

# CABINET AGENDA



**Monday 5<sup>th</sup> June 2006**

**at 9:00 a.m.**

**in Committee Room B**

**MEMBERS: CABINET:**

The Mayor, Stuart Drummond

Councillors Hargreaves, Hill, Jackson, Payne, Tumilty and R Waller

**Also invited – Councillor James, Chair of Scrutiny Co-ordinating Committee**

**1. APOLOGIES FOR ABSENCE**

**2. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**

**3. MINUTES**

- 3.1 To receive the Record of Decision in respect of the meeting held on 15<sup>th</sup> May, 2006 (previously circulated)

**4. BUDGET AND POLICY FRAMEWORK**

- 4.1 None

**5. KEY DECISIONS**

- 5.1 New Deal for Communities – Community Housing Plan - Thornton Street Update  
*- The Director of Regeneration and Planning Services, and the Head of Environment Management, Neighbourhood Services*

## **6. OTHER ITEMS REQUIRING DECISION**

- 6.1 Friarage Manor House and Surrounding Land – Draft Development Brief - *The Director of Regeneration and Planning Services*
- 6.2 Outcomes and Proposed Action Plan from the Joint Cabinet/Scrutiny Event – *Assistant Chief Executive*

## **7. ITEMS FOR DISCUSSION**

- 7.1 None

## **8. ITEMS FOR INFORMATION**

- 8.1 None

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

- 9.1 Corporate Plan (BV PP) 2006/07 – *Scrutiny Co-ordinating Committee* (to be presented by Councillor James, Chair of Scrutiny Co-ordinating Committee)

### **EXEMPT ITEMS**

Under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in the paragraphs referred to below of Part 1 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006

## **10. EXEMPT KEY DECISIONS**

- 10.1 None

## **11. OTHER EXEMPT ITEMS REQUIRING DECISION**

- 11.1 None

# CABINET REPORT

5 June 2006



**Report of:** The Director of Regeneration and Planning Services,  
and the Head of Environment Management,  
Neighbourhood Services

**Subject:** NEW DEAL FOR COMMUNITIES COMMUNITY  
HOUSING PLAN – THORNTON STREET UPDATE

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## SUMMARY

### 1. PURPOSE OF REPORT

1. To request Cabinet approval to use an element of the resources available for housing market renewal 2006-8 to enable this project to be moved forward, ahead of detailed consideration of future spending priorities in respect of a range of potential HMR activity over this same time period.

### 2. SUMMARY OF CONTENTS

1. The report updates Cabinet in respect of the position with Thornton Street, and the previous report that was considered on 29 March 2006 is attached as Appendix A, for information.

### 3. RELEVANCE TO CABINET

1. This project has strategic relevance across a range of portfolios, and is key to both Regeneration & Planning and Liveability.

### 4. TYPE OF DECISION

1. Key. Tests (i) and (ii) apply.

### 5. DECISION MAKING ROUTE

1. Cabinet will make the decision at it's meeting on 5 June 2006.

**6. DECISION(S) REQUIRED**

1. Cabinet is requested to approve the use of an element of confirmed resources available for housing market renewal to enable this project to be progressed, ahead of further detailed consideration of future spending priorities.

**Report of:** The Director of Regeneration and Planning Services,  
and the Head of Environment Management,  
Neighbourhood Services

**Subject:** NEW DEAL FOR COMMUNITIES COMMUNITY  
HOUSING PLAN – THORNTON STREET UPDATE

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## **1. PURPOSE OF REPORT**

1. To request Cabinet approval to use an element of the resources available for housing market renewal (HMR) 2006-8 to enable this project to be moved forward, ahead of detailed consideration of future spending priorities in respect of a range of other potential HMR activity over this same time period.

## **2. BACKGROUND**

1. Cabinet considered New Deal For Communities Housing Plan situation in respect of Thornton Street at its meeting on 29 March 2006 (attached as Appendix A).
2. The report summarised the background to the Community Housing Plan (CHP) with specific reference to Thornton Street. The original CHP had made a variety of proposals for Thornton Street, including partial demolition of the south side of Thornton Street and the provision of new bungalows, and various supporting environmental improvements. As reported to the then Town Management Portfolio Holder in June 2003, the CHP had no formal planning or legal status and therefore it was necessary at that time to have the proposals independently tested to ensure they could be supported as part of the proper planning of the area, and be practically delivered. This piece of technical work (known as 'area assessments') had been completed during 2004.
3. The area assessment report had suggested the retention of the south side of Thornton Street for possible improvements/ refurbishment, and some demolition to the north side be pursued to create a linear park, which could as well as contribute toward an uplift of the immediate street environment. This idea had received strong community support during consultations on the outcomes of the area assessments later in 2004. The New Deal For Communities Steering Group had therefore agreed to amend demolition proposals for Thornton Street within its Community Housing Plan accordingly in September 2004, resolving to work up further and more detailed land use proposals in due course.

4. In order to make progress with the linear park, a Thornton Street project group comprising local residents, Hartlepool Revival, NDC and HBC officers had been established in 2005, and had produced a draft work programme to progress the consultation and design of the proposed park. One element of the work programme will include establishing a final defined boundary for a proposed park. Whilst still to be exactly determined, this indicative boundary was set within the plan appended to the report. The project group had prepared and agreed a formal development brief for the linear park project, and this was issued to various interested landscape architects in February 2006. Interviews had taken place on 14 March 2006, and Anthony Walker & Partners (AWP) had been provisionally appointed to take forward the work. New Deal for Communities had set aside an element of its budget for projects such as this and it was anticipated that NDC funding for the necessary physical works could be confirmed, after due appraisal process, in May 2006.
5. Within the indicative boundary, Hartlepool Revival owned all but 10 of the property interests within the area proposed for the linear park. No resources had been identified to support the acquisition of these specific properties.
6. In terms of resources available to support housing market renewal generally, the Council has a confirmed funding allocation from the Regional Housing Board through the Single Housing Investment Pot (SHIP) for the period 2006-8, and also an in principle allocation from the ODPM's Housing Market Renewal Fund (subject to formal approval) for the same period. Whilst a large element of this resource is required to meet outstanding commitments in terms of fully completing site assembly and property acquisition on existing housing clearance sites in central Hartlepool where the Council has made Compulsory Purchase Orders (particularly in 2006-7), there was potentially some funding available to support additional activity over this period, subject to satisfactory resolution of cash flow and other budgetary management issues associated with a 2 year funding allocation. There were a number of emerging and existing schemes that could potentially be in competition for such resources, and decisions regarding priorities would need to be made in the near future without prejudice to that process, Cabinet was requested to agree to the principle of supporting this project, subject to confirmation of the availability of resources.
7. Cabinet resolved to
  - (i) Support in principle the proposal to create a linear park to the north side of Thornton Street (within a boundary still to be determined but which was broadly defined within the plan submitted as Appendix A) in the interests of the general improvement and enhancement of this area; and

- (ii) Agree in principle to the use of housing market renewal (HMR) resources available for the period 2006-8 to acquire the remaining properties required to fully assemble the site for redevelopment, subject to the necessary funding being confirmed and overall HMR budgetary management requirements.
- (iii) A further report was requested detailing the outcome of the consultation process on the proposals for the linear park. This process remains ongoing and will be considered at a future date.

### **3 PROPERTY ACQUISITION AND RISK MANAGEMENT CONSIDERATIONS**

1. In terms of additional leverage into this scheme, New Deal For Communities has approved a funding allocation for this project which would cover proposed landscaping, pathway improvements, necessary highways alterations, other associated works, and property demolitions. Ongoing property improvements are also currently being undertaken on the south side of Thornton Street.
2. As reported previously, Hartlepool Revival confirm that existing 'Homeswap' property already in their ownership is available to support relocations for several of the remaining residents, without the need for additional subsidy. This ability to potentially accommodate around half of the additional acquisitions required through the use of other property already owned by them therefore significantly reduces the current funding gap for the project.
3. Hartlepool Revival has maintained an ongoing dialogue with owners of these additional property interests within the area proposed for the linear park. At the time of preparation of the previous report, it had been considered unlikely that the owner of 3 of these properties would consider negotiating sales interests by agreement, and that potentially in the future the Council may need to give consideration to the use of the available compulsory powers, if appropriate, to enable the scheme to be successfully delivered in its entirety. Alternatively, consideration could be given to a modified (reduced) scheme, although this may not serve the best interests of this area into the longer term.
4. Further to recent dialogue with Hartlepool Revival, the owner in question has subsequently offered his properties up for sale at values commensurate with those that have been established by an independent valuer. Acquisition of these interests at this time would enable the project to be moved forward, and perhaps more importantly could avoid a situation where formal consideration of the potential use of CPO powers may prove necessary to allow further scheme progression, including the additional risk and cost implications this could potentially involve.

5. As mentioned above, agreement in principle was given to the use of housing market renewal (HMR) resources available for the period 2006-8 to acquire the remaining properties required to fully assemble the site for redevelopment, subject to the necessary funding being confirmed and overall HMR budgetary management requirements.
6. A report will be prepared for Cabinet in the near future seeking agreement on the range of additional HMR spending priorities potentially coming forward during the period to 2008. Prior to that process, and in view of 3.3 above, it would seem prudent to allow these acquisitions to be resourced from the 2006-8 HMR allocation as mentioned within 2.6, rather than delay purchases until formal consideration of this scheme alongside other identified priorities (and potentially lose the opportunity to acquire by agreement).

#### **4. RECOMMENDATIONS**

1. Cabinet is requested to approve the use of an element of confirmed resources available for housing market renewal to enable this project to be progressed, ahead of further detailed consideration of future spending priorities.



# CABINET REPORT

29 March 2006



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

**Subject:** NEW DEAL FOR COMMUNITIES COMMUNITY  
HOUSING PLAN – THORNTON STREET

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## SUMMARY

### 1. PURPOSE OF REPORT

To update Members in respect of proposals for Thornton Street within the New Deal For Communities (NDC) Housing Plan, and to seek in principle agreement to these.

### 2. SUMMARY OF CONTENTS

The report summarises the background to the Community Housing Plan with specific reference to Thornton Street, and confirms the current position in respect of taking this part of the Plan forward.

### 3. RELEVANCE TO CABINET

This project has strategic relevance across a range of portfolios, and is key to both Regeneration & Planning and Liveability.

### 4. TYPE OF DECISION

Key. Tests (i) and (ii) apply.

### 5. DECISION MAKING ROUTE

Cabinet will make the decision at it's meeting on 29 March 2006.

### 6. RECOMMENDATIONS

Cabinet is recommended to:-

- 1 Support in principle the proposals to create a linear park to the north side of Thornton Street (within a boundary still to be determined but which is broadly defined within the plan attached as Appendix A) in the interests of the general improvement and enhancement of this area; and
- 2 Agree in principle to the use of housing market renewal (HMR) resources available for the period 2006-8 to acquire the remaining properties required to fully assemble the site for redevelopment, subject to the necessary funding being confirmed and overall HMR budgetary management requirements.

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

**Subject:** NEW DEAL FOR COMMUNITIES COMMUNITY  
HOUSING PLAN – THORNTON STREET

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## **1. PURPOSE OF REPORT**

To update Members in respect of proposals for Thornton Street within the New Deal For Communities (NDC) Housing Plan, and to seek in principle agreement to these.

## **2. BACKGROUND**

- 2.1 Following the completion of a substantial body of work around explaining and understanding the dynamics and characteristics of housing markets in Hartlepool and the increasingly visible manifestation of problems associated with declining demand for primarily older, private, terraced dwellings in the town, Hartlepool NDC undertook an ambitious, comprehensive and inclusive programme of public consultations with residents and others within the New Deal area throughout 2002 in order to develop and secure support and agreement on a Community Housing Plan (CHP).
- 2.2 The major housing market difficulties the Plan seeks to help address include low relative house prices, high levels of empty property, high levels of poorly managed privately rented property, a concentration of older, poorer quality housing and a relatively poor quality environment and lack of open space amenity. At national, regional and sub-regional levels there is a clear recognition that dealing with such problems effectively is a key priority and fundamental to ensuring the long-term sustainability of some of our communities.
- 2.3 The Community Housing Plan was officially launched in May 2003, and includes proposals for the acquisition and demolition of residential and non-residential property with 'homeswaps' and relocation grants for affected residents, the development of new homes targeted toward local people, improvements to existing housing, the creation of community parks and other landscaping and environmental improvements. Hartlepool Revival was established at this time to deliver the Plan on behalf of NDC and the Council.
- 2.4 For Thornton Street, the original CHP made a variety of proposals, including partial demolition of the south side of Thornton Street and the provision of new bungalows, and various supporting environmental improvements. As reported to the then Town Management Portfolio Holder in June 2003, the

CHP has no formal planning or legal status and therefore it was necessary at that time to have the proposals independently tested to ensure they could be supported as part of the proper planning of the area, and be practically delivered.

- 2.5 This piece of technical work (called ‘area assessments’) was completed during 2004. This included a rigorous planning assessment of the various elements within the CHP, a wide range of stakeholder consultation and analysis together with a critique of the CHP in terms of the likelihood of it being successfully deliverable through a Planning CPO. In respect of Thornton Street, the conclusions were that the proposals within the CHP would not contribute to the proper planning of the area for a variety of reasons, and therefore Cabinet resolved to receive further reports in due course following further consultations with local residents, businesses and other stakeholders with a view to building some alternative and deliverable proposals.
- 2.6 The area assessment report concluded that in planning the way forward for this area it is important to recognise its locational attributes and intrinsic qualities. For example in that it provides a key linkage between the town centre and the Grange Conservation Area. The report suggested one potential means of achieving this could be to retain the south side of Thornton Street for possible improvements/ refurbishment, and pursue some demolition to the north side to create a linear park, which could then act as such a link, as well as contribute toward an uplift of the immediate street environment. This idea received strong community support during consultations on the outcomes of the area assessments later in 2004. The New Deal For Communities Steering Group therefore agreed to amend demolition proposals for Thornton Street within its Community Housing Plan accordingly in September 2004, resolving to work up further and more detailed land use proposals in due course.

### **3 CURRENT POSITION**

- 3.1 Since this time NDC and Hartlepool Revival have expended considerable energies and resources moving forward practical implementation of other proposals within the CHP, most particularly those for proposed housing redevelopment in the Mildred Street and Mayfair Street areas, and in respect of which Members have received various previous reports.
- 3.2 Whilst acknowledging this, and the good progress that has been made to date, there is a clear need to begin to make progress with proposals in other areas, including Thornton Street, not least because of ongoing resident concerns and the negative impact the concentration of empty property has on the town centre. The Hartlepool Revival Board therefore considers this issue to be a key priority within their programme moving forward.

#### 4 THORNTON STREET LINEAR PARK

4.1 In summary, the overall strategy that has emerged for the Thornton Street area is to:-

- Create a linear park.
- Increase owner occupation.
- Improve housing stock.
- Involve the community.
- Attract new residents into the area.
- Generate local training / employment opportunities and encourage local investment for NDC residents.
- Create a sustainable community.

4.2 In order to make progress with the linear park, a Thornton Street project group comprising local residents, Hartlepool Revival, NDC and HBC officers was established in 2005, and has produced a draft work programme to progress the consultation and design of the proposed park. This includes clear information on the various approvals that would be ultimately required, including funding, planning permission, further acquisitions and the potential need for the use of compulsory purchase powers to ultimately deliver the project. One element of the work programme will include establishing a final defined boundary for a proposed park. Whilst still to be exactly determined, this indicative boundary is set within the plan attached as Appendix A.

4.3 The project group has prepared and agreed a formal development brief for the linear park project, and this was issued to various interested landscape architects in February 2006. Interviews took place on 14 March 2006, and Anthony Walker & Partners (AWP) have been provisionally appointed to take forward the work.

4.4 The services provided by the Landscape Architect will (subject to funding availability) involve a 2 Stage Plan. The initial appointment will cover **Phase 1: consultation and design works** including:-

- Consultation with residents over the design of the linear park and associated works noted in this brief
- Consultation with HBC regarding statutory permissions eg. Road Closures, Planning and Building control Applications
- Providing an outline design of the linear park and associated works, and
- Preparation of tender documents

Subject to funding and other approvals, the landscape architect would continue onto **Phase 2: contract management**, including:-

- Providing full contract management including tender & contract preparation and management
- Associated technical and survey work

- The generation of employment opportunities for local people proposals covering the use of local contractors and suppliers
- Providing advice to local residents & Hartlepool Revival, and
- Any other reasonable support required to deliver the project.

## 5 FINANCIAL AND RISK CONSIDERATIONS

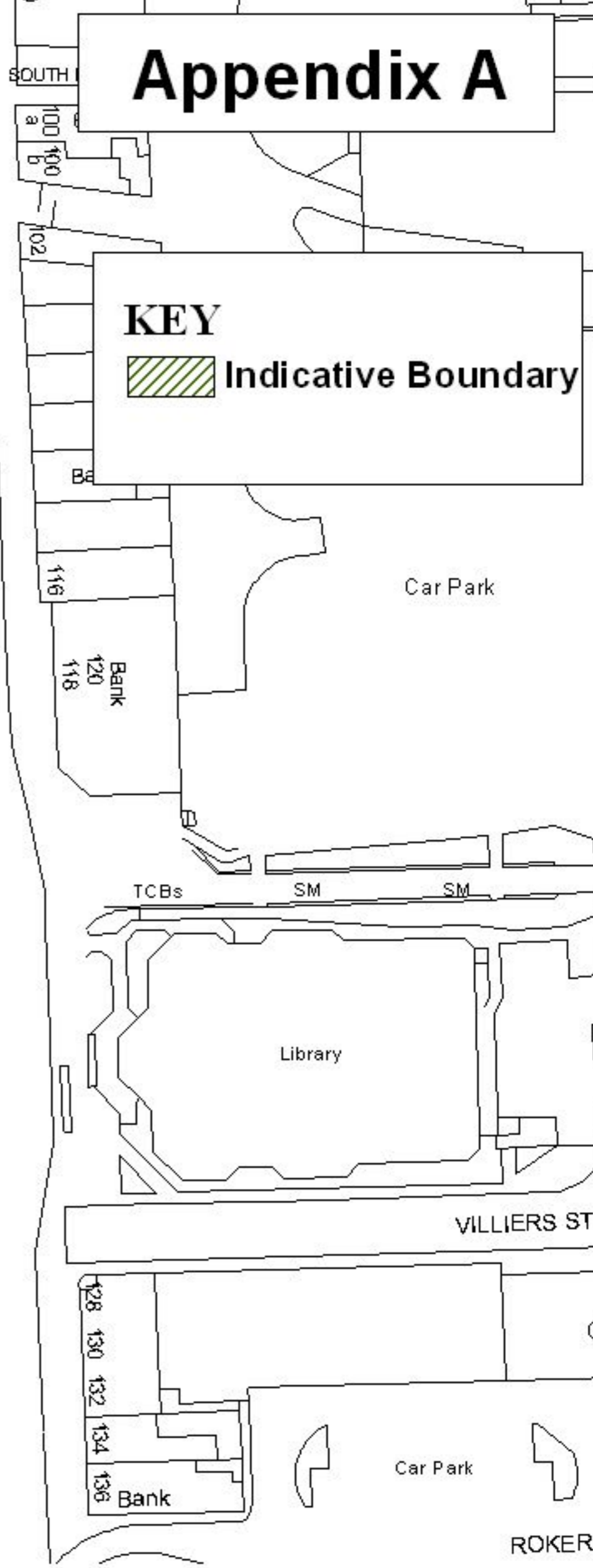
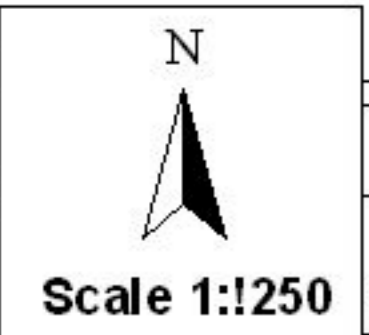
- 5.1 New Deal For Communities has set aside an element of its budget for priority projects such as this which, subject to appraisal and approval (scheduled May 2006) could cover proposed landscaping, pathway improvements, necessary highways alterations, other associated works, and property demolitions.
- 5.2 Within the indicative boundary as set within Appendix A, Hartlepool Revival owns all but 10 of the property interests within the area proposed for the linear park. Currently no resources have been identified to support the acquisition of these properties.
- 5.3 In terms of resources available to support housing market renewal generally, the Council has a confirmed funding allocation from the Regional Housing Board through the Single Housing Investment Pot (SHIP) for the period 2006-8, and also an in principle allocation from the ODPM's Housing Market Renewal Fund (subject to formal approval) for the same period. Whilst a large element of this resource is required to meet outstanding commitments in terms of fully completing site assembly and property acquisition on existing housing clearance sites in central Hartlepool where the Council has made Compulsory Purchase Orders (particularly in 2006-7), there is potentially some funding available to support additional activity over this period, subject to satisfactory resolution of cash flow and other budgetary management issues associated with a 2 year funding allocation. There are a number of emerging and existing schemes which could potentially be in competition for such resources, and decisions regarding priorities will need to be made in the near future. Without prejudice to that process, Cabinet is requested to agree to the principle of supporting this project, subject to confirmation of the availability of resources.
- 5.4 Hartlepool Revival confirm that existing 'Homeswap' property already in their ownership is available to support relocations for several of the remaining residents without the need for additional subsidy. Funding to support the acquisition of the remaining property interests would therefore need to be identified to allow this project to be formally progressed.
- 5.5 Agreement in principle to seek to acquire these outstanding property interests carries some degree of financial risk in that all of the funding allocation as outlined in 5.3 has yet to be confirmed, as do issues relating to timing of spend within fixed yearly grant allocations. Such funding would need to be in place should the Council resolve at some future date to progress a CPO to acquire the properties compulsorily, although at this stage this is not being proposed and discussions are being held with owners with a view to acquiring them by agreement. The ability of Hartlepool Revival to potentially

accommodate around half of the acquisitions required through the use of other property already in their ownership significantly reduces the current funding gap for the project.

## **6 RECOMMENDATIONS**

### **6.1 Cabinet is recommended to:-**

- 1 Support in principle the proposals to create a linear park to the north side of Thornton Street (within a boundary yet to be determined but which is broadly defined within the plan attached as Appendix A) in the interests of the general improvement and enhancement of this area; and
- 2 Agree in principle to the use of housing market renewal (HMR) resources available for the period 2006-8 to acquire the remaining properties required to fully assemble the site for redevelopment, subject to the necessary funding being confirmed and overall HMR budgetary management requirements.



# Proposed Linear Park - Thornton Street



# CABINET REPORT

5<sup>th</sup> June 2006



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

**Subject:** FRIARAGE MANOR HOUSE AND SURROUNDING LAND – DRAFT DEVELOPMENT BRIEF

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## SUMMARY

### 1. PURPOSE OF REPORT

The report seeks Cabinet endorsement to the development brief for the Friarage Manor House and surrounding land, which will be used to assist the marketing and development of the land. This follows representations emerging from the consultation process and subsequent amendments made to the draft brief.

### 2. SUMMARY OF CONTENTS

With reference to the Cabinet report of 27<sup>th</sup> February when Cabinet approved the draft development brief for the purpose of public consultation this report documents the process of the month long consultation period and gives a summary of the representations made and proposed changes to the brief. The report also identifies the proposed next steps in the marketing of the land by the landowners.

### 3. RELEVANCE TO CABINET

The project is strategically important to the regeneration of the Headland and has relevance to more than one portfolio.

### 4. TYPE OF DECISION

Non Key.

### 5. DECISION MAKING ROUTE

Final endorsement by Cabinet following public consultation.

**6. DECISION(S) REQUIRED**

Cabinet is requested to approve the development brief and authorise officers to support the land marketing process.

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

**Subject:** FRIARAGE MANOR HOUSE AND SURROUNDING  
LAND- DRAFT DEVELOPMENT BRIEF

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## **1. PURPOSE OF REPORT**

1. The report seeks Cabinet endorsement of the development brief for the Friarage Manor House and surrounding land, which will be used to assist the marketing and development of this site.

## **2. BACKGROUND**

1. On the 27<sup>th</sup> February 2006 Cabinet approved a draft development brief for the Friarage and surrounding land and gave authorisation to carry out public consultation. This was to allow the local community and others to express their views on the draft brief. A key purpose of the brief is to secure the viable restoration of the Manor House within a sensitively designed redevelopment scheme. The Manor House is of historic significance to the Headland and a time limited Townscape Heritage Initiative grant is available to support a suitable restoration scheme. Guidance is included which seeks to ensure that the setting of this building is enhanced as well as the overall character of the Headland Conservation Area.

## **3 PUBLIC CONSULTATION PROCESS**

1. The public consultation event ran from Monday 3<sup>rd</sup> April to Friday 28<sup>th</sup> April 2006. The consultation was centred on an exhibition placed in the foyer of the Borough Hall, Middlegate on the Headland, which is open to the public. The exhibition presented written information, site plans and images providing the public with detailed information on the draft development brief. Copies of the brief and comments forms were available to read and to take away with pre-paid envelopes provided to facilitate responses. Ward Councillors and Headland Parish Councillors were informed of the consultation by letter. Letters were also sent to local residents groups and all residents in the vicinity of the Manor House site and other key stakeholders. Details of the brief have also been presented to the North Hartlepool Partnership Board.
2. Hartlepool Borough Council staff conducted eight drop in sessions for the public to attend and ask questions on the draft development brief. Details of these consultation events and contact numbers for Council staff were also presented on the display boards and advertised on the Councils Website. Council staff were available to contact by phone or for visits to answer any

questions. A press release was produced giving background information on the development brief and the consultation process. A full-page article and photograph appeared in the Hartlepool Mail and a smaller article featured in the Northern Echo on 6<sup>th</sup> April. Both articles advertised the dates and times of the drop in sessions. Radio Cleveland broadcasted an interview with a Council officer detailing the aims of the brief and the consultation process. This featured on the lunchtime, afternoon and the early evening news on Friday the 7<sup>th</sup> April.

#### **4. SUMMARY OF THE CONSULTATION RESPONSES**

1. The consultation process generated considerable interest and over 40 copies of the brief were taken away by residents, 16 detailed response forms, one e-mail and numerous phone calls were returned. Responses were also received from a range of groups and individuals including, Friends of the Friarage Manor House, Hartlepool Headland History Group, Hartlepool Civic Society, Durham County Rugby Football Union and local residents. The returned responses highlighted a number of key themes relating to the Friarage Manor House site and the draft development brief as follows:-
  - The majority of the responses received were in favour of protecting and restoring the Manor House building. There was a desire expressed to retain the building as a historic landmark for future generations.
  - When asked what the public believed the site should be used for there was a strong response in favour of community use. It was suggested this could take the form of a heritage centre, changing facilities, a tearoom, education centre or specialist shops. The Council and the North Hartlepool Partnership have recently agreed to fund some feasibility work aimed at testing the viability of a number of community use options and this will help to inform the marketing process.
  - Many of the responses agreed with the design requirements of the brief that new buildings must reflect the quality of the surrounding historic buildings and fit with the character of the Conservation Area.
  - Residents also suggested that any project should support ongoing regeneration encouraging tourism on the Headland.
2. The consultation responses also highlighted what the respondents believed to be unsuitable developments and uses for the site. High Density housing and flats had a number of objections and there was a negative response to the suggestion of possible small-scale retail or offices.

#### **5 HBC RESPONSE TO THE CONSULTATION**

1. In response to the suggestions made in the consultation process, amendments have been made to the brief to include additional information in the introduction and context section to clarify the development process and to encourage developers to consult with local people on development proposals. There has been the introduction of a new sentence in the Development

Opportunities section highlighting support for community uses by residents. Although indicating that any final end use would be determined by the land owners / developers, subject to the receipt of appropriate consents.

2. Section 6 concerning the policies of the Hartlepool Local Plan has been rewritten to reflect the fact that the Emerging Hartlepool Local Plan was adopted on the 13 April 2006 and is now the 2006 Hartlepool Local Plan and that both the 1994 Local Plan and Emerging Local Plan have now been superseded.

## **6 NEXT STEPS**

1. Once approved the brief can be used by the landowners - the Henry Smith Education and Non Education Trusts - to assist in the marketing of the land. The brief will guide potential developers through the planning process for any proposals for the site. Officers of the Council and North Hartlepool Partnership are seeking to engage with the landowners with a view to supporting the progression of marketing, and to facilitate the process of restoration of the Friarage Manor House within the timeframe of the Townscape Heritage Initiative (THI) grant scheme which is potentially available to assist restoration of this building.
2. To assist in the exploration of potential uses, the Council along with the North Hartlepool Partnership have agreed funding for a study which would assess the feasibility of a number of potential community uses for the Manor House which have emerged from informal discussions. A brief for this work is currently being prepared and it is hoped that this study will progress quickly. This will, however, potentially extend the lead-in period for the marketing of the land which would increase the risk of work not being completed within the THI timeframe. To mitigate against this, officers are seeking to negotiate with the THI Monitor to extend the grant period, although it is still important for the feasibility study to be progressed in a timely and focussed manner.

## **7 RECOMMENDATION**

1. Cabinet is requested to approve the development brief and authorise officers to support the land marketing process.

# Land at the Friarage Development Brief



May 2006

## **1. PURPOSE OF BRIEF**

- 1.1 This brief is intended to assist in the marketing of the Friarage Manor House site by indicating the Borough Council's policies and design requirements for development.

## **2. INTRODUCTION AND CONTEXT**

- 2.1 The Borough Council together with the landowners the Henry Smith Education Trust and the Henry Smith Non Education Trust are looking to encourage a suitable redevelopment of this important 0.8 hectare site on the Headland. It is seen as a key location within Headland, the redevelopment of which should complement and support the ongoing regeneration of the area.
- 2.2 In recent years the Headland has received major investment largely through the government's Single Regeneration Budget programme, which is targeted at developing the local economy and the historic core of Hartlepool. Major investment has been recently made in upgrading the local environment, which includes a refurbished promenade and public squares, improvements to a shopping parade and wider tourism focused activities. Amongst these tourism features are the visitor centre facilities at St Hilda's Church and the restoration of the Heugh Gun Battery as a visitor attraction. The Headland regeneration programme has also included the construction of a new sports centre and community facilities and extensive grant investment in private buildings.
- 2.3 Investment in this site is seen as important within the overall context of regeneration at the Headland. The key objective is to secure the restoration and active re-use of a Listed building (the Friarage Manor House), which currently occupies part of the site. The brief is intended to provide advice, guidance and information on the development of the site and the restoration of the Manor House. Any proposals from potential developers will be submitted to and should be assessed by the landowners against the development requirements. Developers will be encouraged to consult with local people.

## **3. LOCATION/ SITE DESCRIPTION**

- 3.1 The development site is situated in a prominent location on the Hartlepool Headland, within the Headland Conservation Area (designated in 1969 and extended in 1974). It is positioned approximately midway between the historic St Hilda's Church and the Heugh Gun Battery (a scheduled ancient monument) which are 200 metres to the south and east respectively.
- 3.2 The site itself covers an area of 0.8 hectares as shown on the attached plan Site Plan No. 1. It is situated near the junction of Friarage

Gardens and Victoria Place and consists predominantly of level land. The site is surrounded on three sides by residential properties. On the south side is the Victorian Terrace of Victoria Place and Moor Terrace whilst to the west and north are more modern terrace dwellings. Abutting the site in the south west corner is a small group of Victorian terraced buildings. To the east, between the brief site and the Heugh Gun Battery is a sports field, which formed part of the original Friarage site, but which is excluded from the brief area.

- 3.3 Slightly further afield to the north east is the Town Moor, a large area of open space which is used as a venue for the annual Headland Carnival. The sea is three hundred metres from the eastern curtilage of the site.
- 3.4 Apart from the Manor House itself, the only other building on the site is a small operational electricity substation, which is located on the north west tip of the development site.



#### **4. HISTORY**

- 4.1 The Headland is the original settlement of Hartlepool and was established during the 7<sup>th</sup> Century as a religious centre and later becoming a port.
- 4.2 The Manor House site forms the site of a former Franciscan Friarage established around 1240 and dissolved in 1538 under the general dissolution of the monasteries by Henry VIII. Part of the monastic buildings are believed to have been incorporated into a Manorial dwelling in the mid 16<sup>th</sup> Century, the remains of which are still present in the form of the Manor House, which is a Grade II Listed building. The surviving Manor House structure is the original east range of the mansion. In 1634 the Manor House Site was acquired by the Henry Smith Trust, a charity aimed at helping the poor. The Trust was subsequently sub-divided into The Henry Smith Hospital Trust and the Henry Smith Education Trust, the latter which still exists today and owns approximately two thirds of the development site. The Henry



Smith Hospital Trust no longer exists and the Council is currently seeking confirmation of ownership of this part of the site.

- 4.3 Subsequently in the mid 19<sup>th</sup> Century the Manor House building became the northeast wing of the hospital, which was built mid-way through the 19<sup>th</sup> Century and was known as the Friarage Hospital, and more recently St Hilda's Hospital. The hospital was closed in 1984 and demolished in 1987 with the current Manor House retained due to its historic interest. Since this time the building has been disused.
- 4.4 The property has a gross internal floor area of 94.5 sq. m. (1,017 sq. ft.) per floor on two floors, totalling 189.1 sq. m (2,035 sq. ft.).



## **5. DEVELOPMENT OPPORTUNITIES**

- 5.1 An imaginative but sensitive approach to the development of the Friarage Manor House site, which respects the maritime and Christian heritage of the area, will be actively encouraged. It is important that any new buildings whatever their potential use reflect the scale and character of the historic buildings immediately surrounding the brief area.
- 5.2 The land of the brief area is suitable for a variety of uses and is allocated as a mixed-use area in the local plan. This could take the form of a small-scale housing development. This should resemble the traditional dwellings of the Headland with two to three storeys and for example built in a small mews or a courtyard form.
- 5.3 Alternatively appropriate leisure uses, small-scale retail or specialist offices would be supported. Community consultation has highlighted the desire for elements of the Manor House and surrounding land to be developed for various community uses. These could be appropriate but ultimately it is for the landowners, potential developers and end

users to decide on the viability of desired uses of the site, subject to the appropriate statutory consents.

## 6. LOCAL PLAN POLICIES

- 6.1 The 2006 Hartlepool Local Plan has identified several key sites on the Headland, which offer opportunities for mixed-use development including tourism related and community facilities, housing and some specialist retail and small workshop development. Development Proposals for the site need to take account of the following policies contained in the 2006 Hartlepool Local Plan:

<b>Hsg6</b>	<b>Mixed Use Areas</b> - Housing Development will be approved as part of mixed-use developments.
<b>Com 22</b>	<b>Headland Mixed Uses</b> - the Borough Council will encourage proposals for development to: <ul style="list-style-type: none"><li>•Strengthen tourism and established economic activities to increase local employment;</li><li>•Widen the mix of housing investment to meet local needs and;</li><li>•Conserve and renew the environmental heritage of the area to protect and reinforce its historic identity.</li></ul>
<b>To2</b>	<b>Tourism at the Headland</b> – Visitor related developments would be approved where they are sensitive to the setting, character and Maritime and Christian heritage of the area.
<b>HE1</b>	<b>Protection or Enhancement of Conservation Areas</b>
<b>HE2</b>	<b>Environment Improvements in Conservation Areas</b>
<b>HE4</b>	<b>Control of Demolition in Conservation Areas</b>
<b>HE7</b>	<b>Control of Demolition of Listed Buildings</b>
<b>HE9</b>	<b>Change of Use of Listed Buildings</b>
<b>HE8</b>	<b>Works to Listed Buildings</b>
<b>HE14</b>	<b>Protection of Archaeological Sites</b> – The Borough Council will seek to protect archaeological sites and where appropriate their setting.

- 6.2 The entire Manor House site is protected by Conservation Area status. This development brief recognises the architectural and historical importance of the Manor House and seeks to enhance the Manor House and the setting by appropriate sensitive treatment.

## 7. GENERAL REQUIREMENTS FOR DEVELOPMENT

- 7.1 Although the site is currently in two separate ownerships, in the interests of proper planning of the area, it would be preferable for it to be treated as one, in order to ensure a cohesive and effective development of the site. Notwithstanding this preference however any separate development on part of the site should not prejudice the effective treatment of the remainder of the land.

- 7.2 The Friarage Manor House is a Grade II Listed building and should be retained and restored as part of any development scheme. A grant from the Heritage Lottery Townscape Heritage Initiative may be able to assist the restoration of the Manor House Building. The Friarage Manor House site is located in a very important part of the Headland Conservation Area as mentioned in the last chapter and any new built development needs to be very sensitively treated. Any development of the site should seek to preserve or enhance the appearance of the Conservation Area and also ensure that the design and layout is sympathetic to the character of the Conservation Area.
- 7.3 Proposed developments within the site should respect the setting and status of the Friarage Manor House as a Listed building and the character of surrounding residential properties. Any development should not have an adverse impact on the character, appearance and amenity of the building. This is particularly important on the southern boundary, which faces a traditional Victorian terrace, and around the south western corner of the site that borders the traditional housing at Friarage Gardens and Victoria Place. Early contact should be made with the Borough Council's Conservation Officer to discuss the conservation and preservation of the Friarage Manor House building. Contact Sarah Scarr, Landscape Planning and Conservation Manager.



## 8. DESIGN

- 8.1 Recent Government guidance has highlighted the importance of design quality in order to achieve urban renaissance. New development must display a high standard of urban design, which raises the architectural quality of the area in a way that reflects the existing character of the Conservation Area.
- 8.2 It is vital that the new development connects with the surrounding buildings in architectural style and design. This is particularly important around the older surrounding buildings at Victoria Place to the

south west corner of the brief area and to Moor Terrace on the southern boundary.

- 8.3 New buildings should reflect the style of the wider Conservation Area with two to three storeys and a strong urban form. Traditional materials common to the Conservation Area would be encouraged such as slate roofs and brick walls with or without render. Notable features of the Headland Conservation Area are public or semi public squares overlooked by housing.
- 8.4 The layout of the development should relate to the scale, location and setting of the Friarage Manor House in particular any new development should respect its orientation, aspect, scale, height, materials and character.
- 8.5 Any development should retain appropriate space around the Manor House thus maintaining the physical prominence of the Manor House building, which reflects and enhances the buildings scale and character. In practice, the brief suggests any new developments should adopt the following principles:
  - Where closest to the Friarage Manor House, should be orientated towards it, not presenting backs or service areas to it;
  - The Friarage Manor House should not be surrounded on all sides by hard surfacing;
  - Buildings should be no higher than and preferably lower than the height of the Manor House in order to respect the prominence of this building;
  - Roofs should be dual pitched, of a minimum pitch of 40° and of slate or eternit slate material;
  - Where possible new buildings should present a strong frontage towards the existing buildings to the west and south;
  - The use of traditional materials found in the Conservation Area;
  - Care should be taken to avoid the over development of the site.



## **9. ACCESS AND PARKING**

- 9.1 Vehicular access may be provided from Friar Street and/ or Moor Terrace / Victoria Place. Consultation should be made with the Borough Council's Highway Engineers regarding suitable access points contact Mike Blair on 01429 523252.
- 9.2 The road along the northern boundary currently serves the site and Jacques Court and is not adopted highway. Access to the Jacques Court residential dwellings needs to be maintained as part of any redevelopment proposals.
- 9.3 Car parking provision should be in accordance with current Local Authority standards. In addition to this and in the interests of the broader regeneration of the Headland, the development brief requires the provision of approximately 20 to 25 public car parking spaces within the site. This would provide spaces for visitors to the Headland, and users of the adjacent sports field and recreation facilities. These would need to be carefully located and sensitively designed possibly taking the form of one single or two smaller car parks.

## **10. FEATURES TO BE RETAINED**

- 10.1 **BOUNDARY WALL** – Boundary walls run around part of the site as well as the adjacent playing field. This demarks part of the boundary of the Franciscan Friarage. Those boundary walls which form part of the development site although not listed are an essential feature of the Conservation Area and are to be retained and restored wherever possible.
- 10.2 **ARCHAEOLOGY** – It is known that archaeological remains of national importance exist on the Headland. The Borough Council and Tees Archaeology will offer advice to developers at the pre-application stage where archaeological remains are likely to be affected.

## 11. **SERVICES**

11.1 It is assumed that services are available to the site although potential developers should check with the public utility providers, particularly Northumbrian Water, regarding the drainage of the site, and Hartlepool Water Company regarding the adequacy of water supplies.

11.2 Contact details for utilities:

**Electricity** – Northern Electric Distribution Limited (NEDL) owns and maintains the underground electricity apparatus. Correspondence with NEDL should be directed to Manor House, Station Road, New Penshaw, Houghton-le-Spring, DH4 7LA.

**Gas** - Transco maintains the network of gas mains. A plan of gas mains can be found in Appendix 1. The local address for Transco is Dunedin House, 2<sup>nd</sup> Floor, Riverside Quay, Columbia, Stockton-On-Tees, TS17 6YH.

**Water** - The on site water is provided by the Hartlepool Water Company. Hartlepool Water is based at 3 Lancaster Road, Hartlepool, TS27 8LW.

**Surface and foul drainage** - The sewers are owned and maintained by Northumbrian Water. A plan of the sewer system for the site and surrounding area is provided in Appendix 2. Correspondence with Northumbrian Water and should be directed to Leat House, Pattison Road, District 15, Washington, Tyne & Wear, NE38 8LB.

## 12. **BUILDING REGULATIONS**

Hartlepool Borough Council offers a service of inspection under the Building Regulations. For further details please telephone the Borough Council's Building Control Manager (Telephone: 01429 523290).

## 13. **SUMMARY**

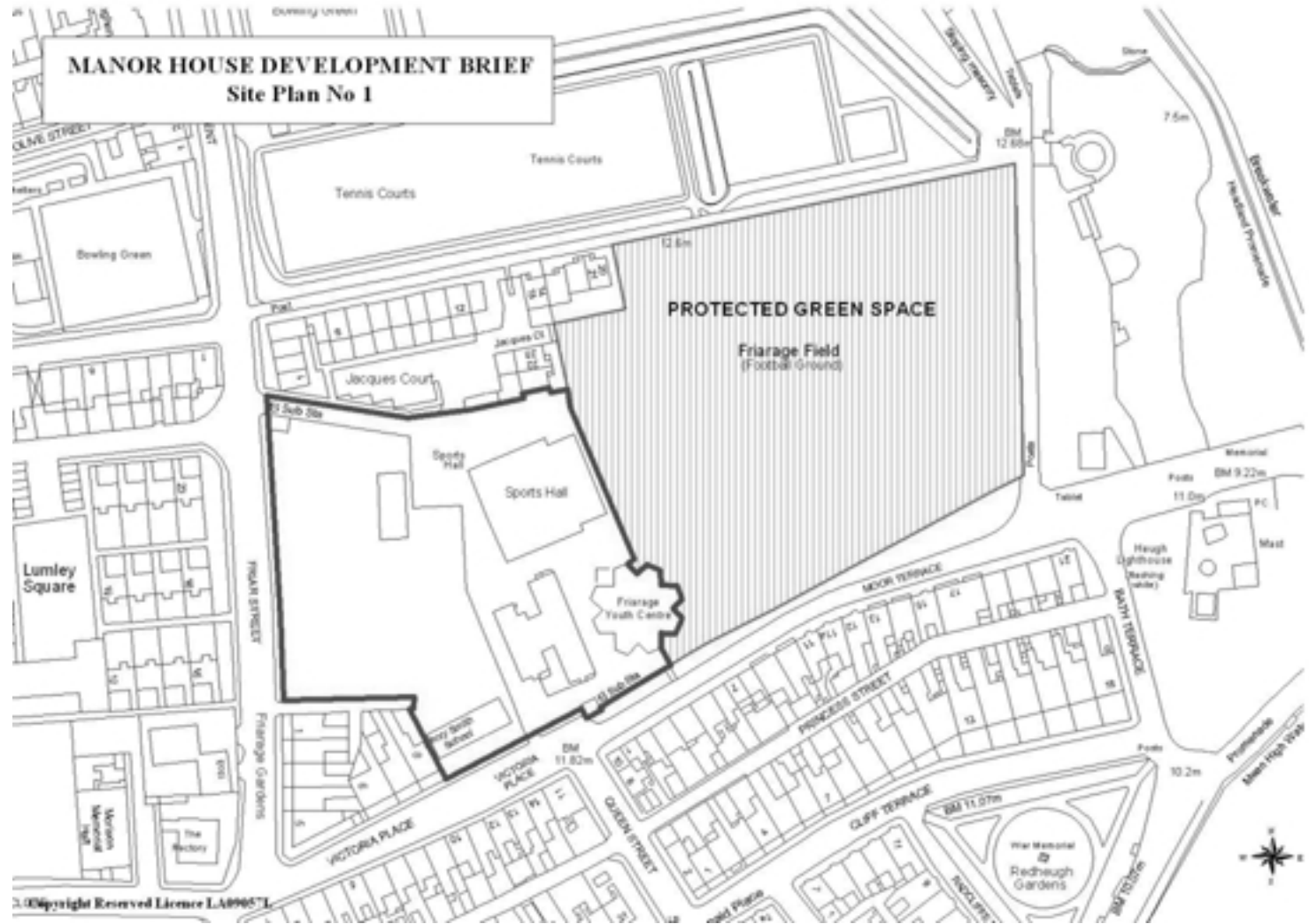
This brief sets out guidance for prospective developers with an indication of potential uses. It should be recognised that potential purchasers will need to assess the economic viability of the potential uses set out in this brief. However, the brief is not intended to be over prescriptive and therefore they may be opportunities to consider alternative solutions to the redevelopment of the site, provided that they adhere / conform to the following key points:

1. The retention, restoration and re-use of the Manor House.
2. That any new development provides an appropriate setting to the Manor House site.
3. The design is to be of a high quality, which reflects the sites setting within the Headland Conservation Area.

### **Useful Hartlepool Borough Council contacts**

Highways	Mike Blair	01429 523252	<a href="mailto:mike.blair@hartlepool.gov.uk"><u>mike.blair@hartlepool.gov.uk</u></a>
Planning	Stuart Green	01429 284133	<a href="mailto:stuart.green@hartlepool.gov.uk"><u>stuart.green@hartlepool.gov.uk</u></a>
Leisure	John Mennear	01429 523417	<a href="mailto:john.mennear@hartlepool.gov.uk"><u>john.mennear@hartlepool.gov.uk</u></a>
Tourism	Jo Cole	01429 523508	<a href="mailto:joanne.cole@hartlepool.gov.uk"><u>joanne.cole@hartlepool.gov.uk</u></a>
Economic Development	Antony Steinberg	01429 523503	<a href="mailto:antony.steinberg@hartlepool.gov.uk"><u>antony.steinberg@hartlepool.gov.uk</u></a>
Legal	Alyson Carman	01429 523182	<a href="mailto:alyson.carman@hartlepool.gov.uk"><u>alyson.carman@hartlepool.gov.uk</u></a>
Estates	Emma Dixon	01429 523387	<a href="mailto:emma.dixon@hartlepool.gov.uk"><u>emma.dixon@hartlepool.gov.uk</u></a>
Conservation	Sarah Scarr	01429 523275	<a href="mailto:sarah.scarr@hartlepool.gov.uk"><u>sarah.scarr@hartlepool.gov.uk</u></a>

**MANOR HOUSE DEVELOPMENT BRIEF**  
**Site Plan No 1**



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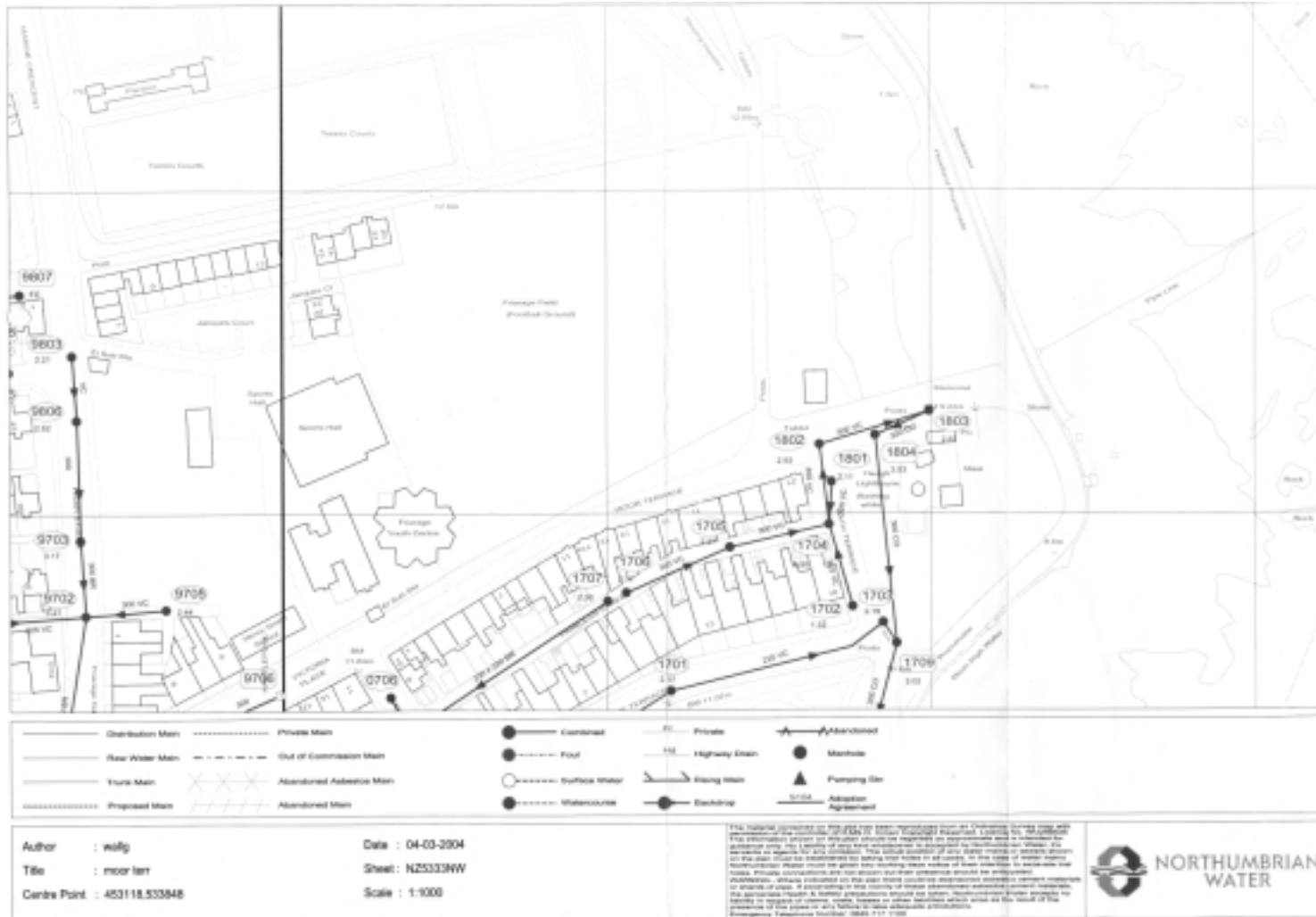
# APPENDIX 1: GAS MAINS



Origin = (0452850,0533712) MapRef = N25333 Extent = (300m,170m) - This map view is not to scale. Data extracted on 10/12/2004 Printed on 15/03/2005  
 Plant Owner = Transco of the relevant Gas Distribution Network. MAPS Viewer V6.10.1

This plan shows those pipes owned by Transco plc or the relevant Gas Distribution Network in their roles as a Licensed Gas Transporter (LGT). Gas pipes owned by other GTs, or otherwise privately owned, may be present in this area. Information with regard to such pipes should be obtained from the relevant owners. The information shown on this plan is given without warranty, the accuracy thereof cannot be guaranteed. Service pipes, valves, syphons, stub connections, etc. are not shown but their presence should be anticipated. No liability of any kind whatsoever is accepted by Transco plc, the relevant Gas Distribution Network, or their agents, servants or contractors for any error or omission. Safe digging practices, in accordance with HSG147, must be used to verify and establish the actual position of mains, pipes, services and other apparatus on site before any mechanical plant is used. It is your responsibility to ensure that this information is provided to all persons (either direct labour or contractors) working for you on or near gas apparatus.

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# CABINET REPORT

5 June 2006



**Report of:** Assistant Chief Executive

**Subject:** OUTCOMES AND PROPOSED ACTION PLAN  
FROM THE JOINT CABINET / SCRUTINY EVENT

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## SUMMARY

### 1. PURPOSE OF REPORT

- 1.1 To report the agreed outcomes of the Joint Cabinet and Scrutiny Member Event held on 13 February 2006, together with a proposed Action Plan that addresses those issues.

### 2. SUMMARY OF CONTENTS

- 2.1 The report outlines the background to the Joint Cabinet / Scrutiny Event, the issues raised during the actual event, linkages to the CPA Inspection for 2006 and the proposed action plan to address the outcomes arising from the event.

### 3. RELEVANCE TO CABINET

- 3.1 The report was considered by Scrutiny Co-ordinating Committee on 2 June 2006, the views of which will be verbally reported at this meeting. Cabinet are requested to all consider the content of the report and where appropriate provide clarification on the proposed action plan.

### 4. TYPE OF DECISION

- 4.1 Non-Key

### 5. DECISION MAKING ROUTE

- 5.1 Scrutiny Co-ordinating Committee on 2 June 2006 and Cabinet on 5 June 2006.

### 6. DECISION(S) REQUIRED

- 6.1 Cabinet is asked to endorse the proposed Action Plan and where appropriate provide clarification on identifying delivery mechanisms and timescales with particular reference to the proposed action points 7.1 (e) (i) to (iv).

**CABINET**  
**5 June 2006**



**Report of:** Assistant Chief Executive

**Subject:** Outcomes and Proposed Action Plan from the Joint Cabinet/Scrutiny Event

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**1. PURPOSE OF REPORT**

1.1 To report the agreed outcomes of the Joint Cabinet and Scrutiny Member Event held on 13 February 2006, together with a proposed Action Plan that addresses those issues.

**2. BACKGROUND INFORMATION TO THE JOINT CABINET / SCRUTINY EVENT**

2.1 At the launch of the Scrutiny Training and Development Programme for 2005/06 held on the evening of 21 September 2005, Non Executive Members were provided with the opportunity to evaluate their own Overview and Scrutiny practice within the Authority.

2.2 The launch, which was facilitated by an external facilitator, was very successful with an overwhelming turnout of approximately 40 Non-Executive Members (including resident representatives) in attendance.

2.3 The main issue that arose from the event was that the majority of Members present felt strongly that the relationship between the Executive and Scrutiny was not a productive one and were of the opinion that this issue needed to be addressed, thus resulting in a recommendation to engage with the Executive in a joint training session. It was hoped that the benefits that this would yield would be as follows:-

- (a) A greater understanding of the roles and responsibilities of both the Executive and Scrutiny;
- (b) To develop a more co-operative working environment; and

(c) To develop a culture of mutual trust and understanding.

2.4 As a result of this request, work was undertaken by the Scrutiny Manager (in consultation with the Assistant Chief Executive) for such an event to be held jointly with Cabinet and Scrutiny Members.

### 3. JOINT CABINET / SCRUTINY EVENT – 13 FEBRUARY 2006

3.1 In consultation with the Elected Mayor, Cabinet Members, Chair of Scrutiny Co-ordinating Committee, Chairs of the four standing Scrutiny Forums and key officers, arrangements were finalised for the Joint Cabinet / Scrutiny Event to be held on the evening 13 February 2006.

3.2 Agreement was also reached for the joint event to be facilitated by two external facilitators, both well respected individuals with extensive knowledge in this field (Rita Farmer, formerly of the Office of the Deputy Prime Minister and Melvyn Nixon of AwareUK).

3.3 To ensure that the event was to be a success, a series of preparatory meetings were held with key Officers and Members in advance of the joint event, which resulted in the input from key individuals with regard to the finalised structure for the joint event.

3.4 The agreed focus of the joint event was to consider the relationship between the Cabinet and Overview and Scrutiny Committees by entering into a dialogue and not a debate in relation to what Members would like to see:-

(a) Start happening;

(b) Stop happening; and

(c) Continuing.

3.5 The Joint Event was reasonably well attended with three Members of the Cabinet and 14 Non-Executive Members in attendance with a spokesperson being nominated on behalf of the Cabinet and one on behalf of the Overview and Scrutiny Committees. Those Members in attendance are as outlined below:-

Cabinet Members: Elected Mayor, Councillors Jackson and R Waller.

Non-Executive Members: Councillors Cambridge, Cranney, Flintoff, Hargreaves, Hall, James, Lilley, London, A Marshall, Preece, Tumilty, Shaw, M Waller and Wistow.

3.6 Both parties articulated their perceptions in a concise, controlled and constructive manner with mutiny being avoided.

**4. ISSUES RAISED DURING THE CABINET / SCRUTINY JOINT EVENT –  
13 FEBRUARY 2006**

4.1 A summary of the issues raised during the Cabinet / Scrutiny Joint Event were as outlined below:-

- (a) The historic committee system verse the new democratic arrangements whereby a proportion of Members (mainly the longer serving Members) felt marginalised by the Elected Mayor/Cabinet Model contrary to those newly Elected Members who were frustrated that the success of the new arrangements were being held back by the disenchantment of others, demonstrating the need to let go of the past and move forward in a positive manner;
- (b) That good decisions were accredited to the Mayor and his Cabinet and that poor decisions were accredited to the Council;
- (c) The 'Them and Us' Attitude between the Cabinet and Non-Executive Members, although it was acknowledged that during the last 7 months this had improved;
- (d) The existence of a siege mentality culture within the Authority for which all were responsible (Cabinet, Non-Executive Members and Officers);
- (e) The lack of support to Members in their 'Community Councillor' role;
- (f) The lack of support and resourcing to the Authority's Overview and Scrutiny Function;
- (g) The lack of understanding by Officers in relation to the role of the Overview and Scrutiny Function; and
- (h) The minimal or overly complex information submitted to the Overview and Scrutiny Committees on an irregular basis together with the feeling that this was further compounded by the perceived manner it was presented to Members (Note – only a handful of Members raised this issue therefore it is difficult to evidence such concerns).

**5. OUTCOME(S) FROM THE JOINT CABINET / SCRUTINY EVENT –  
13 FEBRUARY 2006**

5.1 Members agreed to identify a number of actions that would assist in addressing the underlying issues (paragraph 4 refers) for which remedial action was felt necessary to improve the relations between the Authority's Cabinet and Non-Executive Members and the Overview and Scrutiny Function itself as outlined overleaf:-

(a) Bridging the ‘Them and Us’ Attitude:-

- (i) The acceptance amongst Elected Members that were in attendance that in the foreseeable future the decision making process within the Authority was to remain unchanged and that ever effort should be made by Members to move forward in the interests of the residents of Hartlepool;
- (ii) The need for the Cabinet and Non-Executive Members to meet on a quarterly basis for the momentum of this process to continue and to draw down further future benefits;
- (iii) The need for regular dialogue to be held between Non-Executive Members and Chief Officers;
- (iv) The provision of a more detailed Forward Plan, updated on a regular basis enabling Non-Executive Members to be kept informed and to hold the Cabinet to account when felt appropriate, resulting in fewer decisions being called-in;
- (v) That the Mayor use the Overview and Scrutiny Committees as sounding boards enabling closer working with Cabinet Members and pre-decision scrutiny;

(b) Increasing the support to Members in their ‘Community Councillor’ role –

- (i) The need for additional accommodation within the Civic Centre that enabled Members to deal with Ward issues of a sensitive manner in privacy; and
- (ii) That work be undertaken to address the need to increase the support to Elected Members as a ‘Community Councillor’ for example the lack of provision of information relating to Ward issues for example the removal of a key bus service route, contentious planning applications that would substantially effect the residents and major planned road works etc.

## 6. LINKAGES TO THE CPA INSPECTION FOR 2006

- 6.1 As you are aware the Authority is to be subjected to an in-depth Corporate Assessment Inspection towards the end of November/early December 2006. In preparation to retain the Authority’s excellent status, work is being undertaken to carryout a self-assessment of the Authority’s performance against the new CPA Framework.
- 6.2 Interestingly enough, it is surprising how the Joint Cabinet / Scrutiny Event has complemented the work undertaken to date.

6.3 Whist having studied the 'CPA 2005 Key Lines of Enquiry (KLOE) for Corporate Assessment' document with regard to Elected Members, it is evident that in the main it is about the role and responsibilities of Elected Members, how they deliver on these and how officers support them in doing this, very similar to the key outcomes that arose from the Joint Cabinet / Scrutiny Event those being:-

- (a) Strategic leadership and the decision making process; and the
- (b) Role and purpose of the Community Councillor.

## 7. 'THE ACTION PLAN' - ADDRESSING THE OUTCOMES OF THE JOINT CABINET / SCRUTINY EVENT

7.1 Based on discussions with Members and key officers it was found that there was a number of potential mechanisms either in place or that could be put into place to address the outcomes arising from the Joint Cabinet/Scrutiny Event, relating to the strategic leadership/decision making process and the role of the Community Councillor as outlined in below Action Plan:-

Ref.	Proposed Action	Lead Officer	Delivery Timescale
(a)	<p><b>Member Induction process</b> – content to be re-visited for May's intake of newly Elected Members to incorporate:-</p> <ul style="list-style-type: none"> <li>(i) role and responsibilities of an Elected Member;</li> <li>(ii) principles of decision making within the Authority;</li> <li>(iii) leadership, priorities, ambitions and financial standing of the Authority;</li> <li>(iv) risk management, procurement , capacity, performance management and the ethnical agenda;</li> <li>(v) current partnership working arrangements; and</li> <li>(vi) support available to the Elected Member in particular in their community councillor role.</li> </ul> <p>(Pre-Induction for individuals standing for Council Election on 4 May 2006 also being undertaken)</p>	Joanne Machers	April 2006 to June 2006
(b)	<p><b>Members Seminars/Activities (linking directly into the work of the Member Development Group)</b></p> <ul style="list-style-type: none"> <li>(i) <b>Additional programmed seminars and activities</b> relating to key issues for example support to Elected Members in their 'Community Councillor' role and/or the strategic leadership/decision making process to be held during the Authority's build up to the CPA Inspection;</li> </ul>	Joanne Machers	Throughout the 2006/07 Municipal Year



Ref.	Proposed Action	Lead Officer	Delivery Timescale
(b)	<p><b>Members Seminars/Activities (linking directly into the work of the Member Development Group) cont/....</b></p> <p>(ii) <b>Linkages to the Member Development Strategy</b> – a tailor made training and development programme for 2006/07 that equips Elected Members with the key skills to assist them in their day to day role of a Councillor; and</p> <p>(iii) <b>Mentoring Schemes</b> which links to the competency framework that has already been agreed through the work of the Member Development Group</p>	Joanne Machers	Throughout the 2006/07 Municipal Year
(c)	<p><b>‘Members and their Developing Role’ Workshop</b> – To discuss Members and their developing role in general with all Elected Members. One half day and one evening workshop to be held throughout June 2006.</p>	Andrew Atkin / Charlotte Burnham	June 2006
(d)	<p><b>Support to Elected Members to be strengthened</b></p> <p>(i) <b>To further develop mechanisms by which Members are informed of Ward Issues</b> namely contentious issues/major changes (ie advance notification of issues that Members may be contacted about by their ward constituents such as major road works, changes to bus services, contentious planning applications etc) to support Elected Members in their Community Councillor role. To reinforce to departments through their department management teams and more broadly through other briefing arrangements, the need to ensure that Elected Members are notified of activity in their Ward.</p> <p>(ii) <b>To increase the level of information currently contained within Forward Plan</b> to support Elected Members in their None Executive and Community Councillor roles. Model Constitution interpretation of content of Forward Plan also to be obtained. Democratic Services to ‘police’ the content of the Forward Plan and contact individual Directors when level of detail is lacking.</p>	<p>Andrew Atkin / Corporate Management Team</p> <p>Andrew Atkin / Corporate Management Team</p>	<p>June 2006</p> <p>June 2006</p>
(e)	<p><b>Addressing the agreed outcomes arising from the Joint Cabinet/Scrutiny Event</b> held on 13 February 2006 via an Action Plan, that have not been covered above in points (a) to (d) such as:-</p> <p>(i) <b>Quarterly Joint Cabinet and Scrutiny Members Sessions</b> – to be used to develop the relations between the Cabinet and Non-Executive Members ensuring individuals maintain their focus in relation to the direction of travel of the Authority and to treat each other with respect in the interests of the residents of Hartlepool;</p>	<p>Andrew Atkin / Charlotte Burnham</p> <p>Andrew Atkin / Charlotte Burnham</p>	<p>As indicated below (TBC = To be confirmed)</p> <p>TBC</p>

Ref.	Proposed Action	Lead Officer	Delivery Timescale
(e)	<p><b>Addressing the agreed outcomes arising from the Joint Cabinet/Scrutiny Event cont/.....</b></p> <p>(ii) <b>The need for regular dialogue to be held between the Chair of the Scrutiny Co-ordinating Committee/ Chairs of the four Scrutiny Forums and Chief Officers;</b></p> <p>(iii) <b>That the Mayor use the Overview and Scrutiny Committees as sounding boards enabling closer working with Cabinet Members and pre-decision scrutiny where appropriate;</b></p> <p>(iv) <b>Provision of Accommodation to Elected Members to be further explored through the Civic Maintenance/Refurbishment Programme</b></p>	<p>To seek clarification from Members in terms of purpose/remit and frequency</p> <p>Stuart Drummond</p> <p>Graham Frankland</p>	<p>(TBC = To be confirmed)</p> <p>TBC</p> <p>As and when appropriate</p> <p>TBC</p>

## 8. RECOMMENDATIONS

- 8.1 It is recommended that Members endorse the content of the proposed Action Plan and where appropriate provide clarification on identifying delivery mechanisms and timescales with particular reference to the proposed action points 7.1 (e) (i) to (iv).

May 2006

**Contact Officer:-** Charlotte Burnham – Scrutiny Manager  
 Chief Executive's Department - Corporate Strategy  
 Hartlepool Borough Council  
 Tel: 01429 523 087  
 Email: charlotte.burnham@hartlepool.gov.uk

## BACKGROUND PAPERS

No background papers were used in the preparation of this report



# CABINET REPORT

5 June 2006



**Report of:** Scrutiny Co-ordinating Committee

**Subject:** CORPORATE PLAN (BVPP) 2006/07

---

## SUMMARY

### 1. PURPOSE OF REPORT

1.1 To update Cabinet on Scrutiny's views in relation to the Corporate Plan (BVPP) for 2006/07.

### 2. SUMMARY OF CONTENTS

2.1 The Corporate Plan was considered by Scrutiny Co-ordinating Committee at its meeting on the 19 May 2006. Scrutiny Coordinating Committee's formal response is presented for the consideration of Cabinet.

### 3. RELEVANCE TO CABINET

3.1 The Corporate Plan (BVPP) is part of the Council's Budget and Policy Framework. It is a key document that sets out the Council's priorities and contribution to achieving the Community Strategy aims, which are also the Council's corporate objectives.

### 4. TYPE OF DECISION

4.1 Non-Key

### 5. DECISION MAKING ROUTE

5.1 Council 22 June 2006

### 6. DECISION(S) REQUIRED

6.1 Cabinet is asked to consider the formal response of the Scrutiny Co-ordinating Committee

**Report of:** Scrutiny Co-ordinating Committee

**Subject:** CORPORATE PLAN (BVPP) 2006/07

---

**1. PURPOSE OF REPORT**

- 1.1 To update Cabinet on Scrutiny's views in relation to the Corporate Plan (BVPP) for 2006/07 following consideration of a draft of the Plan by Scrutiny Co-ordinating Committee on 19 May 2006.

**2. BACKGROUND**

- 2.1 The Government introduced the Best Value regime as part of its programme to modernise local government. The Council's Corporate Plan 2006/07 (BVPP) must be approved and published by the Council by 22 June 2006.
- 2.2 The BVPP is the Council's top-level corporate plan. It sets out the Council's top-level priorities and contributions for delivering the Community Strategy aims. The Plan is arranged around the seven Community Strategy themes, which have been adopted by the Council as its corporate objectives. It also includes a section dedicated to organisational development activities.
- 2.3 The Corporate Plan was considered by Scrutiny Co-ordinating Committee at its meeting on 19 May 2006. Issues raised at that meeting have been outlined below for the consideration of Cabinet.

**3. SCRUTINY CO-ORDINATING COMMITTEE – FORMAL RESPONSE**

- 3.1 **Performance Indicator Outturn Figures & Targets** - Scrutiny Co-ordinating Committee noted that a small number of key performance indicator outturn figures and targets were not included in the draft plan. The Committee agreed to receive this information once it is available.
- 3.2 **Jobs & Economy Theme –VAT Registrations** - Under the jobs and economy theme (Ref – JE1), Scrutiny Co-ordinating Committee queried the accuracy of measuring new business start-ups according to VAT registrations. A Member suggested that form CWF1, which is used to register businesses with the Inland Revenue would be a more accurate tool by which to measure small business start-ups.
- 3.3 Officers accepted that VAT registrations are not the most accurate method by which to measure new business start-ups however, the approach adopted reflected one used nationally. Members were informed that locally, this issue

has been highlighted with GONE (Government Office North-East) and the Inland Revenue and is in the process of being reviewed. Meanwhile proxy measures are in place to ensure an accurate record of business start-ups is maintained.

- 3.4 **Community Safety Theme** - Under the Community Safety theme (Ref - CS5) Scrutiny Co-ordinating Committee noted the commitment to contribute to the success of the Neighbourhood Policing pilot and considered that this would assist greatly in making people feel safer in Hartlepool.

#### 4. **RECOMMENDATION**

- 4.1 Cabinet is asked to consider the formal response of the Scrutiny Co-ordinating Committee.

**COUNCILLOR MARJORIE JAMES  
CHAIR OF SCRUTINY CO-ORDINATING COMMITTEE**

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#### **BACKGROUND PAPER**

The following background paper was consulted in the preparation of this report:-

- (i) Report of the Assistant Chief Executive entitled 'Corporate Plan (BVPP) 2006/07' presented to the Scrutiny Co-ordinating Committee on 19 May 2006.