in accordance with Highways Act 1980 section 25; The Council as the creation removes a legal anomaly and finally the Users as it would substantiate their right to use the new public right of way in accordance with its status.

- 2.7 There is currently some vehicular traffic use upon the track, as it is a geographical extension of North Hart Lane, running through to a neighbouring farm to the North – namely Middlethorpe Farm. This traffic comprises of goods and private vehicles. These vehicles have already been granted a private permission to access the track, from the relevant landowners, namely North Hart Farm and Middlethorpe Farm.

3. FINANCIAL IMPLICATIONS

- 3.1 The Council is therefore proposing to pay for all costs related to the verification, completion and publishing of the creation agreement. The Rights of Way Budget would fund these costs.
- 3.2 The costs for this agreement are likely to be approximately £550.00.
- 3.3 The breakdown for this sum would be:-
- | | | |
|------|--|---------|
| (i) | Solicitors Fees, excluding VAT and Disbursements | £300.00 |
| (ii) | Publishing costs, excluding VAT | £250.00 |

4. LEGAL CONSIDERATIONS

- 4.1 There are no legal tests to be examined or met. The Council's Legal Section will, however, need to look at the Landowner's title deeds to verify that the land over which the route of the proposed bridleway runs is within the boundary of the Landowner's property curtilage.
- 4.2 Parks and Countryside Section feel that the removal of the legal anomaly outweighs the costs incurred. This is due to the Statutory Duty to keep the Definitive Map under constant review, in accordance with Wildlife and Countryside Act 1981 section 53.
- 4.3 As this dedication would be with the agreement of both parties – The Council and The Landowner, it is recognised that there has been no need to have consulted with the normally recognised group of consultees. However, as a matter of courtesy, the Council would inform these consultees at the same time as the order would be published.
- 4.4 The needs for agriculture and forestry have been taken into account, in accordance with Highways Act 1980 section 29.
- 4.5 The creation agreement is made pursuant to Section 25 of Highways Act 1980 and is in consideration of the Council undertaking the maintenance of the bridleway.
- 4.6 The Public Bridleway would, on execution of this agreement, become, for the purposes of the Highways Act 1980, a highway maintainable at the public expense.

5. RECOMMENDATIONS

That the Portfolio Holder approves of the Council entering into an agreement to create a new section of public rights of way between the Northern end of the adopted highway known as North Hart Lane (Point A) and the Southern end of the Public Footpath known as No.11, Hart Parish (Point B). This new public right of way would be a public bridleway, maintainable at public expense, in accordance with Highways Act 1980 section 25. (See **Appendix 1**).

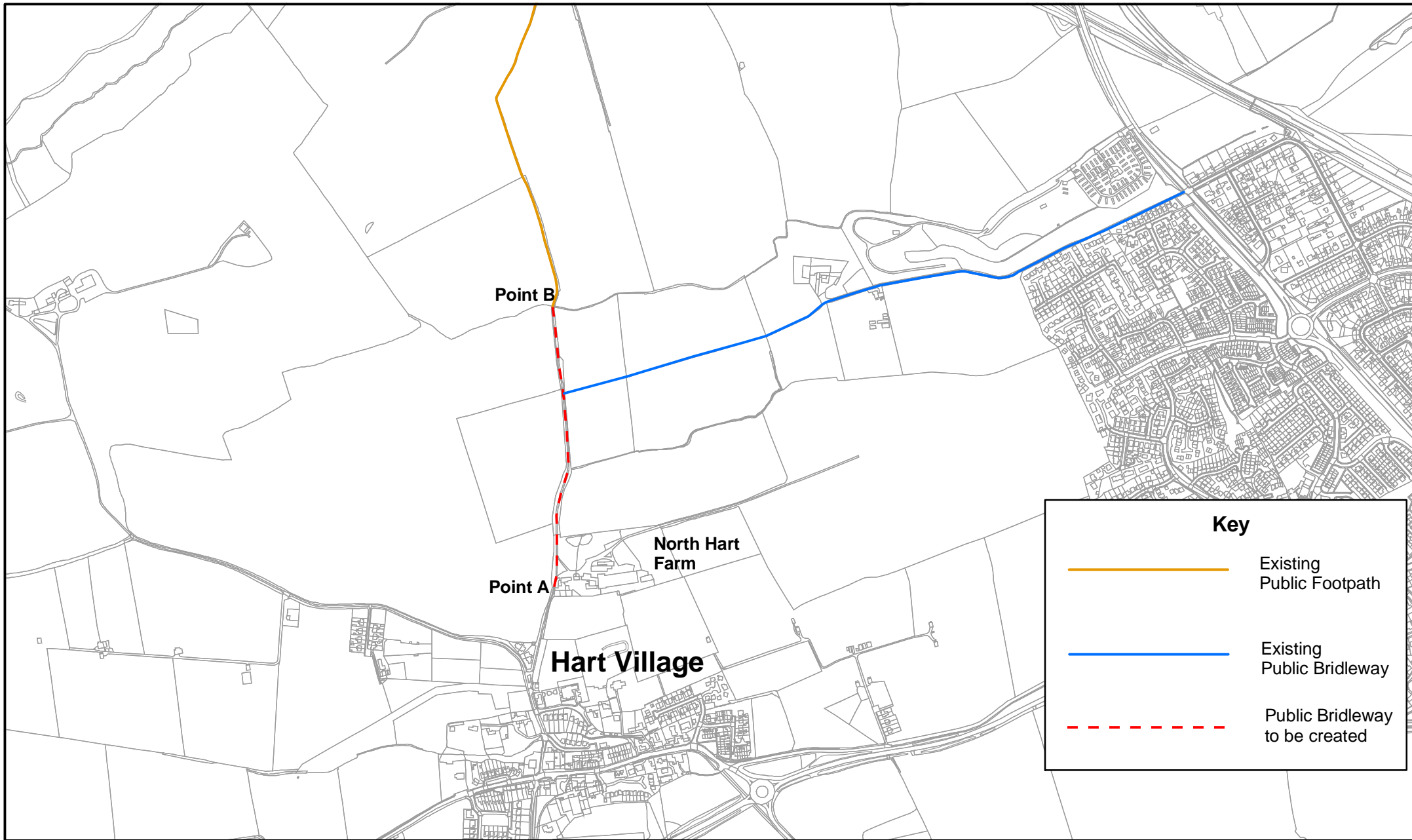
CONTACT OFFICER: Chris Scaife, Countryside Access Officer

Background Papers

Highways Act 1980.

Wildlife and Countryside Act 1981.

Appendix 1 - Bridleway Creation



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Sub Title: New Public Bridleway
Scale: 1:10,000
Date: 15th December 2005
Drawn By: Parks and Countryside

Hartlepool Borough Council
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CULTURE, HOUSING AND TRANSPORTATION PORTFOLIO

Report to Portfolio Holder
18th January 2006



Report of: Director of Neighbourhood Services

Subject: AMENDMENT OF THE WINTER SERVICE
GRITTING ROUTES

SUMMARY

1. PURPOSE OF REPORT

To approve three minor amendments of the winter service gritting routes

2. SUMMARY OF CONTENTS

The report identifies three minor amendments to the 2nd priority gritting routes that have been identified as positive improvements to the winter service

3. RELEVANCE TO PORTFOLIO HOLDER

The portfolio holder has responsibility for transportation issues.

4. TYPE OF DECISION

Non-key

5. DECISION MAKING ROUTE

Culture, Housing and Transportation Portfolio Meeting of 23 January 2006

6. DECISION(S) REQUIRED

To approve the amendments of the winter service gritting routes

Report of: Director of Neighbourhood Services

Subject: AMENDMENT OF THE WINTER SERVICE
GRITTING ROUTES

1. PURPOSE OF REPORT

- 1.1 To approve three minor amendments of the winter service gritting routes

2. BACKGROUND

- 2.1 The winter service is subject to consultation on an ongoing basis. As issues are brought forward for consideration, the issues are assessed against pre-determined criteria.
- 2.2 During the first part of this winter season, a number of issues have been identified and reported for consideration. Three such issues have been assessed in accordance with the above procedure.
- 2.3 All three issues are requests to grit residential roads due to the incline of the roads. The roads are currently provided with grit bins.
- 2.4 Following assessment, there is validity in changing the provision from grit bins to precautionary salting by gritting machine.
- 2.5 As a consequence, the proposal is to upgrade the nominated roads to 2nd priority gritting routes and to redeploy the grit bins to other locations.
- 2.6 The nominated roads are: Hartville Road/Ocean Road, Cresswell Road/Cresswell Drive and the currently ungritted section of Spalding Road between Thetford Road and Crowland Road.

3. RECOMMENDATIONS

- 3.1 To approve the above noted amendments of the winter service gritting routes.

CULTURE, HOUSING AND TRANSPORTATION PORTFOLIO

Report to Portfolio Holder
18th January 2006



Report of: Head of Public Protection & Housing

Subject: PRIVATE SECTOR HOUSING RENEWAL
POLICY: EXTENSION OF GRANTS POLICY IN
THE BELLE VUE AREA

SUMMARY

1. PURPOSE OF REPORT

To seek approval of a possible time extension to the Belle Vue interim grants policy.

2. SUMMARY OF CONTENTS

The report sets out the current position with regard to the limited grants policy in the Belle Vue area and suggests an extension of time to allow further consultation.

3. RELEVANCE TO PORTFOLIO HOLDER

The Portfolio Holder is responsible for Housing Services.

4. TYPE OF DECISION

Non key.

5. DECISION MAKING ROUTE

Portfolio Holder only.

6. DECISION(S) REQUIRED

- 6.1 To allow the interim policy to remain in place with an extension until 31 March 2006.

Report of: Head of Public Protection & Housing

Subject: PRIVATE SECTOR HOUSING RENEWAL
POLICY: EXTENSION OF GRANTS POLICY IN
THE BELLE VUE AREA

1. PURPOSE OF REPORT

- 1.1 To seek approval of a time extension to the Belle Vue interim grants policy.

2. BACKGROUND

- 2.1 At the Portfolio meeting on 15 August 2005, a decision was made to amend the existing restricted policy. This allowed the consideration of Homeplus and Renovation Grants for works considered essential in the interests of the health or safety of the occupants, but limited to a maximum grant of £4,500.
- 2.2 This policy has allowed the nine outstanding enquiries/applications at that time to be dealt with.
- 2.3 The amended policy was time-limited until 15 November 2005 to allow consultation on options for the area to take place.

3. ISSUES

- 3.1 New Deal and Hartlepool Revival are still working towards producing a decision on the area, but the consultation process is proving to be more difficult and lengthier than expected.
- 3.2 The consultants are to report back to New Deal/Hartlepool Revival at the beginning of February. Their findings will be subject to further consideration and consultation with residents.
- 3.3 There are currently three enquiries on the waiting list for grants.

4. RECOMMENDATION

- 4.1 That the existing policy for the Belle Vue area be extended until 31st March 2006.

CULTURE, HOUSING AND TRANSPORTATION PORTFOLIO

Report to Portfolio Holder

18th January 2006



Report of: Head of Technical Services

Subject: MURRAY STREET HIGHWAY IMPROVEMENT
SCHEME

SUMMARY

1. PURPOSE OF REPORT

- 1.1 To confirm the scheme details and seek approval for the proposed car park on the waste land adjacent to Hartley Street.

2. SUMMARY OF CONTENTS

- 2.1 The report details the background to the scheme, the scheme proposals, consultation undertaken and the likely timescale.

3. RELEVANCE TO PORTFOLIO HOLDER

- 3.1 The Portfolio Holder has responsibility for Traffic and Transportation issues.

4. TYPE OF DECISION

- 4.1 Non Key

5. DECISION MAKING ROUTE

- 5.1 This is an executive decision by the Portfolio Holder.

6. DECISION(S) REQUIRED

- 6.1 That approval be given for the provision of the car park, to complement the scheme.

Report of: Head of Technical Services

Subject: MURRAY STREET HIGHWAY IMPROVEMENT
SCHEME

1. PURPOSE OF REPORT

- 1.2 To confirm the scheme details and seek approval for the proposed car park on the waste land adjacent to Hartley Street.

2. BACKGROUND

- 2.1 As previously reported to the Portfolio Holder on the 13 July 2005 significant funding has been identified by New Deal for Communities for an environmental improvement scheme on Murray Street. Added to this there are financial contributions from the highway maintenance budget for footpath renewal works and the Local Transport Plan in respect of road safety measures.
- 2.2 A key scheme objective is to improve traffic flows along Murray Street by providing designated parking lay-bys. The introduction of Business Parking in several of the side streets also means that there will be an increase in the number of on street parking bays currently available.
- 2.3 The improvement in traffic flows from the current situation that the scheme will provide should encourage passing trade and help to re-vitalise local businesses, whose main concern in recent years has been a lack of parking spaces.
- 2.4 The scheme will also give an environmental uplift to the area to create a much more pleasant street scene for residents, businesses and shoppers alike.
- 2.5 NDC recently acquired the area of wasteland adjacent to Hartley Street which it is proposed to turn into a public car park to enhance the project in terms of parking availability. This will provide additional parking in the area for both staff and customers of local businesses, and is likely to be a mixture of permit and pay and display parking. It is intended that the car park will be constructed to a Secure Car Park standard. This involves the construction of a fence around the perimeter of the site, introduction of CCTV, and the introduction of a Help Point, however, funding for these works is still being sought. The Council's Parking Section will manage the car park upon its completion.

2.6 The main elements of the scheme are :-

- Footpaths to be re-constructed using a quality paving material.
- New street furniture, including street lighting columns, bollards, litter bins, etc.
- Designated parking lay-bys to be regulated for 30 minutes limited waiting.
- Slightly reduced carriageway width of 6 metres to encourage slower speeds.
- Double yellow lines in areas outside of lay-bys to maintain traffic flows and encourage passing trade for local businesses.
- Provision of a zebra crossing at the existing School Crossing Patrol site, to give a safe crossing point at all times of the day.
- School safety zones on Bentick Street and Elcho Street to prevent parking and create a safe area on the approaches to Lynnfield Primary School.
- Provision of bollards to prevent parking on footpath areas.
- Installation of dropped kerbs and tactile paving to improve crossing facilities for the disabled.

2.7 The scheme is expected to take 2 – 3 months to implement on site, and one of the main points to come out of the consultation exercise was that businesses did not want the works to take place in the run up to Christmas. It is therefore planned to commence the scheme in mid-late January 2006.

3. CONSULTATION

- 3.1 Two consultation events were held at the Lynnfield Centre on the 6th and 8th of June. The scheme proposals were on display and officers from the Council and NDC were in attendance to discuss them with the public and answer any queries.
- 3.2 Prior to the events, over 600 letters were distributed to residents and businesses in the surrounding area, asking them to attend and give their views.
- 3.2 Posters advertising the events were also displayed in shop windows on Murray Street, and in some cases the plan of the scheme was also put on show.
- 3.3 Those people unable to attend the consultation were given the opportunity to submit comments in writing, or contact the Council by phone to give their views.

4 FINANCIAL IMPLICATIONS

- 4.1 NDC have allocated £288,000 for the scheme, with £40,000 coming from the highway maintenance budget and £90,000 from the 2006 LTP provisionally allocated towards the original cost estimate.

- 4.2 A quality/price contract has recently been awarded for the works but firm costs are still to be received from the appointed contractor at the time of writing.

5. RECOMMENDATIONS

- 5.1 That the Portfolio Holder approves the scheme as detailed in section 2 including the creation of a car park on the land adjacent to Hartley Street.

CULTURE, HOUSING AND TRANSPORTATION PORTFOLIO

Report To Portfolio Holder
18th January 2006



Report of: Head of Technical Services

Subject: CAMPBELL ROAD TO BACK OWTON MANOR
LANE SHOPS FOOTPATH-PETITION FOR
CLOSURE- CONSULTATION RESULTS

SUMMARY

1. PURPOSE OF REPORT

- 1.1 To advise on the result of a consultation exercise with residents in respect of the possible closure of the above footpath.

2. SUMMARY OF CONTENTS

- 2.1 Details of the consultation

3. RELEVANCE TO PORTFOLIO HOLDER

- 3.1 It is the responsibility of the Portfolio Holder

4. TYPE OF DECISION

- 4.1 Non-key

5. DECISION MAKING ROUTE

- 5.1 Directly to Portfolio Holder

6. DECISION(S) REQUIRED

- 6.1 That the Portfolio Holder agrees to an application for the stopping-up of the footpath being made to the Magistrates Court once funding has been identified.

Report of: Head of Technical Services

Subject: CAMPBELL ROAD TO BACK OWTON MANOR
LANE SHOPS FOOTPATH-PETITION FOR
CLOSURE- CONSULTATION RESULTS

1. PURPOSE OF REPORT

- 1.1 To advise on the result of a consultation exercise with residents, Ward Councillors and other interested parties in respect of the possible closure of the above footpath.

2. BACKGROUND

- 2.1 Last year Rossmere Ward Councillor Johnson presented to the Authority a petition, signed by 44 residents of Campbell Road and Owton Manor Lane, for the closure of the above footpath (see Appendix 1). This was reported to this Portfolio in September 2005, at which time it was resolved to carry out a consultation exercise with a wider spectrum of potential users.

- 2.2 That exercise has now been completed with 185 consultation letters being delivered to residents of:

- Campbell Road
- Callander Road
- Cullen Road
- Calder Grove
- Balmoral Road (between Callander and Owton Manor Lane)
- Catcote Road (between Callander and Owton Manor Lane)
- Owton Manor Lane (between Catcote and Balmoral)

In addition to residents consultation was also undertaken with the following:

- Rossmere Primary School
- St Theresa's Primary School
- Housing Hartlepool
- Ward Councillors
- Hartlepool Borough Council Estates Section.

2.3 Of the 185 letters sent out a total of 66 (37%) were returned. Of those returned the following results were obtained:

- For Closure- 52 (79%)
- Against closure –10 (15%)
- Impartial 4 (6%)

2.4 Comments received in relation to the support of the closure include:

- Used as a toilet
- Vandalism
- Dog fouling
- Sexual activities
- Teenage drinking/drunks
- Graffiti
- Youths congregating
- Foul language
- Drug related activities.

2.5 Comments received in relation to objecting to the closure include

- Alternative route to the shops and bus stops in Owton Manor Lane would be substantially longer.

3. **CONSIDERATION OF ISSUES**

3.1 Whilst it would appear that the majority of those residents who responded to the questionnaire are in favour of the closure of the footpath, a successful application to a Magistrates Court for a stopping-up order must be able to demonstrate that the highway is unnecessary. The advertising period would enable objections to be submitted to the court either in writing or in person and it would then be the decision of the Magistrates as to whether to grant the application or not.

3.2 An alternative means of closure would be to erect Alleygates at each end of the footpath. This type of order does not involve approval from a Magistrates Court but the existing layout of the footpath does not lend itself to this type of treatment without substantial boundary alteration works to the adjoining properties.

4. FINANCIAL IMPLICATIONS

- 4.1 An application for the stopping-up of a highway costs in the region of £1000, regardless as to whether the application is successful or not. Should an application be successful alteration works would need to be undertaken to the boundaries of the adjacent properties and land transfers would be required both of which have associated costs.
- 4.2 No funding has, as yet, been identified for these proposals.

5. RECOMMENDATIONS

- 5.1 That the Portfolio Holder agrees, subject to funding becoming available, to an application being made to the Magistrates Court for the stopping-up of the footpath as detailed in the report.

CULTURE, HOUSING AND TRANSPORTATION PORTFOLIO

Report to Portfolio Holder
18th January 2006



Report of: Head of Technical Services

Subject: CORNWALL STREET – PROPOSED TRAFFIC
CALMING

SUMMARY

1. PURPOSE OF REPORT

- 1.1 To advise the Portfolio Holder of the outcome of a site meeting with residents and Ward Councillors to determine the location of proposed traffic calming in Cornwall Street.

2. SUMMARY OF CONTENTS

- 2.1 The report details the background to the scheme, the consultation undertaken and the proposals put forward.

3. RELEVANCE TO PORTFOLIO HOLDER

- 3.1 The Portfolio Holder has responsibility for Traffic and Transportation issues.

4. TYPE OF DECISION

- 4.1 Non Key.

5. DECISION MAKING ROUTE

- 5.1 This is an executive decision by the Portfolio Holder.

6. DECISION(S) REQUIRED

- 6.1 The Portfolio holder advises as to which scheme to proceed with.

Report of: Head of Technical Services

Subject: CORNWALL STREET – PROPOSED TRAFFIC CALMING

1. PURPOSE OF REPORT

- 1.1 To advise the Portfolio Holder of the outcome of a site meeting with residents and Ward Councillors to determine the location of proposed traffic calming in Cornwall Street.

2. BACKGROUND

- 2.1 At the Portfolio meeting of the 7th September 2005 plans were outlined to implement traffic calming on Cornwall Street as part of the Oxford Road Local Safety Scheme.

3. CONSULTATION

- 3.1 A site meeting was held on the 28th October 2005. Residents, Ward Councillors, the Portfolio Holder and Council Officers, attended this meeting with a view to ascertaining acceptable locations for road humps in Cornwall Street.
- 3.2 The position of each road hump was discussed and it was agreed to reposition two of the humps.

Original Location	New Location
83/85 Cornwall St	89 Cornwall Street
101/103 Cornwall Street	148 Cornwall Street

- 3.3 Following the site meeting the resident of No. 49 Cornwall Street objected to the hump proposed outside his property. The resident suggested that the hump could be located at the junction with Eton Street. In order to maintain similar distances between humps it would be necessary to relocate several humps if this is to be acceptable. (It is desirable to have a similar distance between traffic calming features to encourage smooth driving behaviour and therefore discourage excessive acceleration and deceleration. This in turn will help reduce noise and vehicular emissions.)

- 3.4 It would be necessary to relocate the following humps in conjunction with the relocation of the hump originally proposed to be located outside number 49 :-

Original Location	New Location
9 / 11 Cornwall Street	10 / 12 Cornwall Street
29 / 31 Cornwall Street	38 / 40 Cornwall Street
47 / 49 Cornwall Street	68 / 70 Cornwall Street
65 / 67 Cornwall Street	96 / 98 Cornwall Street

- 3.5 The residents affected by the new proposed locations were sent a letter requesting their views

The following comments were received:-

House No.	Comment
10	No comment
12	No objections
38	No comment
40	Concerned about the loss of parking
68	No comment
70	Does not think it is appropriate to have the hump located on a junction. Concerned about the loss of parking.
96	Should not be located because other residents have objected to original locations Will create noise, parking problems, attract children on bikes and Skateboards. Not appropriate to site road hump on junction. Properties will be devalued
98	No objections

- 3.6 Further visits were made to the households of No. 40 and 70 Cornwall Street to explain that the proposed traffic calming would not prevent parking outside their property. Unfortunately the residents of No. 70 were unable to be contacted and the resident of No. 40 did not wish to withdraw her objection.
- 3.7 At the site meeting several residents voiced concerns about the proposal to implement no waiting at any time restrictions around the junction radii on the streets leading into Cornwall Street. It was felt that this would lead to a severe loss in parking.

- 3.8 These restrictions are a frequently used road safety measure and will help the Council to enforce rules laid out in the Highway Code, which states that vehicles should not park within 10 metres of a junction. In order to maintain an acceptable level of road safety it is necessary for parking to be prohibited around junctions to help maintain sight lines and ensure sufficient space for manoeuvrability.
- 3.9 In this case, the yellow lines would be located for only around 5 metres, in front of each corner property. A balance needs to be struck between road safety and people's need to park and it is recognised that residents of the houses second from the end have no alternative parking space.
- 3.10 It is therefore proposed that the yellow lines would only be placed for about 2 metres into each side street, to protect the pedestrian crossing points. This would leave the whole of the area at the side of the corner houses for residents to park.
- 3.11 This arrangement should provide an adequate level of visibility for vehicles emerging from the side streets, without reducing parking spaces any more than absolutely necessary.

4 PROPOSALS

4.1 Option1 (See **Appendix 1**)

- 4.1.1 This involves the siting of the traffic calming outlined in the original report except for the relocation of the two humps discussed at the site meeting. The traffic calming would consist of a series of 7 flat top road humps, each road hump having a height of 75mm and a length of 3.9 metres. They would be constructed from a bituminous material.

4.2 Option2 (See **Appendix 2**)

- 4.2.1 This option would involve siting a series of 3 flat top road humps and 4 raised junctions as described in section 3.4. The road humps would be of the same design as described in option 1 and the raised junctions would be of similar design but would extend fully across the junction. These features would therefore be approximately double the length of a standard road hump.

5 CONSIDERATION OF ISSUES

- 5.1 The proposed introduction of traffic calming can often split neighbourhoods into two camps. Those in favour see it as a necessity in order to reduce vehicle speeds and to deter 'rat running' traffic. Those against the introduction feel it is unnecessary and will

lead to increased vehicular noise, pollution the loss of parking and the reduction in property prices.

5.2 The introduction of traffic calming must comply with the regulations laid down by the Department for Transport and the spacing of the humps should meet recommendations to ensure that a successful scheme is achieved. Wherever possible residents concerns should be accommodated, however, occasionally this is not always possible.

5.3 The two proposals outlined in section 4 are equally effective; however there is opposition for both proposals from residents whose properties are directly adjacent to a feature.

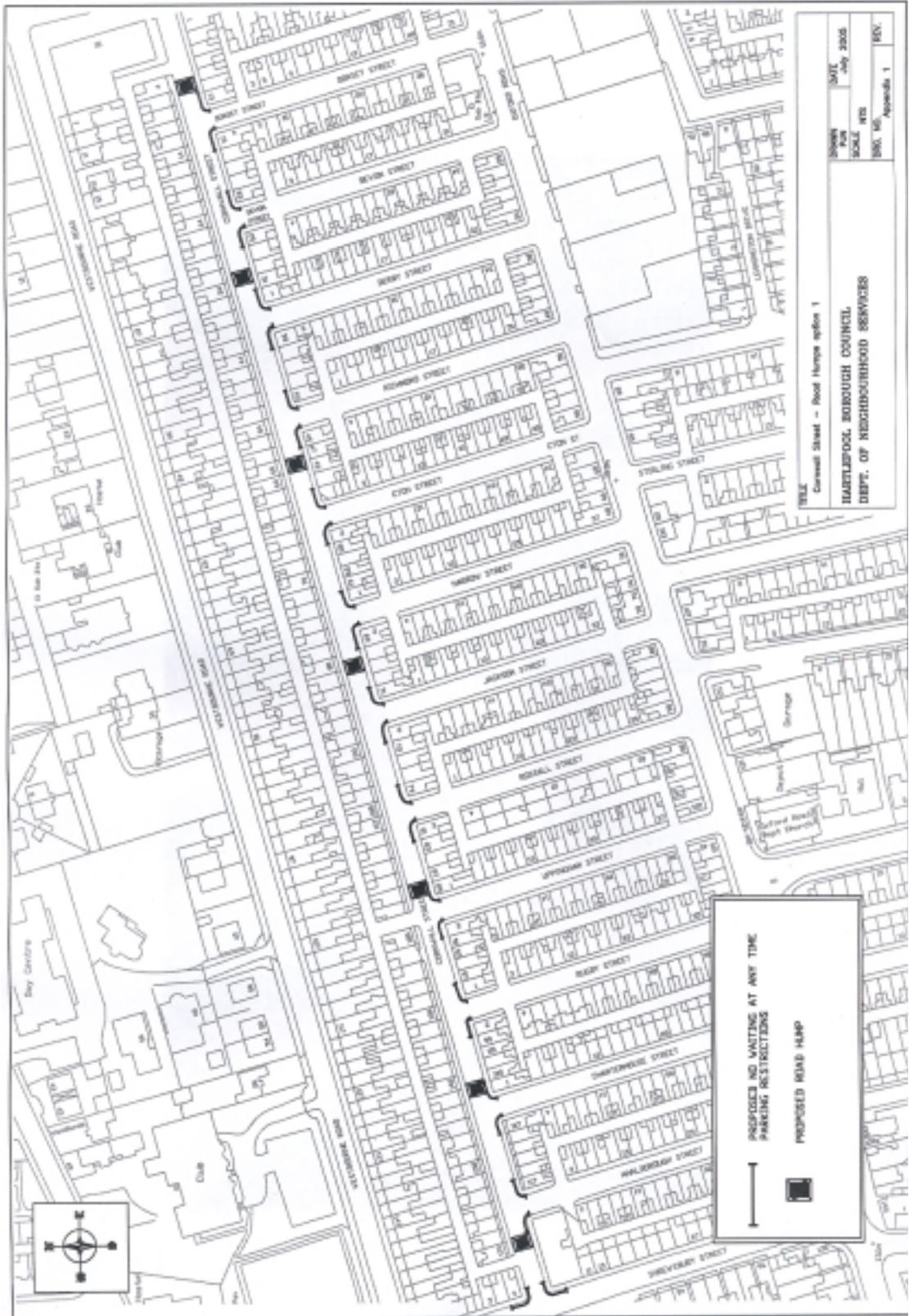
5.4 There is nothing to prevent vehicles from parking on road humps, so loss of car parking space should not be an issue. Raised junctions are also standard traffic calming features, so should these be felt more desirable than road humps, they would be an appropriate measure.

6. FINANCIAL IMPLICATIONS

6.1 This scheme is estimated to cost £7000 and will be funded through the Local Transport Plan.

7. RECOMMENDATIONS

7.1 The Portfolio Holder advises as to whether traffic calming Option 1 or Option 2, as detailed above, should be implemented in Cornwall Street as part of the Oxford Road Local Safety Scheme project.





CULTURE, HOUSING AND TRANSPORTATION PORTFOLIO

Report to Portfolio Holder
18th January 2006



Report of: Head of Technical Services

Subject: MASEFIELD ROAD – OBJECTION TO 20MPH
LIMIT

SUMMARY

1. PURPOSE OF REPORT

- 1.1 To report an objection received to the advertised order for the above 20mph limit.

2. SUMMARY OF CONTENTS

- 2.1 The report details the background to the scheme, the consultation undertaken and the objection to it.

3. RELEVANCE TO PORTFOLIO HOLDER

- 3.1 The Portfolio Holder has responsibility for Traffic and Transportation issues.

4. TYPE OF DECISION

- 4.1 Non Key.

5. DECISION MAKING ROUTE

- 5.1 This is an executive decision by the Portfolio Holder.

6. DECISION(S) REQUIRED

- 6.1 The Portfolio holder approves the implementation of the 20mph order.

Report of: Head of Technical Services

Subject: MASEFIELD ROAD – TRAFFIC CALMING
SCHEME

1. PURPOSE OF REPORT

- 1.1 To report an objection received from the Association of British Drivers Hartlepool Group, (ABD), to the advertised order for the above 20mph limit.

2. BACKGROUND

- 2.1 There have been a number of concerns raised about the speed of traffic and inconsiderate parking on Masefield Road in the vicinity of Rift House Primary School. The School has also highlighted concerns through its travel plan about the volume and speed of traffic in this area.
- 2.2 Consequently, a scheme was designed and approved at the Portfolio meeting of 5 October 2005.
- 2.3 As a part of the legal requirement for the introduction of the 20mph speed limit an advertisement was placed in the local press, which has generated an objection from the ABD.

3. PROPOSALS

- 3.1 It is proposed to implement a 20mph limit on Masefield Road between Chesterton Road and Thackeray Road. The Department of Transport requires a 20mph speed limit to be self-enforcing. This means that the average speed of vehicles should be 20mph or less. In order to achieve this on Masefield Road it is necessary to implement traffic calming.
- 3.2 The traffic calming proposed will consist of a series of speed cushions. These are a type of road hump that allow buses, fire appliances and ambulances to straddle the hump and therefore do not impede their journey or cause discomfort to passengers.

- 3.3 To help control parking in the area and give a reasonable level of visibility to vehicles emerging from the side roads, it is proposed to implement No Waiting At Any Time restrictions around the junction radii. The location of the restrictions will help the Council to enforce rules laid out in the Highway Code, which states that vehicles should not park within 10 metres of a junction.
- 3.4 In response to residents concerns about parents parking and obstructing drives a length of school time parking restrictions are proposed to be implemented between No's 30 and 36 Masefield Road. This restriction will prevent parking between 8.00 – 9.30am and 2.30 – 4.00pm.

4 CONSULTATION

- 4.1 Residents, Ward Councillors and Rift House School were sent a letter and plan outlining the above proposals. There were 12 responses to the consultation of which 10 were in favour of the proposals and 2 against.
- 4.2 The objections to the scheme from the 2 residents were as follows:-
- The proposed traffic calming will increase noise and pollution levels.
 - The proposed parking restrictions will increase parking congestion in the area.
- 4.3 Department of Transport Advice Note 4/96 advises that to obtain a general reduction in vehicular emissions, traffic calmed areas require a road design that encourages smooth driving behaviour. The speed of vehicles at the calming feature should be, as far as possible, similar to the speed between the features. In order to achieve this it is recommended that humps should not be spaced at intervals greater than 50 – 60 metres. The spacing of the speed cushions on Masefield Road is on average below 50 metres.
- 4.4 Department of Transport Advice Note 6/96 states that where traffic flow consists of light vehicles (this applies to Masefield Road), the effect of using speed cushions should not result in an increase in overall traffic noise or individual vehicle noise.
- 4.5 The parking restrictions may well transfer parents from parking on or close to junctions into neighbouring residential areas. However parking on junctions cannot be condoned and breaks fundamental rules set out in the Highway Code. The restrictions will allow Council Parking Patrol Officers to enforce these rules and will help improve road safety on Masefield Road in the vicinity of the school.

5. CONSIDERATION OF ISSUES

5.1 The objection received (See attached letter) objects to the Council's proposals to introduce 20 mph speed limits in the immediate vicinity of schools in Hartlepool and refers to a number of issues as outlined below :-

- The discontinued bus route on Masefield Road.
- Lack of off road parking provision for local residents.
- Vehicle emissions.
- Parking close to the school.

5.2 The parking regulations proposed as part of the scheme will address the road safety issues of vehicles parking close to junctions, while the other issues are not significantly affected by the scheme.

5.3 It should be noted that the vast majority of local people affected by the scheme are in support of it (as detailed in points 4.1 and 4.2), as are the school.

6. RECOMMENDATIONS

6.1 The Portfolio Holder approves the implementation of the 20mph limit, to complement the associated traffic calming measures.

21/12 2005 WED 18:51 FAX

002/006

ASSOCIATION OF BRITISH DRIVERS
HARTLEPOOL GROUP

25 Talland Close,
Highfields,
Hartlepool, TS27 3NB.
Tel: 01429 263436.
December 18th, 2005.

For the Attention of:
Mr. A. J. Brown,
Chief Solicitor,
Chief Executive's Department,
Hartlepool Borough Council,
Civic Centre,
Victoria Road,
Hartlepool, TS25 8AY.

Dear Sir,

UN 5207 PUBLIC NOTICE-20mph Speed Limits

I wish to register objections to the Council's proposals to introduce 20 mph Speed Limits in the immediate vicinity of Schools in Hartlepool, as outlined in the Review of the Scrutiny Panel Meetings, and from the details presented to the Neighbourhood Service Scrutiny Forum.

For the benefit of record, this single matter was initially raised at the South Neighbourhood Forum, as being initially only of relevance to fens primary School, but has since almost taken an identity of its own, and now being overseen by the Neighbourhood Services Scrutiny Forum, to be debated by the Cabinet?

However, before I address the issues of UN5207, I wish to register my strongest concerns over the lack of adequate public consultation, through the lack of, or suppression of, media coverage / reports, of the Council decision to approve the initial Speed Limit scheme for Rift House Primary School, some 4 months earlier.

I have not been able to find any record of a Public Notice for the Rift House School Scheme, other than the Minutes of Portfolio Meetings, dating from July 13th, to October 5th, 2005. This information was unearthed from the Council website. Access to such information is of course second nature, if you happen to be a hi-tech wizard! Agendas, and Portfolio Holder's Decisions are to be found buried in the Council Diary pages, along with a host of other meetings, all of which would appear to have had their previous titles changed somewhat, since after the latest Municipal Elections, to throw the interested & public minded observer / ratepayer off the scent, and even then the terms of reference are shrouded in Council – Speak.

Sadly, what guiles me is the fact that these meetings which discuss highly contentious items of long term consequences to the general & motoring public, are usually only held in the daytime, when working people are unable to attend, through their inability to take time off work, through the risk of not being paid for such loss of work, despite the desire to play an active part in "local politics!"

I find that the deadline (Dec. 24th) for the above Scheme- UN5207 - is unworkable, as bona fide members of the general public who are motivated enough to submit written public concerns do not have any pre-knowledge of what the Council's professional Officers suggestions may submit for approval, after the public deadline dates. Members of the general public usually react to issues they see, but are not always good at being "pro-active". I use the Rift House Scheme as a prime example.

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It is well known that Council Officer's description of what constitutes "residents close to / affected by such schemes" is extremely narrow, but reduces the risk of encouraging more dissent from a wider geographical area, etc.

From my own site investigation (of the Rift House School Scheme), suggests that it is a travesty of the word "public" consultation, and democratic process. For the benefit of your investigations, I attach my observations, which were tabled at the December meeting, through the cooperation of Charlotte Burnham.

Secondly, I feel that it is an attempt to impose a second rate engineering scheme on to the mostly law abiding motorists of Hartlepool, and to the residents of the area, as a carte blanche "knee jerk" reaction to a host of wider ranged "community problems", namely the inability of the Police, and the community, to tackle, and address one of the many generic problems which pervade this town, namely the continuing threat of anti-social behaviour, and more serious criminal activity, in Rift House, and in Hartlepool!

I did take unpaid time from work, for the meeting held on Dec. 12th, and listened attentively to the presentations from the Council's professional Departmental Officers, Councillors, the three School crossing patrol Wardens, the Head Teacher from Clavering Primary School, and the members of the public, who added their own comments on the issues raised, from their own perspectives.

I wish to refer specifically to the "site" reviews by Members (Councillors):- ie. a "one-off" car trip in one afternoon, to visit three designated schools, to "see for themselves" what the congestion was like in the vicinity of these schools, during a School run by parents, etc.!

In the Councillors' feedback, it was ironic to hear that some of the congestion in Eldon Grove is caused by Eldon Grove School teachers, who are unable to park inside the school gates, due to the lack of "car parking space!"

- Perhaps if the Council were to allocate spare spaces from the defunct Psychology Department, or the Education Department's own Field, in the Burn Valley Gardens, then some of the perceived congestion problem may be resolved, along Eldon Grove, which I understand is a recognised Bus Route!
- Perhaps if residents in Eldon Grove were "required" to park in their own driveways, then the congestion may not need to be so rigorously regulated or subject to "self regulating" measures being taken. Is it a case of "a hammer to crack a walnut?"
- Perhaps if the Council was to allow its School Travel Plan Coordinators, its Head Teachers & Governors, more time to introduce "Safer Routes to Schools", with Cycle Routes, and Walking Buses, then with the help from some committed parents, and other volunteers, schools would be able to implement these innovative & healthy schemes to reduce the numbers of parents taking children to school, using the school run!
- Perhaps if Hartlepool was situated on the South Coast, this problem may be easier to resolve. As it is, we are faced with the fact that we do live on the North East coast, and both we & our children need to be warm & dry when our children reach school in the mornings, and also at lunchtimes, and again at the end of the (extended) school day, by grand-parents, before parents finish work!
- In the North-East, Walking buses may be better suited to Spring & Summer terms, etc. (April to October!), but hardly at this time of year!
- I will not even mention the very remote instances of occasional, and disturbing media reports of youngsters, and teenagers, being approached by strangers! Perhaps that is why parents choose to drop off, and collect their children!

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I was greatly encouraged by the plain speaking, and moral support from members of the general public, to the Crossing Patrol Wardens, as to:-

- the non-existent support from the Council's Officers, Police, when irresponsible drivers' conduct puts wardens in danger in the middle of the road, when acting in the proper discharge of their duties!
- the once-per-year "assessment" & nominal attendance at Crossing sites by their seniors! No doubt there would be a lot more focus if a Crossing Patrol Warden, or a child was injured!

Indeed it was at the insistence of one member of the public that the Chairman requested that a letter be sent to the Police to ask for them to bring whatever criminal charges could be brought against even first time offenders (drivers) who were seen to commit acts of dangerous driving, at School crossings. The attendees were informed that in such instances, a formal warning is their usual policy!

As a former Governor at Clavering Primary School, I now hold the opinion that it is the policy of the Council, to try to rush through as many of these singularly important schemes, with the minimum of attention to detail, as to the real risks which affect these specific routes, on roads through our predominantly Victorian town.

In closing, I draw your attention to the limited and narrow range of questions, which the Crossing Patrol Wardens, and the Head Teachers, were asked to respond to, for the benefit of the Review Panel- i.e. loaded questions!

Sadly, I am forming the opinion that in doing so, the Council will gain "credibility points" from Central Government targets, with the promise of gaining access to more Government funding (taxpayers money), within the next financial year, by which means future Council Tax credits are awarded or deducted!

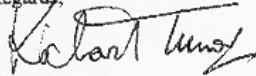
With regard to the proposal for a 20mph Speed Limit on Clavering Road, I have raised many questions on receiving the electronic data for the Road Safety Review, (as an act of final desperation, through an application under the Freedom of Information Act) as to the technical detail contained in the Speed reports.

I still contest the reliability of this data, and the relevance of the three surveys of one week each, covering a 5 month period, one of which was performed during a School Holiday period, and one period when the Speed detector was not working during the critical morning period!

I also am concerned that, according to the Minutes of the Portfolio Holder's meeting on July 13th, 2005, the Council has closed down its attempts to create a suitable "Safer Routes to School" route, between Clavering (School), Barnard Grove(School), and St. Hild's / St. John Vianney's School, due to local difficulties. I submitted what I considered to be a more suitable route, covering Hart Village School, Clavering, Barnard grove, and St.Hild's / St. John Vianney's, but was not even given the courtesy of a formal reply!

Thank you for your cooperation in these matters, and I trust that you will consider the enclosed information, etc., and provide a reply.

Regards,



Richard Turner,
Association of British Drivers,
on behalf of Hartlepool Group.
Att: Observations- Rift House scheme.

21/12 2005 WED 18:52 FAX

005/006

ASSOCIATION OF BRITISH DRIVERS HARTLEPOOL GROUP

PROPOSALS FOR 20 MPH SPEED RESTRICTIONS- RIFT HOUSE

OBSERVATIONS from the Accompanying Drawing

1. Bus Route-both ways(NUMBER OF DIFFERENT COMPANIES / SERVICES NOT KNOWN)
2. Bus stops near T-junction with Chesterton Road / entrance with Community Centre.
3. Buses will obstruct flow of traffic if two buses were to be stopped at Bus stops at same time.
4. Plan view of Community Centre bears no relationship with the actual buildings, Drive-in, Car park, from vehicular entrance(close to west bound Bus Stop!
5. Proposed set of Speed cushions is shown as ON the location of the Bus Stop (westbound).
6. Grassed area in front of houses Nos. 10-22 – these houses do not have driveways, resulting in cars being parked on roadside 24/7 –opposite Community Centre, in close proximity to both bus Stops, and in area of approaches to 1st (& 2nd) Speed Cushions.

NOTE: We understand from the Council Officers that there are actually NO BUSES now using Masfield Road at all!

We are advised that the same Officers will now ensure that the redundant Bus Stop Signs, on both sides of the road, as well as any residual Bus Stop markings, etc. will be removed. This may be good news for the possible risk against accidents with children, but bad news for the residents, who are denied a regular Bus service, for which the Council pays substantial financial subsidies, for the benefit of the ratepayers in wards across the town. Obviously the route was not making an adequate profit for the Bus Company to maintain this subsidised route.

7. Grassed areas in front of all north-side houses on Masfield Road, outside houses which have cars, but NO driveways, for off-road / safer storage of vehicles 24/7
 8. Burns Avenue (Westside) has a TARMAC surface for the provision of off-road car parking for residents, but the eastside of Burns Avenue only has grassed area.
 9. Kipling Road has Grassed areas on both sides of the Road, thus not providing any off-road parking facilities for residents.
 10. Observations across the rest of the town where "red carpet" surfacing has been laid across the roads has meant that Secondary School pupils / pedestrians use this as a bona fide crossing point, mistaking it for a "Pedestrian Crossing!" The Road Safety Officer confirmed this point.
- NOTE:** The Rift House scheme uses two (2) such red carpets across the proposed scheme, which we believe may actually increase the risk of potential accidents, if parents / children / residents are NOT educated to understand that these are NOT statutory Crossing points, whereby pedestrians assume wrongly that they have a "Right of Way!"

11. No provision for the erection of a Guard Railing to be installed outside the Pedestrian entrance to the Nursery-opposite No. 28
12. New Guard Railing is not long enough to deter pedestrians crossing Masfield Road outside of Pedestrian gate from primary School-Pedestrians will be looking west and not looking behind them for traffic heading west.
13. Is there provision of a School Crossing Patrol in the immediate or close proximity of School?
14. Is there no hope of the provision of a Pedestrian Controlled Crossing, along the frontage of the School / Nursery Complex?
15. Why not impose a 20 mph Speed restriction zone from the start of Masfield Road, east of lower Kipling Road, towards the junction of Masfield Road / Thackeray Road, which will then incorporate the whole of the residential area, where residential roads are narrower, and where there is a long term likelihood of a high concentration of Primary School age children?

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3.3: The Highway Code (1999) refers to Para No. 217 - uses the words "DO NOT" - it does not refer to any specific (RTA) LAW. It therefore helps the Council to enforce guidelines (NOT RULES) laid down in the Highway Code...

4.1: **Objections:** How many residents, were asked for their views in total. Were they only the even numbers of Masfield Road, or a wider area? Were residents of Chesterton Road, etc consulted?

4.2: **Re- Bullet Point 2-** proposed parking restrictionsthey are likely to increase parking congestion over a limited extended time period (MOSTLY from 3.00pm -3.30pm), whilst car owning parents are waiting for their children, mostly on inclement days.

NOTE: It has been mentioned that schools now have an extended day, due to Breakfast Clubs, After school activities, etc.

Such activities are a main reason for drivers collecting their children after finishing work. One main reason for many parents being accused of driving their children to school without due cause- named "the School run", caused by the dilemma for single parent families, requiring the responsible parent to work to support & care for the children without relying on the Welfare State for financial support!

4.3: **General reductions in vehicular emissions:** This statement is totally misleading, and verging on an untruth, having been reported in a report from a Council official.

NOTE: The "anti- emissions" measures which are being proposed will NOT reduce emissions, as the Council is not prohibiting the access of any vehicles to Masfield Road. The Council is suggesting that there will be a general reduction in the amount of "pollution", which is a very different argument.

Has any Pollution monitoring been done at this location, to help to justify the claims that Masfield Road is suffering from any such pollution already?

Has any such Pollution monitoring been done at any other (School) sites around the town, to at least set a "bench-mark" to justify / substantiate any such claims already, or in the future?

4.4: **Has any traffic monitoring been done,** to confirm if there are any vehicles , other than "light" vehicles actually using Masfield Road, on a daily basis? Eg. Farm, Sea Coal lorries, etc.

NOTE: Is the presence of the new Residential & Nursing Home going to alter / increase the numbers & types of vehicle using the road, etc.

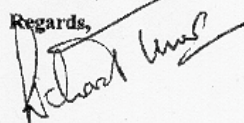
It should also be noted that the Council is now actively increasing the number of HGV vehicles, by contracted Waste Management Companies, through their Government Quota requirements, to get the town's population to increase their domestic waste recycling efforts.

Such vehicles will of course increase the total noise levels, and vehicle emissions, and pollution, through the continual on-board control systems, which crush the domestic waste, while the vehicles travel around the town's estates, on behalf of the Council.

4.5: **The Officer's Report** actually admits that there is the likelihood of an increased car parking and congestion, in the neighbouring streets, and perhaps the risk of a RTA, including possible injury to a child, other car or even property, by these measures.

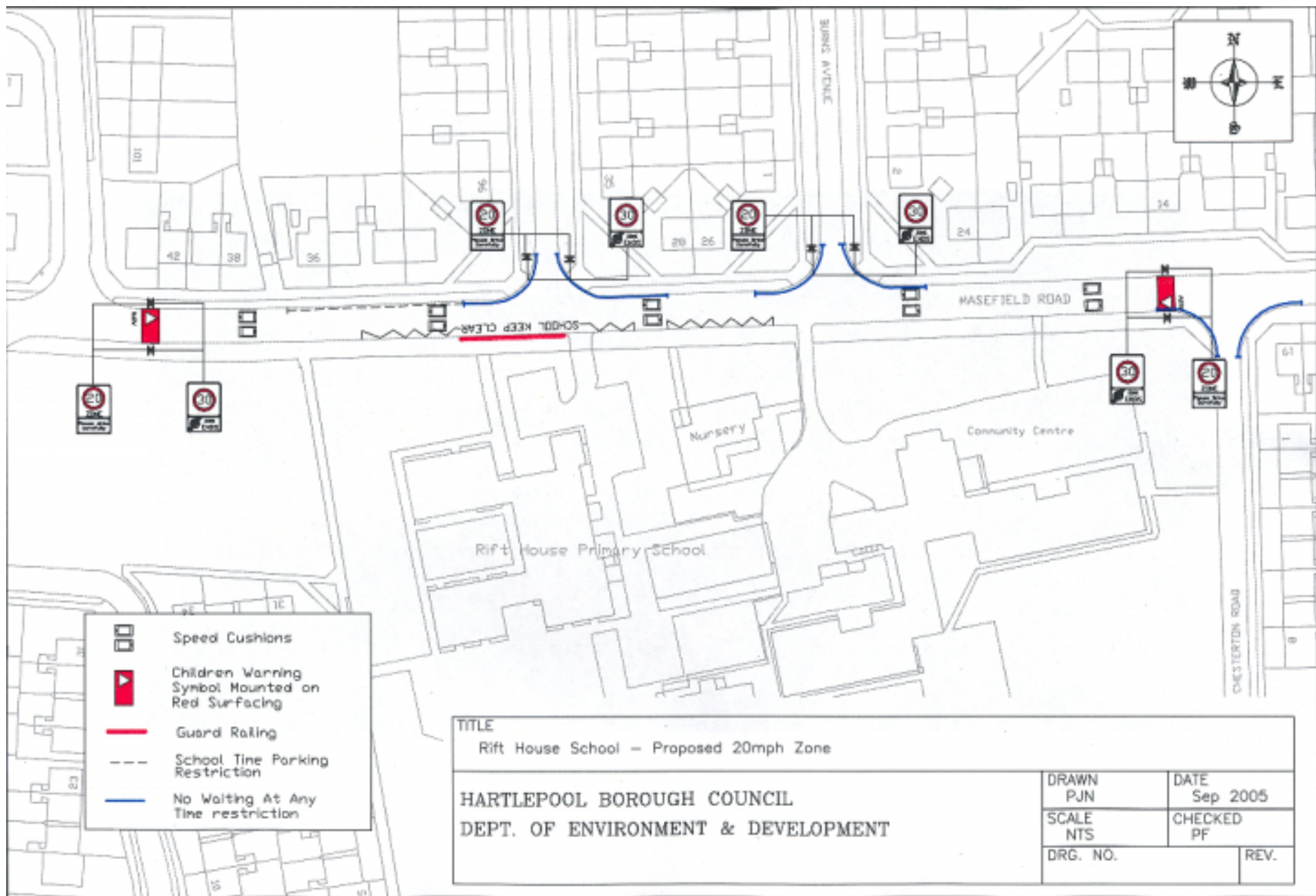
NOTE: It is worthy to note that the Council will use the services of the newly appointed Council Parking patrol Officers to enforce these rules....

Regards,



Richard Turner,
ABD Hartlepool.

13/12/05



CULTURE, HOUSING AND TRANSPORTATION PORTFOLIO

Report to Portfolio Holder
18th January 2006



Report of: Head of Public Protection and Housing

Subject: LICENSING OF HOUSES IN MULTIPLE
OCCUPATION (HMOs)

SUMMARY

1. PURPOSE OF REPORT

To inform Portfolio Holder of the new requirement to license certain Houses in Multiple Occupation.

2. SUMMARY OF CONTENTS

The report provides background information on the new requirement to license certain HMOs and the implications for the Authority.

3. RELEVANCE TO CABINET

The Portfolio Holder is responsible for Housing Services

4. TYPE OF DECISION

None required – item for information only.

5. DECISION MAKING ROUTE

6. DECISION(S) REQUIRED

To note contents of report.

Report of: Head of Public Protection & Housing

Subject: LICENSING OF HOUSES IN MULTIPLE
OCCUPATION (HMOs)

1. PURPOSE OF REPORT

- 1.1 To outline the provisions of the Housing Act 2004 in relation to the licensing of Houses in Multiple Occupation (HMOs).

2. BACKGROUND

- 2.1 The requirement to license certain types of HMO will become a duty in April 2006.
- 2.2 A House in Multiple Occupation is currently defined by the Housing Act 1985 as 'a dwelling occupied by persons who do not form a single household'. This definition covers bedsit type accommodation, self-contained flats in converted buildings and some bed and breakfast establishments.
- 2.3 The HMO definition has been refined and extended by the Housing Act 2004. Most significantly, properties rented by groups of students, presently considered to fall outside the definition of an HMO, will now be included and some self-contained flats will no longer be considered HMOs. However, the change in definition would suggest that there will only be a slight increase in the number of HMOs in Hartlepool.
- 2.4 It is estimated that there are approximately 60 HMOs in Hartlepool, of which 10 to 15 may require a licence under the Housing Act 2004.
- 2.5 Licensing is being introduced to ensure that:
- landlords are fit and proper persons or employ agents who are;
 - the standards of tenancy relations and property management are adequate;
 - measures are available to ensure landlords are encouraged to co-operate with licensing;
 - Local Housing Authorities can step in to manage properties where landlords are unwilling or unable to manage properties;
 - vulnerable HMO tenants can be protected;
 - high risk HMOs are identified so that health and safety measures can be targeted on the worst cases.

3. NEW REQUIREMENTS

- 3.1 HMOs of three or more storeys in size with five or more residents must be licensed as from 1st April 2006, although certain exemptions will apply.
- 3.2 The Act allows for the introduction of licensing of other HMOs, but only if a significant proportion of those properties are considered to be ineffectively managed.
- 3.3 Licences may be issued for a maximum period of 5 years although the duration of the licence may be shorter.
- 3.4 Local Authorities may make a charge for the issuing of a licence. The actual fee charged is to be determined by each individual authority and no cap has been set by Government. Any fee structure must be transparent and must reflect the actual cost of the licence.
- 3.5 In order to be granted a licence:
- a) the proposed licence holder and any person involved in the management of the house must be a fit and proper person;
 - b) the proposed management arrangements must be satisfactory;
 - c) Any person involved in the management of the house must be competent and the structures for funding and management must be suitable; and
 - d) The HMO must be reasonably suitable for the number of persons permitted having regard to the minimum standards for amenities and facilities.
- 3.6 The licence will specify the maximum number of occupants allowed to occupy the property and may also include conditions relating to:
- management of the house, including taking reasonable steps to deal with anti-social behaviour of the occupants or their visitors;
 - the condition of the house, its contents (e.g. furniture) and the amenity standards (e.g. bathrooms and toilets)
 - carrying out specific work or action, within a timescale
- 3.7 Local Authorities are required to inspect licensed HMOs within 5 years of the issuing of the licence to ensure that there are no conditions that exist that will require action to be taken to remedy hazardous conditions.
- 3.8 Licences may be revoked:
- a) by agreement, if the property ceases to be an HMO;
 - b) if the licence holder dies (and for three months after the death);
 - c) if there has been a significant breach of licence conditions;
 - d) if the licence holder or manager is no longer considered to be a fit and proper person;
 - e) if the HMO ceases to be licensable;

f) if the property becomes unsuitable for licensing

- 3.9 No rent is payable in respect of a property that ought to be licensed but isn't. Any rent that is paid to a landlord during a period when no rent should have been paid may be subject to a Rent Repayment Order.

4. FUTURE ACTION

- 4.1 Publicity materials are to be produced to notify landlords and tenants of the new requirement to licence certain HMOs. Publicity will also be produced by the ODPM.
- 4.2 Known HMO landlords are to be contacted and advised of the new requirements.
- 4.3 There will be an on-going process to identify and prioritise HMOs for future action.
- 4.4 A fee structure is to be developed having regard to the estimated costs of setting up and administering the scheme.
- 4.5 Evidence will be gathered to determine whether there is a need to use the power to introduce a licensing scheme that extends beyond the compulsory scheme.
- 4.6 Consultation will take place with all parties likely to be affected by the new requirement, such as landlords, tenants' groups and residents' associations, and any views will be considered and incorporated as necessary.

5. RECOMMENDATION

- 5.1 That the Portfolio Holder notes the contents of this report.