

NEIGHBOURHOODS AND REGULATORY SERVICES COMMITTEE

MINUTES AND DECISION RECORD

20 October 2025

The meeting commenced at 10.00 am in the Civic Centre, Hartlepool.

Present:

Councillor: Karen Oliver (In the Chair)

Councillors: Fiona Cook, Corinne Male, Owen Riddle, and Christopher Wallace

Also Present: In accordance with Council Procedure Rule 4.2 Councillor Amanda Napper was present as substitute for Councillor Ed Doyle.

Parish Council Representatives:

Lyn Noble, Dalton Piercy Parish Council
Stephen Smith, Greatham Parish Council

Officers: Kieran Bostock, Director of Neighbourhoods and Regulatory Services
Helen Smith, Planning Policy Team Leader
Ami Capper, Senior Planning Policy Officer
Laura Henery, GIS & Planning Policy Technician
Steve Hilton, Communications and Marketing Team
Angela Armstrong, Principal Democratic Services and Legal Support Officer

1. Apologies for Absence

Apologies for absence were received from Councillors Ed Doyle and Sue Little.

2. Declarations of Interest

None.

3. Minutes of the meeting held on 15 September 2025

Received.

4. Minutes of the meeting of the Emergency Planning Joint Committee held on 10 September 2025

Received.

5. Planning Obligations Supplementary Planning Document *(Director of Neighbourhoods and Regulatory Services)*

Type of decision

Non key.

Purpose of report

To enable Members to consider the draft Planning Obligations Supplementary Planning Document (draft SPD) attached at Appendix 2. Permission was sought from Members to consult upon the draft SPD.

Issue(s) for consideration

The Director of Neighbourhoods and Regulatory Services presented a report with the draft Planning Obligations Supplementary Planning Document (SPD) attached at Appendix 1. The 2025 draft SPD had been updated in consultation with relevant Council officers and reflected updates in local and national policy. An outline of the up-to-date costs from the draft SPD was included in the report and this demonstrated the costs that were to be attributed to various elements of developer contributions, particularly to reflect the associated impacts of inflation since 2015.

The SPD also provided further information regarding Discount Market Value Sale Housing (DMV). DMV units were affordable homes that were offered to eligible persons with a discount on the market price and were commonplace across the borough. The process for DMV applications could be complex and time consuming and the draft SPD sought to bring clarity to the process and included an example of a DMV application form.

The Director of Neighbourhoods and Regulator Services indicated that the draft SPD would be subject to a consultation period from Monday 3 November 2025 to Monday 19 January 2026 (12 weeks). Residents, internal and external stakeholders would be consulted and the Council Your Say platform would be utilised.

In response to a question from a Member, the Director of Neighbourhoods and Regulatory Services indicated that currently the eligibility criteria for DMV applications did not include key workers, but this could be a suggestion included within the consultation feedback. The Director of Neighbourhoods confirmed that the final version of the SPD will be reported back to this Committee prior to adoption by Full Council.

The Chair thanked all the officers involved for their hard work in progressing the updating of the SPD and noted it was pleasing to see the process being simplified where possible as it was a very complicated and legal process. The Chair suggested that a Members' briefing session be held to explore the detail within the SPD.

Decision

- (i) The draft SPD was noted and Members were supportive of the public consultation proceeding in accordance with the Council's Statement of Community Involvement.
- (ii) That a Members' Seminar be arranged to enable the details within the SPD to be explored further.

6. Houses in Multiple Occupation Supplementary Planning Document (*Director of Neighbourhoods and Regulatory Services*)

Type of decision

Non key

Purpose of report

To enable Members to consider the draft Houses in Multiple Occupation (HMO) Supplementary Planning Document (SPD) attached at Appendix 1. Permission was sought from Members to consult upon the draft SPD.

Issue(s) for consideration

The Director of Neighbourhoods and Regulatory Services presented the report that provided the background to the provision of HMO's which offered low cost and flexible homes for people whose options may be limited, such as young professionals, students and individuals with lower incomes. However, it was noted that notwithstanding the positive impact that HMOs could have on the housing market, they can, if not designed, located and managed properly lead to problems associated with a low standard of accommodation, noise and disturbance along with having the possibility of altering the character of an area and community. The draft SPD sets out what a HMO is, the interrelationship between planning and licensing and the planning determination process.

The draft SPD provided guidance that sought to ensure HMO accommodation was of a high quality and along with guidance on refuse, parking and provided examples of when HMOs would be looked upon more favourably than others.

The Director of Neighbourhoods and Regulator Services indicated that the draft SPD would be subject to a consultation period from Monday 3 November 2025 to Monday 19 January 2026 (12 weeks). Residents,

internal and external stakeholders would be consulted and the Council Your Say platform would be utilised.

A Member sought clarification on the monitoring of the overall quality of HMOs. The Director of Neighbourhoods and Regulatory Services confirmed that for all HMO conversions, submitting a planning application would be the first stage. If planning permission was approved, the licensing of the premises would then need to be progressed. A discussion ensued on selective licensing of HMOs and the Director of Neighbourhoods and Regulatory Services confirmed that work was ongoing to progress this.

The Chair concluded by adding that the effective regulation of HMOs was a priority for local residents and this was therefore a priority for Members. In addition there was further legislation being introduced to support this such as the Renters' Reform Bill.

Decision

- (iii) The draft SPD was noted and Members were supportive of the public consultation proceeding, in accordance with the Council's Statement of Community Involvement.
- (iv) That Officers amend the draft SPD with the final version to be brought back to Neighbourhood Services Committee for approval prior to being adopted at Full Council.

The meeting concluded at 10.20am

H MARTIN

DIRECTOR OF LEGAL, GOVERNANCE AND HUMAN RESOURCES

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