

# REGENERATION AND LIVEABILITY PORTFOLIO

## DECISION SCHEDULE



Friday, 21 November 2008

at 10.00 am

in Committee Room B

The Mayor Stuart Drummond responsible for Regeneration and Liveability will consider the following items.

1. **KEY DECISIONS**

No items

2. **OTHER ITEMS REQUIRING DECISION**

- 2.1 Working Neighbourhoods Fund (WNF) & Neighbourhood Element Programme 2008/9 - 6 Month Progress Update - *Head of Community Strategy*
- 2.2 Seaton Carew Regeneration Feasibility Framework - *Head of Regeneration*
- 2.3 Pride In Hartlepool Proposals - *Head of Procurement, Property and Public Protection*
- 2.4 Regeneration And Planning Services Departmental Plan 2008/09 – Quarter 2 Monitoring Report - *Director of Regeneration and Planning Services*
- 2.5 HBC Community CCTV Provision - *Head of Community Safety & Prevention*

3. **REPORTS FROM OVERVIEW OF SCRUTINY FORUMS**

No items

## **REGENERATION & LIVEABILITY PORTFOLIO**

Report To Portfolio Holder

21 November 2008



**Report of:** Head of Community Strategy

**Subject:** WORKING NEIGHBOURHOODS FUND (WNF) &  
NEIGHBOURHOOD ELEMENT PROGRAMME 2008/9  
- 6 MONTH PROGRESS UPDATE

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### SUMMARY

#### **1.0 PURPOSE OF REPORT**

The purpose of this report is to update the Portfolio Holder on the position of the Working Neighbourhoods Fund (WNF) and Neighbourhood Element Programmes after 6 months of the 2008/9 financial year and to seek delegated authority for expenditure against the Throston Neighbourhood Action Plan (NAP) budget.

#### **2.0 SUMMARY OF CONTENTS**

The report sets out the spend position of the projects within the WNF and Neighbourhood Element programmes at the end of September 2008. It also proposes that the Portfolio Holder give delegated authority to the Principal Community Strategy Officer in consultation with the North Neighbourhood Manager to authorise NAP funding up to £10,000 for quick win schemes identified through the Throston NAP consultation process.

#### **3.0 RELEVANCE TO PORTFOLIO MEMBER**

Neighbourhood Renewal, the Working Neighbourhoods Fund and Neighbourhood Element Fund are within the remit of the Regeneration & Liveability Portfolio.

#### **4.0 TYPE OF DECISION**

Non-Key.

## **5.0 DECISION MAKING ROUTE**

Regeneration & Liveability Portfolio – 21<sup>st</sup> November 2008.

## **6.0 DECISION(S) REQUIRED**

The Portfolio Holder is requested to note the spend position of the WNF and Neighbourhood Element programmes at the end of September 2008 and agree delegated authority for the Principal Community Strategy Officer in consultation with the North Neighbourhood Manager and the Portfolio Holder to authorise NAP funding up to £10,000 for quick win schemes identified through the Throston NAP consultation process.

**Report of:** Head of Community Strategy**Subject:** WORKING NEIGHBOURHOODS FUND (WNF) &  
NEIGHBOURHOOD ELEMENT PROGRAMME 2008/9  
- 6 MONTH PROGRESS UPDATE

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**1. PURPOSE OF REPORT**

- 1.1 The purpose of this report is to update the Portfolio Holder on the position of the Working Neighbourhoods Fund (WNF) and Neighbourhood Element Programmes after 6 months of the 2008/9 financial year and to seek delegated authority for expenditure against the Throston Neighbourhood Action Plan (NAP) budget.

**2. BACKGROUND**

- 2.1 Cabinet agreed the 2008/9 budgets for the WNF and Neighbourhood Element programmes on the 11<sup>th</sup> February 2008.

**3. 6 MONTH SPEND POSITION OF THE 2008/9 WNF PROGRAMME**

- 3.1 In total £4,532,317 of WNF is available to spend in 2008/9. This includes £12,737 carried forward from the Neighbourhood Renewal Fund (NRF) programme in 2007/8. **Appendix 1** sets out in detail the financial position at the end of quarter 2. In total £1,379,960 has been spent which is 30.4% of the available grant. At this stage projects are progressing as expected and it is expected that the majority of funding will be spent by year end. The expenditure showing on the financial system for the Jobsmart and Jobsbuild projects is to be queried as both projects are known to be progressing well and within their budget profiles.
- 3.2 Within the WNF programme for 2008/9 there is an allocation of £19,098 for the Throston Neighbourhood Action Plan (NAP). The first Throston NAP is currently being developed in consultation with residents and service providers and as the NAP is at such an early stage of development the NAP Forum for the neighbourhood will not be in place until spring 2009. It is therefore requested that the Portfolio Holder give delegated authority to the Principal Community Strategy Officer in consultation with the North Neighbourhood Manager to authorise quick win schemes which respond to issues identified in the consultation process. It is proposed that they have authority to approve schemes up to the value of £10,000. The Portfolio Holder will be informed of the schemes funded through the quarterly WNF progress reports and any

schemes above £10,000 will be brought to the Portfolio Holder for approval.

#### **4. 6 MONTH SPEND POSITION OF THE 2008/9 NEIGHBOURHOOD ELEMENT PROGRAMME**

- 4.1 In total £467,734 of Neighbourhood Element funding is available to spend in 2008/9. This includes £54,934 carried forward from 2007/8. **Appendix 2** sets out in detail the financial position at the end of quarter 2. In total £128,183 has been spent which is 27.4% of the available grant. At this stage projects are progressing as expected and it is expected that the majority of funding will be spent by year end.

#### **5. FINANCIAL IMPLICATIONS**

- 5.1 The report sets out the quarter 2 financial position for both the Working Neighbourhoods and Neighbourhood Element Funds. There are no financial implications for the Council as the report refers to funding that has already been allocated through the budget process.

#### **6. RECOMMENDATIONS**

- 6.1 The Portfolio Holder is requested to note the spend position of the WNF and Neighbourhood Element programmes at the end of September 2008 and to agree delegated authority for the Principal Community Strategy Officer in consultation with the North Neighbourhood Manager and the Portfolio Holder to authorise NAP funding up to £10,000 for quick win schemes identified through the Throston NAP consultation process.

## WNF 6 month spend

2.1

### Appendix 1

Project	2008/9 Budget	Qtr 1 Spend	Variance
Women's Opportunities	£72,037	£23,468	£48,569
Enhancing Employability	£2,607	£824	£1,783
Homelessness Project	£91,253	£45,627	£45,627
Carers into Training and Employment	£45,300	£15,507	£29,793
Targeted Training	£106,561	£43,744	£62,817
Jobs Build*	£29,189	£37,840	-£8,651
Workroute ILM	£203,823	£97,050	£106,773
Progression to Work - Assisting local people into work	£248,122	£18,128	£229,994
Volunteering into Employment	£80,983	£40,492	£40,492
OFCA - Community Employment Outreach	£91,520	£46,042	£45,478
Wharton Annex - Community Employment Outreach	£49,887	£24,942	£24,946
WVEAC - Community Employment Outreach	£12,332	£0	£12,332
Owton Manor West Neighbourhood Watch & Resident's Association	£39,920	£29,940	£9,980
West View Project	£35,960	£17,980	£17,980
Hartlepool Worksmart - Improving the Employment Offer	£16,557	£4,919	£11,638
Incubation Systems and Business Skills Training	£223,754	£114,665	£109,089
Business & Tourism Marketing	£7,216	£0	£7,216
Skills to work	£49,800	£0	£49,800
Local Employment Assistance	£46,000	£23,000	£23,000
Jobsmart*	£35,100	£0	£35,100
Youth into employment	£38,500	£19,250	£19,250
Introduction to construction	£15,930	£3,983	£11,948
Adventure traineeship	£39,400	£19,700	£19,700
Employment support	£49,900	£24,950	£24,950
Primary/Secondary Schools Direct Funding	£400,000	£0	£400,000
Education Business Links	£50,000	£27,816	£22,184
New Initiatives	£40,000	£10,000	£30,000
Project Coordination	£5,000	£2,502	£2,498
Active Skills - West View Project	£25,750	£12,875	£12,875
Hartlepool Deaf Centre	£3,069	£3,069	£0
Career Coaching - HVDA	£36,131	£18,066	£18,066
Level 3 Progression - HCFE	£81,370	£20,342	£61,028
Hartlepool "On Track" Project	£50,000	£3,333	£46,667
Administration of LLP	£4,000	£4,000	£0
Belle Vue Sports	£42,642	£18,921	£23,721
Exercise Referral	£27,000	£11,314	£15,686
Connected Care	£30,460	£13,114	£17,346
Dyke House Health Dev. Worker	£40,000	£0	£40,000
Healthy Schools	£94,635	£5,300	£89,335
Mobile Maintenance	£20,552	£0	£20,552

## WNF 6 month spend

2.1

### Appendix 1

Mental Health Dev. & NRF Support Network	£88,628	£44,314	£44,314
Integrated Care Teams	£40,000	£0	£40,000
Safer Streets & Homes, Target Hardening	£200,000	£6,827	£193,173
Dordrecht Prolific Offenders Scheme	£125,000	£29,352	£95,648
Environmental Enforcement Wardens	£153,546	£55,218	£98,328
NRF Project Assistant	£24,205	£10,484	£13,722
ASB Officer & Analyst	£69,525	£28,490	£41,035
COOL Project	£65,096	£32,548	£32,548
FAST	£189,705	£96,408	£93,297
Landlord Accreditation Scheme	£10,000	£4,321	£5,679
LIFE - Fire Brigade	£33,000	£0	£33,000
Environmental Action Team	£100,000	£41,218	£58,782
Schools Environmental Action Officer	£23,164	£6,376	£16,788
HMR- Support for Scheme Delivery	£120,000	£0	£120,000
Community Empowerment Network Core Costs	£136,624	£68,312	£68,312
Community Chest	£90,000	£90,000	£0
Burbank	£17,758	£268	£17,490
Central	£10,453	£890	£9,563
Dyke House/Stranton/Grange	£48,127	£0	£48,127
Headland	£11,476	£0	£11,476
Owton	£38,376	£555	£37,821
Rift House/Burn Valley	£31,093	£1,500	£29,593
Rossmere	£18,100	£100	£18,000
Throston	£19,098	£0	£19,098
West View/King Oswy	£38,515	£80	£38,435
NAP Development	£54,255	£2,925	£51,330
Management & Consultancy	£138,913	£57,073	£81,840
Job Evaluation Provision	£55,400	£0	£55,400

<b>TOTAL</b>	<b>£4,532,317</b>	<b>£1,379,960</b>	<b>£3,152,357</b>
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\* expenditure on financial system to be queried

## NE 6 month spend

2.1

### Appendix 2

NAP Area	2008/9 Budget	Spend to 30th Sept	Variance
Burbank	£32,483	£3,649	£28,834
Dyke House / Stranton / Grange	£105,182	£13,070	£92,112
North Hartlepool - West View / King Oswy	£79,574	£8,561	£71,013
North Hartlepool - Central	£26,113	£5,009	£21,103
North Hartlepool - Headland	£28,719	£5,439	£23,280
Owton	£89,455	£53,515	£35,941
Community Coordination	£106,209	£38,940	£67,268
<b>TOTAL</b>	<b>£467,734</b>	<b>£128,183</b>	<b>£339,551</b>



## REGENERATION & LIVEABILITY PORTFOLIO

Report to Portfolio Holder

21 November 2008



**Report of:** Head of Regeneration

**Subject:** SEATON CAREW REGENERATION  
FEASIBILITY FRAMEWORK

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### SUMMARY

#### 1.0 PURPOSE OF REPORT

The report seeks the Portfolio Holders agreement to progress funding bids to Single Programme and Sea Change to carry out feasibility work relating to the regeneration of Seaton Carew sea front.

#### 2.0 SUMMARY OF CONTENTS

The report provides the background to recent efforts aimed at securing resources for the regeneration of Seaton Carew. It highlights recent investment in the resort, ongoing efforts to secure recognition of Seaton Carew as a priority within the Coastal Arc programme, the recent scrutiny investigation into the regeneration of Seaton Carew and potential future funding opportunities including Sea Change and Single Programme resources.

The report refers to the Regeneration and Liveability Portfolio Holder's decision in May this year which set out the background and criteria relating to Sea Change and authorised officers to consider options for a Hartlepool bid.

The report provides feedback on these investigations and highlights issues relating to current sea defence investigations and broader regeneration opportunities which will impact on the timing of a Sea Change bid. In the light of these circumstances, the report proposes that a bid be made to the December 2008 bidding round of Sea Change, for a feasibility grant, which could be matched to other resources to enable development and feasibility testing of a comprehensive design solution for the southern part of Seaton Carew sea front.

In pursuance of this, the report includes a draft tender brief which sets out the proposed requirements for this design and feasibility work and requests the Portfolio Holder's agreement to this. In addition the report

seeks approval for relevant officers to submit bids for Sea Change and Single Programme funding to support the cost of this work.

**3.0 RELEVANCE TO PORTFOLIO MEMBER**

The proposal relates to the regeneration of Seaton Carew and bids for regeneration funding.

**4.0 TYPE OF DECISION**

Non Key.

**5.0 DECISION MAKING ROUTE**

Regeneration and Liveability Portfolio meeting 21 November 2008.

**6.0 DECISION(S) REQUIRED**

The Portfolio Holder is requested to:-

- i) Approve the draft tender brief
- ii) Authorise the preparation of bids to Sea Change and Single Programme to fund the development and feasibility work outlined in the brief
- iii) Agree the use of Regeneration Match Funding resources to cover any shortfall in the cost of this work or to substitute for one or other of the identified funds should it not be approved.
- iv) Approve the procurement approach detailed in paragraphs 3.7 - 3.9

**Report of:** Head of Regeneration

**Subject:** SEATON CAREW REGENERATION  
FEASIBILITY FRAMEWORK

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**1. PURPOSE OF REPORT**

- 1.1 The report seeks the Portfolio Holder's agreement to progress funding bids to Single Programme and Sea Change to carry out feasibility work relating to the regeneration of Seaton Carew sea front.

**2. BACKGROUND**

- 2.1 In May this year a report was presented to the Portfolio Holder which set out the background and criteria relating to the Sea Change programme which provides funding on a competitive basis towards schemes which support the regeneration of coastal resorts. Officers were authorised to investigate a potential bid for Hartlepool. The report advised that there were three potential bidding rounds for the Sea Change fund – June and December 2008 and December 2009. At the time it was considered that the June deadline did not allow sufficient time to develop a suitable proposal and it was suggested that December 2008 would be a more appropriate timescale to work to.
- 2.2 Over the last few months officers have been exploring potential opportunities for a bid taking account of the published funding guidance. Discussions have been held with a number of the partners involved in the Sea Change programme including One North East, CABE (Commission for Architecture and the Built Environment) and the Arts Council. Officers have also looked at potential project opportunities which might form part of a bid. As a result of this investigation it would appear that a bid focussed on Seaton Carew would offer the best chance of success. Consideration was given to a broader based proposal incorporating areas of the marina, Seaton Carew and the Headland, but given the scheme's criteria and advice, which indicates a focused intervention to achieve a cultural and place transforming impact, and bearing in mind likely levels of resources available, it is considered that such an approach would be unlikely to succeed.
- 2.3 The regeneration of Seaton Carew has been the focus of significant attention over recent years, including through the recent scrutiny investigation into past achievements and future needs and opportunities for the resort; the Seaton Carew Tourism Strategy, which was reviewed last year, and; the Coastal Arc Strategy which identifies

Seaton Carew as a priority with the potential to contribute towards the overall Hartlepool tourist 'offer'. The scrutiny investigation was informed that over £2 million of public and private sector regeneration resources had been invested in Seaton Carew since 2002, on projects including environmental works to the rear of the bus station and the main commercial core, removal of the north Shelter, a new car park to the northern end of Seaton Carew, access improvements to a development site to the south, traffic calming, building grants, life guards and beach improvements. Structural repairs and improvements have also recently been carried out to the bus station.

2.4 Further work is required, however, if Seaton Carew is to realise its full potential in providing a focus for visitors, improving the economic prospects of the area and enhancing facilities for local residents. Recent strategies, investigations and consultations have highlighted a number of key issues and opportunities which if addressed could make a significant contribution towards these objectives. Any subsequent ideas or proposals taken forward for development will be subject to public consultation. The key issues and opportunities are highlighted below together with recent/current responses being taken to address them.:-

- **Provision of new attractions including indoor facilities to extend the visitor season.** The former Fairground site and car park to the south of the bus station is identified as a development site which could accommodate such activities. A planning brief was prepared a couple of years ago for this area (referred to as Seaton Sands) which included the potential for incorporating a small area of the adjacent golf club land if this could facilitate enhancement to those facilities. A new access road was constructed and environmental works were carried out to the rear of the bus station previously, to help improve the marketability of this area. A study was also commissioned into the feasibility of developing a gelateria to the rear of the bus station which confirmed its potential, but only as part of a wider regeneration scheme. This overall site was subject to some low - key local market testing but requires a more focussed approach targeting specialist leisure providers in order to maximise opportunities from this site. More recently, consideration has been given to extending the parameters of the proposed development area to take into account other Council owned land to the north of the bus station including the Rocket House car park and the paddling pool site. Any development in these areas would clearly need to be sensitively designed, but it would provide the opportunity for a more comprehensive treatment of this part of Seaton Carew and may prove more attractive to potential developers. In addition it may help secure 'buy in' from One North East in securing further resources from Single Programme funds.
- **Address the key problem buildings, Longscar Hall and Seaton Carew Bus Station.** Work has recently been carried

out to repair the structure and improve the appearance of the bus station and this appears to have been well received. There may be further opportunities for enhancement to the building and also to the front and rear curtilages to improve its function as a focal building and these could be explored as part of Sea Change. With regard to the Longscar the owners have carried out some tidying up work in response to a Section 215 notice but the building exerts a significant negative impact on the resort and is only partly and periodically operational. Initial contact has been made with the owner's agent regarding the future of the building and these will be followed up in due course.

- **Sea Defences.** A strategy study is currently underway which aims to identify sea defence requirements for Seaton Carew taking account of climate change predictions and the condition of current sea defences. The study commenced in the summer and is likely to take 18 months to complete. Although it is too early to identify specific protection measures at this point in time, the end solution is likely to have a significant impact and influence on any future regeneration schemes relating to the southern sea front area. There is the potential for government funding to be made available towards sea defence work but this would be subject to resource availability and further detailed assessment including an economic viability assessment.
- **Other Development Sites.** Cabinet has previously authorised officers to prepare development and marketing briefs for Council owned sites at Elizabeth Way, Coronation Drive and Seaton Park with a view to assessing the potential for disposing of the first two for housing development in return for securing new and replacement community facilities within the park. These briefs are being prepared and will be subject to public consultation prior to Cabinet deciding how to proceed with these.

### 3 ISSUES

- 3.1 In relation to Sea Change there would appear to be a number of opportunities which would help support and enhance the regeneration objectives and aspirations of local residents and wider stakeholders. For instance, the remodelling of the open space area around the paddling pool to create a high quality multi-functional public space incorporating features such as an outdoor performance area, public art, seating etc. could help create a central focal point contributing towards the place shaping, heritage and art objectives of Sea Change whilst helping improve the broader marketability of Seaton Sands. Other links could include for instance re-introduction of conservation/commercial grant programmes, environmental works around the bus station, consideration of a 'Living Streets' approach to the main road to improve access and pedestrian connectivity between

the beach and the shops and the park, artwork/heritage trails along the promenade, electronic visitor information terminals and 'virtual' links to Saltholme nature reserve possibly utilising new facilities within the park.

- 3.2 As indicated above, however, the timing of any physical development activity, site marketing and any associated bids for funding are very much dependent upon the outcome of the Sea Defence study. Bearing this in mind it would probably be more appropriate if a full Sea Change application was delayed until the December 2009 bidding round rather than this year, by which time a clearer picture will be known on the potential scale and impact of any sea defence works. This would also allow time for discussions to be held with the Environment Agency to explore the potential for grant funding for this work. It should be noted however that a number of further steps will be required in order to access potential EA resources to fund any eventual sea defence solutions. Contributions from potential developers may also be requested by the EA, if sea defence works are adjacent to development sites. In addition the outcome of deliberations on the housing/community facility development issues may be known and match funding opportunities could be explored in greater detail.
- 3.3 The first two bidding rounds for Sea Change programme allows for a limited number of feasibility grants to enable initial ideas to be developed and tested, with a view to submission of a detailed scheme to a later bidding round. The maximum feasibility award is £30,000 which needs to be matched with other funds. There is no guarantee that approval of feasibility work will lead to approval of a later detailed submission, but it would help in the preparation of such a bid and should allow a more considered submission to be developed. It is suggested therefore that a bid be made for a feasibility grant under the December 2008 bidding round.
- 3.4 In relation to match funding, it is proposed that a request be made to One North East to utilise Single Programme resources to support this, together with a broader 'master planning' exercise across the Seaton Sands development area. As referred to previously, it has been difficult to secure 'buy in' recently from the Agency to the regeneration objectives of Seaton Carew, largely because the Agency is seeking to focus resources on what are considered to be more strategic regeneration priorities and initiatives. The Agency has indicated however that it may be prepared to provide 'gap funding' support towards a largely private sector led scheme which generates direct economic benefit to the area. A clearly articulated development scheme for Seaton Sands together with the match funding opportunities which Sea Change could bring would enhance the prospects of a successful investment opportunity coming forward.
- 3.5 Should one or other of these two funding applications not be approved the scope for match funding to be provided through the Council's

capital programme funds (which have already been allocated towards match funding regeneration schemes) would be investigated.

- 3.6 In terms of the specific requirements of the feasibility work, a draft brief is attached as **Appendix 1** which seeks to develop proposals for Sea Change, facilitate the advancement of the broader Seaton Sands development area and address the likely requirements of the proposed funders. The brief incorporates the requirement for the provision of a broad framework for the development of the Seaton Sands area which will enhance the prospect of securing a private sector led development; market testing of the site to identify potential investment opportunities and interests; detailed, costed design proposals for a public space/performance area together with associated environmental features which would form the basis of a Sea Change bid, consideration of other features/initiatives which could also be included in a Sea Change bid; consideration of match funding opportunities, and; liaison with relevant agencies to identify constraints and produce deliverable solutions associated with sea defence requirements which emerge from the current study.
- 3.7 In terms of procuring the feasibility study, consideration has been given to this work being carried out 'in-house' and Seaton ward councillors in particular have expressed a preference for the study to be done on this basis. The proposed funding sources – Single Programme and Sea Change - have, however, strict rules regarding procuring work and require a competitive process to be followed for tender values over certain thresholds (£20k in the case of Single Programme). A full feasibility study is estimated to cost in the region of £50,000. Use of the 'in-house' team with specialist support as necessary would normally be the preferred route but given the above restrictions this would appear to be difficult to achieve. Certain aspects of the work, particularly the market testing and assessments relating to sea defences are more specialist in their nature and would be difficult to achieve with 'in-house' resources.
- 3.8 Alternative methods of procurement are currently being investigated as part of a competitive tendering process. There is the potential to have a 'mini-competition' as part of the Tees Valley Framework arrangement, currently being put in place which hopefully will satisfy the competitive tendering requirements. The Tees Valley Framework aims to improve the efficiency and time periods for tendering by identifying a list of consultants and contractors who could deliver specific services. Consultants have been included on the framework following a pre-selection process involving assessments based on quality and price. Under this arrangement it is possible to select directly from this list, or alternatively in order to get further value for money, a 'mini competition' can be held between those on the Framework.
- 3.9 An alternative option which may be worth exploring is to hold an open design competition, similar to the approach adopted for the Headland

Town Square project as a means of procuring a scheme. The benefit of this approach is that it would provide the opportunity to select from a broader range of design solutions, although the time frame for procurement may be longer. Subject to the Portfolio Holders agreement, officers would wish to give more detailed consideration to this option to assess whether there is any significant added value compared to the Framework approach.

#### **4. FINANCIAL IMPLICATIONS AND RISK**

- 4.1 The main risk associated with delaying a full bid until December 2009 is that this doesn't afford the opportunity to resubmit if an earlier bid is unsuccessful. It may be that the Sea Change initiative is extended beyond the current three bidding rounds but there have been no announcements on this to date. It has proved difficult so far, however, to identify with any certainty a proposal which could be successfully delivered due to the current uncertainties around the sea defences and the Seaton Park proposals and therefore a bid under the current round may be considered premature. It is expected that with greater clarification around these issues and following the feasibility work, the chances of success in the next round would greatly increase.
- 4.2 In terms of funding, if the two bids are successful there would be limited, if any cost implication to the Council in delivering the feasibility work. If one of the bids is not approved funding would be required from the Council's capital fund which has already been allocated as match funding for regeneration schemes. There may be a requirement to make further contributions from this fund towards a substantive scheme if this is subsequently approved and this would need to be considered further at the appropriate time. The work could, however, facilitate the sale of the Council's development land which may result in a positive financial outcome.

#### **5. RECOMMENDATIONS**

- 5.1 The Portfolio Holder is requested to:-
- i) Approve the draft tender brief
  - ii) Authorise the preparation of bids to Sea Change and Single Programme to fund the development and feasibility work outlined in the brief
  - iii) Agree the use of Regeneration Match Funding resources to cover any shortfall in the cost of this work or to substitute for one or other of the identified funds should it not be approved.
  - iv) Approve the procurement approach detailed in paragraphs 3.7 - 3.9



## **DRAFT SEATON CAREW SEA FRONT DEVELOPMENT BRIEF**

### **1 Purpose of Brief**

Hartlepool Borough Council is seeking to appoint appropriately qualified development specialists to produce exciting but deliverable proposals for a strategic site at the southern part of Seaton Carew sea front. The commission requires a design led approach to identify proposals which will support the physical regeneration of Seaton Carew and encourage and facilitate investment in a key sea front development site.

The commission includes specific requirements to identify and develop proposals which will form the basis of funding bids to the Government's Sea Change programme and the Regional Development Agency's Single Programme fund.

### **2 Seaton Carew in Context**

The maritime town of Hartlepool is located on the Tees Valley coast. It has a population of around 90,000. Over the past two decades Hartlepool has transformed itself from a town dominated by heavy industry based on steel, engineering and shipbuilding with a large port, into one of the north east's top visitor locations. Key attractions include the largest marina on the north east coast between Edinburgh and Hull, the award winning Hartlepool Maritime Experience visitor attraction, the historic Headland, the Hartlepool Art Gallery, the Middleton Grange Shopping centre and Navigation Point restaurant enclave. The process of regeneration is still ongoing and a major mixed-use redevelopment at Victoria Harbour will provide a range of new high quality facilities including up to 3,500 residential units, business and commercial floorspace and new leisure and recreation facilities over the next 15 -20 years. Hartlepool's regeneration achievements and development as a visitor location is well illustrated in its selection as a host port and final destination for the 2010 Tall Ships Race.

Hartlepool is well serviced by road and rail with easy access to the A19 and A1 (M), approximately 5 and 12 miles to the west respectively. Hartlepool has a direct rail link to London and both Hartlepool town centre and Seaton Carew have a direct rail link to Middlesbrough to the south and Sunderland and Newcastle to the north. Seaton Carew has good road access to central Hartlepool and the wider Tees Valley via the A178, good cycle links along the sea front promenade and Sustrans cycle trail, and three main bus routes linking the resort to central Hartlepool, southern Hartlepool and the Tees Valley

Seaton Carew is an attractive, Victorian seaside resort located within the borough of Hartlepool a mile to the south of the main urban area. Seaton Carew faces eastwards onto the North Sea and is focused around its main attraction - the beach which is one of the longest and sandiest in the region. Its features include a long flat promenade, several good quality hotels and guesthouses,

amusements, shops and a number of cafes/restaurants. In the late 18<sup>th</sup> and early 19<sup>th</sup> centuries Seaton Carew became a popular holiday destination for wealthy Quakers from Darlington and the nobility and gentry but with the arrival of the railway in the 1840's the resort took on a more popular appeal with day trippers from County Durham and Teesside. The resort remained popular right up to the 1960's but as with most British seaside resorts it has suffered from changing visitor patterns and trends towards foreign holidays. It remains a popular day visitor resort which attracts large numbers of visitors in the summer months but longer stays are limited. Although the resort is well used by local people throughout the year, the visitor season is limited to the summer period. Seaton Carew also functions as a commuter settlement for those working within the wider Hartlepool and Tees Valley areas.

Seaton Carew's indoor attractions are currently limited to a small number of amusement arcades, bingo, gift shops and several restaurants and takeaways. Accommodation for tourists and business people is available at three local independent hotels a number of bed and breakfast establishments and a caravan park. Services available in Seaton Carew include Seaton Carew Library, a Post Office and a number of shops. In terms of outdoor facilities and attractions, the large sandy beach is the main attraction to residents and visitors. Seaton Carew Park to the rear of the main seafront shopping parade provides tennis, bowls children's play and informal recreation opportunities. The privately owned Seaton Carew Golf Club (one of the oldest links courses in the world) and Seaton Carew Cricket Club are also important facilities within the resort.

To the south of the main settlement are the Seaton Dunes and Common which are designated as a Site of Special Scientific Interest (SSSI) with large parts of the area also covered by RAMSAR and SPA designation.

South of this area is Seal Sands, one of the most important staging posts on the east coast for migrating birds which is also home to a thriving seal colony. In addition the RSPB are also currently developing the Saltholme nature reserve. This is a strategic development, 4 miles to the south of Seaton Carew. The RSPB are estimating visitor numbers of up to 100,000 per year. The Teesmouth Field Centre is also located close to Seaton Carew. This centre offers tours, nature trails and observation points of the Tees estuary.

### **3 Regeneration Context**

Seaton Carew has an important role to play in Hartlepool's overall tourism strategy offering different but complementary facilities to the main visitor hub at Hartlepool Quays (which comprises the marina, Victoria Harbour, the town centre and the historic Headland). The regeneration of Seaton Carew is acknowledged as a priority within various sub regional strategies including; the Coastal Arc strategy, which is a collaborative initiative involving Hartlepool and the neighbouring Redcar and Cleveland Borough Council aimed at securing the economic and tourism development of the Tees Valley coast, and; the Tees

Valley City Region Investment Programme which provides the context for assessing Single Programme funding.

Over the past 6 or 7 years over £2 million has been invested in improvements to Seaton Carew front including restoration work to the listed art deco bus station, site access improvements, traffic calming and cycle way improvements, promenade and beach access improvements, provision of a new car park, building improvement grants and the re-introduction of beach lifeguards. Much of this work has been informed by two key tourism studies, the Seaton Carew Tourism Strategy which was produced in 2003 and updated in 2007 and also the Hartlepool Tourism Strategy 2004.

#### **4 The Future role of Seaton Carew**

A key challenge for the regeneration of Seaton Carew is to achieve a positive balance between on the one hand the needs and desires of the local population many of whom wish the resort to retain its 'village' feel providing a well maintained environment with good quality local amenities which respect its historic background as a location for passive recreation, and; on the other hand, realizing the potential of the resort to contribute towards the local and sub-regional tourism objectives and to improve economic prospects and opportunities for local businesses.

In pursuit of this balance, Hartlepool Borough Council has defined the following general objectives for Seaton Carew:-

- To improve Seaton Carew as a visitor destination and a place to live;
- To promote the beach and its assets – eg the dunes, promenade;
- To enhance the potential of the resort for businesses, visitors and residents alike;
- To encourage investment in the economic, social and physical infrastructure of the settlement
- To bring about a renaissance of Seaton Carew through revitalizing its assets;
- To promote and develop key sites whilst maintaining the integrity of the environment.

The Seaton Carew Tourism Strategy seeks to address these issues through its vision statement:-

***'To develop Seaton Carew as a centre for tourism and leisure distinguished by quality, diversity and sustainability'***

and the following eight objectives:-

- Raise standards of beach and sea cleanliness and improve coastal management
- Improve accessibility within and into Seaton Carew
- Maintain, develop and enhance the built environment and encourage the diversification of attractions

- Sustain and enhance the natural environment and increase public awareness and understanding of its importance
- Raise the profile and improve the image of Seaton Carew
- Develop events and activities that complement and utilize existing infrastructure
- Attract and encourage the development of a strong and diverse business network
- Strengthen the accommodation network.

In pursuit of these objectives, and in addition to the investment outlined above the Council has instigated the following initiatives:-

- **Seaton Carew Residents Action Group (SCRAG)** - a focus group comprising representatives of the community and businesses, and including local ward councillors which was initially established to provide input to the Seaton Carew Tourism Strategy but remains as an important sounding board in relation to regeneration activities in Seaton Carew
- **Foreshore Management Group** – bringing together key Council officers to discuss issues relating to the management and development of the foreshore area. The group's remit covers the whole of the Hartlepool coastline, but Seaton Carew is a key focus.
- **Sea Defence Study**- A Shoreline Management Plan was complete in 2007 which looked at conditions of sea defences along the north east coast. Following on from this the Council has commissioned a Strategy Study to provide a more detailed picture of coastal defences covering Seaton Carew; assess the impact of wave patterns, coastal erosion and global warming, and ; make recommendations on future sea defence requirements for the resort. This study commenced in the summer (2008) and is expected to take 12 to 18 months to complete. The recommendations of this study could have a significant impact on the physical environment of parts of the resort.
- **Seaton Sands Development Brief** – the Council owns a number of seafront sites towards the southern end of Seaton Carew. In July 2007, a draft planning and development brief was prepared which covered part of its land holding – a former fairground site and adjacent car park and land to the rear of Seaton Bus Station together with an area of adjacent land owned by Seaton Carew Golf Club where potential was identified for improvements to be made to the Golf Club's facilities in association with a development scheme. The brief covered a site area of approximately 3.8 hectares. The principle objective of the brief was to secure a high quality mixed use development based around a commercial indoor visitor attraction that would help draw more visitors to Seaton Carew and extend the visitor season beyond the summer months. The brief highlighted the potential for other ancillary uses to be included in a scheme to help ensure viability and also included a requirement to retain some car parking to serve the wider area. (Copies of the brief together with the detailed planning policy guidance will be provided)

A more recent rethink around this brief has led to the Council agreeing to extend the Seaton Sands Development Brief boundaries to incorporate additional land owned by the Council together with a site in private ownership currently occupied by an untidy, underused building. The attached plan ( ) shows the extent of the proposed development area.

- **Gelateria Study** – The Hartlepool Tourism Strategy (2004) referred to in Section 3 identified the need to provide additional indoor attractions and in support of this aim, a detail study was commissioned in 2004 to explore the potential to develop a high quality gelateria facility that would act as a draw for people from throughout the region. The study looked at the potential for such a facility to be located in an iconic building attached to the rear of the bus station. The study concluded that the viability of such a scheme would be marginal if developed in isolation and would be better served if included in a wider regeneration scheme. Whilst the proposal has not been taken further so far, it remains an example of the necessary aspirational thinking required for Seaton Carew's future development.
- **Council Asset Management** – As part of its broader regeneration approach to Seaton Carew and in response to a number of informal enquiries, the Council is currently looking into the potential to enter into a partnership arrangement with a private sector developer or developers with a view to securing new and improved community facilities within Seaton Carew Park which is located immediately to the rear of the main seafront street. This will be subject to a separate marketing exercise, but the Council would be looking to secure a new community building incorporating a replacement sports hall with changing facilities, a library, community rooms and possible health facilities, together with improvements to facilities within the park itself.

## 5 Brief Requirements

### Overview

The strategic framework for the development of Seaton Carew is well established and the Council is now looking to engage specialist consultants to produce deliverable proposals for the implementation of a key part of this strategy – the development of Seaton Sands.

Implementation is likely to involve both public and private investment and an objective of this commission is to ensure a joined up approach to the delivery of this scheme and to support the process of securing a developer partner. In terms of public sector funding, in addition to funding which the Council may be able to provide, it is hoped that funding will be forthcoming from the regional development agency's Single Programme fund as well as the CLG's Sea Change initiative. Funding bids have been made to both agencies to secure funding to carry out this feasibility work which it is hoped will lead to support towards the substantive scheme. This commission includes a specific requirement to prepare

a proposal to be submitted to the Round 3 Sea Change programme which has a deadline of December 2009.

This should be a design led approach, but the commission includes the essential requirements to carry out viability assessments and market testing of potential indoor leisure attractions; to work closely with the consultants currently engaged with the sea defence strategy study in order to reflect the likely scale and impact of the sea defence requirements within the design, and; to prepare costed proposals which will form the basis of bids to the Sea Change fund and the Single Programme. The consultancy team will therefore be required to include appropriate specialist skills within their team.

Whilst the overriding focus of this study is on the Seaton Sands development site, the consultants should explore opportunities within adjacent areas which will help to strengthen the funding bids.

### Specific Requirements

- i. Examine existing land-uses within the wider Seaton Sands area and consider realistic opportunities for rationalization and development which will improve the physical coherence of the area and strengthen the economic viability of the main development site,
- ii. Produce a coherent set of design options for public realm and landscape improvements which will enhance the character of the resort and improve its attractiveness for visitors, local residents, existing businesses and potential investors. Specific design proposals should:-
  - a. Take account of specific requirements of the Sea Defence Strategy Study
  - b. Maintain as far as possible the open aspects and sea views in the most sensitive locations
  - c. Take account of other environmental and physical constraints, particularly those in relation to the Seaton Dunes and Common special environmental designations (SSSI, RAMSAR and SPA)
  - d. Take account of the Sea Change funding criteria and its partners' objectives to ensure that the funding bid has the strongest possible chance of succeeding
  - e. Consider the potential for incorporating a multi-functional open space/performance area
  - f. Consider options for further enhancement to the listed Seaton Bus Station
  - g. Maintain and enhance accessibility through and within the site
  - h. Incorporate a sustainable development approach
- iii. Consider opportunities for other enhancements to areas surrounding and adjacent to the Seaton Sands Development Site, such as the 'backdrop zone' created by the adjacent commercial buildings, highways, Seaton Park etc, which would strengthen the character of the area, create synergies and

offer the potential for other funding, and possibly including 'Living Streets' design considerations.

- iv. Liaise proactively with the consultants engaged on the Sea Defence strategy Study to consider the most appropriate ways of accommodating and enhancing the requirements of that study.
- v. Investigate and assess the appropriateness, feasibility and deliverability of options for the key development locations taking account of the strategic objective of securing a commercial indoor visitor attraction and achieving economic benefits for the resort. This includes a requirement to carry out market testing including approaches to specialist leisure providers to assess interest and identify potential investment opportunities.
- vi. Develop and implement a proactive programme of engagement with the local community that ensures their involvement, support and 'buy in', and which affords them the opportunity to express views at key stages in the development of scheme proposals.

## **6 Available Funding**

This section to be developed following initial discussions with the Environment Agency around potential support for sea defence work.

Will include suggested sums based on potential Sea Change, Single Programme and HBC resources.

**7 Tendering and Selection Process** To be completed following further investigation into proposed procurement method.

## **REGENERATION & LIVEABILITY PORTFOLIO**

Report to Portfolio Holder

21 November 2008



**Report of:** Head of Procurement, Property and Public Protection

**Subject:** PRIDE IN HARTLEPOOL PROPOSALS

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### SUMMARY

#### **1. PURPOSE OF REPORT**

To consider recommendations of the Pride in Hartlepool Steering Group in respect of proposals for community projects.

#### **2. SUMMARY OF CONTENTS**

List of Pride in Hartlepool proposals and recommendations for funding of those proposals.

#### **3. RELEVANCE TO PORTFOLIO MEMBER**

The Portfolio Holder is responsible for sustainable development.

#### **4. TYPE OF DECISION**

Non key decision.

#### **5. DECISION MAKING ROUTE**

Recommendation of the Pride in Hartlepool Steering Group to Procurement, Property and Public Protection Portfolio Holder.

#### **6. DECISION(S) REQUIRED**

To agree the recommendation of the Pride in Hartlepool Steering Group in respect of community environmental projects.



**Report of:** Head of Procurement, Property and Public Protection

**Subject:** PRIDE IN HARTLEPOOL PROPOSALS

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**1. PURPOSE OF REPORT**

1.1 To consider recommendations of the Pride in Hartlepool Steering Group in respect of proposals for community projects.

**2. BACKGROUND**

2.1 The Pride in Hartlepool Steering Group met on Tuesday 14<sup>th</sup> October and recommended the following for approval:

2.2 Hartlepool Young Carers

The group are requesting £3057.37 to improve their new allotment on Thornhill Gardens and to make it more accessible to the carers and their families. The group have arranged help in kind from the Probation Service which includes construction of an access ramp to the site and the clearance of overgrowth. Members recommended that £2807.37 be approved towards this project.

2.3 Clavering Primary School

Clavering Primary school want to enclose an unused part of the school grounds and turn it into a safe planting area and vegetable garden for the nursery and Key Stage 1 children. The school is requesting £2,735 for fencing and equipment for the site, and for planting and the construction of 3 raised vegetable beds from the Horticulture dept. The school are contributing 10% of the total cost. Members recommended the £2,735 be approved.

**3. FINANCIAL IMPLICATIONS**

3.1 The funding for the above projects is available within the Pride in Hartlepool budget.

**4. RECOMMENDATION**

4.1 That the recommendation of the Pride in Hartlepool Steering Group be approved.

## **REGENERATION & LIVEABILITY PORTFOLIO**

Report To Portfolio Holder

21 November 2008



**Report of:** Director of Regeneration and Planning Services

**Subject:** REGENERATION AND PLANNING SERVICES  
DEPARTMENTAL PLAN 2008/09 – QUARTER 2  
MONITORING REPORT

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### SUMMARY

#### **1.0 PURPOSE OF REPORT**

To inform Portfolio Holder of the progress made against Regeneration and Planning Services Departmental Plan 2008/09 in the second quarter of the year.

#### **2.0 SUMMARY OF CONTENTS**

The report describes the progress against actions contained in the Departmental Plan and the second quarter outturn of key performance indicators.

#### **3.0 RELEVANCE TO PORTFOLIO MEMBER**

The Portfolio Holder has responsibility for performance management issues in relation to the Regeneration and Planning Services Departmental Plan.

#### **4.0 TYPE OF DECISION**

Non key.

#### **5.0 DECISION MAKING ROUTE**

Portfolio Holder.

## **6.0 DECISION(S) REQUIRED**

Progress against actions and indicators be noted and the four proposed amendments to the original departmental plan are agreed.

**Report of:** Director of Regeneration and Planning Services

**Subject:** REGENERATION AND PLANNING SERVICES  
DEPARTMENTAL PLAN 2008/09 – QUARTER 2  
MONITORING REPORT

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**1. PURPOSE OF REPORT**

- 1.1 To inform the Portfolio Holder of the progress made against the key actions identified in the Regeneration and Planning Departmental Plan 2008/09 and the progress of key performance indicators for the period up to 30 September 2008.

**2. BACKGROUND**

- 2.1 The Portfolio Holder for Regeneration and Liveability has responsibility for the Regeneration and Planning Services Departmental Plan which was agreed in May 2008.
- 2.2 The Regeneration and Planning Departmental Plan 2008/09 sets out the key tasks and issues along with an Action Plan to show what is to be achieved by the department in the coming year.
- 2.3 The Council's Covalent performance management database is used for collecting and analysing performance in relation to both the Corporate Plan and the five Departmental Plans.
- 2.4 Where appropriate more detailed service plans are also produced detailing how each individual section contributes to the key tasks and priorities contained within the Regeneration and Planning Departmental Plan and ultimately those of the Corporate Plan. These plans are managed within the department.

**3. SECOND QUARTER PERFORMANCE**

- 3.1 This section looks in detail at how Regeneration and Planning Services has performed in relation to the key actions and performance indicators that were included within the Departmental Plan for 2008/09.
- 3.2 On a quarterly basis, officers from across the department are asked, via the Covalent Performance Management database, to provide an

update on progress against every action contained in the performance plan and where appropriate, every performance indicator.

- 3.3 Officers are asked to provide a short commentary explaining progress made to date and asked to 'traffic light' each section based on whether or not the action will be, or has been, completed by the target date set out in the plans.
- 3.4 Within Regeneration and Planning Services Departmental Plan, there are currently a total of 143 actions and 29 performance indicators assigned to this portfolio. Table 1 below summarises the progress made at 30 September 2008 towards achieving these actions and performance indicators:-

**Table 1 – Regeneration and Planning progress summary**

	Departmental Plan	
	Actions	PIs
<b>Green</b>	45 (31.5%)	0 (0.0%)
<b>Amber</b>	94 (65.7%)	19 (65.5%)
<b>Red</b>	0 (0.0%)	2 (6.8%)
<b>Annual</b>	0 (0.0%)	8 (27.7%)
<b>Plan Revisions</b>	4 (2.8%)	0 (0.0%)
<b>Total</b>	143	29

- 3.5 A total of 45 actions have already been achieved and a further 94 are expected to be completed by the milestone date. There are 4 further instances where it is proposed that the original departmental plan is amended to reflect changes in how an action is being delivered or where a timescale needs to be revised. Details of these proposed amendments are shown in Table 2 below.

**Table 2 – Actions which require to be amended from original plan document**

Ref	Action	Milestone	Comment
CST A01-4	Review and update the Partnership's Terms	30/07/2008	The significant work required to agree the LAA and finalise the new Community Strategy has had a delaying effect on this project. Work is however now taking place to re-write the Partnership's Terms of Reference and a workshop was held on 24 September to assist with this task. A revised date of March 2009 is proposed for the completion of this exercise.
REG A04-3	Undertake advanced feasibility study and explore procurement and funding arrangements for the H2O Centre	31/03/2009	Given the current development situation surrounding Victoria Harbour it would be premature to pursue this action in 2008/09. Timescale is to be reviewed in 2009/10, in light of overall Victoria Harbour context.

Ref	Action	Milestone	Comment
REG A12-2	Prepare one new Neighbourhood Action Plan (NAP) (subject to outcome of Community Strategy Review)	31/03/2009	Throston Family Fun Day took place on 28/9/08 and Household Survey also commenced with residents who attended the Fun Day. As a result of a much wider range of consultation methods introduced and the increased scale, this has extended the pre-draft timetable. A new revised date for the endorsement of the plan, from partners, is required to be set for the first half of 2009/10.
REG A09-1	Work with Tees Valley partners to ensure submission of the Minerals and Waste DPD to Secretary of State	31/01/2009	This consultation for the publication stage is now timetabled to begin in April 2009 due to a 3 month delay agreed by the Tees Valley Authorities in response to changes to Planning regulations which now includes additional publication stage of the development documents. In addition the time will allow the group and consultants ENTEC to strengthen the document following advice from Government Office and the problems encountered with Minerals and Waste DPDs at Northumberland and North Yorkshire.

3.6 Table 1 it can also be seen that 19 PIs are on target but two are 'red rated' and not expected to be achieved. The details are shown in Table 3 below.

**Table 3 – Performance Indicators not on target**

Ref	Action	Target	Outturn	Comment
RPD P052	Unemployment rate (Hartlepool)	4.1	4.8	Economic slow down is leading to increasing unemployment sub regionally, regionally and nationally. Indications are that it is highly unlikely this target will be met in the current financial year.
RPD P092	Average number of R&P days lost to Sickness Absence within the department	8 days	9.05 days	This target is not expected to be achieved mainly because of increasing numbers of long term sickness cases which have a high impact on the figure in a relatively small department. Appropriate action is being taken to address these issues in conjunction with the HR Division.

3.7 Portfolio Holder's attention is drawn to progress and achievements of the department in the first half of the year which include:

- Adoption of the final Community Strategy by Council and the Hartlepool Partnership Board.
- Government sign off of the LAA for 2008-11 achieved
- Update of the Rossmere Neighbourhood Action Plan completed and endorsed by the Hartlepool Partnership.

- Tenants referencing scheme introduced May 2008

#### **4. RECOMMENDATION**

- 4.1 That the progress against key actions and second quarter outturn of performance indicators is noted.
- 4.2 The four proposed amendments to the original departmental plan are agreed.

## **REGENERATION & LIVEABILITY PORTFOLIO**

Report to Portfolio Holder

21 November 2008



**Report of:** Head of Community Safety & Prevention

**Subject:** HBC Community CCTV Provision

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### SUMMARY

#### **1.0 PURPOSE OF REPORT**

To seek approval for the proposed CCTV camera commissioning, decommissioning or relocation process identified within Regeneration and Planning Services Scrutiny Forum Action Plan.

#### **2.0 SUMMARY OF CONTENTS**

The report sets out:

- Regeneration and Planning Services Scrutiny Action Plan recommendation.
- Assessment process for new camera installation commissioning requests.
- Assessment process for decommissioning or relocation where removal and/or relocation of cameras is proposed.

#### **3.0 RELEVANCE TO PORTFOLIO MEMBER**

Community Safety issue.

#### **4.0 TYPE OF DECISION**

Non key.

#### **5.0 DECISION MAKING ROUTE**

Regeneration, and Liveability Portfolio.

#### **6.0 DECISION(S) REQUIRED**

Approval of the recommended commissioning, decommissioning or relocation processes to complete the Action Plan recommendation.



**Report of:** Head of Community Safety & Prevention

**Subject:** HBC Community CCTV Provision

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## **1. PURPOSE OF REPORT**

To seek approval for the proposed CCTV camera commissioning, decommissioning or relocation processes identified within Regeneration and Planning Scrutiny Forum Action Plan.

## **2. BACKGROUND**

- 2.1 At a meeting on 29<sup>th</sup> September 2008, Cabinet received the findings of the Regeneration and Planning Services Scrutiny Forum following its investigation into CCTV provision. The associated Action Plan was approved, with the addition that the costs of implementing each recommendation be included in the draft CCTV Strategy for resubmission to Cabinet by the end of the year.
- 2.2 The Action Plan, comprising eight core actions, included the recommendation: “that before Community CCTV cameras are commissioned, decommissioned or relocated, an assessment is made of the merits and appropriateness of the installation, by consulting local residents, Police, Ward Councillors, community groups and utilising deployable cameras to monitor crime levels.”

## **3. COMMISSIONING PROCESS**

- 3.1 Requests are regularly forthcoming for the installation of new CCTV cameras to monitor public space, supported by live monitoring at HBC CCTV Control Centre. Whilst each request will have its own objectives, it is essential that all requests are considered proportionately to overall Hartlepool-wide needs, with prevention and detection of crime and anti-social behaviour, and reducing fear of crime, to the fore.
- 3.2 The undertaking of CCTV monitoring of public space is directed by The Information Commissioner’s Office, under compliance with the Data Protection Act 1998. Guidance for CCTV compliance is set out

in the ICO CCTV Code of Practice (revised edition 2008). This code details, at length, guidelines on deciding whether to use CCTV. This will form the underlying process to which all Hartlepool Borough Council CCTV operations are undertaken.

3.3 To enable consideration of any requests to commission a new camera, and also in respect of a proposal to relocate, the following considerations should be taken into account:

- Compliance to CCTV Code of Practice recommendations
- Evidence gathered from the operation of a deployable camera. This could be waived if local circumstances exceptionally justify.
- Crime and anti-social behaviour statistical information and intelligence for the locality.
- Analysis of other security provision in the locality, including ownership and accessibility.
- Consultation with:
  - Council Officers, specifically Neighbourhood Manager and others with local interest.
  - Police and Fire Service
  - Ward Members
  - Partnerships e.g. Joint Action Groups
  - Housing Associations or other key local service providers
- CCTV Control Centre monitoring capacity
- Capital and revenue cost implications and support.

#### 4. DECOMMISSIONING OR RELOCATION PROCESS

4.1 The HBC Community CCTV provision has over 80 cameras positioned in over 70 community locations throughout Hartlepool. A variety of factors will impact on the need to retain a camera in a specific location and consideration of decommissioning or relocation. These could include changing crime and anti-social behaviour patterns, changes in local demographics, age and cost profile of a camera, and new developments where alternative or enhanced provision can be undertaken.

4.2 The guidance for CCTV compliance, set out in the ICO CCTV Code of Practice (revised edition 2008), incorporates a number of variations in compliance requirements, including:

“You should review regularly whether the use of CCTV continues to be justified. You will have to renew your notification yearly – (a new

*requirement*) – so this would be an appropriate time to consider the ongoing use of CCTV.”

To enable consideration of any decommissioning or relocation proposal, the following considerations should therefore be taken into account.

- Recommendations from periodic review by Hartlepool Borough Council, Cleveland Police and Cleveland Fire Service to comply with the CCTV Code of Practice
- Crime and anti-social behaviour statistical information and intelligence, for the locality
- Any changes in local demographics e.g. security changes in area (fencing, buildings)
- Age and cost profile of a camera
- CCTV Control Centre monitoring capacity
- Consultation with:
  - Council Officers, specifically Neighbourhood Manager and others with local interest.
  - Police & Fire Service
  - Ward Members
  - Partnerships e.g. Joint Action Groups
  - Housing Associations or other key local service providers.

Consideration would also be given to:

- Removal of camera, but retention of column and transmission link for an agreed period.
- Replacement by temporary deployable camera for a reviewable period.

## 5. RECOMMENDATION

The Portfolio Holder is recommended to approve the processes to be undertaken for commissioning, decommissioning or relocation of any cameras within Hartlepool Borough Council Community CCTV system.

Contact Officer: Alison Mawson, Head of Community Safety & Prevention

### Background Papers

Guidance for CCTV compliance – Information Commissioners Officer (ICO) CCTV Code of Practice (revised edition 2008).