

# **CULTURE, LEISURE AND TOURISM PORTFOLIO DECISION SCHEDULE**



**Tuesday 27 March 2012**

**at 10.00am**

**in Committee Room C, Civic Centre, Hartlepool**

Councillor Hill, Cabinet Member responsible for Culture, Leisure and Tourism will consider the following items.

## **1. KEY DECISIONS**

No items

## **2. OTHER ITEMS REQUIRING DECISION**

- 2.1 North Linear Park (Central Park) – *Assistant Director, Neighbourhood Services*
- 2.2 Golden Flatts Community Woodland Consultation – *Assistant Director, Neighbourhood Services*

## **3. ITEMS FOR INFORMATION**

- 3.1 Allotment Rules and Regulations of Tenancy 2012 – *Assistant Director, Neighbourhood Services*
- 3.2 River Tees Rediscovered: HLF Landscape Partnership Bid – *Director of Child and Adult Services*

## **4. REPORTS FROM OVERVIEW OF SCRUTINY FORUMS**

No items

## **CULTURE, LEISURE AND TOURISM PORTFOLIO**

Report to Portfolio Holder

27 March 2012



**Report of:** Assistant Director, Neighbourhood Services

**Subject:** NORTH LINEAR PARK (CENTRAL PARK)

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### SUMMARY

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

The purpose of this report is to inform Portfolio Holder of project progress and to seek approval to proceed with plans for Central Park.

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

The report sets out the background to the North Linear Park project, highlights the problems experienced with Central Park and provides information on plans for the future use of this site.

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

The Culture, Leisure and Tourism Portfolio includes sport and recreation as well as the Council's Parks and Countryside.

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

Non-Key decision.

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

Culture, Leisure and Tourism Portfolio Holder – 27 March 2012.  
Finance and Procurement Portfolio Holder – 30 March 2012.

**6. DECISION(S) REQUIRED**

The Culture, Leisure & Tourism Portfolio Holder is asked to note the contents of this report in relation to the progress of the North Linear Park project and to approve, subject to appropriate permissions being granted, the proposed masterplan for the future use of the large open green space on Central estate.

**Report of:** Assistant Director, Neighbourhood Services

**Subject:** NORTH LINEAR PARK (CENTRAL PARK)

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**1. PURPOSE OF REPORT**

- 1.1 The purpose of this report is to inform Portfolio Holder of project progress and to seek approval to proceed with plans for Central Park.

**2. BACKGROUND**

- 2.1 The project area lies across the North of Hartlepool, in which there is no formal park. The project is led by local residents and supported by the Local Authority, primarily striving to improve and enhance local open spaces whilst increasing green connectivity throughout the neighbourhoods. This is in addition to linking in with other key programmes including Limestone Landscapes, Coastal Access, Hartlepool Pondscape and the production of the Green Infrastructure Strategy (a Supplementary Planning Document of the Core Strategy) by Hartlepool Borough Council's Planning Policy section. The project also links in with the Sports Pitch Strategy, in terms of Central Park as it is currently very well used for recreation. The proposed development of the area as a formalised park is line with Local Plan Policies and the emerging Core Strategy.
- 2.2 The North Linear Park project, linked with Limestone Landscapes can provide a linked system of footpaths connecting the coastal path and the more rural footpaths around Elwick and Hart and to the north into the Denes. The 'Leg it Across' project is to improve and increase footpath access within Hesledon, Nesbitt, Crimdon and Thorpe Bulmar Denes just north of Hart village and to increase the access between the Denes and Hart. The other part of the project is to improve footpaths around Hart village and connections across to Elwick village and also increase / improve the footpath access around Elwick.
- 2.3 The project has been developed and is overseen and delivered by a steering group chaired by a Ward Councillor. The group comprises residents, representatives from Central Estate Management Organisation (CEMO), Clavering Residents Association, Groundwork North East and Council officers. This constituted group's vision is to provide a substantial natural space of beauty which gives mutual benefits to local people and visitors by using tools such as conservation development and thoughtful planning; creating an area where healthy



eco-systems contribute towards economic vitality and a high quality of life for the community.

- 2.4 The group has prioritised its areas of work to include the large open green space on Central estate and Clavering Play Area, and also secured funding to work in conjunction with Hartlepool Borough Council's Landscape Architect to draw up a full set of plans for both sites. These have been drawn up taking into consideration the results of consultation exercises with residents and businesses on the periphery of both sites.
- 2.5 The large open green space on Central estate is situated in one of the top 5% deprived wards nationally and lies between West View and Old Cemetery Road to the north of Central estate. In recent years, the green space has experienced a number of issues in relation to anti-social behaviour (particularly the use of 4 by 4s and off road bikes), vandalism and damage, litter and dog fouling.
- 2.6 The Central Park area is bordered by industrial areas and is adjacent to the former Steetley Magnesia site and the former Barnshaw Bendings site, which has been derelict for a number of years. The Steetley site has yet to be cleared and is currently occupied by the remnants of heavy industrial debris; this site is not only a blight on the landscape for local residents and visitors, but also a constant source of problems including a dangerous gathering place for young people, and frequent counts of anti-social behaviour and fly tipping occurring.
- 2.7 It should be noted that the site to the north referred to in 2.6 was approved by the Secretary of State for the development of around 48 houses, subject to a number of conditions and a legal agreement. One of the clauses in the legal agreement that the Council has negotiated with the developer is a timescale for the clearance of the site. It is anticipated that the clearance of the site is to commence imminently and subject to licenses is anticipated to take 12 months to complete. Another requirement is for a link road from the site to Cleveland Road that will pass through the eastern part of the North Linear Park. This will be required at the point when a certain area of the site is developed.

### 3. PROPOSALS

- 3.1 One of the key aims of the Steering Group is to reclaim this key piece of green space for local community ownership through the redesigning and planning of the area, driven by the needs and aspirations of local residents. This area has not been subject to investment for approximately 20 years, and it is anticipated that improving and enhancing the Central estate green space through the adoption of design plans will also be of benefit to the wider Hartlepool community, in terms of recreation and being an integral part of the Coastal Access Pathway (of which Hartlepool is one of five National Pilots, funded by

Natural England) and is on one of the main key rail routes in to the town.

- 3.2 The interaction between poor quality environments, areas of high economic and social disadvantage, and reduced levels of health and wellbeing are well documented, and the provision of a formalised park space to utilise will undoubtedly improve the quality of life for those residents living within close proximity. It is also hoped that by aesthetically improving the green space and this important connecting section of the Coastal Access Pathway, that people will be encouraged to exercise more frequently (there are currently poor levels of exercise
- 3.3 As part of the development it is intended to consider the provision of changing facilities to complement the sports pitches.
- 3.4 **Appendix 1A** shows the proposed improvements for Central Park. In light of the fact that this green space is subject to anti-social behaviour, vandalism, damage and fly tipping, the group's priority is to initially secure the site to prevent any further incidents of this nature occurring.
- 3.5 **Appendix 1B** highlights where the road would be to facilitate the development of the Steetly Site.

#### 4. RISK AND FINANCIAL CONSIDERATIONS

- 4.1 To-date £18,295 has been secured by the North Linear Park Steering Group. £3,295 from Hartlepool Borough Council's Parks and Countryside section for the development (and any associated consultation) of the plans for both the Clavering and Central estate priority areas, and £15,000 from Minor Works to act as match funding and assist with leveraging in other monies to implement the works. In addition, funding has been acquired through the disposal of the eastern portion of the land associated with the potential new road. The amounts involved are £20,000 towards the gateway, £25,000 upon exchange and a further £100,000 upon completion of the sale, however, this amount will be over a 1 to 2 year period.
- 4.2 The North Linear Park Steering Group will be re-submitting a funding application to Veolia Environmental Trust and there is the potential to submit a funding bid to the Heritage Lottery Fund (HLF) with a focus on the old railway line and the Engine House. Funding will also be sought from Mondegreen Environmental Body Ltd.
- 4.3 In kind support has also been provided by Hartlepool Borough Council's Neighbourhood Management Team (encompassing management, community development and regeneration support) and Housing Hartlepool.

## **5. ASSET MANAGEMENT CONSIDERATIONS**

- 5.1 The entirety of the Central Park site is now registered to Hartlepool Borough Council and the Council will continue to maintain the land. It is acknowledged that a new road may be constructed through the eastern portion of the site at some point in the future, and that this will have to be borne in mind when planning future developments on this land.

## **6. RECOMMENDATIONS**

- 6.1 The Culture, Leisure & Tourism Portfolio Holder is asked to note the contents of this report in relation to the progress of the North Linear Park project and to approve, subject to appropriate permissions being granted, the proposed masterplan for the future use of the large open green space on Central estate.

## **7. BACKGROUND PAPERS**

- 7.1 There are no background papers to this report.

## **8. CONTACT OFFICER**

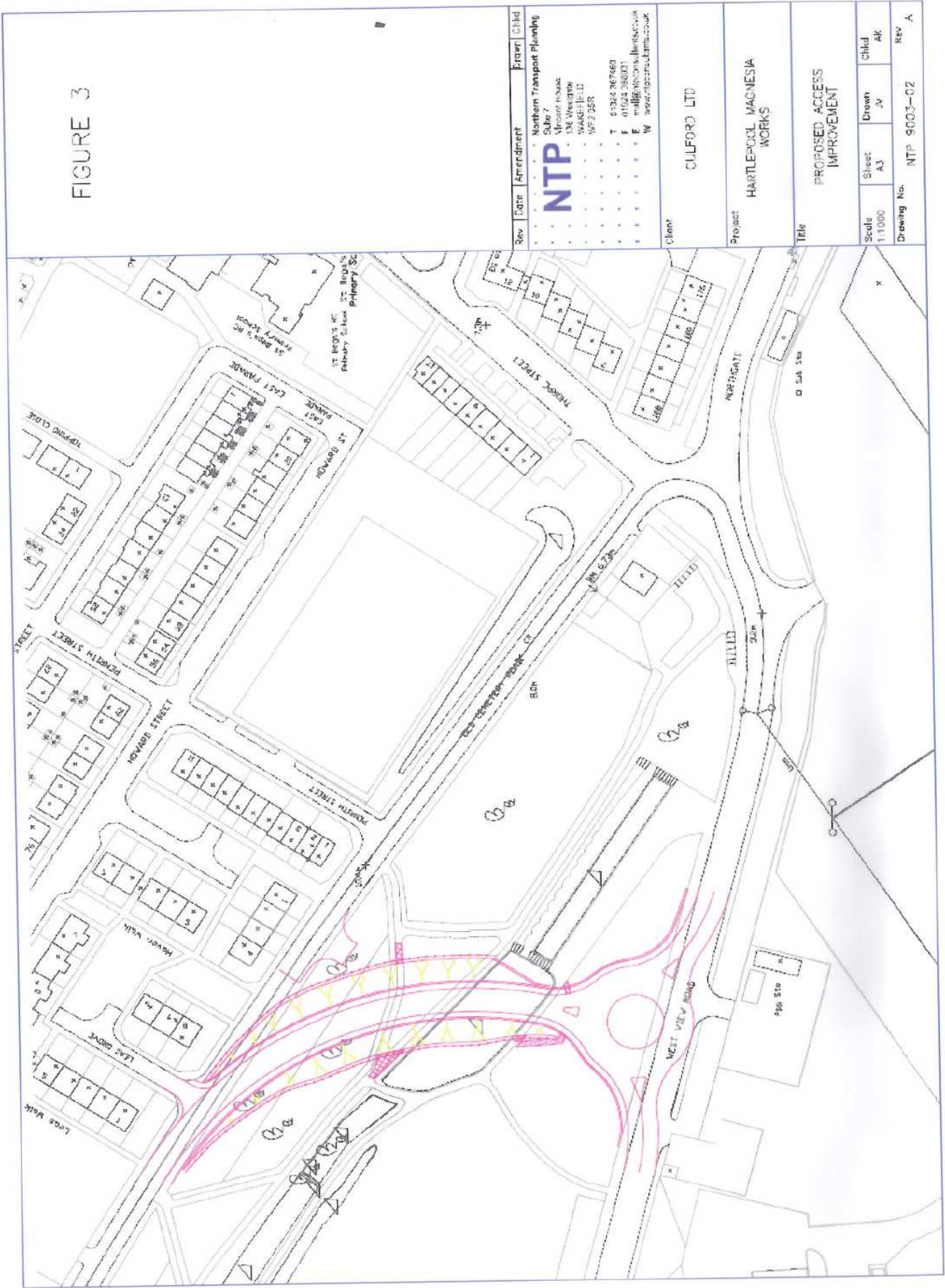
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## **CULTURE, LEISURE AND TOURISM PORTFOLIO**

Report to Portfolio Holder

27<sup>th</sup> March 2012



**Report of:** Assistant Director (Neighbourhood Services)

**Subject:** GOLDEN FLATTS COMMUNITY WOODLAND  
CONSULTATION

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### SUMMARY

#### 1. PURPOSE OF REPORT

The purpose of the report is to inform the Portfolio Holder of the consultation work undertaken in relation to the Golden Flatts Community Woodland, seek approval for the resultant master plan developed in consultation with local communities and approve Officers progressing with the proposals it contains.

#### 2. SUMMARY OF CONTENTS

The report details development work and subsequent consultation exercises undertaken to arrive at the proposed community woodland master plan.

#### 3. RELEVANCE TO PORTFOLIO MEMBER

Development of green spaces for potential leisure, cultural and tourism purposes falls under the responsibility of this portfolio holder.

#### 4. TYPE OF DECISION

Non-key

#### 5. DECISION MAKING ROUTE

Culture Leisure and Tourism Portfolio on 27<sup>th</sup> March 2012

#### 6. DECISION REQUIRED

The Portfolio Holder is asked to:

1. Approve the master plan that has resulted from extensive local community consultation as a template for the future development of Golden Flatts Community Woodland.
2. Approve Officers progressing with the phased implementation of the Golden Flatts Community Woodland scheme subject to appropriate external funding being identified; and any relevant planning permissions/ statutory notifications or similar that elements of the scheme might have need of being obtained as required.

**Report of:** Assistant Director (Neighbourhood Services)

**Subject:** GOLDEN FLATTS COMMUNITY WOODLAND  
CONSULTATION

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## 1. PURPOSE OF REPORT

- 1.1 The purpose of the report is to inform the Portfolio Holder of the consultation work undertaken in relation to the Golden Flatts Community Woodland, seek approval for the resultant master plan developed in consultation with local communities and approve Officers progressing with the proposals it contains.

## 2. BACKGROUND

- 2.1 **Site location** - Golden Flatts is a 20 hectare area of grazed land owned by Hartlepool Borough Council (HBC). The site is located to the south of Seaton Lane and north of Tata Steel UK Limited. The site is identified in the Publication Hartlepool Core Strategy as a new Green Wedge.
- 2.2 **Site description** - Golden Flatts has very little habitat and biodiversity interest, consisting only of intensely managed grassland, due to horse grazing and unmanaged hawthorn hedgerow. A small watercourse runs along the southern boundary with Tata Steel. There is also a public footpath that runs parallel to this watercourse on Tata Steel land. Housing surrounding Golden Flatts makes the site a popular cut through for people, there is also a primary school situated to the north east of the site.
- 2.3 **Steering Group** - In spring 2011, after discussions with Groundwork North East and HBC Officers, the proposal for a community woodland on Golden Flatts was suggested. In summer 2011 a steering group was set up with the intention of investigating the feasibility of turning it into a public green space and engaging with local communities to gauge their opinions on the proposal.

## 3. ENGAGEMENT WITH COMMUNITY

- 3.1 **Consultation process** - Following discussions with various HBC departments and external organisations, two plans for the proposed community woodland were designed. These were taken to consultation in August 2011, so that the public could have the opportunity to further shape the proposal. The consultation process included;



- **Internal discussions** - Discussions with HBC Ecologist, HBC Arboricultural Officer, HBC Urban Regeneration Planning Policy, HBC Estates and Assets, Groundwork and Forestry Commission.
- **Public displays** - A display including designs of the community woodland and a questionnaire was displayed at the Central Library, Seaton Library and Civic Centre.
- **Press releases** - An article in the Hartlepool Mail, Hartlepool and Wynyard Circuit and a section on BBC Tees radio informing people of the consultation exercise and encouraging input.
- **Leaflet distribution** – Delivered to Council buildings, community centres and the Local Tourist Information Centre, detailing the proposal and giving information about the consultation process.
- **Letters/emails** - Sent to the Mayor, all Councillors, all HBC employees, local community groups and local businesses detailing the proposal and giving information about the consultation process. In addition, approximately 1000 letters were hand delivered to local residents surrounding the Golden Flatts site.
- **Online questionnaire** - An online version of the consultation questionnaire was made available to the general public on the HBC website.
- **School consultation** - Working in partnership with the Environmental Projects Officer, the consultation process was taken to five schools within Hartlepool through fun practical activities, where children (years 4,5, and 6) were given the opportunity to design their own community woodland and complete a questionnaire similar to that taken to the public consultation.
- **Public consultation** - Several well advertised and attended ‘drop in’ sessions across Hartlepool were set up so that the public could see two design plans, answer the questionnaire and have the opportunity to speak to officers involved in the project on a one-to-one basis.

**3.2 School consultation responses-** From the consultation sessions within the five Hartlepool schools, a total of 92 children (age 7 – 11) answered a questionnaire.

- 93% liked the idea of having a community woodland at Golden Flatts.

Children were most interested in having a play area for older children, they were also keen on having trees, ponds and somewhere to buy food and drink (mobile shop). When designing and physically planning their own community woodlands, the children also showed an interest in areas for wildlife (e.g. bird watching station), paths, litter bins and car parks.

**3.3 Public consultation responses** - From the ‘drop in’ consultation sessions set-up around the Hartlepool area for the general public, a total of 89 members of the public answered the questionnaire.

- 82% of respondents welcomed the idea of a proposed community woodland at Golden Flatts.

- 10% were undecided.

Respondents at the ‘drop in’ sessions generally provided positive comments. Respondents who were for the overall proposal showed great support for improving biodiversity, placing conservation and watching wildlife high on their list of reasons to back the proposals. Other popular features which were requested included litterbins, dog fouling bins and seating. Facilities such as these would encourage users into the woodland, and increase their enjoyment of the outdoors, with the overall desired outcome being that the quality of people’s lives within Hartlepool would benefit.

**3.4 Concerns** - The main cause of concern raised during the ‘drop in’ consultation sessions was the possibility of anti-social behaviour. It is believed that the successful and similar scheme at Summerhill Country Park provides some useful insight and valuable experience in how a site like Golden Flatts can be developed and managed with local communities to minimise antisocial behaviour. The woodland would not be an instant feature, it would take years of development for it to establish. A key aim during this time would be to develop community and neighbourhood police involvement for this area. Community engagement through volunteering would be an important priority in the overall management of the site.

**3.5 Master plan** - Following the consultation feedback and discussions, it was clear that a plan merging elements from both designs used in the consultations would be appropriate to use as the potential master plan - see **appendix 1**.

The master plan sets out an overall direction and vision for the community woodland, however it is anticipated that individual aspects of the plan would need to be designed in detail and receive the relevant permissions before implementation.

The existence of an agreed master plan will allow the Council in partnership with external organisations to begin fundraising efforts to implement the various aspects of this community woodland.

## 4. PROPOSALS

**4.1 Main features of the master plan** – The community woodland master plan (**appendix 1**) sets out the overall vision for future developments in relation to the community woodland. The main features include:

- Approximately 8 hectares of woodland of varying canopy height.
- Areas of wildflower meadows.
- Ponds/wetland areas.
- Areas of conservation grazing land to graze livestock/horses.
- Facilities including litterbins, dog fouling bins, seating, and picnic areas.
- Children play area(s).

- New access points, e.g. gates around the perimeter of the site which deter motorcycle access.
- Easy access footpath network, surfaced and un-surfaced areas, providing circular routes.
- Cycling/horse riding routes.
- An access road and vehicle access points for maintenance purposes.
- A public car park which would be locked at night.

## 5. FINANCIAL CONSIDERATIONS

- 5.1 Existence of the master plan provides the Council with a clear mandate to fundraise and if successful in this implement the various aspects of the project through a phased approach.
- 5.2 To date, small scale external funding has been secured by the Parks and Countryside Team to implement the pond/wetland. The steering group have also been in discussions with the Forestry Commission and they have indicated that they would be prepared to contribute substantially to the funding of the woodland aspect of the proposal, should the project be given approval.

## 6. ASSET MANAGEMENT CONSIDERATIONS

- 6.1 The sites development potential has been considered in detail to assess the implications to Capital Receipts. In planning terms the site is considered to be located too close to Ta Ta Steel for residential development due to the effects of noise.
- 6.2 Commercial development on part of the area to the east near Brenda Road (as hatched and labelled on the master plan) is appropriate in planning terms and as such an area of land which extends to 4.7 acres has been retained. Public access for pedestrians/ bicycles through to the green wedge from Brenda Road would be provided at the north edge of this commercial development site. It is also envisaged that a locked and gated vehicle right of access for maintenance purposes would also be retained for HBC at this access point off Brenda Road.
- 6.3 With regard to the rest of the proposed community woodland area it has been let previously for grazing purposes and an income received. The tenancies have not been renewed at present to allow a decision to be made regarding the proposal for the Community Woodland and the associated improvements it potentially can bring in the maintenance, upkeep, and outlook of this green space area. Part of the site within the master plan has been identified as grazing fields and it is envisaged this could be let at some future point and a small income generated.
- 6.4 Future maintenance arrangements will be considered once funding to develop the site has been secured.

## **7. RECOMMENDATIONS**

### **7.1 The Portfolio Holder is recommended to:**

- Approve the master plan that has resulted from extensive local community consultation as a template for the future development of Golden Flatts Community Woodland.
- Approve Officers progressing with the phased implementation of the Golden Flatts Community Woodland scheme subject to appropriate external funding being identified; and any relevant planning permissions/ statutory notifications or similar that elements of the scheme might have need of being obtained as required.

## **8. BACKGROUND PAPERS**

No Background Papers.

## **9. CONTACT OFFICERS**

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## Appendix 1:



## **CULTURE, LEISURE & TOURISM PORTFOLIO**

Report to Portfolio Holder

27<sup>th</sup> March 2012



**Report of:** Assistant Director (Neighbourhood Services)

**Subject:** ALLOTMENT RULES AND REGULATIONS  
OF TENANCY 2012

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### **SUMMARY**

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

To inform the Portfolio Holder of the updated Allotment Rules and Regulations of Tenancy 2012.

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

The report provides a background to the Allotment Rules and Regulations and Annual Tenancy Agreements as part of the Allotment Strategy 2010-15. It also outlines the necessity for standardised, clearly understandable and practically enforceable rules and regulations for all allotment tenants in the Borough of Hartlepool.

The report will highlight the main issues on allotments and how the rules will ensure that these can be dealt with effectively. The Rules and Regulations of Tenancy are intended to raise the standard of allotment plots within the Borough and to ensure they are used in accordance with their purpose as defined in the Small holdings and Allotment Act 1908 and subsequent allotment legislation.

#### **3. RELEVANCE TO PORTFOLIO HOLDER**

The Portfolio Holder has responsibility for allotments.

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

Non Key - For information only

**5. DECISION MAKING ROUTE**

Assistant Director (Neighbourhood Management).  
Culture, Leisure & Tourism Portfolio Holder

**6. DECISION(S) REQUIRED**

That portfolio notes the Rules and Regulation of tenancy 2012 and their fundamental importance to the Allotment Strategy 2010 -15.



**Report of:** Assistant Director (Neighbourhood Services)

**Subject:** ALLOTMENT RULES AND REGULATIONS OF TENANCY 2012

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## 1. PURPOSE OF REPORT

- 1.1 To inform the Portfolio Holder of the updated Allotment Rules and Regulations of Tenancy 2012.

## 2. BACKGROUND

- 2.1 Prior to 2010, individual tenants had tenancy agreements that were varied in content, contained no specific guidance on the terms of the tenancy, and which ‘rolled over’ on an annual basis.
- 2.2 Whilst tenants may have been liable for eviction for non payment of the annual rent or for breaches of statutory allotment laws, there were relatively few set, enforceable rules and regulations to which the tenant must adhere to in order to ensure the continuation of their tenancy. This meant that not only were tenants unclear of what was expected of them, but that the issues and problems being experienced on Hartlepool allotments could not be effectively dealt with. This resulted in a spiral of decline in the condition of some plots and issues, which extended into the wider community.
- 2.3 The lack of an annual tenancy agreement also meant that details of who was managing the plot at that time was also uncertain, as the named tenant may have simply passed on the management of the plot to another party who would then continue to pay the annual rent.
- 2.4 The allotment Strategy 2010-2015 has the following as a Level One Objectives (i.e. Prioritise for delivery resources permitting as part of basic annual service package).
- “Develop a new tenancy agreement and code of conduct for plot holders, to update the rules and make the tenancy agreement more relevant and easier to read and understand.”*
- 2.5 In 2010, all tenants were required to sign up to a new, annual tenancy agreement which superseded any existing agreements.



- 2.6 To remain a plot holder, all existing and new tenants must undertake the following:
- Sign and return a copy of the annual tenancy agreement to the Councils Allotments Team
  - Agree to adhere to the rules and regulations of tenancy
  - Pay the annual rent
- 2.7 A revised, recognised enforcement procedure was developed in conjunction with the Councils legal department and introduced to support the new Rules and Regulations 2010.
- 2.8 This procedure sets out clear, defined stages and timescales for enforcement action, and also incorporates the requirement for reasonability and accountability of action taken on the part of the Allotment team.

#### Current Enforcement Procedure

Step 1	Check whether there is a written tenancy agreement. If there is an agreement and garden is in a poor condition, send letter 1. Under rules 10.4 letters can be sent to tenant at last known address, or by leaving in a conspicuous place on the allotment plot
Step 2	Allow 14 days to pass to allow tenant to respond. Re-check whether plot has been cultivated. If plot has not been cultivated and no slip returned, send out letter 2.
Step 3	Allow 28 days to pass to allow response to letter 2. If reply slip is not returned, re-check garden. If plot is still not cultivated, send out letter 3.
Step 4	Allow time in letter 3 (at least 28 days to elapse) unless tenant surrenders the allotment earlier. Exercise 'Re-entry' display notice on allotment and send copy to tenant.

- 2.9 In 2011 every allotment plot was inspected and photographed and enforcement action taken in accordance to the new protocol. As a result of this action, over 110 problem plots were reclaimed and reallocated to new tenants.

#### Changes to Rules and Regulations 2012

- 2.10 Whilst carrying out inspections and enforcement action it has become apparent that a clearer, more prescriptive set of rules and regulations would be beneficial to ensure that all tenants could understand exactly what was expected of them.

- 2.11 Some existing rules also required further definition and development to encompass and reinforce the requirements of other legislation, particularly those relating to health and safety, planning and building control, waste disposal, animal welfare and conduct and behaviour of tenants.

#### Consultation and review of rules and regulations

- 2.12 A 'focus group' of allotment representatives has been set up from a total of 10 of the 16 allotment sites. This group has been brought together in order to discuss and deliver the objectives of the Allotment Strategy.
- 2.13 The group were invited to a number of meetings to discuss the rules and regulations. In addition, key stakeholders such as the police, fire service and relevant Local Authority sections (such as Environmental Enforcement, Environmental Health, Health and Safety and the legal department) were consulted in order to develop additional rules.
- 2.14 Discussions have been fed back to allotment tenants via the site representatives and minutes of meetings published on the Allotments website.

### **3. PROPOSALS**

- 3.1 A review of the existing rules and regulations is necessary in order for problems on allotment sites to be addressed effectively. Also, tenants need to be clear about what is required of them as an allotment holder. This will greatly assist in avoiding disagreements and help to make overall improvements to the allotment service itself.
- 3.2 In view of the above, it is proposed that revised Rules and Regulations are introduced in April 2012; tenants will be notified of any further revisions to these on an annual basis.
- 3.3 A 'draft' copy of the proposed Allotment Rules and Regulations of Tenancy 2012 is attached at **Appendix A**.

### **4. RISK IMPLICATIONS**

- 4.1 Failure to set appropriate rules and regulations may result in the decline of individual plots and allotment sites and therefore a deterioration of a Council asset. This will in turn lead to a greater financial burden, with regards to the value of the allotment land, the Council's ability to let out these plots in future, and also the significant cost of reclaiming abused and abandoned plots.

- 4.2 The review and redefinition of rules and regulations of tenancy is fundamental to the successful delivery of the Allotment Strategy and development of the allotment service. Failure to produce clearly understandable and enforceable rules will not allow the aims of the strategy to be met and taken forward.

- 4.3 Failure to improve allotment sites and to enforce the tenancy rules and regulations effectively, will reduce the allotment teams ability to work with partners to address long standing problems such as anti-social behaviour and the illegal use of plots, all of which have implications for key stakeholders and the wider community.

## **5. FINANCIAL CONSIDERATIONS**

- 5.1 Whilst there are no financial implications with regards to the review of the rules and regulations, failure to address issues will lead to the deterioration of a Council asset and have significant financial implications as the Council and other key stakeholders such as the Police and Fire Brigade.

## **6. LEGAL CONSIDERATIONS**

- 6.1 The allotment team has a legal obligation to ensure all existing legislation is adhered to on the allotment sites. The revised terms and conditions take into account and reinforce existing legislation such as the Allotment Act 1908 (and further revisions), Environmental Protection Act 1990, Clean Neighbourhoods and Environment Act 2005, Animal Welfare Act 2007, and other planning and health and safety legislations, all of which influence activities on allotments.

## **7. EQUALITY AND DIVERSITY**

- 7.1 The revised rules and regulations take into account the Councils Equality and Diversity Policy and the requirements of the Equality Act 2010.

## **8. STAFF CONSIDERATIONS**

- 8.1 Hartlepool Council has no dedicated Allotment Officer role, but the allotments are managed on a day-to-day basis by the Waste and Environmental Services Section. This also includes the provision of administration services for allotments, which is greatly assisted by effective rules and regulations.
- 8.2 The Rules and Regulations will continue to be enforced by the Waste and Environmental Services Section.

## **9. ASSET MANAGEMENT**

- 9.1 Allotment land is owned by Hartlepool Borough Council and is considered an asset. The risks highlighted in section 4 above will increase if appropriate rules and regulations are not implemented and enforced.

## **10. SECTION 17**

- 10.1 Condition surveys of allotment sites and public consultation with a range of stakeholders have raised many issues and concerns under the Section 17 heading. The revised Rules and Regulations have been developed to try to address many of these issues and increase the ability to effectively tackle them.
- 10.2 There is an issue with anti-social behaviour and crime, which poses a widespread problem on the allotment sites. This also has a knock-on effect on the wider community particularly on those residents living adjacent to sites.
- 10.3 Anti social activities include:
- Fly tipping;
  - petty theft;
  - illegal commercial activities, including waste disposal;
  - anti social behaviour including rowdiness, drunkenness and noise.
- 10.4 It will be vital for the allotment team to continue to support the development of relationships between allotment associations and the Police and other relevant authorities in order to tackle these issues effectively. The Rules and Regulations have been developed with the intention of supporting the important work of these partnerships and to affect an even more successful outcome.

## **11. RECOMMENDATION**

- 11.1 That portfolio notes the Rules and Regulation of tenancy 2012 and their fundamental importance to the Allotment Strategy 2010 -15.

## **12. REASONS FOR RECOMMENDATIONS**

- 12.1 A review of existing rules and regulations was required in order to reflect the problems which have recently emerged, or which currently exist on allotment sites and to tackle these problems effectively.

- 12.2 It is important that all tenants have a clear understanding of their code of conduct and clearly understand the expectations of the Allotment Team in order that disagreements can be avoided and improvements to the allotment service implemented.

**13. BACKGROUND PAPERS**

- 13.1 There are no background papers.

**14. CONTACT OFFICER**

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# Allotment Rules and Regulations of Tenancy 2012



Draft



# Contents

Foreword .....	
Vision Statement .....	
Part 1 Your Tenancy .....	
Part 2 Site Rules - Security .....	
Part 3 Your Plot	
Use of Plot .....	
Cultivation .....	
Maintaining .....	
Waste Disposal and Contamination .....	
Livestock and pets .....	
Permitted animals .....	
Non Permitted animals .....	
Part 4 End of Tenancy .....	
Part 5 Associations	
Part 6 Contact Us .....	



# Foreword

This is the 2012 edition of the 'Rules and Regulations of Tenancy a Booklet' for Hartlepool Allotment Tenants.

The Allotment Team would appreciate your help, support and co-operation in ensuring your use of the allotment complies with Rules, Regulations and associated guidance contained in this booklet.

With these observations in mind, this booklet sets out to provide every tenant with a clear understanding of what responsible use of the Council's allotments should look like and ultimately, what is required to avoid attracting enforcement action.

The Allotment Team would like to wish you a successful and happy year of allotment gardening.

*Thank you*

*Allotment Team*

## Vision Statement

***Our vision is to work with allotment holders and surrounding communities to:-***

- Secure sites with tidy and practical allotments; giving plot holders the opportunity for healthy relaxation, pleasure and social contact.
- Opportunities and encouragement to individuals and communities, including children and young people, wishing to be involved in the cultivation of allotments.
- A willingness to build friendly and co-operative relationships with plot holders, neighbourhood groups, voluntary organisations, children and young people, police and other community agencies to help improve and develop allotment sites through partnership.
- Encouragement to sites and associations to develop self management.
- To encounter, as a result of open and positive communication, a relationship whereby plot holders, allotment associations, members and officers share realistic expectations. Where we work in partnership to develop and support procedures that promote efficient and effective allotment administration.
- Effective and appropriate allocation of resources that become available to achieve prioritised, realistic and shared expectations for allotment sites.
- Fair open and equitable treatment and safe tenure.
- Opportunities for developing gardening skills.
- Fair charges and rents.

# Part 1 - Your Tenancy

These rules and regulations are made in line with the Allotments Act 1908 to 1950 and apply to all Council owned and rented allotments, whether association managed or otherwise.

## 1.1 Tenancy Agreement

- 1.1.1 All plots are let on an annual basis, with the rent year running from 1st April to 31st March.
- 1.1.2 In order to continue a tenancy plot holders must:
  - (a) Sign and return a copy of the Tenancy Agreement (lilac paper) to the Allotment Team by 31st May each year.
  - (b) Pay the required rent by 31st May each year.
  - (c) Fully comprehend and manage their plot, in accordance with these 'Rules and Regulations'.
  - (d) Annually observe and comply with any amendments to these rules, which have may have been made. These changes will be displayed on the site notice boards and may be sent out with the annual Tenancy Agreement.
- 1.1.3 The rent is non-refundable for any reason.
- 1.1.4 Each allotment tenancy will be made in the name of one person only, even if more than one person works on the plot.
- 1.1.5 From 2012, plot allocation will be restricted to one full size plot per household for all new tenancies.
- 1.1.6 The Council, as landlord, retains all rights and powers over the land.
- 1.1.7 The Council reserves the right to set appropriate annual rent levels and review and revise these levels, as becomes necessary to sustainably continue the service.

# Allotment Rules & Regulations of Tenancy

- 1.1.8 Any rent increase will occur on 1st April each year; however, tenants will receive 12 months' notice of any variation to this amount.
- 1.1.9 The Hartlepool Borough Council's 'Allotment Rules and Regulations of Tenancy' applies to all tenants, be they existing or new, including self managed sites. Where devolved management agreements exist, some of the Rules and Regulations of Tenancy, e.g. permitted activities may be further redefined or restricted by the particular site management body.
- 1.1.10 If a plot has not been cultivated for more than 12 months, at the discretion of the Allotment Team, the new tenant may be offered tenancy of this plot at no charge for the remainder of the year in lieu of the work required to bring the plot into cultivation.

## **1.2 New Tenants, Eligibility Criteria and Allocation of Plots**

- 1.2.1 To be eligible for an allotment plot, a person must be at least 18 years old and reside within the Borough of Hartlepool (Allotment Act 1908 Section 23 (1)).
- 1.2.2 Tenants who move out of the Borough will be required to end their tenancies.
- 1.2.3 All plots are let on an 'as seen' basis.
- 1.2.4 When someone confirms their wish to commence a new tenancy, they will be asked to sign a Tenancy Agreement and pay the rent on that plot, prior to being allowed to start work on the plot.
- 1.2.5 All new tenants will be subject to a 6 month probationary period.



- 1.2.6 New tenants will be expected, within this period, to undertake a specified level of progress or cultivation, agreed at the start of the tenancy with the Allotment Team. Failure to do this within this period, will result in the tenancy being terminated, in accordance with the tenancy enforcement procedure.

### **1.3 Primary Users**

- 1.3.1 The tenant must be the primary user of the plot and responsible for the activities of all registered partners and visitors to the plot.

### **1.4 Sale and Sub-letting**

- 1.4.1 The tenancy of an allotment is personal to the tenant and is not transferable. Under Section 27 (4) of the Allotment Act 1908, the tenant may not assign, underlet or part with possession of all or part of their allotment.
- 1.4.2 Any structure, shed or greenhouse sold by the tenant must be removed from the plot forthwith. Breach of this rule by any tenant will result in termination of the tenancy by the Council.
- 1.4.3 The sale or sub-letting of plots is strictly prohibited.

### **1.5 Partnerships**

- 1.5.1 A tenant may only register one partner to assist on the plot.
- 1.5.2 Unregistered partners will not be considered for tenancy upon surrender of a plot by the tenant.
- 1.5.3 A registered partner has no automatic right to assume the tenancy of the plot, if the tenant makes the decision to surrender the plot. However, the Allotment Team will consider each tenancy on an individual basis and reserve the right to allocate the plot to partners, who have been registered and working the plot for a minimum of 3 years.

# Allotment Rules & Regulations of Tenancy

- 1.5.4 Partners will only be considered for offer of tenancy where plots have been managed in accordance with the Rules and Regulations.
- 1.5.5 The Council has the right to dissolve a partnership if they believe it to be necessary for any reason.
- 1.5.6 Plot tenancies must be surrendered by existing tenant before the Allotment Team will consider the application of the registered partner to take over the plot.

## **1.6 Change of Address**

- 1.6.1 The tenant must give written notice of change of address within one month of any change.
- 1.6.2 If the Council does not receive notification from the tenant and any correspondence is returned undelivered, then the Council will commence termination of the tenancy.
- 1.6.3 Personal information held by the Council relating to your allotment tenancy will be held in accordance with the Data Protection Act 1990. Any requests for information held by the Council in relation to the allotment tenancy will not be divulged to a third party without express written permission of the tenant.

## **1.7 Written Correspondence**

- 1.7.1 Any written correspondence, for example, letters, notices, forms will generally be sent by post to the tenant at his/her last known address (or by an agreed preferred alternative method, i.e. .e-mail) or left in a conspicuous place on their plot.

## **1.8 Power of Entry and Inspection**

- 1.8.1 The allotments are Council owned land and any officer of the Council is entitled, at any time, when directed by the Allotment Team to enter and inspect an allotment garden to ensure compliance with rules and conditions of tenancy.

- 1.8.2 Tenants are advised that photographs are a routine part of the inspection process and these pictures are retained by the Council's Allotment Team for future reference, in accordance with the requirements of the Data Protection Act 1998.
- 1.8.3 Hindrance or harassment of a duly appointed officer in carrying out inspection of the plot will result in an immediate Notice to Quit being issued.
- 1.8.4 The Allotment Team have the right to forcefully gain entry (include the breaking of any locks or padlocks) if they have significant evidence to suspect the following:
- (a) illegal or criminal activity;
  - (b) animal abuse or cruelty;
  - (c) the storage on the plot or use of the plot for purposes which may cause significant harm to health of the public or to the condition of the allotment, i.e. unsupervised fires, leakage of chemicals which may cause pollution.
- 1.8.5 Intention to forcibly gain entry will be made to the Council's Legal Department prior to this taking place.

## **1.9 Enforcement of Tenancy Rules and Regulations**

Where there is a proven breach of tenancy, the Council will take enforcement action against the tenant and begin the eviction process.

### **1.9.1 General Breaches of Tenancy - Enforcement Procedure**

When evidence exists that a breach of tenancy has occurred, tenants will be subject to the following enforcement procedure:-



(a) 1st Warning Letter

This will outline the nature of the breach(es), give instructions on required actions and **14 days** for the tenant to rectify the problem.

(b) 2nd Warning Letter

If, after the 14 day period, it is found that no or insufficient action has been taken, then the tenant will be issued with a 2nd warning letter. This will give the tenant an **additional 14 days** to rectify the breach.

(c) Notice to Quit

If, after 14 days from the 2nd warning, it is found that no/insufficient action has been taken, then the tenant will be issued with a **Notice to Quit**.

The Notice to Quit informs the tenant that the tenancy will be terminated in **28 days** and that the eviction process has commenced.

In this period, they must remove all possessions and locks and leave the allotment plot in an agreed condition.

(d) After the 28 days has expired, a **Notice of Re-entry** will be posted on the allotment plot in a prominent position and the Council will then have regained procession of this plot and all items which remain on it.

The tenant will receive a letter to confirm that the tenancy has ended.

(e) If any works are required in order to bring the plot to the standard required in order that it may be re-let, then this work will be undertaken by the Council and the outgoing tenant charged for this.

## **1.9.2 Tenant Record of Warnings**

From April 2012, any offence (i.e. first or second warning) received by the tenant will remain relevant for 3 years (from the date of the first warning) .

Therefore tenants who, in one season, received a first warning for example for non cultivation, then subsequently took adequate action that year, but then committed the same offence within the 3 year period, would receive a 2nd warning for that offence rather than another 1st warning. This system aims to prevent persistent abusers of the rules and regulations.

## **1.9.3 Serious Breaches of Tenancy - Enforcement Procedure**

Where it is deemed that a serious breach of tenancy has occurred (see list below for definition) then an immediate Notice to Quit will be issued and tenants will be instructed to vacate the plot within 28 days and their tenancy will be ended.

The Allotment Team also reserve the right to demand immediate repossession, if it is deemed that this is necessary to protect the public or the allotment site.

### **1.9.3.1 Circumstances for Immediate Notices to Quit**

- (a) Abuse or violence towards other tenants, the Allotment Team or members of the public.
- (b) Criminal activities.
- (c) Activities which may cause significant harm to human or animal health or to the environment.

## **1.9.4 Sickness or Inability to Manage Plot for a Short Period of Time**

Tenants who are unable to cultivate their plot for reasons such as illness, work commitments or other personal

circumstances, should contact the Allotment Team to inform them of this. All such details will be strictly confidential.

At the discretion of the Allotment Team, tenants may be given a 'waiver' of a maximum of 6 months and will not be subject to the normal inspection / enforcement procedure in this time.

It is advised that tenants who are unable to manage their plots fully for whatever reason, should contact the Allotment Team for advice and support.

## **1.9.5 Splitting of Plots**

Plots which are of a larger size may be considered to be split, at the discretion of the Allotment Team, where a tenant is unable to manage the full plot.

This split and new tenancy will be permanent.

# Part 2 - Site Rules - Security

## 2.1 Site Safety, Security and Duty of Care

### 2.2.1 Authorised Persons

- (a) Only the tenant or accompanied guest(s) are allowed on the allotment site, except during site open days.
- (b) The allotment officer or other authorised person(s) (including, where applicable, association or committee members) may order any unauthorised person to leave the allotment site immediately.
- (c) No person under the age of 18 years of age is allowed on site, unless accompanied by an adult.
- (d) Non-tenants may be allowed on site when the tenant is away to water plants etc. if permission has been granted and the site committee has been informed.
- (e) The tenant is responsible for the behaviour of children and adults visiting the allotments. In an instance where a visitor breaches site rules, then the tenant will be held equally responsible.

### 2.1.2 Site Hours of Use

- (a) Allotments should only be accessed in the hours of daylight (i.e. dawn until dusk).
- (b) Those requiring access to the allotments outside of these hours (i.e. for exceptional needs, such as animal husbandry etc) must contact the Allotment Team for permission.
- (c) Overnight stays are strictly forbidden.
- (d) Vehicles and caravans can not be parked or stored on allotment plots.



- (e) The Council reserves the right to delegate authority to any appropriate policing or security body to challenge the activities of any person found on an allotment site at any time of the day.

## 2.1.3 **Keys**

- (a) All tenants will be issued with one set of keys.
- (b) Any additional or replacement keys will be subject to a charge and require written permission from the Allotment Team.
- (c) Keys must be returned at the end of the tenancy, failure to do so will incur a charge of £25.
- (d) Tenants must ensure that keys are kept in their possession and must not be lent out to any third party.
- (e) Unauthorised copying of keys is strictly forbidden.

## 2.1.4 **Locking of Gates**

All tenants and authorised persons must lock gates on entry and departure to prevent access by unauthorised persons or animals. This applies even if the gate is found to be already unlocked on arrival /departure.

## 2.1.5 **Reporting of crime and anti-social behaviour**

Allotment tenants are encouraged to report any instances of crime or anti-social behaviour on allotments to the Police and the Allotment Team.

## 2.1.6 **Access**

The tenant, registered partners or visitors:

- (a) Must only enter the allotment site by the provided tracks, path and associated gates.

- (b) No additional entrances or gates can be installed without prior written permission of the Council's Allotment Team.
- (c) Tenants cannot modify or interfere with the padlocks, fences, gates or any other security provision made by the Council.
- (d) Pay due regard to their personal health and safety and of others who may be around them.

### **2.1.7 Insurance and Personal Liability**

- (a) The Council will not be held responsible for any damage or injury resulting from activities undertaken by tenants on, or in connection with, their use of the allotment plot.
- (b) Tenants are advised to seek professional advice about their personal liability and property insurance cover. They may also wish to consider becoming a member of one of the national allotment organisations, where membership benefits may be available.
- (c) Seek their own personal liability and property insurance cover against theft, damage and personal injury.
- (d) Have responsibility for the security of any article taken onto the allotment site.

### **2.1.8 Vehicles on Allotment Sites**

- (a) It is not permitted to use allotment plots for parking or garaging of vehicles.
- (b) Plot users are requested to park considerately and not block access ways to adjacent properties or routes that might be required by emergency vehicles.

# Allotment Rules & Regulations of Tenancy

- (c) Pedestrians have priority use of allotment tracks at all times and vehicles must drive with due care and consideration, stopping to allow pedestrians and other users to pass safely.
- (d) Vehicles must limit their speed to 5 mph.
- (e) The Allotment Team reserve the right to prohibit vehicular access (both temporarily and permanently) onto sites, if they believe that it is detrimental to the site, e.g. due to damage to the internal pathways or issues caused by unauthorised access (i.e. theft or fly-tipping) or for the safety of tenants.

## 2.1.9 Expected Behaviour of Tenants

- (a) Tenants must not discriminate against, harass, bully or victimise any other person/s on the grounds of race, colour, ethnic or national origin, language, religion, political or other opinion, belief, gender, marital status, age, sexual orientation, sexuality, medical condition, disability or disadvantage by any other condition which cannot be shown to be justified.
- (b) No tenant must cause another tenant harassment, alarm or distress. Any use of violence or threats of violence or damage to another's property will be grounds for immediate termination of tenancy and possible prosecution.
- (c) Allotment plots and any structures may not be used for any illegal, immoral or anti-social purpose. Tenants found to have committed an illegal or immoral act will be subject to immediate tenancy termination.
- (d) In the case of unresolved tenancy disputes, where no one party can be proven as being in breach of any site rules, then the Council reserves the right to end the

tenancy of both parties. The Council reserves the right to consult with the site representative regarding any such disputes.

#### **2.1.10 Notices and Advertisements**

- (a) Notice boards are for the sole purpose of displaying information by allotment associations and the Council.
- (b) No notices or advertisements are allowed without the permission of the Allotment Team.

#### **2.1.11 Health and Safety on Allotments**

- (a) Storage of fuels and hazardous materials such as gas cylinders, chemicals and fuel is strictly prohibited without the prior written consent of the Allotment Team.
- (b) All tenants wishing to store any of the above materials are required to complete a 'Hazardous Substances' form on an annual basis and when any additional hazardous substances are brought onto the plot.
- (c) Tenants wishing to store hazardous substances on allotments must agree to allow the Allotment Team to share their details to relevant third parties, i.e. the emergency services and Police if and when required.
- (d) The storage of Hazardous Substances without the required permission will be deemed a serious breach of tenancy and tenants will be issued with an immediate Notice to Quit, if found to be in breach of this condition.

#### **2.1.12 Hazardous Material Storage**

##### **Restriction on Pesticides and Fertilizers**

- (a) Under the Control of Pesticides Regulations (COPRA 1997) anyone who sells, supplies, stores or uses a pesticide must take all reasonable precautions to



protect the health of humans, creatures and plants, safeguard the environment and avoid the pollution of water.

- (b) Pesticides and fertilisers must be used and stored in accordance with the manufacturer's instructions in an approved container, well out of the reach of vulnerable people and locked away, if necessary.
- (c) Nitrate fertiliser must not be stored within 10 metres of a watercourse or field drain.

## Disposal of Pesticides and Fertilisers

- (a) Associations and plotholders should contact the Allotment Team for information on the safe disposal of pesticides and fertilisers.
- (b) Pesticides should never be included in the household rubbish, burnt, placed in skips or poured into any kind of drainage system or watercourse.

### **2.1.13 Storage and Handling of Fuel for Heating and Machinery**

Fire and explosions are a real risk on plots and pose specific dangers to the emergency services tasked to deal with them. In order to reduce risk to the public and emergency services, the following restrictions will be operating:-

#### Restriction on Gas Cylinders

- (a) Only canisters containing LPG are to be used on plots for heating and lighting.
- (b) Acetylene is strictly forbidden.
- (c) The maximum canister size is 15kg, of which only two canisters (be they full or empty or any stage between) are permitted on a plot at any one time.

All tenants with pressurised gas cylinders on plots are required to:-

- (a) register them with the Council on the Hazardous materials form (pink paper);
- (b) ensure they are stored correctly and securely;
- (c) ensure they, as plot holder, have relevant third party insurance to cover their presence on site;
- (d) display a hazard sign on their gate or in a prominent place (this will be provided by the Allotment Team when permission has been granted for storage);
- (e) failure to adhere to the above rules of tenancy will be deemed a serious breach of tenancy and tenants will be issued with an immediate Notice to Quit.

#### **2.1.14 Restriction on Flammable Liquids**

- (a) Maximum inclusive total of 20 litres (4.4 gallons) of inflammable liquid (paraffin, petrol, diesel, methylated spirits etc.) can be stored by tenants on plots.
- (b) All flammable liquids must be in containers specifically designed for their storage with appropriate, visible and readable safety warnings on the outside of the container.
- (c) All flammable liquids must be stored in a manner which means that any accidental leakages will not contaminate the allotment or any watercourses or drains nearby, i.e. in a double skinned container or an appropriate alternative.
- (d) Containers to be kept in adequately secure and ventilated circumstances.

# Allotment Rules & Regulations of Tenancy

- (e) Fuel in machinery or heaters is not included in this storage total, but should not exceed an additional inclusive total of 10 litres (2.2 gallons) for the plot.
- (f) All spillages must be cleaned up immediately and significant spillages MUST be reported to the Allotment Team.
- (g) Sand, cat litter or proprietary oil absorbent must be kept in case of spillage.

## 2.1.15 Personal Safety

- (a) Particular care should be taken when using strimmers, rotavators and other mechanical / powered equipment. Appropriate personal protective equipment should be worn at all times.
- (b) Unsafe working practice may result in tenancy termination and the tenant shall be liable for any damage or injury caused by unsafe working practices.
- (c) Allotments are not suitable for large private gatherings of 12 people or more.
- (d) The playing of amplified music is forbidden.
- (e) Tenants have a duty of care to everyone, including visitors, trespassers and themselves.

## 2.1.16 Water

- (a) The tenant shall not waste or contaminate water and the Council encourage the use of water saving devices such as water butts.
- (b) All standpipes will be considered as a common resource to be shared with surrounding tenants.

- (c) Hose pipes are permitted to water directly if hand held or to fill water butts, provided that this does not prevent other tenants having access to water supplies.
- (d) Any tenant who uses excessive quantities of water, or is seen to consistently monopolise the water supply to the detriment of other tenants will be issued with a warning.
- (e) Any form of unattended mains connected irrigation (such as sprinklers and timed devices) are not permitted.
- (f) Alteration or illegal connections to the water supply would be considered a serious breach of tenancy and tenants who have inherited such connections on their plots are advised to contact the Allotment Team.
- (g) The Council reserves the right to switch off the water supply for period of time, if it is deemed necessary for maintenance work or to prevent damage to the water supply infrastructure, i.e. during winter months. Tenants will receive notification if water supplies are to be affected.
- (h) Tenants are not eligible for rent rebates on sites where water supplies have been temporarily turned off.

#### **2.1.17 External Fencing**

- (a) No structures are to be attached or supported by external fencing. Where this is currently the case, plot holders will be expected to make arrangements to rectify the situation when external fencing replacement or maintenance is undertaken.

#### **2.1.18 Internal Paths and Communal Areas**

- (a) Where present, the tenant shall keep internal paths and communal areas adjoining the allotment, clean and free



# Allotment Rules & Regulations of Tenancy

from flowering weeds and long overgrown grass (that exceeds 15cm) and in good repair.

- (b) The tenant shall not obstruct or allow to become obstructed, any path or road and soil must be kept clear of the edge to enable rainwater to drain away.
- (c) Where division paths exist, they should provide a clear and unobstructed access of at least 45cm wide and be included in the cultivated area.
- (d) In order to facilitate access by emergency services and maintenance vehicles, tenants of allotment plots adjacent to main access tracks must ensure that:
  - the track is kept free of obstructions and hazards at all times;
  - materials and manure are delivered directly into plots and not left unattended;
  - paths must not be obstructed or parked on by vehicles unless for purposes of loading or unloading. Owners of vehicles which frequently and persistently block paths will be issued with a warning.

## 2.1.19 Notifiable Pests and Plant diseases

- (a) Notifiable pests, plant diseases, Injurious weeds and invasive plants such as bamboo, Japanese Knotweed, Himalayan Balsam and Giant Hogweed must not be planted and if seen, reported to the Allotment Team.

## 2.1.20 Pests

- (a) Tenants are advised to refer to the guidance provided on our website in order to reduce the occurrence of pests.

- (b) All requests for pest control treatment must be made by contacting the Allotment Team on 523406.

### **2.1.22 Security and Covert Surveillance**

- (a) Tenants are advised that mobile CCTV cameras and other surveillance equipment can and will be deployed by the Council and other authorised agencies as necessary, to monitor and gather information about activities on allotment sites for enforcement purposes.

### **2.1.21 Fault and Repair Reporting**

- (a) Faults and maintenance problems with security gates, locks, water pipes and fences should be reported to the Allotment Team. Once issues are identified, most minor repairs will be undertaken as soon as reasonably practical by a Council assigned contractor.
- (b) Emergency faults which arise out of normal working hours which may compromise the security of the site should be undertaken using the Council's appointed contractors, details of which will be made available to allotment associations.

## Part 3 - Your Plot - Use of Plot

### 3.1 Plot ID

- 3.1.1 The plot number must be shown clearly on each plot at all times, so that they can be easily located by maintenance staff and emergency services.

### 3.2 Use of Plot

- 3.2.1 The tenant shall use the allotment plot for the recreational growing of vegetables, fruit, flowers or lawn and permitted livestock for the tenant and their immediate friends and family's domestic use.
- 3.2.2 The cultivated area of the plot is the area defined as the area that is cultivated for crop or flower production, this should represent approximately 75% of the total plot.
- 3.2.3 The cultivated area may also include greenhouses, poly tunnels and fruit cages, housing for chickens and rabbits (all structures will require permission to be granted before erection).
- 3.2.4 New tenants taking over a plot will be given a jointly agreed target by the Allotment Team for the cultivation of the plot, under the probationary process.
- 3.2.5 Allotments must be kept clean and maintained in a good state of cultivation and fertility throughout the year.
- 3.2.6 An area that is cleared annually of weeds yet remains uncropped or unplanted during any one year will be considered as non-cultivated.
- 3.2.7 Cultivation requires that the tenant annually dig, mulch, prune and weed the plot.

## **Weeds**

- 3.2.8 It is the tenant's responsibility to keep the plot free of weeds that cause a nuisance to adjoining tenants.
- 3.2.9 Weed seed heads must be removed before the seed has set.
- 3.2.10 Long grass or detritus that may harbour pests must be removed.
- 3.2.11 Control pernicious weeds which spread through root extensions (e.g. couch grass and ground elder) or from runners (e.g. brambles).
- 3.2.12 Allotments that have areas that are not suitable for production, such as heavily shaded areas, excessively sloping land, impoverished or polluted soils, or buildings/concreted areas which existed previously may be allowed extended utility, lawn or conservation areas. Any such exemptions will be at the agreement of the Allotment Team.
- 3.2.13 Up to 25% of the plot may be used for utility purposes this includes sheds, storage areas, workshops, waste incinerators, seating, housing for animals (other than rabbits or chickens).

## **Trees and Hedges**

- 3.2.14 Tenants must gain permission from the Allotment Team before they cut, prune, or interfere with trees outside the boundaries of their plot.
- 3.2.15 All fruit trees must be adequately maintained and the maximum height for any tree on an allotment plot is 3 metres.
- 3.2.16 Hedges must not exceed 2 metres in height.



## **3.3 Unauthorised Use of the Plot**

### **3.3.2 Commercial Activities**

- (a) The tenant shall not use the allotment plot, or allow it to be used, for the purposes of any trade or business.
- (b) The bringing onto the plot of produce or materials for the purpose of selling is not permitted. Exemptions exist for activities such as Allotment Association shops, which must be registered with the Council).
- (c) Excess produce must not be sold for profit or for the financial gain of the tenant.

## **3.4 Storage of Materials on the Plot**

- 3.4.1 The storage of goods or materials not directly connected with the cultivation of the plot is not permitted.
- 3.4.2 The Allotment Team have the right to ask the tenant to remove any items which they deem should not be stored on the plot.
- 3.4.3 Materials which are to be stored for use on the plot can only be stored for a maximum of 6 months. After this period, the tenant will be asked to remove surplus materials within a set time period. Failure to respond to the Council's request will result in the Council removing the materials and the tenant will be charged with the full cost of such removal.

## **3.5 Waste Disposal**

- 3.5.1 The use of the plot for waste recycling or disposal is strictly forbidden.
- 3.5.2 The tenant shall keep the allotment plot and the surrounding area clear of litter, refuse or other rubbish.

- 3.5.3 Tenants are encouraged to recycle and re-use materials in an environmentally friendly manner, but only strictly for the purpose of direct horticultural care.
- 3.5.4 The tenants shall not deposit, or permit to be deposited on the allotment plot, any refuse or decaying matter (except manure and compost in such quantities as may be reasonable required for the use in the cultivation of the allotment plot).
- 3.5.5 All deliveries of manure etc. should be supervised by the tenant and taken onto the plot within a maximum of 2 days.
- 3.5.6 Tenants who fail to remove manure etc. will be issued with a warning and may be liable for clean-up cost.
- 3.5.7 Tenants who witness illegal flytipping onto allotment land should immediately contact the Police or Allotment Team. All reports will be treated in the strictest confidence.
- 3.5.8 Any building materials which are delivered to sites, i.e. window frames for greenhouses, must be taken into the plot immediately. This will be deemed to be flytipping and the Environmental Enforcement Team will be notified.
- 3.5.9 The tenant must not place any refuse or organic matter elsewhere on the site (i.e. vacant plots or path ways). This will be deemed to be flytipping and the Environmental Enforcement Team will be notified.
- 3.5.10 Tenants who are found to have illegally disposed of waste will be given an immediate Notice to Quit, as this is deemed to be a serious environmentally damaging act.

## **3.6 Composting**

- 3.6.1 Tenants are encouraged to compost organic waste, as a preferred alternative to burning.

# Allotment Rules & Regulations of Tenancy

3.6.2 The tenant shall maintain compost heaps in a tidy condition and they must be in proportion to the size of the plot.

3.6.3 Advice on composting can be found on our website or available from the Allotment Team.

## 3.7 Waste

3.7.1 Waste derived from the plot must be responsibly disposed of at a licensed waste disposal facility. Tenants may take waste materials from allotments to Burn Road Household Waste and Recycling Centre. Please contact the Allotment Team for further details.

## 3.8 Restriction on Open Burning (Bonfires)

3.8.1 Bonfires are banned between 31st March and 30th September each year.

3.8.2 All bonfires now require a permit which can be obtained from the Allotment Team.

3.8.3 Bonfires are permitted on the first weekend of the month, in the months of October, November, December, January, February and March only.

3.8.4 Tenants who obtain the required permit can have a bonfire on Saturdays and Sundays between the hours of 12noon and 4.00pm.

3.8.5 Bonfires must be attended at all times and failure to do this would be deemed a serious health and safety and environmental offence and tenants will be issued with an immediate Notice to Quit.

3.8.6 Bonfires must be contained in a metal brazier of approximately 45 gallon size

3.8.7 Suitable methods to extinguish fires must always be available, i.e. water or sand.

- 3.8.8 Only organic material, i.e. perennial weeds, diseased plants or untreated wood may be burnt.
- 3.8.9 The burning of the following materials is strictly forbidden and will lead to immediate Notice to Quit and referral for prosecution under the Environmental Protection Act 1990.
- Any material producing black smoke, i.e. rubber, plastics, foam, paint.
  - Any material originating from outside the allotment site.
  - Any other material which may cause environmental damage or harm to human health.
- 3.8.10 Tenants should be aware that any bonfires which cause smoke nuisance under the Environmental Protection Act 1990, Section 80 may be subject to independent enforcement action.
- 3.8.11 Tenants who light a fire within 50ft (15.24m) of the centre of a highway may be guilty of an offence under the Highways Act 1980.
- 3.8.12 When lighting bonfires, consideration must always be given to the prevailing weather conditions and the effects of the smoke on other tenants and occupiers of neighbouring premises.
- 3.8.13 The Council reserves the right to refuse bonfire permits to those tenants who do not show due consideration to the rules.
- 3.8.14 A limited number of permits will be issued on each permitted burning weekend and these will be subject to regular checks. When tenants request a permit, but the allocation has been filled, they will be given priority for the next permitted burning period.



3.8.15 The health and safety of other tenants and neighbouring residents must always be given priority.

## **3.9 Contamination**

3.9.1 The use of carpets as a weed suppressant is banned, due to the chemical contents and non-biodegradable nature of such items.

3.9.2 Other weed suppressants, such as black plastic, should only be used as an aid to clearing the plot and should be removed at the earliest opportunity.

## **3.10 Minerals**

3.10.1 The tenants shall not:

- sell or carry away any mineral, soil, stone, gravel, sand, slate, flints, clay or sub-strata or allow any other person to do so;
- bring in any mineral material which may contaminate the plot or be detrimental to the soil quality or fertility.

## **3.11 Structures on Allotments**

3.11.1 The tenant shall not, without prior written consent of the Council's Allotment Team, erect any structures, or extend or make alterations to any existing structures.

3.11.2 Any proposed structure or alteration to an existing structure on an allotment plot, must have a clear horticultural purpose in relation to the cultivation, maintenance of the plot or the welfare of permitted animals.

## **3.12 Structures permitted in the 75% cultivation area**

- Poly tunnels
- Greenhouses
- Fruit cages

- Water butts and composters
- Hen or Rabbit housing
- Paths
- Incinerator/brazier

### **3.13 Structures which MAY BE permitted in the 25% utility area**

- Concrete bases for sheds/greenhouses, not exceeding 16metre square
- Storage/potting/tool sheds
- Patios
- Ponds
- Small pigeon lofts/animal housing (excluding kennels)
- Temporary storage areas

### **3.14 Structures which may not be permitted and which will require additional planning consent or environmental permits**

- Large communal areas (i.e. association meeting rooms/association shops)
- Structures larger than the permitted 16metre square based sheds
- Large pigeon lofts/animal housing
- Fences higher than 2m
- Structures constructed from brick/block work
- Caravans/portacabins/shipping containers
- Dog kennels
- Stables
- Patios/pathways greater than 25% of the total plot area (i.e. where hard pathways are required for increased accessibility)
- Brick built chimneys

## 3.15 Consent for Structures

The structural form (blue) needs to be fully completed and include details of the following:

- Use of structure
- Heating of structure
- Structural dimensions (i.e. total height, width, building footprint) in metres
- Description, picture or drawing of proposed structure
- Foundation type
- Materials used in construction

## 3.16 Guidance for Structure Use and Construction

### 3.16.1 Use of Structure

(a) Any proposed structure or alteration to an existing building on an allotment plot must have a clear horticultural purpose:

- Cultivation
- Greenhouse, poly tunnel, compost area, water butts and fruit cages

(b) Storage

- Low risk garden tools and materials for use on the plot only
- Potentially hazardous liquids, e.g. fertiliser, pesticides, herbicides and fuels will be permitted in small quantities in accordance with the rules and regulations 2012

(c) Animal Feed

- Stored securely to prevent pest infestations

### 3.16.2 Heating of Structure

- (a) Under the Clean Air Act 1993, it is an offence to emit smoke from the chimney of a building from a furnace or any fixed boiler, if located in a designated smoke control area.
- (b) It is also an offence to acquire 'unauthorised' fuels for use within a smoke control area, unless it is used in an 'exempt appliance'. The current maximum level of fine is £1,000 for each offence.
- (c) Hartlepool Allotments lie within the smoke control zone therefore are subject to the above restrictions.
- (d) For further information please contact Hartlepool Borough Council's Environmental Health Team.
- (e) Tenants may put up one shed (provided they do not exceed the permitted size limitations) per plot and this will be included within the 25% utility area.
- (f) All Greenhouses, poly tunnels and fruit cages will be considered within the 75% cultivation area.
- (g) No structure can impact on the ability to use or enjoy the plot of neighbouring tenants, i.e. cause shading.
- (h) Any structure on the allotment must be maintained to an appropriate appearance and condition. If the Council is not satisfied with the state of the structure, the tenant must either repair it to the Allotment Team's satisfaction, or remove the structure within 28 days of instruction to do so.
- (i) If the structure is not removed, the Council may remove it and charge the tenant the full cost of removal and disposal.



- (j) Any structure must be temporary and able to be removed, if/when the tenancy ends.
- (k) No structures are to be attached to or supported by external fencing.
- (l) Structures which lie outside the parameters of the structural criteria listed below require planning permission and the Allotment Team has the right to refuse any structure which they deem to be unacceptable for allotments.

## **3.17 Permitted Structure Parameters**

### **3.17.1 Height - ground based single storey structure**

- (a) Maximum height to eaves 1.82 metre (6feet)
- (b) Maximum height to ridge from ground 2.74m (9 feet).

### **3.17.2 Foundations**

- (a) A tenant will be required to remove (or pay for the removal of) foundations at the end of the tenancy.

### **3.17.3 Area**

- (a) No individual structure can exceed 16 square metres.
- (b) There should be at least 1m spacing between any structure and an external allotment fence for maintenance.
- (c) All structures must be adequately secured to the ground to prevent uplift with sheds and glass house requiring a footing on slabs bedded on sand.
- (d) All structures must be kept within the boundary of the plot and not constructed over underground utilities (e.g. water pipes).

## **3.18 Materials**

### **3.18.1 Reclaimed or Recycled Materials**

- (a) The Allotment Team will need detailed information about what will be used and how it will affect the external appearance. For example, old doors used as external walls are likely to be unacceptable.

### **3.18.2 New Materials**

- (a) Brick and block work may not be permitted as they are not easily removed and will also require additional planning permission.
- (b) Details of proposed use of structure, i.e. storage of low risk garden tools/materials for use on the plot only.

## **3.19 Internal Fences**

- 3.19.1 Solid fences adjacent to neighbours plots should not exceed 1 metre in height and wire and trellis fences should not exceed 1.5 metres in height.

## **3.20 Animals on Allotments**

- 3.20.1 The Allotment Act 1950 allows the following animals on allotments:

- (a) Chickens (although cockerels are restricted to certain sites)
- (b) Rabbits

- 3.20.2 Where a flock of 50 fowl or more is kept, the said flock must be registered with DEFRA under the Avian Influenza (Preventative Measures Regulations 2005).

- Cockerels are banned from the following sites:
  - Brierton
  - Chester Road

# Allotment Rules & Regulations of Tenancy

- Greatham
- Station Lane

3.20.3 All other sites will be kept under review to ensure the presence of cockerels does not become a nuisance to neighbouring properties. If a noise nuisance occurs then tenants will be referred for prosecution under the Environmental Protection Act 1990 (Sections 79 and 80) Noise nuisance Regulations. The Allotment Team reserve the right to ban cockerels from these sites.

3.20.4 The keeping of the following animals may also be considered, but are subject to prior written approval by the Allotment Team:

- Bees
- Small mammals (including ferrets, guinea pigs)
- Birds (including pigeons, doves, turkeys, ducks and geese)

3.20.5 Tenants wishing to keep any type of animal on their plot must first submit an annual compulsory Animal Registration Form (yellow form) to the Allotment Team.

3.20.6 Full details of the type and number of animals must be given.

3.20.7 If tenants cannot be clear or precise about the exact number of each type of animal, they are requested to indicate a maximum number.

3.20.8 The Allotment Team reserve the right to decline applications for certain animals or request a revision of the number of animals kept on a plot, where it is felt necessary.

3.20.9 All registrations are required to be confirmed each year by the 31st May.

3.20.10 Hoofed animals (horses, cows, pigs, goats and sheep) are not permitted to be housed on allotments.

3.20.12 Dogs are not permitted to be housed on allotments.

### **Exemptions**

3.20.13 Dogs and horses which were registered on allotment sites prior to April 2010 may be subject to an exemption and will be allowed to stay on the plot for the remainder of their lives, subject to the following criteria:

- (a) All dogs **must be** chipped and details supplied to the Allotment Team. Unchipped dogs will not be permitted to stay on allotment plots (please contact the Allotment Team to arrange for dogs to be chipped free of charge).
- (b) Exempt animals will be subject to an annual inspection, failure to allow access by the Allotment Team will result in the permission being revoked.
- (c) Dogs should not be a source of nuisance (barking/howling) and if deemed to be so, then the Council has will ask for the tenant to remove the animal(s) within 14 days.

3.20.14 Tenants who bring new/additional unregistered dogs onto the allotments will be in breach of their tenancy and enforcement action will be taken and previous permissions for other dogs revoked.

3.20.15 It is a requirement to keep dogs on a lead or under close control, so that they do not stray onto other plots.

3.20.16 Tenants must ensure the responsible removal and appropriate disposal of dog faeces, in accordance with the Dogs (Fouling of Land) Act 1996. If dog foul becomes a problem on a site, then all existing permissions for dogs to



be housed on the site will be revoked.

3.20.17 The Council has the right to undertake regular inspections of animals being kept on allotment plots.

3.20.18 If the welfare of any animal is deemed to be compromised, then the Allotment Team will ask that remedial action be taken or that the animal is removed to more suitable accommodation.

3.20.19 Failure to comply with these requests will result in referral for prosecution under The Welfare of Animals Act 2006.

3.20.20 Where tenants have given up plots or have been evicted and they fail to remove their animals, these animals will be taken into the possession of the Local Authority and the Allotment Team will look to recover any charges for accommodating these animals or for veterinary treatment.

# Part 4- End of Tenancy

## 4.1 Termination of Tenancy by Tenant

- 4.1.1 The tenant may give up the tenancy of the allotment plot by giving 28 days notice, in writing, to the Council's Allotment Team, or less if agreed.
- 4.1.2 On termination of tenancy, no refund of the annual rent will be given.
- 4.1.3 On notification of termination of tenancy, the tenant must meet and agree with the Allotment Team on the condition which the plot must be surrendered in and the tenant must take any action necessary to meet this.
- 4.1.4 Failure to leave the plot in the agreed condition will result in the Council undertaking the work and a charge will be made to the tenant.
- 4.1.5 When the tenant leaves the plot he/she must ensure that any shed or structure on the plot, which has been given permission to remain, has been emptied of its contents and any lock or padlock removed.
- 4.1.6 All keys must be returned to the Allotment Team within 14 days of the termination of tenancy, failure to do so will result in a charge of £25.

## 4.2 Termination of tenancy by the Council

- 4.2.1 The Council may require the tenant to vacate the allotment site by:
  - (a) Re-entering the allotment site after providing a 'Notice to Quit' in accordance with the eviction procedure set down in these Rules and Regulations. This will occur if the tenant has breached any of the rules and regulations of tenancy, such as non payment of rent or

# Allotment Rules & Regulations of Tenancy

non-maintenance of the plot in accordance with Section 28 of the Allotment Act 1908.

- (b) Re-entering the allotment site after providing three months' notice, in writing, to the tenant if the land is required for building, mining or any other industrial purpose (or roads or sewers necessary in connection with any of those purposes) or if the land is required by Council for the purpose (other than agriculture) for which the land acquired by the Council or has been appropriated under any statutory provision.

- 4.2.2 Providing a notice, in writing, with 12 months or longer notice expiring on or before 6th April or on or after 29th September in any year. Where the Council holds an allotment site under lease, on determination of that lease arrangement, the tenancy of the allotment plot will be terminated. The Council is not obliged to issue a Notice to Quit.

## **4.3 Death of a Tenant**

- 4.3.1 The tenancy of the allotment shall terminate one month after the death of the tenant.
- 4.3.2 The plot will automatically be returned to the possession of the Council in the interim period until a new tenant is assigned.
- 4.3.3 Upon the death of a tenant, any registered partners who meet the requirement of the tenancy transfer, may be given the option to take over the tenancy. This offer will be made at the discretion of the Allotment Team.
- 4.3.4 Plots will not automatically be transferred to a next of kin.
- 4.3.5 Tenants are advised that no human or animal ashes or remains can be scattered or buried on the allotment plot/site.



# Part 5 - Associations

- Local and national- insert weblinks

Help and advice

## Miscellaneous

### Council's Responsibilities

The Council remains the land owner at all times and is therefore responsible for the administration of allotments sites including:

- Waiting lists and the letting of plots
- Rent collection
- Termination of tenancy agreements
- Enforcement of rules and requirements
- Repairs to perimeter fences, gates, water and road infrastructure
- Vacant plot management
- Boundary hedge and tree managements
- General repair/maintenance
- The removal of fly-tipped waste

## Part 6 - Contact Us

- Website [www.hartlepool.gov.uk/allotments](http://www.hartlepool.gov.uk/allotments)
- Telephone 01429 523406
- Email [allotments@hartlepool.gov.uk](mailto:allotments@hartlepool.gov.uk)
- Allotment Form-insert details

Newsletter –insert details

Draft



**Produced by Hartlepool Borough Council  
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1 Church Street  
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TS24 7DS**

**Revised: February 2012**

## **CULTURE, LEISURE AND TOURISM PORTFOLIO**

Report to Portfolio Holder

27<sup>th</sup> March 2012



**Report of:** Director of Child and Adult Services

**Subject:** RIVER TEES REDISCOVERED: HLF  
LANDSCAPE PARTNERSHIP BID

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### **SUMMARY**

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

- 1.1 To inform the portfolio holder of the involvement of officers of Hartlepool Borough Council Parks and Countryside Section and Tees Archaeology in the River Tees Rediscovered Landscape Partnership Bid.

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

- 2.1 The Heritage Lottery Fund 'Landscape Partnerships' programme is based on a range of local regional and national organisations joining together to bring a range of benefits to a distinct landscape area (between 20 – 200 sqkm). Grants of up to £2 million are available.
- 2.2 Tees Archaeology and Hartlepool Borough Council Parks and Countryside Section are part of a wide ranging partnership that is developing a scheme based on the River Tees and extending from the mouth of the River up to Piercebridge. The project is being led by Groundwork North East and the bid will be for c£1.9m.
- 2.3 If successful the project will be implemented by all the partners. These include the local authorities of the bid area and organisations such as Groundwork North-East, the RSPB, Tees Valley Wildlife Trust, River Tees Trust and Tees Archaeology.
- 2.4 The River Tees Rediscovered Landscape Partnership Bid will deliver a number of the aims and objectives of the Parks and Countryside Section and Tees Archaeology. It will raise awareness of the natural and historic environment and improve access to it.

**3. RELEVANCE TO PORTFOLIO MEMBER**

Tees Archaeology and Parks and Countryside are part of the Culture, Leisure and Tourism portfolio

**4. TYPE OF DECISION**

Non -Key

**5. DECISION MAKING ROUTE**

Culture, Leisure and Tourism Portfolio meeting of 27th March 2012

**6. DECISION REQUIRED**

6.1 That the portfolio holder note the project.

**Report of:** Director of Child and Adult Services

**Subject:** RIVER TEES REDISCOVERED: HLF  
LANDSCAPE PARTNERSHIP BID

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**1. PURPOSE OF REPORT**

- 1.1 To inform the portfolio holder of the involvement of officers of Hartlepool Borough Council Parks and Countryside Section and Tees Archaeology in the River Tees Rediscovered Landscape Partnership Bid.

**2. BACKGROUND**

- 2.1 The Heritage Lottery Fund ‘Landscape Partnerships’ programme is based on a range of local regional and national organisations joining together to bring a range of benefits to a distinct landscape area (between 20 – 200 sqkm). Grants of up to £2 million are available.
- 2.2 The grant scheme has four main themes
- Conserving or restoring the built and natural features that create the historic landscape character.
  - Increasing community participation in local heritage.
  - Increasing access to and learning about the landscape area and its heritage.
  - Increasing training opportunities in local heritage skills.
- 2.3 Tees Archaeology and Hartlepool Borough Council Parks and Countryside Section are part of a wide ranging partnership that is developing a scheme based on the River Tees and extending from the mouth of the River up to Piercebridge.
- 2.4 The bid is being led by the Middlesbrough office of Groundwork North-East and includes all of the local authorities for the area as well as organisations such as the RSPB, Tees Valley Wildlife Trust, River Tees Trust, Tees Valley Local Access Forum and a number of others.
- 2.5 The Partnership has developed a ‘Vision’ statement for the bid and a number of themes have been developed. The bid will be submitted in March 2012 and has a total value of £1.9m. The project will take place over five years.



### 3. PROPOSALS

- 3.1 Hartlepool Borough Council Parks and Countryside Section particularly support a range of proposals that will develop the public and permissive rights of way path network.
- 3.2 It is hoped to develop a pedestrian and cycling link between Seaton Common and Greatham Creek. Any pathways that are developed will be supported by interpretative and promotional literature to improve awareness of the natural and historic environment around them.
- 3.3 Tees Archaeology has been involved in the development of a range of historic environment proposals including:-
- Medieval Communities of the River Tees which will work with local communities to explore the history of their settlement and its relationship to the river.
  - Survey and Investigation of Medieval Salt Mounds. This project will work with local volunteers to investigate the large mounds at Seaton Common and Greatham Creek that are remains of the medieval salt industry.
  - Community Archaeology Project. This will allow communities within the Landscape Partnership area to identify those aspects of their local heritage that they wish to explore and provide them with the skills to do it.

### 4. FINANCIAL CONSIDERATIONS

- 4.1 The total project bid will be for c£1.9m and both HBC Parks and Countryside Section and Tees Archaeology have made a significant contribution in officer time to date. Implementation of the project will be by all the partners, these include the local authorities of the area and organisations such as RSPB, Tees Valley Wildlife Trust, River Tees Trust, Groundwork North – East and Tees Archaeology.
- 4.2 There will be two stages to the project should the bid be successful, a development stage followed by an implementation stage. A decision on the bid is expected in June 2012.

### 5. RECOMMENDATIONS

- 5.1 That the portfolio holder notes the above project.

### 6. REASONS FOR RECOMMENDATIONS

- 6.1 The River Tees Rediscovered Landscape Partnership Bid will deliver a number of the aims and objectives of the Parks and Countryside

Section and Tees Archaeology. It will raise awareness of the natural and historic environment and improve access to it.

**7. BACKGROUND PAPERS**

7.1 Vision Statement for River Tees Rediscovered Landscape Partnership Bid.

7.2 Map showing the area covered by the bid.

**8. CONTACT OFFICER**

John Mennear, Assistant Director, Child and Adult Services