

Chief Executive's Department  
Civic Centre  
HARTLEPOOL

24 May, 2013

Councillors Ainslie, C Akers-Belcher, S Akers-Belcher, Atkinson, Beck, Brash, Cook, Cranney, Dawkins, Fisher, Fleet, Gibbon, Griffin, Hall, Hargreaves, Hill, Jackson, James, Lauderdale, A E Lilley, G Lilley, Loynes, Dr. Morris, Payne, Richardson, Robinson, Shields, Simmons, Sirs, Tempest, Thompson, Wells and Wilcox.

Madam or Sir,

You are hereby summoned to attend a meeting of the COUNCIL to be held on THURSDAY, 6 June, 2013 at 7.00 p.m. in the Civic Centre, Hartlepool to consider the subjects set out in the attached agenda.

Yours faithfully

D Stubbs  
Chief Executive

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# COUNCIL AGENDA



**6 June 2013**

**at 7.00 p.m.**

**in the Council Chamber,  
Civic Centre, Hartlepool.**

- (1) To receive apologies from absent Members;
- (2) To receive any declarations of interest from Members;
- (3) To deal with any business required by statute to be done before any other business;
- (4) To receive questions from and provide answers to the public in relation to matters of which notice has been given under Rule 11;
- (5) To approve the minutes of meetings of the Council held on 11 April 2013 and the Extraordinary Council meeting held on 2 May 2013 (deferred at Annual meeting of Council) and of the Annual Council meeting held on 9 May 2013 as the correct record;
- (6) To answer questions from Members of the Council on the minutes of the last meeting of Council;
- (7) To answer questions of Members of the Council under Rule 12;
  - (a) Questions to the Chairs of Committees and Forums
  - (b) Questions on Police and Crime Panel and Fire Authority issues to the appropriate Members
- (8) To deal with any business required by statute to be done;
- (9) To receive any announcements from the Chair, or the Head of Paid Service;



- (10) To dispose of business (if any) remaining from the last meeting and to receive the report of any Committee to which such business was referred for consideration;
- (11) To consider reports from the Council's Committees and to receive questions and answers on any of those reports;
- (12) To consider any other business specified in the summons to the meeting, and to receive questions and answers on any of those items;
- (13) To consider reports from the Policy Committees:
  - (a) proposals in relation to the Council's approved budget and policy framework;
    - (i) Report of Regeneration Committee - Trees and Development Guidelines Supplementary Planning Document – Report of Regeneration Committee
  - (b) proposals for departures from the approved budget and policy framework;

None.

- (14) To consider motions in the order in which notice has been received;

"Since its inception in 1999 the minimum wage has become a cornerstone of our social democracy. it defends working people from exploitation at the hands of greedy, negligent employers.

Overnight it raised the pay of over 1 million workers in the UK by around 15% and despite the doom-laden predictions of some, it has not resulted in mass unemployment.

As Tony Blair once said: The absence of a minimum wage would mean "building a workforce where fear is the spur and insecurity the incentive".

Today it acts as vital safeguard in our society, which promotes dignity for hard-working men and women across Hartlepool and the UK as a whole.

Therefore, we, the Council, condemn any responsible individual (be they manager, director or trustee) who fails to pay the National Minimum Wage. Such abuses are an affront to justice, both legal and moral, and those individuals should be prosecuted to the fullest extent of the law.

Secondly, as the largest contractor of services in Hartlepool, we recognise our responsibility to protect all workers. Therefore, we propose the introduction of a National Minimum Wage Guarantee, which must be signed by every organisation (large or small) who contract with this authority.



If an organisation fails to live up to this agreement, then this must be reported to Full Council and a decision about the future of that contract taken by the appropriate committee.”

Signed by:-

Councillor Brash

Councillor Thompson

Councillor Hargreaves

Councillor G Lilley

Councillor A Lilley

- (15) To receive the Chief Executive’s report and to pass such resolutions thereon as may be deemed necessary.



<p style="text-align: center;"><b>COUNCIL</b></p> <p style="text-align: center;"><b>MINUTES OF PROCEEDINGS</b></p> <p style="text-align: center;"><b>11 April 2013</b></p>
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The meeting commenced at 7.00 pm in the Civic Centre, Hartlepool

PRESENT:-

The Chairman (Councillor S Akers-Belcher) presiding:

COUNCILLORS:

Ainslie	C Akers-Belcher	Atkinson
Beck	Brash	Cook
Cranney	Dawkins	Fisher
Fleet	Gibbon	Griffin
Hall	Hargreaves	Hill
Jackson	James	Lauderdale
A Lilley	G Lilley	Loynes
Dr Morris	Payne	Richardson
Robinson	Shields	Simmons
Sirs	Tempest	Thompson
Wells	Wilcox	

Officers:

Dave Stubbs, Chief Executive  
Peter Devlin, Chief Solicitor  
Andrew Atkin, Assistant Chief Executive  
Chris Little, Chief Finance Officer  
Louise Wallace, Director of Public Health  
Jill Harrison, Assistant Director, Adult Social Care  
Graham Frankland, Assistant Director, Resources  
Steve Hilton, Public Relations Officer  
Amanda Whitaker, Democratic Services Team Manager  
Denise Wimpenny, Principal Democratic Services Manager

Prior to the commencement of business, Members' observed a minutes silence as a mark of respect following the recent death of Margaret Kellman, a former Councillor.

154. APOLOGIES FOR ABSENT MEMBERS

None.

## 155. DECLARATIONS OF INTEREST FROM MEMBERS

Councillors Ainslie, S Akers-Belcher, Cranney, Fleet, Griffin and Payne declared personal interests in agenda item 15(3) (minute 170 refers).

Councillor Shields declared a prejudicial interest in minute 15(3)(minute 170 refers) and advised that she would leave the meeting duration consideration of that item.

Advice was provided by the Chief Solicitor in response to clarification sought from a Member whether it was appropriate for all Members to declare a personal interest in item 8a. All Members subsequently declared a personal interests in item 8a (minute 161 refers).

## 156. BUSINESS REQUIRED BY STATUTE TO BE DONE BEFORE ANY OTHER BUSINESS

None.

## 157. PUBLIC QUESTION

The following question had been received from Mr Riddle to the Mayor:-

*"Are you happy that the new committee system and associated allowances represents 'best value' for Hartlepool, in these fiscally challenging times?"*

The Mayor responded that he had previously made his views clear on the benefits of different systems of governance. He highlighted that there was a report to be considered later on the agenda relating to Members' allowances and he did not want to predict the outcome of consideration of that report. It was the view of the Mayor that Councillors should not be permitted to vote on their allowances and that all Councillors should receive the same amount of allowance.

Supplementary questions were raised as follows:-

- If Elected Members declined the rise in basic allowance, it would save the town 68p a day – how far would that contribute to the savings which needed to be found by the Council?
- The Mayor's view was sought on why there had been such a 'big rise' in the allowance from 2001-02 and the allowance recommended by the Independent Remuneration Panel to be considered later in the agenda.

In responding to the supplementary questions, the Mayor admitted 68p a day would make no difference to the financial challenges facing the Council. In terms of the second question, the Mayor assumed that the Independent Remuneration Panel had taken on board the representations which it had received in order to make the recommendations which had been presented to Council. The Mayor added that it was up to Council as to whether to approve

those recommendations.

## 158. MINUTES OF PROCEEDINGS

The Minutes of Proceedings of the meeting of Council held on the 28 February 2013 having been laid before the Council.

RESOLVED - That the minutes be confirmed.

Clarification was sought from the Chief Solicitor in relation to the implications, on the enactment of the Constitution, if the minutes of the meeting held on 6 March 2013, were not confirmed (to allow debate on supplementary public questions). The Chief Solicitor advised that confirmation of the minutes referred to matters relating to accuracy only. The Chief Solicitor referred also to Council Procedure Rule 16.1 that 'a motion or amendment to rescind, or having the effect of rescinding, a decision made at a meeting of Council within the past six months can not be moved'. A further debate on the issue could therefore only take place following the expiration of six months.

A Member referred to the purpose and principles of decision making set out in the Constitution and questioned whether the decision which had been made at the meeting on 6<sup>th</sup> March had been unconstitutional and could, therefore, be revisited. In response, the Chief Solicitor reminded Members that in accordance with the terms of the new Constitution, he would be monitoring the new Constitution and would be submitting a composite report to the Council no later than spring of next year.

Motion moved and seconded:-

'That a report be submitted to Council in six months time requesting Council to reconsider the restriction on asking supplementary public questions at Council meetings'

In accordance with Council Procedure Rule 17.4 of the Constitution a recorded vote was taken:-

Those in favour:

Councillors Atkinson, Brash, Dawkins, Fisher, Gibbon, Hargreaves, Hill, Lauderdale, A E Lilley, G Lilley and Thompson.

Those against:

Councillors Ainslie, C Akers-Belcher, S Akers-Belcher, Beck Cook, Cranney, Fleet, Griffin, Hall, Jackson, James, Loynes, Morris, Payne, Richardson, Robinson, Shields, Simmons, Sirs, Tempest, Wells and Wilcox.

Those abstaining:

The Mayor, Stuart Drummond.

The vote was lost.

The Minutes of Proceedings of the Extraordinary meeting of Council held on 6 March 2013, having been laid before the Council.

RESOLVED - That the minutes be confirmed.

The minutes were thereupon signed by the Chairman.

159. QUESTIONS FROM MEMBERS OF THE COUNCIL ON THE MINUTES  
OF THE PREVIOUS MEETING OF THE COUNCIL

None.

160. QUESTIONS FROM MEMBERS OF THE COUNCIL

- (a) Questions to Members of the Executive about recent decisions of the Executive

None.

- (b) Questions to Members of the Executive and Chairs of Committees and Forums, for which Notice has been given

None.

- (c) Questions to the appropriate Members on Police and Fire Authority issues, for which notice has been given.

Minutes of the meeting of the Cleveland Police and Crime Panel held on 7 December 2012 and the meeting of the Cleveland Fire Authority held on 15 February 2013 had been circulated.

There were no questions to appropriate Members on Police and Fire Authority issues.

161. BUSINESS REQUIRED BY STATUTE

- (a) Report of the Independent Remuneration Panel

The Chief Executive introduced the Independent Remuneration Panel's (IRP) report on Members' Allowances which had been circulated by way of an appendix. The report informed Council of the Panel's review of the Basic and Special Responsibility allowances and their recommendations for the Council's scheme. Council's view and instructions on the IRP recommendations were requested.



Following presentation of the report, appreciation was expressed in relation to the work which had been undertaken by the IRP. It was proposed that a letter of appreciation be sent on behalf of Council to the Panel.

It was highlighted that the level of Basic and Special Responsibility Allowances had not been reviewed since 2010. Whilst accepting that there had been a shift in the workloads of Members, and that allowances were not comparable with other Councils in the North East, the view was expressed that it was not appropriate to increase the basic allowance. The view was expressed that the Special Responsibility Allowances reflected the wide range of duties as set out in the basis for recommendations in the IRP report. Savings which would be achieved over a period of 10 years, if the basic allowance did not change, were identified.

It was moved and seconded:-

- a, The basic allowance to remain at a rate of £5767 and to be subject to an annual increase on 1<sup>st</sup> April 2013, 2014 and 2015 only when our staff receive a rise currently projected to be 1% for each of these years.
- b, That the SRA's be calculated as a proportion of the basic allowance in accordance with the recommendations detailed in item 4 of the report.
- c, That the budget savings plus the additional savings resulting in the freeze of the basic allowance be set aside in a ring fenced living wage reserve until such a time as the Council has consulted on the merits of introducing a 'Living Wage' in Hartlepool.

A debate took place during which differing views were expressed in relation to the proposed Special Responsibility Allowances and the basis for those allowances.

In accordance with Council Procedure Rule 17.4 of the Constitution a recorded vote was taken:-

Those in favour:

Councillors Ainslie, C Akers-Belcher, S Akers-Belcher, Atkinson, Beck, Cook, Cranney, Dawkins, Fleet, Gibbon, Griffin, Hall, Jackson, James, A E Lilley, G Lilley, Loynes, Morris, Payne, Richardson, Robinson, Shields, Simmons, Sirs, Tempest, Wells and Wilcox.

Those against:

Councillors Brash, Hargreaves, Hill and Lauderdale.

Those abstaining:

The Mayor, Stuart Drummond, Councillors Fisher and Thompson.

The vote was carried.

During the continuing debate, the view was expressed that despite the new system of governance putting an increased onus on Members, the Independent Remuneration Panel had recommended that the allowance paid to the Principal Group Leader should be reduced from 60% to 30%.

It was moved and seconded:-

‘That the Principal Group Leader allowance be maintained at its current rate of 60%.’

In accordance with Council Procedure Rule 17.4 of the Constitution a recorded vote was taken:-

Those in favour:

Councillors Ainslie, C Akers-Belcher, S Akers-Belcher, Atkinson, Beck, Cook, Cranney, Dawkins, Fleet, Gibbon, Griffin, Hall, Jackson, James, A E Lilley, G Lilley, Loynes, Morris, Payne, Richardson, Robinson, Shields, Simmons, Sirs, Tempest, Wells and Wilcox.

Those against:

Councillors Brash, Fisher, Hargreaves, Hill, Lauderdale and Thompson.

Those abstaining:

The Mayor, Stuart Drummond.

The vote was carried.

Support was expressed for the earlier proposal to maintain the current level of Basic Allowance. However, the view was expressed that it was morally unacceptable to increase the Special Responsibility Allowances.

It was moved and seconded:-

‘That the funding for the Special Responsibility Allowances relating to the Leader and Committee Chairs be transferred to either the Living Wage Reserve or donated to the Chairman’s or another charity’.

A debate followed during which it was highlighted that there had been a vote earlier in this meeting, in relation to the Basic Allowance, which had been carried. Concerns were expressed in relation to potentially donating ‘public money’ to charity. It was highlighted also that transferring funding would not achieve any saving. Differences in the responsibility of Committee Chairs, to that of Portfolio Holders, were reiterated together with reference to the Special Responsibility Allowances paid under previous models of governance.

Referring to the amendment, the mover advised Council that that the funding relating to proposed Special Responsibility Allowances be used 'as the Council sees fit'

In accordance with Council Procedure Rule 17.4 of the Constitution a recorded vote was taken:-

Those in favour:

Councillors Atkinson, Brash, Hargreaves and A E Lilley.

Those against:

Councillors Ainslie, C Akers-Belcher, S Akers-Belcher, Beck, Cook, Cranney, Dawkins, Fleet, Gibbon, Griffin, Hall, Hill, Jackson, James, G Lilley, Loynes, Morris, Payne, Richardson, Robinson, Shields, Simmons, Sirs, Tempest, Wells and Wilcox.

Those abstaining:

The Mayor, Stuart Drummond, Councillors Fisher, Lauderdale and Thompson.

The vote was lost.

In accordance with Council Procedure Rule 17.4 of the Constitution a recorded vote was taken on the substantive motion:-

Those in favour:

Councillors Ainslie, C Akers-Belcher, S Akers-Belcher, Atkinson, Beck, Cook, Cranney, Dawkins, Fleet, Gibbon, Griffin, Hall, Jackson, James, A E Lilley, G Lilley, Loynes, Morris, Payne, Richardson, Robinson, Shields, Simmons, Sirs, Tempest, Wells and Wilcox.

Those against:

Councillors Brash, Hargreaves, Hill, Lauderdale and Thompson.

Those abstaining:

The Mayor, Stuart Drummond and Councillor Fisher.

The vote was carried.

#### (b) Report on Special Urgency Decisions

It was noted that no special urgency decisions had been taken in respect of the period January 2013-March 2013

162. ANNOUNCEMENTS

None.

163. TO DISPOSE OF BUSINESS (IF ANY) REMAINING FROM THE LAST MEETING AND TO RECEIVE THE REPORT OF ANY SCRUTINY FORUM OR OTHER COMMITTEE TO WHICH SUCH BUSINESS WAS REFERRED FOR CONSIDERATION.

None.

164. TO RECEIVE REPORTS FROM THE COUNCIL'S COMMITTEES AND WORKING GROUPS

None.

165. TO CONSIDER ANY OTHER BUSINESS SPECIFIED IN THE SUMMONS OF THE MEETING

None.

166. REPORT FROM THE EXECUTIVE

- (a) Proposals in relation to the Council's budget and policy framework
- (i) Hartlepool Health and Wellbeing Strategy

The joint Hartlepool Health and Wellbeing Strategy (JHWS) was submitted to Council for approval. Members were advised that the Health and Social Care Act 2012 required the Local Authority with partner agencies including the NHS to develop a joint Health and Wellbeing Strategy based on the Joint Strategic Needs Assessment (JSNA). The strategy focused on not only protecting the health of the population but improving it through a range of evidence based interventions. The strategy was based on the 'Fair Society Health Lives: Strategic Review of Health Inequalities in England - Marmot Report (2010).

It was noted that the consultation process to support the development of the strategy was launched at the Face the Public Event in July 2012. A prioritisation exercise had been undertaken across a range of venues together with an online survey which aimed to establish priorities across each of the proposed strategic objectives. The prioritisation exercise was undertaken across a range of venues which included libraries, children's centres, GP surgery waiting rooms and Youth Centres. A total of 465 participants took part in the exercise and 'giving every child the best start in life' had been the most popular priority amongst participants with almost 30% of the total budget allocated to this area. The feedback from this process was presented to Cabinet on the 19<sup>th</sup> October 2012.

The Shadow Health and Wellbeing Board had also undertaken a prioritisation of the strategic objectives. A framework for prioritisation was discussed based on evidence of good practice at the Shadow Health and Wellbeing Board in November 2012. The framework covered a range of criteria e.g. evidence base, service user and public views, economic considerations and political considerations. Members of the Board took responsibility for reviewing the 7 Marmot policy areas and assimilating information from the Joint Strategic Needs Assessment, feedback from the public consultation and developed an action plan under each policy area. The draft action plan was appended to the strategy.

Other key partnerships including the Clinical Commissioning Group and the Neighbourhood Forums had also discussed the Health and Wellbeing Strategy and provided feedback to the Shadow Health and Wellbeing Board. Hartlepool LINK had also discussed the draft strategy and provided feedback. Alongside the consultation process an Equality Impact Assessment had been completed to support the strategy.

Following a vote by show of hands it was:

RESOLVED – That the Hartlepool Health and Wellbeing Strategy be approved unanimously.

(ii) Council Plan 2013/14

A report presented by the Finance and Corporate Services Portfolio Holder sought Council's approval of the 2013/14 Council Plan. It was highlighted that the Council Plan was the Council's top level plan and set out the priorities and how the Council will help achieve the vision set in Hartlepool's Community Strategy. As in previous years, the Council Plan set out a series of outcomes arranged around the eight Community Strategy themes. There was also a section dedicated to organisational development activities. The Actions, Performance Indicators and Targets set out in the Council Plan would be regularly reviewed through the Council's Performance Management Framework. Progress would be reported quarterly to Finance and Policy Committee.

Members were reminded that the Council Plan was part of the Council's Budget and Policy Framework and therefore required the involvement of Scrutiny and approval by full Council. The plan had been considered by Cabinet on 29 October 2012, 4 February 2013 and 18 March 2013. Scrutiny Coordinating Committee had considered the Plan on 19 October, 25 January 2013 and 8 March 2013. In addition draft proposals were considered by all of the other Scrutiny Forums during January 2013.

The Council Plan, which was appended to the report, set out how the Council proposed to deliver the priority outcomes. The plan contained the key Performance Indicators and targets, where available, which would be used to monitor progress throughout 2013/14. As in previous years the timetable for producing the Council Plan meant that some target information for the

Performance Indicators could not be included at this stage as the information was not yet available. However, a detailed year end performance report would be produced for Finance and Policy Committee later in the year which would include this information.

Following a vote by show of hands it was:

RESOLVED – That the Council Plan for 2013/14 be approved unanimously.

(b) Proposal for Departure from the Budget and Policy Framework

None.

#### 167. MOTIONS ON NOTICE

None.

**At this point in the meeting the Assistant Chief Executive, Assistant Director, Adult Social Care; Assistant Director, Resources; and the Chief Finance Officer left the meeting during consideration of minute 168.**

#### 168. CORPORATE RESTRUCTURE

The Chief Executive reported that at its meeting on the 18<sup>th</sup> March 2013 Cabinet had considered a report in relation to the Corporate Restructure of the Authority. The report considered by Cabinet had been appended to the business report to aid Member's considerations. The report identified a range of background information and the rationale for the recommendations which the Chief Executive had made to Cabinet in respect of this restructure.

The recommendations considered by Cabinet were as follows:

"That Cabinet approves:

- (a) the appointment of a Director of Child & Adult Services
- (b) the removal of the posts for 2013/15 as set out in this report
- (c) the functional structures for 2013/14, which will provide a permanent General Fund saving of £331k;
- (d) and notes we cannot provide a safe and adequate service in all areas if we take this revenue saving in full and a further report will be submitted to Members to address this issue and determine the net saving which can be taken to reduce the 2014/15 budget deficit.
- (e) the removal of the role of Deputy Directors
- (f) the gradings as set out in the Not for Publication appendix from the dates detailed in the report
- (g) that because this structure will service the new Governance arrangements this report be referred to Council for approval."

Cabinet had agreed all of the above recommendations.

Following a vote by show of hands it was:

RESOLVED –

- (a) That the appointment of a Director of Child & Adult Services be confirmed and advertised externally as well as internally.
- (b) That the removal of the posts for 2013/15 as set out in this report be approved.
- (c) That the functional structures for 2013/14, which will provide a permanent General Fund saving of £331k be approved.
- (d) It was noted that a safe and adequate service in all areas cannot be provided if this revenue saving is taken in full and a further report will be submitted to Members to address this issue and determine the net saving which can be taken to reduce the 2014/15 budget deficit.
- (e) That the removal of the role of Deputy Directors be approved.
- (f) That the gradings as set out in the Not for Publication appendix from the dates detailed in the report be approved.

169. DIRECTOR OF CHILD AND ADULTS VACANCY

Members were referred to the previous report on this agenda in respect of the Director of Child and Adult Services.

Council was, therefore, requested to approve membership of the Appointments Panel. In line with the Officer Employment Procedure Rules the Panel would consist of eight members, as follows:-

The Chairman of the Council  
The Leader of the Council  
3 Labour Group nominations  
1 Putting Hartlepool First nomination  
1 Conservative Group nomination  
1 Independent nomination

In addition, as identified in the Officer Employment Procedure Rules, Council was also requested to reflect the gender balance of the Council when nominating to the Panel. It was suggested, therefore, that Council's nominations to the Panel include female Councillors. Council was requested to approve the establishment of the Appointments Panel and nominate members accordingly.

RESOLVED - That the following nominations to the Appointments Panel be approved:-

The Chairman of the Council  
The Leader of the Council

Labour Group – Councillors James, Richardson and Simmons  
Conservative Group – Councillor Loynes  
Independent Members – Councillor Hill  
Putting Hartlepool First – Councillor Dawkins

## 170. PAY POLICY

The Chief Executive reminded Members that at its meeting on 14 February 2013, Council had considered the proposed pay policy for 2013/14 and referred it to General Purposes Committee to consider in more detail and make recommendations to Council. General Purposes Committee had recommended that the 2013/14 Pay Policy be referred to Council for approval subject to the merger of Chief Officer Bands A and B and the removal of Band C.

Chief Officer Bands A and B each had five spinal points, with an overlap on 3 of them. Merging the bands would result in the number of spinal points being 7 which was greater than the number of spinal points in the Chief Executives and Director of Regeneration and Neighbourhoods pay band (and the Director of Child and Adults pay band agreed earlier in the agenda). The number of spinal points in a pay band normally reflected the length of time it took to become proficient at undertaking all the duties of a post. It was therefore suggested that the number of spinal points be reviewed when this issue was considered once again by Council in the summer. It was therefore proposed that Chief Officer Posts in Band B and Band A be merged and the proposed Pay Policy 2013/14 (Appendix 2) had been amended to reflect this along with the removal of Band C. Council was requested to approve the revised Pay Policy 2013/14, subject to any changes made to the post of Director of Child and Adults.

Following presentation of the report it was suggested that the revised Pay Policy Statement be approved subject to reorganisation of the Chief Executive's Department, to implement a revised staffing structure which had regard for the new remuneration levels agreed in the Statement, commence no later than 1<sup>st</sup> October 2013.

There was no dissent to the recommendations in the report subject to the inclusion of the amendment as noted above, therefore it was:

**RESOLVED** – That the revised Pay Policy Statement 2013/14 be approved subject to a further review in the summer and subject to a reorganisation of the Chief Executive's department to implement a revised staffing structure that has due regard for the new remuneration levels agreed in the said statement with reorganisation must commence no later than 1st October 2013.



#### 171. APPOINTMENT OF INDEPENDENT CHAIR – HARTLEPOOL PUBLIC INQUIRY

The Chief Executive reminded Members that on 6 December, 2012, Council had resolved to 'set up a public inquiry as soon as possible, chaired by a person with a legal background and independent of Hartlepool'. Subsequently, at a meeting of Council on 14 February, 2013, it had been further resolved that the Chair of the Inquiry be appointed through the Leaders of the political groups and a nominated Independent Member. A long list of candidates had been compiled through the Chief Solicitor, leading to the short-listing of three candidates and the appointment of Mr Tom Mitchell, Barrister-at-law. It was intended that the Council publicise this appointment in connection with the holding of the Public Inquiry and Council was requested to note the position.

RESOLVED – The report was noted.

#### 172. RESIGNATIONS FROM POLITICAL GROUP

Council was informed that Councillors Brash and Hargreaves had submitted their resignation from the Labour Group.

The Leader of the Labour Group confirmed that the Chief Executive would be informed of the new positions on the relevant Committees arising from the resignations.

RESOLVED – The report was noted.

The meeting concluded at 7.55 pm

CHAIR

# **EXTRAORDINARY COUNCIL**

## **MINUTES OF PROCEEDINGS**

**2 May 2013**

The meeting commenced at 7.00 pm in the Civic Centre, Hartlepool

### **PRESENT:-**

The Chairman (Councillor S Akers-Belcher) presiding:

The Mayor, Stuart Drummond

### **COUNCILLORS:**

Ainslie	C Akers-Belcher	Atkinson
Beck	Brash	Cook
Cranney	Dawkins	Fisher
Fleet	Gibbon	Griffin
Hall	Hargreaves	Hill
Jackson	James	Lauderdale
A Lilley	G Lilley	Dr Morris
Payne	Richardson	Robinson
Shields	Simmons	Sirs
Tempest	Thompson	Wells
Wilcox		

Officers: Dave Stubbs, Chief Executive  
Andrew Atkin, Assistant Chief Executive  
Peter Devlin, Chief Solicitor  
Jill Harrison, Assistant Director (Adult Services)  
Louise Wallace, Director of Public Health  
Denise Ogden, Director of Regeneration & Neighbourhoods  
David Cosgrove and Amanda Whitaker, Democratic Services Team.

### **173. APOLOGIES FOR ABSENT MEMBERS**

Councillors Loynes

### **174. DECLARATIONS OF INTEREST FROM MEMBERS**

None

## 175. APPOINTMENTS TO COMMITTEES, FORUMS AND OTHER BODIES

Prior to consideration of appointments to Committees and Forums, Council noted an announcement made by the Chairman that the Leader of the Council would be Councillor C Akers-Belcher and the Deputy Leader of the Council would be Councillor Richardson.

The proposed membership of Committees, Forums and other bodies had been circulated. An invitation had been extended to leaders of the political groups and independent Members of the Council to make nominations for the list of Chair and Vice-Chairs. These were indicated on the list circulated to Members. At the meeting, votes were taken on the contested positions.

### RESOLVED –

- (i) That the following appointments are made:-

Chair Audit and Governance Committee – Councillor Fisher  
Finance and Policy Committee Vacancy – Councillor Thompson  
Adult Services Committee Independent Vacancy – Councillor Fisher  
Regeneration Services Committee Independent Vacancy – Councillor Fisher  
Planning Committee Vacancy – Councillor Loynes  
Audit and Governance Vacancy – Councillor Brash  
Civic Honours Committee Labour Vacancies – Councillors Simmons and Wilcox  
Chair North and Coastal Neighbourhood Forum Vacancy arising from Councillor Fisher's withdrawal following his appointment to the position of Chair of Audit and Governance Committee – Councillor Tempest  
Vice Chair South and Central Neighbourhood Forum – Councillor Wilcox.

- (ii) That the Members indicated to the remaining positions of Chair and Vice-Chair, detailed in the circulated proposed membership documentation, in each case be appointed to those offices
- (iii) That the remaining positions on Committees, Forums and other bodies, details of which are included in the Council's Minute Book, be constituted with the membership as indicated.

## 201. APPOINTMENT TO JOINT COMMITTEES AND OTHER OUTSIDE BODIES

A list setting out suggested representatives on joint committees and other outside bodies had been circulated. Prior to the meeting the leaders of the political group and independent Members had been invited to make

nominations. The Council was requested to agree the suggestions as set out in the document, the format of which reflected the division of outside body list in Part 7 of the Constitution. At the meeting, votes were taken on the contested positions.

RESOLVED –

- (i) That the following appointments be approved:-

Cleveland Police and Crime Panel – Councillor C Akers-Belcher and Richardson (substitute – Councillor James)  
Regional Flood and Coastal Committee – Councillor James  
Tees Valley Joint Health Scrutiny Committee – Councillors Fisher, Robinson and Shields (following withdrawal of nominations by Councillors G Lilley and Thompson)  
Housing Hartlepool – Councillors Beck and Cook  
Tees Valley Arts – Board of Directors – Councillor Ainslie  
Local Joint Consultative Committee - Independent vacancy  
Cleveland Fire Authority – Councillors Payne, Richardson and Councillors S Akers-Belcher and Wells  
Henry Smith Non-Educational Charity – Councillor C Akers-Belcher  
North East Regional Employers Organisation – Councillor C Akers-Belcher and Councillors Hall and Loynes  
Teesside Environmental Trust – Councillor Tempest  
Strategic Partners Group – Councillor Fisher replaced by Councillor Tempest following Councillor Fisher's withdrawal and the appointment of Councillor Tempest as Chair of North and Coastal Neighbourhood Forum.

- (ii) That the remainder of the representations, as detailed in the Council's Minute Book, be appointed as the Council's representatives on joint committees and other outside bodies.

The meeting concluded at 7.50 p.m.

CHAIR

# **ANNUAL COUNCIL**

## **MINUTES OF PROCEEDINGS**

### **9 May 2013**

The meeting commenced at 7.00 pm in the Civic Centre, Hartlepool

**PRESENT:-**

The Chairman (Councillor S Akers-Belcher) presiding:

**COUNCILLORS:**

Ainslie	C Akers-Belcher	Beck
Cook	Cranney	Fleet
Gibbon	Griffin	Hall
Hill	Jackson	James
Lauderdale	Loynes	Dr Morris
Payne	Richardson	Robinson
Shields	Simmons	Sirs
Tempest	Thompson	Wells
Wilcox		

**Officers:** Dave Stubbs, Chief Executive  
Andrew Atkin, Assistant Chief Executive  
Alyson Caman, Legal Services Manager  
Peter Devlin, Chief Solicitor  
Chris Little, Chief Finance Officer  
Denise Ogden, Director of Regeneration & Neighbourhoods  
Sally Robinson, Assistant Director (Children's Services)  
Alastair Smith, Assistant Director (Neighbourhoods)  
Louise Wallace, Director of Public Health  
Amanda Whitaker, Democratic Services Team.

#### **1. APOLOGIES FOR ABSENT MEMBERS**

Councillors Brash, Dawkins, Fisher, Hargreaves, A Lilley and G Lilley

#### **2. APPOINTMENT OF CEREMONIAL MAYOR**

The Chairman requested nominations for the office of Ceremonial Mayor of the Borough of Hartlepool for the ensuing municipal year.

Motion made by Councillor Simmons and seconded by Councillor Beck:-

"That Councillor S Akers-Belcher be elected as Ceremonial Mayor of the Borough of Hartlepool for the ensuing municipal year".

Motion put and agreed unanimously.

It was noted that the Ceremonial Mayor had signed the Declaration of Acceptance of Office.

### **3. ADDRESS BY CEREMONIAL MAYOR**

The Ceremonial Mayor expressed his appreciation to the proposer and seconder for their kind words and paid tribute to those who had supported him in his role as Chairman. Council was also informed by the Ceremonial Mayor of the charities he would be supporting during his term of office.

### **4. VOTE OF THANKS**

A vote of thanks was proposed by Councillor Wilcox and seconded by Councillor Christopher Akers-Belcher to the retired Chairman for the admirable way in which he had discharged his duties during his term of office. Other Councillors also expressed their thanks to the Retired Chairman.

### **5. APPOINTMENT OF DEPUTY CEREMONIAL MAYOR**

The Chairman requested nominations for the office of Deputy Ceremonial Mayor for the Borough of Hartlepool for the ensuing municipal year.

Motion made by Councillor Payne and seconded by Councillor Ainslie:-

"That Councillor Cranney be elected as Deputy Ceremonial Mayor of the Borough of Hartlepool for the ensuing municipal year".

Motion put and agreed unanimously.

It was noted that the Deputy Ceremonial Mayor had signed the Declaration of Acceptance of Office.

### **6. ADDRESS BY DEPUTY CEREMONIAL MAYOR**

The Deputy Ceremonial Mayor addressed the Council thanking his proposer and seconder for their kind words. Tribute was paid by the Deputy Ceremonial Mayor to those who had supported him during his term of office.

### **7. DECLARATIONS OF INTEREST FROM MEMBERS**

None

## **8. MINUTES OF PROCEEDINGS**

The Minutes of Proceedings of the Council meeting held on the 11th April 2013 and the Extraordinary Council meeting held on 2<sup>nd</sup> May 2013 were deferred for consideration at the next Ordinary meeting of the Council.

## **9. ANNOUNCEMENTS**

None.

## **10. LEADER OF THE COUNCIL**

It was noted that the appointment of the Leader of the Council had been noted at the Extraordinary meeting of Council held on 2<sup>nd</sup> May 2013.

## **11. ORDINARY MEETINGS OF THE COUNCIL**

A schedule of Council meetings for the municipal year for 2013/14 was submitted for approval.

RESOLVED - That the dates scheduled for Council meetings for the Municipal Year 2013/14 be approved.

## **12. APPOINTMENT TO COMMITTEES, FORUMS AND OTHER BODIES**

It was noted that the proposed membership of Committees, Forums and other bodies had been agreed at an Extraordinary Council meeting held on 2<sup>nd</sup> May 2013.

## **13. APPOINTMENT TO JOINT COMMITTEES AND OTHER OUTSIDE BODIES**

It was noted that representation on joint committees and other outside bodies had been agreed at an Extraordinary Council meeting held on 2<sup>nd</sup> May 2013.

The meeting concluded at 7.45 p.m.

CHAIR

**COUNCIL**  
6th June 2013



**Report of:** Regeneration Services Committee

**Subject:** TREES AND DEVELOPMENT GUIDELINES  
SUPPLEMENTARY PLANNING DOCUMENT

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**1. PURPOSE OF REPORT**

- 1.1 The purpose of this report is to seek Council endorsement of the Trees and Development Guidelines Supplementary Planning Document (**Appendix 1** attached).

**2. BACKGROUND**

- 2.1 The Hartlepool Local Plan will be the key Development Plan Document setting out the spatial vision, strategic objectives and core policies for the Borough for the next 15 years. Contained within the emerging Local Plan, policies ND4, EC2, EC3, HE1 and NE2 make specific reference to trees, landscaping and green infrastructure.
- 2.2 The Trees and Development Guidelines Supplementary Planning Document is intended to provide an outline of the procedures and design criteria necessary to achieve the successful integration of existing and new trees, shrubs, hedges and hedgerows into new developments. It is not intended as an undue burden on development.
- 2.3 The document does not contain any policies, but its technical guidance will be a material consideration in the determination of planning applications. Compliance with its contents will ensure that sufficient information is submitted to enable the Council to determine in advance the full long-term effects of any new development as it relates to trees.
- 2.4 The Hartlepool Tree Strategy 2011 – 2016 supports the production of a trees and development supplementary planning document through a number of its objectives and actions. These are:
- Objective 1. Retain and protect the borough's existing trees  
Action 4. *Ensure that, through effective engagement in the planning process, existing trees are retained on*



*development sites where appropriate and that they are adequately protected.*

- Objective 3.      Increase the number of trees in the borough  
     Action 2.      *Through effective engagement in the planning process  
                          require tree planting wherever it is appropriate in relation  
                          to new developments.*

2.5      Cabinet granted authorisation to undertake public consultation on the draft Trees and Development Guidelines Supplementary Planning Document and associated sustainability appraisal on 29<sup>th</sup> October 2012. A period of formal public consultation commenced on 23<sup>rd</sup> November 2012 and concluded on 31<sup>st</sup> January 2013.

2.6      Following completion of public consultation Cabinet was requested to authorise presentation of the Trees and Development Guidelines Supplementary Planning Document to full Council for adoption. Authorisation was granted at the Cabinet meeting of 2<sup>nd</sup> April 2013.

### **3.      PROPOSALS**

3.1      It is proposed that Council endorse the Trees and Development Guidelines Supplementary Planning Document.

### **4.      RISK IMPLICATIONS**

4.1      The Hartlepool Compact Consultation and Policy code applies

### **5.      SECTION 17 OF THE CRIME AND DISORDER ACT 1998     CONSIDERATIONS**

5.1      The Crime and Disorder Act 1998 requires Local Authorities to consider crime and disorder reduction in the exercise of all their duties, activities and decision-making. The Council is committed to securing safe and secure environments within the borough, The Trees and Development Guidelines Supplementary Planning Document acknowledges this by highlighting that there is a need to ensure that natural surveillance is retained and that there is no adverse effect on CCTV systems, sight lines, traffic lights and street lights.

### **6.      LEGAL CONSIDERATIONS**

6.1      Under the Town and Country Planning Act 1990 there is a statutory duty for local planning authorities to ensure, wherever appropriate, that in granting planning permission for any development, adequate provision is made for the preservation and planting of trees.

**7. EQUALITY AND DIVERSITY CONSIDERATIONS**

- 7.1 Consultation on the Trees and Development Supplementary Planning Document and the Sustainability Appraisal was carried out in accordance with the Council's adopted Statement of Community Involvement (SCI). The SCI was prepared in compliance with the Hartlepool Compact and its associated protocols.

**8. RECOMMENDATIONS**

- 8.1 Council is requested to endorse the Trees and Development Guidelines Supplementary Planning Document.

**9. REASONS FOR RECOMMENDATIONS**

- 9.1 The Trees and Development Guidelines Supplementary Planning Document, if adopted, will form part of the Hartlepool Development Framework. It will be a material consideration in the determination of planning applications and compliance with its contents will ensure that sufficient information is submitted to enable the Council to determine in advance the full long-term effects of any new development as it relates to trees.

**10. BACKGROUND PAPERS**

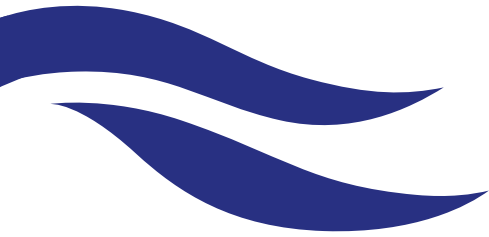
- The emerging Hartlepool Local Plan  
[http://www.hartlepool.gov.uk/site/scripts/documents\\_info.php?documentID=108](http://www.hartlepool.gov.uk/site/scripts/documents_info.php?documentID=108)
- Hartlepool Tree Strategy 2011 – 2016  
[http://www.hartlepool.gov.uk/downloads/file/6984/hartlepool\\_tree\\_strategy\\_2011-2016](http://www.hartlepool.gov.uk/downloads/file/6984/hartlepool_tree_strategy_2011-2016)
- Report and Minutes of the 2 April 2013 Cabinet  
<http://www.hartlepool.gov.uk/meetings/meeting/2682/cabinet>

**11. CONTACT OFFICER**

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# Hartlepool Local Development Framework

## Trees and Development Guidelines

### Supplementary Planning Document



**2013**



## **Summary**

The National Planning Policy Framework (NPPF) sets out the Government's planning policies and how these are expected to be applied. It identifies trees and seeks to prevent their loss; acknowledging their biodiversity, landscape and cultural contribution.

Furthermore, the NPPF identifies supplementary planning documents as a useful mechanism to guide development with regard to a specific issue such as trees and development. The NPPF reinforces that the planning system is plan-led and that planning permissions must be determined in accordance with the development plan.

The Hartlepool Local Plan will be the key Development Plan Document setting out the spatial vision, strategic objectives and core policies for the Borough for the next 15 years. Contained within the Local Plan, policies ND4, EC2, EC3, HE1, NE1 and NE2 make specific reference to trees, landscaping and green infrastructure.

This supplementary planning document is intended to provide an outline of the procedures and design criteria necessary to achieve the successful integration of existing and new trees, shrubs, hedges and hedgerows into new developments. It is not intended as an undue burden on development. It will be a material consideration in the determination of planning applications, and compliance with its contents will ensure that sufficient information is submitted to enable the Council to determine in advance the full long-term effects of any new development as it relates to trees. Failure to comply with the guidelines may result in delays in determining planning applications, or in some cases permission being withheld.

The key reference document in connection with this guide is British Standard 5837: 2012 'Trees in relation to design, demolition and construction – Recommendations'.

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## **1. Introduction**

This document has been produced by Hartlepool Borough Council with the purpose of providing a comprehensive guide to those involved in development on the standards that the Council will expect from new development proposals as they relate to trees. Adherence to the guidance contained in this document should ensure that trees are afforded due consideration in the planning process so that they can be successfully integrated into new developments.

Trees are of vital importance to the landscape and are widely appreciated for enhancing the rural and urban environment. They make a positive contribution to the scenic character and diversity of the landscape, and provide vital habitat for dependant wildlife populations. Trees also have an important role in helping society adapt to climate change particularly in the urban environment. They provide shelter, cooling shade and can help slow rainwater runoff.

Whilst trees may affect the development potential of some sites, in many cases they can be successfully integrated into new development schemes. Socially and environmentally responsible built environment professionals understand that the retention of trees within new developments provides an immediate sense of maturity, to the benefit of a site and its surroundings, raising the overall quality of schemes and enhancing property values.

Trees on development sites are however vulnerable to damage, both above and below ground. Failure to fully assess the potential impact of proposed development upon trees within and adjacent to development sites, and to plan for and implement effective physical protection during development works, can lead to the loss of tree cover and the many associated benefits.

Along with the retention of existing trees, many of the opportunities for new tree planting arise through the development of land and therefore it is important, if overall tree cover is to be enhanced, that new trees form a significant element of the landscaping of new developments.

Current Government guidance specifically encourages pre-application discussion with the Local Planning Authority. Timely and full cooperation between the Council and the developer will serve to resolve any potential conflicts. It should however be noted that Council officers cannot provide a survey or design service for applicants. Their role is to interpret and assess applicants' proposals in relation to tree and landscape matters and to make recommendations accordingly.

Hartlepool Borough Council recommends that developers engage the services of a suitably qualified and experienced arboricultural consultant at the outset of a project in order to ensure that the needs of existing trees are accounted for and realistic opportunities for additional planting are identified.

British Standard 5837:2012 'Trees in relation to design, demolition and construction – Recommendations' sets out the principles and procedures to be applied to achieve a harmonious and sustainable relationship between trees and structures. Hartlepool Borough Council would advise developers, their design teams and construction contractors to familiarize themselves with this British Standard.

## 1.1 Current Status of Trees in Hartlepool

Hartlepool has one of the lowest percentage tree covers of any English Local Authority. The percentage of tree cover for the Borough is approximately 2.6% compared to the national average of 8.6%. (Trees in Towns II)

This sparse tree cover, particularly within the urban area, is due to a number of factors including land clearance for shipbuilding and agriculture, difficult climatic conditions, and the rapid expansion of the town since the early 1800's. There are, however, areas where trees have transformed the image of an area. Notable in this respect are the tree-lined verges along the A689, which provide an attractive introduction to the town.

In seeking to address the identified shortage of tree cover in the Borough, the Council undertakes an ongoing programme of new and replacement tree planting in appropriate locations as part of its overall tree management regime. The retention of existing trees and the provision of new trees within new developments however, also have a significant role to play in increasing tree cover and enhancing the green infrastructure of the Borough.

Much of Hartlepool's existing mature urban tree cover is located within private gardens, and these are particularly prevalent in the rural villages and the Park area of the town. The Council, through the planning process, has some influence over private trees through a combination of measures including Conservation Areas, Tree Preservation Orders, section 106 agreements and planning conditions. There are currently in excess of 180 individual or group Tree Preservation Orders in force in Hartlepool.

An outline of tree protection legislation is provided in a leaflet published by the Department for Communities and Local Government entitled 'Protected Trees, A Guide to Tree Preservation Procedures'. Copies of the leaflet are available from the Landscape Planning and Conservation section of the Council, free of charge.



## **2 Trees and Planning Applications**

Under the UK planning system local authorities have a statutory duty to consider the protection and planting of trees when granting planning permission for proposed development.

The potential effect of development upon trees, whether statutorily protected (e.g. by a tree preservation order or by their inclusion in a conservation area) or not, is a material consideration that is taken into account in dealing with all planning applications whether a major proposal for a new housing estate, or minor householder developments such as extensions.

It is essential therefore, that all relevant information pertaining to the assessment of trees and landscaping on a site is submitted with a planning application.

Where a development is likely to affect existing trees on, or adjacent to, a site the applicant will be expected to give due regard to the full range of construction related activities with potential to cause damage to trees. All the relevant detail necessary for the Council to make an accurate assessment of the short and long term arboricultural implications of the proposals should be provided.

Engaging the services of a suitably qualified and experienced arboricultural consultant at the outset of a development project should serve to ensure that issues relating to trees are identified and given due consideration in the design process.

### **2.1 Arboricultural Impact Assessment**

An Arboricultural Impact Assessment is the document that should accompany any development proposal which is likely to affect trees on or adjacent to a site and should include:

- An evaluation of the extent of the impact of the proposed development upon existing trees
- A tree survey
- A tree retention/removal plan
- A tree protection plan
- Where necessary, details of any pre-development tree pruning operations
- Where necessary, heads of terms for issues to be addressed by arboricultural method statements.
- Where applicable, landscaping details (see section 6 of this guide)



### **3 Surveying the Site**

The basic starting point in producing a successful site layout design is the gathering of information, particularly data obtained from carrying out a thorough and comprehensive site survey. Where developments are likely to affect existing trees, the Council will normally require the submission of a detailed tree survey, drawn up in conjunction with the topographical survey.

#### **3.1 Topographical Surveys**

Topographical surveys should accurately show all existing features in and around the site, detailing the accurate locations of all structures, trees, hedges and other vegetation, watercourses, ponds, ditches, services, roads, driveways, walls and any areas of nature conservation interest. A detailed levels survey should also normally be incorporated showing existing contours or spot heights throughout the site.

#### **3.2 Tree Surveys**

Tree surveys should be undertaken by an arboriculturalist to record information about the trees on and /or adjacent to the site which may be affected by the development.

A schedule to the survey should list all the trees or groups of trees. The following information should be provided:

- a) Individual reference number (also to be recorded on the tree survey plan)
- b) Species listed by common name, with a key provided to scientific names
- c) Height in metres
- d) Stem diameter in millimetres (rounded to the nearest 10mm) measured at 1.5m above ground level, or immediately above the root flare on multi-stemmed trees
- e) Branch spread in metres taken at the four cardinal points. (also to be plotted on the tree survey plan)
- f) Height in metres of crown clearance above adjacent ground level
- g) Life stage (Young, Semi-mature, Mature, Over-mature)
- h) General observations (Structural and/or physiological condition. Preliminary management recommendations)
- i) Estimated remaining contribution in years (<10, 10 – 20, 20 – 40, 40+)
- j) Category U or A to C category grading (see section 4.5 and tables 1 and 2 of BS 5837:2012) (also to be recorded on the tree survey plan)

## 4 Development Layout

Developers should anticipate the need to accommodate trees within a development through a combination of the retention of existing trees, tree planting directly, and the provision of sufficient private space for future occupiers to carry out their own planting.

The Council encourages all applicants to produce draft layouts or development site master plans for discussion prior to the submission of details at the application stage. Such plans should be prepared with suitably qualified arboricultural and landscape design input.

An assessment of the constraints imposed by trees, in accordance with section 5 of BS 5837: 2012 'Trees in relation to design, demolition and construction – Recommendations', will serve to inform site layout design by illustrating the above and below ground constraints that trees pose by virtue of their size and position.

In general, site layouts will be expected to:

- Provide for the retention of as much of the existing tree cover as is practicable. The allocation of space for trees must be assessed in terms of the overall landscape of the area. Continuity and long-term sustainability of tree cover are important criteria to be considered.
- Provide for the retention of as much of the existing hedgerow cover as is practicable and ensure the long-term retention of all 'Important Hedgerows' (Hedgerow Regulations 1997).
- Allow sufficient space for new planting. Where possible and appropriate allowance should be made for the planting of large species trees as these provide greatest benefits.
- Ensure that where proposals include the felling of existing trees, landscaping schemes make provision for sufficient replacement planting to offset adequately any resulting loss of amenity.
- Include sufficient information to allow for a full, detailed assessment of the short and long-term arboricultural and landscape implications of the development proposals to be made.



## **4.1 Existing Trees: Avoiding Direct Damage**

All detailed design work on site layout should take into consideration the results of the topographical survey and the tree survey.

Careful consideration should be given to ensuring that trees and hedges which have been identified for retention are not directly or indirectly damaged by the proposed works.

A tree protection plan, prepared in accordance with section 5.5 of BS 5837:2012 'Trees in relation to design, demolition and construction – Recommendations' will identify the precise location for the erection of protective barriers to form construction exclusion zones. It should also show the extent and type of any necessary ground protection where construction activity cannot be fully or permanently excluded.

Construction exclusion zones should be considered sacrosanct and will be expected to remain undisturbed for the duration of the development. Site layouts should therefore be designed to avoid any construction works within the identified exclusion zones and should make adequate provision for sufficient working space.

## **4.2 Existing Trees: Avoiding Future Conflict**

Site layouts which merely avoid construction exclusion zones may not necessarily be adequate. Other factors must be taken into account in ensuring that trees which are to remain can reasonably be retained to maturity, thereby providing maximum amenity benefits with minimum maintenance requirements. In considering the juxtaposition of trees and buildings, site layout designs will be expected to ensure that trees which are to remain are given adequate space, including sufficient allowance for future growth, without the need for excessive or unreasonable pruning.

The predicted mature height, branch spread and crown form of individual trees should be assessed in conjunction with site factors such as aspect, topography, soil conditions and exposure. (The ultimate mature size of any individual tree will be dependant upon site specifics and a qualified assessment should be sought).

Site layouts must ensure that trees will not cause unreasonable obstruction of direct sunlight or daylight to properties. Factors requiring detailed deliberation include: individual species characteristics; potential for future growth; garden size and layout; the aspect of the tree from the building; building to tree clearances; building orientation; and the positioning and size of windows, especially in habitable rooms. For further advice see the Building Research Establishment 'Site Layout Planning for Daylight and Sunlight; A Guide to Good Practice'.

### **4.3 Tree Planting: General Principles**

Tree planting should be recognised from the outset as an integral part of any development scheme and should be purposefully designed to complement the proposed features of the development, and those existing features intended for retention. On sites that have no trees whatsoever, or where it has been necessary to remove existing trees, it is especially important to plan for the planting of trees as part of the development.

Socially and environmentally responsible built environment professionals will recognise the functional role that tree planting can play in enhancing the physical characteristics of a development through providing shelter, screening, enclosure, softening the harsh outline of buildings, defining space or directing routes and views.

Particular attention should be given to the use of tree planting in enhancing public areas within developments and views into sites from surrounding public viewpoints.

All new tree planting should conform to, and be planted in accordance with, BS 3936 'Nursery stock', or BS 5236 'Cultivation and Planting of Trees in the Advanced Nursery Stock Category' or any subsequent update in the British Standard relating to tree planting.

### **4.4 Tree Planting: Avoiding Future Conflict**

Tree planting should aim to make the optimum long-term use of allocated space without causing unreasonable future inconvenience to occupiers. In order to ensure that new trees do not interfere with buildings to such an extent that unsightly heavy pruning or removal becomes necessary the following factors will require attention:

- There should be careful choice of species and siting to ensure maximum long-term amenity benefits and minimum future conflict.
- Careful siting of new trees with reference to section 5.6 and Table A1 of BS5837:2012 'Trees in relation to design, demolition and construction – Recommendations', will ensure that future root damage to structures, drains, services, walls, paths and drives is prevented, or at least kept within acceptable limits.
- The National House Building Council (NHBC) Standards Chapter 4.2 'Building Near Trees' offers recommendations on foundation depths in relation to the distance of trees from foundations. However, it is essential to temper the NHBC recommendations with sound professional judgment based upon the individual characteristics of each site.

## 4.5 Site Access

The provision of permanent and temporary site access is an important part of the site layout design, and full details will normally be required in support of any planning application.

Sites may require temporary access for long or wide loads and provision may be required for unusually high vehicles or plant. The need to provide adequate operational space within the site for heavy plant must also be considered. Any resulting short and long-term implications for trees and hedges which are to remain must be carefully assessed, and full details submitted as a part of any planning application.

In general, permanent and temporary site access designs will be expected to minimise tree and hedgerow removals, and ensure the long-term retention of all important trees and hedges.



## 4.6 Services and Utilities

Drainage and service layouts must be designed in such a way as to allow for installation and future maintenance without adversely affecting trees and their root systems. The provision of shared utility ducts should serve to minimise potential conflicts and should be considered a priority. Notwithstanding the benefits to trees, the use of shared ducts greatly eases future utilities servicing and minimizes the upheaval of roads.

Full details of service layouts should be submitted with any planning application. Service layout planning and installation in proximity to trees should be carried out in accordance with the requirements of the National Joint Utilities Group Guidelines for the Planning, Installation and Maintenance of Utility Services in Proximity to Trees (NJUG Vol. 4).

## 5 Implementation of Planning Permission

### 5.1 Pre-Development Tree Works

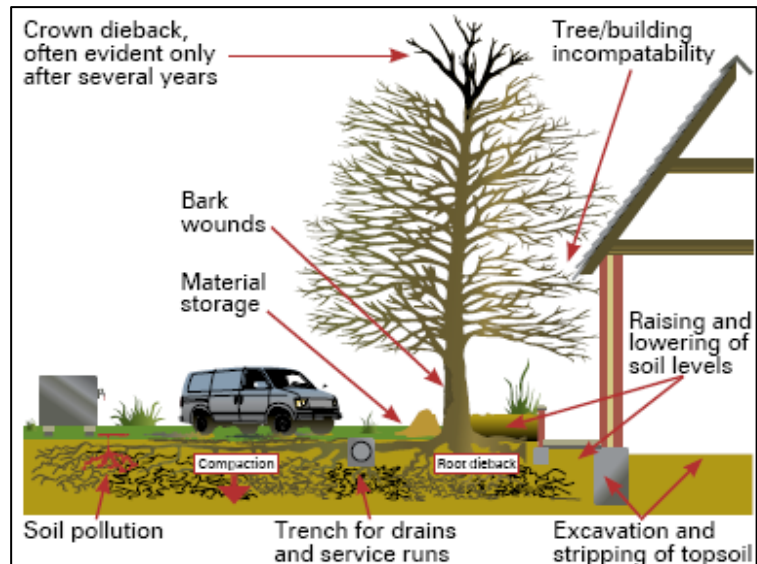
All approved pre-development tree works and development facilitation pruning should be carried out in accordance with current arboricultural best practice and with the requirements of British Standard 3998:2010 'Recommendations for tree work'.

### 5.2 Tree Protection Measures

A tree may take a century to reach maturity, but can be irreparably damaged in a few minutes. Such damage is frequently caused unwittingly because of a failure to appreciate the vulnerability of trees, particularly the root system.

Damage is often done to existing trees during the first few days of a contractor's occupation of a site. The early erection of tree protection barriers to form the construction exclusion zone before works commence on site is essential as the only way to prevent damage being caused to retained trees by operations in their vicinity.

Planning conditions and/or legal agreements will normally be used to ensure that:

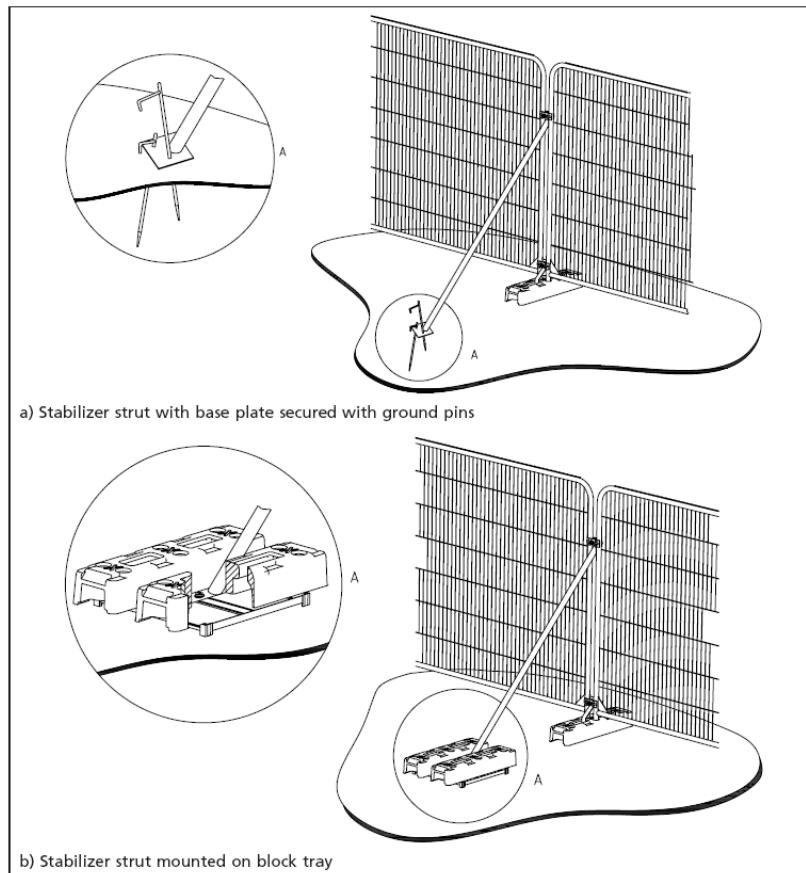
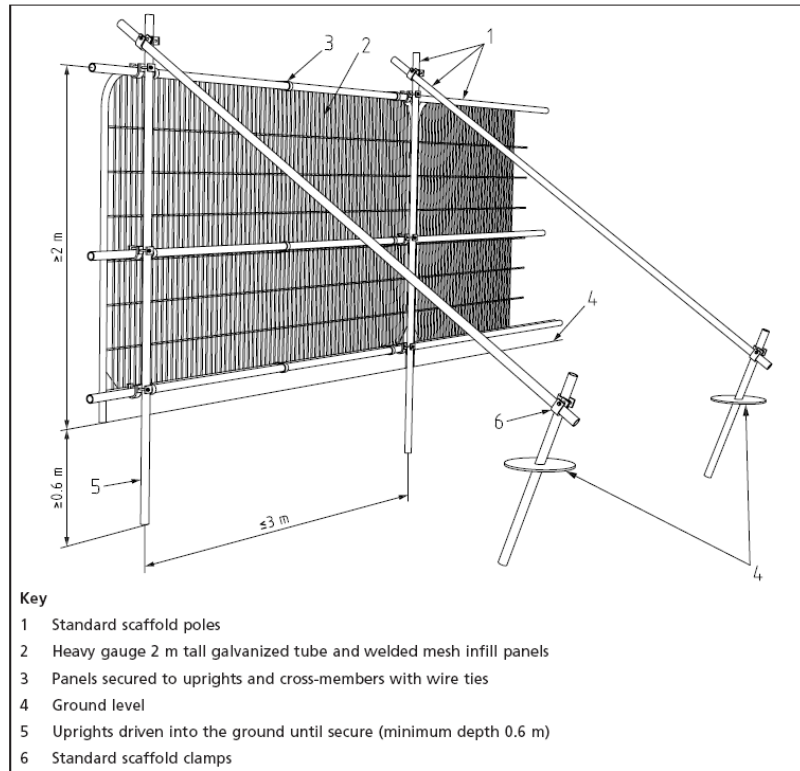


- protective barriers are erected prior to the commencement of any development works on site, (including demolition and preparatory site clearance).
- all subsequent development operations are carried out in accordance with the approved plan.
- no development operation or construction activity which could potentially cause damage to trees or hedges is permitted within any area designated in the approved plan as being protected, without the prior written approval of the Local Planning Authority.
- protective barriers are retained intact for the full duration of the development, and are not re-positioned or removed without the prior written approval of the Local Planning Authority.

Tree protection barriers should be fit for the purpose of excluding construction activity and appropriate to the degree and proximity of work taking place around the protected tree(s). All site operatives should be made aware of all tree protection measures, and a copy of the tree protection plan and any arboricultural method statements should be available for inspection on site.



Figure 2 Default specification for protective barrier



Recommended protective barrier specifications are shown above. Section 6.2 of BS 5837:2012 'Trees in relation to design, demolition and construction – Recommendations' provides clear guidance on the implementation of tree protective barriers and ground protection.

### 5.3 Hard Surfacing in Close Proximity to Trees

Wherever practicable, hard surfaces such as driveways and parking areas should be located outside the construction exclusion zones.

Where it is necessary to lay hard surfaces close to trees, a 'tree-friendly' method should be employed. Any excavation close to trees is likely to cause damage to the roots. Careful design is necessary to ensure that any proposed surfacing close to trees will sit on top of existing ground level, but still fit in with other surrounding surfaces and structures.

Any specification for a 'tree-friendly' driveway or parking area should include a method statement detailing how it will be constructed. The statement should include:

- details of all existing and proposed levels
- details of the cellular confinement system and edging restraints to be used
- details of the sub-base construction and how this will be built up without trafficking over unprotected ground.

The successful long-term retention of trees, even when adopting a 'tree-friendly' method of construction, depends upon the condition of the trees (which should be assessed by a qualified arboriculturalist) and on adherence to three simple rules:

- roots must not be severed
- soil must not be compacted
- oxygen must be able to diffuse into the soil beneath the engineered surface





## 6 Landscape Schemes

If trees are to continue to provide the many benefits they bring to the urban landscape in the long term, it is particularly important when designing new developments that allowance is made for the planting of new trees. The selection and positioning of trees should be carefully considered in order to make optimal use of the available space and on the basis of a sound appreciation of the context.

Roadside trees and trees in public spaces can make a considerable contribution to the character of new developments and are of increasing importance as green infrastructure elements in built-up areas. When designing schemes for roadside planting, careful attention should be paid to highway considerations such as sight line requirements, CCTV, street lighting, and above and below ground service routes. Where possible and appropriate, there should be a presumption in favour of large canopy trees as these have the greatest landscape value.

Planning conditions, and/or legal agreements, will normally be used to ensure that tree planting schemes are planned, implemented and maintained in order to minimise any potential negative effects and provide maximum long term environmental benefits.

Section 5.6 of BS5837:2012 'Trees in relation to design, demolition and construction – Recommendations' provides further guidance on new planting design.

The Council's Landscape Planning & Conservation section assesses the appropriateness of landscape proposals submitted with planning applications or to discharge landscape conditions.

The minimum levels of information required for new landscaping proposals are as follows:

- An accurate, detailed planting plan and schedule
- A comprehensive list of species and a stock specification
- Detail of planting densities and spacing
- Clear indication of existing trees specified for retention and those for removal
- A full planting specification
- A detailed maintenance schedule covering the establishment period

The long-term aims of a scheme can only be achieved if the landscaping succeeds. The Council will pay particular attention to the practical measures that are proposed as part of any scheme to ensure the successful establishment of new planting.

Tree planting schemes will be expected to include the following provisions:

- Preparation of the planting environment (including decompaction and drainage) should be at least to the standards set out in BS4428 (1989) Code of Practice for General Landscape Operations (excluding Hard Surfaces)
- All plant material provided will be expected to comply with and be planted in accordance with the requirements of:
  - BS3936 Specification for Nursery Stock
  - BS5236 Cultivation and Planting of Trees in the Advanced Nursery Stock Category
  - BS4043 (1989) Recommendation for Transplanting Rootballed Trees and,

- BS4428 (1989) Code of Practice for General Landscape Operations (excluding Hard Surfaces), as appropriate.
- Final planting positions for new trees will be expected to take account of the requirements of Table A.1 of BS5837: 2012 'Trees in relation to design, demolition and construction – Recommendations'.
- A detailed maintenance schedule in accordance with the requirements of BS4428 (1989) Code of Practice for General Landscape Operations (excluding Hard Surfaces).

*Note: Much of the guidance and advice contained in the above British Standards is soon to be superseded following publication of BS5845 'Young trees – from the nursery to independence in the landscape'. Upon publication of the new standard, tree planting schemes should be carried out in accordance with its provisions.*

## **6.1 Safety and Security**

Careful selection of tree and shrub species is critical in order not to impede natural surveillance and to avoid the creation of potential hiding places. As a general rule of thumb where good visibility is needed, shrubs should be selected to have a mature height of no more than 1m and trees should be clear stem to at least 2m thereby allowing at least a 1m clear field of vision. Future maintenance requirements must be adequately considered at the design stage, and where necessary management programmes should be put in place to ensure that proper maintenance is carried out. Consideration should also be given to the use of spiny or thorny shrubs to enhance perimeter security where necessary.

## **6.2 Plant Selection**

The origin of plants should be of particular concern to developers within Hartlepool. The area has a coastal environment including onshore salt laden sea frets, drying winds and frost pockets. Developers are therefore advised to obtain stock from within the region and from local seed stock where possible. Developers should also ensure that plants have been appropriately hardened off and prepared for transportation to site.

The planting of native species trees and shrubs is recommended where appropriate as these will be more adapted to the location and have greater wildlife value.

Whenever possible it is advisable to plant both trees and shrubs during the dormant winter season, which is generally late October to March, although this can vary from year to year. It is possible to plant containerized plants throughout the year provided that adequate provision for water can be made. Planting should never take place when soil is waterlogged, suffering from drought, or during frosty weather.

The Council is committed to biodiversity and sustainability; therefore developers are advised not to use peat as a soil ameliorant, but to consider instead the use of recycled composted products or well-rotted manures. Mulching will be required on all amenity planting schemes involving shrubs and ground cover plants. Mulch is also recommended in a 1m diameter around the base of newly planted trees.

## Useful Contacts

**Landscape Planning & Conservation**  
Dept of Regeneration & Neighbourhoods  
Hartlepool Borough Council  
Bryan Hanson House  
Hanson Square  
Hartlepool. TS24 7BT

01429 284071 or 01429 523414

[landscape.planning@hartlepool.gov.uk](mailto:landscape.planning@hartlepool.gov.uk)

[www.hartlepool.gov.uk/trees](http://www.hartlepool.gov.uk/trees)

**Development Control**  
Dept of Regeneration & Neighbourhoods  
Hartlepool Borough Council  
Bryan Hanson House  
Hanson Square  
Hartlepool. TS24 7BT

01429 523272

[DevelopmentControl@hartlepool.gov.uk](mailto:DevelopmentControl@hartlepool.gov.uk)

[www.hartlepool.gov.uk/developmentcontrol](http://www.hartlepool.gov.uk/developmentcontrol)

**Building Control**  
Dept of Regeneration & Neighbourhoods  
Hartlepool Borough Council  
Bryan Hanson House  
Hanson Square  
Hartlepool. TS24 7BT

01429 523299

[buildingcontrol@hartlepool.gov.uk](mailto:buildingcontrol@hartlepool.gov.uk)

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Eland House  
Bressenden Place  
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020 7944 4400.

[contactus@communities.gov.uk](mailto:contactus@communities.gov.uk)

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**British Standards Institute**  
389 Chiswick High Road  
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W4 4AL

020 8996 9000

[cservices@bsi-global.com](mailto:cservices@bsi-global.com)

[www.bsi-global.com](http://www.bsi-global.com)

**Arboricultural Association**  
Ampfield House  
Romsey  
Hampshire  
SO51 9DA

01794 368717

[admin@trees.org.uk](mailto:admin@trees.org.uk)

[www.trees.org.uk](http://www.trees.org.uk)



# COUNCIL

## 6 JUNE 2013



**Report of:** Chief Executive

**Subject:** BUSINESS REPORT

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### 1. Appointments to Outside Organisations and Other Bodies

Northern Consortium of Housing Authorities

It has been noted that the appointments to the Consortium made at Extraordinary Council on 2 May 2013 were the Chair and a Member from the Neighbourhood Services Committee (Councillors Jackson and Cook) when the appointments more correctly should have come from the Regeneration Services Policy Committee as the policy and service issues relating to housing fall within the remit of that Committee.

After consultation with the Leader of the Council, the nominations of Councillors Payne and Cranney have been received and Council is requested to approve the appointments.

### 2. Putting Hartlepool First Group

Notice has formally been received that the Putting Hartlepool Group has changed its appointed Leader. Council is requested to note that the Putting Hartlepool Group Leader is now Councillor Alison Lilley.

### 3. Overview and Scrutiny Annual Report for 2012/13

Prior to the adoption of the Council's new governance arrangements and Constitution, the Council's Overview and Scrutiny Procedure Rules required that an Overview and Scrutiny annual report be produced, detailing the work undertaken during the last 12 months. In completing the required process for 2012/13, the final Overview and Scrutiny Annual Report for the 2012/13 Municipal Year is submitted for Council's consideration.

### 4 Revisions to the Council's Code of Conduct

On 2nd August, 2012, the Borough Council adopted a revised Code of Conduct to comply with the Localism Act, 2011. Within Section 28(1) of the Act, it is indicated that a Code must be "consistent" with the seven "Nolan"

Principles as established through the Committee on Standards in Public Life. The Committee in its fourteenth report published in January, 2013, changes the 'descriptions' behind those principles. At its meeting on 23<sup>rd</sup> April, Standards Committee recommended these changes be incorporated within the Council's Code of Conduct. The revised descriptions (with a new preamble) are as follows.

<b>Principle</b>	<b>Revised description</b>
Preamble	The principles of public life apply to anyone who works as a public office-holder. This includes all those who are elected or appointed to public office, nationally and locally and all people appointed to work in the civil service, local government, the police, courts and probation services, NDPBs, and in the health, education, social and care services. All public office-holders are both servants of the public and stewards of public resources. The principles also have application to all those in other sectors delivering public services.
Selflessness	Holders of public office should act solely in terms of the public interest.
Integrity	Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
Objectivity	Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
Accountability	Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
Openness	Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
Honest	Holders of public office should be truthful.
Leadership	Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

As the Council moved through the process of change to its governance arrangements, dialogue took place with representatives from the Department for Communities and Local Government. Those representatives disclosed that the Coalition Government would like to see reference within local authority Codes of Conduct to the offence provision as outlined within Section 34 of the Localism Act. It is therefore also recommended by the Standards Committee that the following addition be made to the Council's Code of Conduct;

## OFFENCES

Under Section 34 of the Localism Act, 2011, a person commits an offence if, without reasonable excuse, that person fails to comply with an obligation imposed on them in respect of the disclosure of pecuniary interests on taking office and must disclose that interest (other than in the case of certain sensitive interests, to which a different procedure applies) or participate in any discussion or votes or takes any steps in contravention of the above. The person will therefore commit an offence if they provide information that is false or misleading and the person knows that that information is false or misleading or is reckless as to whether the information is true and not misleading. A person guilty of an offence under this Section is liable on summary conviction to a fine not exceeding level 5 on the standard scale (currently £5,000) and a Court may order the disqualification of that person from being or becoming a Member or Co-opted Member of a relevant authority for a period not exceeding five years.'

## RECOMMENDATION

1. That Council approves the revisions to the Council's Code of Conduct as set out herein.

## 5 Appointment of Independent Person(s)

Council will be aware that its current composition of Independent Persons will retire from their duties with effect from 30th June, 2013. A number of local authorities did make representations to the Secretary of State in order to seek some continuity in the appointment of the former 'Independent Members' to become 'Independent Persons'. As previously reported to Standards Committee, the Secretary of State for Communities and Local Government indicated;

*"A measure to prohibit any existing Members of the Council's current Standards Committee from appointment as the Independent Person was put in place because the government wished to ensure a clear break with the old Standards Board regime".*

This communication from the Secretary of State also indicated (having regard to the required “transitional provisions”) the Government’s intention through a Statutory Instrument to allow appointments “made in the first year of the new arrangements (ie, until 30th June, 2013)”. The Localism Act, 2011, requires that a relevant authority must include provision for the appointment “of at least one Independent Person”. Further, certain additional requirements must be adhered to, as set out below;

- That the vacancy has been advertised in such a manner that the authority considers likely to bring it to the attention of the public,
- The person has submitted an application to fill the vacancy through the authority, and
- The person’s appointment has been approved by the majority of the Members of the authority.

There is also a general prohibition upon a person being an Independent Person if they have been a Member, Co-opted Member or Officer of the authority during the five years ending with the appointment. A joint advertisement with the Cleveland Fire Authority was placed in editions of the Hartlepool Mail and the Evening Gazette requesting completed applications to be submitted no later than 5th April, 2013. The Council’s Standards Committee have previously approved the “selection criteria” and “role description” of the ‘Independent Person’. At the meeting of Standards Committee on 23<sup>rd</sup> April, 2013, the Committee interviewed and unanimously recommended for appointment Mr Norman Rollo and Ms Clare Wilson, for a term of four years commencing on 1<sup>st</sup> July, 2013. If Council approves these appointments, Mr Rollo and Mrs Wilson will serve as co-opted members upon the Council’s Audit and Governance Committee, when it deals with ‘standards’ in an advisory capacity as reflected within the Council’s Constitution.

## **RECOMMENDATION**

1. That Council approves the appointment of Mr Norman Rollo and Ms Clare Wilson as Independent Persons for a period of four years from 1<sup>st</sup> July, 2013.
2. Council also acknowledges the contribution of Mr Ted Jackson, Professor Brian Footitt and Reverend John Lund as Independent Members/Independent Persons on Standards Committee.





**HARTLEPOOL**  
**BOROUGH COUNCIL**

**Annual Overview &  
Scrutiny Report  
2012/13**

## Foreword (Councillor Marjorie James – Chair of the Scrutiny Co-ordinating Committee)

Over the last eight years Overview and Scrutiny has made significant contributions to the delivery of services in Hartlepool, utilising a framework of Forums to influence the development/review of policy, hold the Executive to account, undertake external Scrutiny and investigate issues of local concern. Each Forum operating within remits that link to the strategic priorities of the Council and its local partners.



During 2012/13, we have continued our emphasis on service improvement and in establishing our work programme focused our attentions on the challenges facing the Council, and influencing the development of the Councils budget and key policies / strategies.

As in previous years, scrutiny has played a key role in the development of the Council's medium term financial strategy and in recognition of the importance of the Joint Strategic Needs Assessment (JSNA) in influencing how health services are commissioned to meet the needs of the town, undertook a single (year long) evaluation of topics contained within the assessment. In undertaking this overarching investigation Scrutiny, across its Forums, has welcomed contributions from local residents and partner organisations resulting in the identification of a series of recommendations to assist in the development of the JSNA for the future.

I, and each of the Forum Chairs, would like to thank every one who has played a part in our work during the last 12 months and are looking forward to the changing face of Scrutiny under the Councils new democratic arrangements.

**Councillor Marjorie James**  
Chair of Scrutiny Co-ordinating Committee

**Councillor Christopher Akers-Belcher**  
Chair of the Children's Services Scrutiny Forum

**Councillor Sylvia Tempest**  
Chair of the Neighbourhood Services Forum

**Councillor Carl Richardson**  
Chair of the Adult and Community Services Scrutiny Forum

**Councillor Stephen Akers-Belcher**  
Chair of the Health Scrutiny Forum

**Councillor Ged Hall**  
Chair of the Regeneration and Planning Services Scrutiny Forum

## OVERVIEW AND SCRUTINY ACTIVITY 2012-13

<b>Scrutiny Reviews</b>	
Scrutiny Co-ordinating Committee	Poverty and Transport JSNA Investigation and other Transport Issues
Adult and Community Services Scrutiny Forum	Older People JSNA Investigation
Children's Services Scrutiny Forum	Emotional and Mental Wellbeing JSNA Investigation
Health Scrutiny Forum	Sexual Health JSNA Investigation
Neighbourhood Services Scrutiny Forum	Environment JSNA Investigation
Regeneration and Planning Services Scrutiny Forum	Employment JSNA Investigation
<b>Budget and Policy Framework Documents</b>	
Scrutiny Co-ordinating Committee (and Health Scrutiny Forum)	Health and Wellbeing Strategy
Children's Services Scrutiny Forum	Youth Justice Strategy Plan 2013/14
Regeneration and Planning Services Scrutiny Forum	<p>The plans and strategies which together comprise the Development Plan:</p> <ul style="list-style-type: none"> <li>- Trees and Development</li> <li>- New Dwellings</li> <li>- Green Infrastructure</li> <li>- Shop Fronts</li> </ul>
All Scrutiny Forums and Committees	Budget and Council Plan
<b>Call In and Referrals</b>	
Scrutiny Co-ordinating Committee	Call-in - 'Welfare Reforms – Customer Strategy.'

### The Year Ahead – 2013/14

As a result of the recent referendum, arrangements in Hartlepool will change significantly in 2013/14, with the departure of the Elected Mayor and the introduction of a Committee system. As a result of these changes, 2012/13 was the last year in which Hartlepool operated its current Scrutiny arrangements.

Under the revised arrangements Scrutiny will continue to play a key role, however, it will be restricted to two specific statutory scrutiny areas:-

**Health Scrutiny** – To review and scrutinise matters relating to the planning, provision and operation of health services.

**Crime and Disorder Scrutiny** – To review and scrutinise decisions made/actions taken by the Safer Hartlepool Partnership.

### **Details of how to refer items to Scrutiny**

This Annual Report has outlined what the Overview and Scrutiny Committees in Hartlepool have done in the last 12 months, perhaps you can influence what the Audit and Governance Committee looks at in the future by suggesting a Health or Crime and Disorder topic which would be worthy of Scrutiny investigation.

Please bear in mind that Scrutiny is not a complaints system, but can undertake in-depth reviews making recommendations to the Authority's decision making bodies.

If you live in Hartlepool you can play a part in improving the Borough by suggesting a suitable Health or Crime and Disorder topic for investigation, which would be considered in relation to specific review criteria. If you have any suggestions please visit our website at

[http://www.hartlepool.gov.uk/forms/form/178/scrutiny\\_topic\\_suggestion\\_form](http://www.hartlepool.gov.uk/forms/form/178/scrutiny_topic_suggestion_form) and fill in the online form.

Alternatively, post suggestions to the address below.

### **Councillor Call for Action (CCfA)**

As detailed above, Scrutiny is not a complaints system, however where all other avenues of resolution have been exhausted, a Ward Councillor has the ability to make a referral to the Audit and Governance Committee of an issue of significant community concern, within the Ward they represent.

A Ward Councillor can submit a CCfA in relation to:

**A Local Crime and Disorder matter**, which is one concerning;

- (i) Crime and Disorder (including in particular forms of crime and disorder that involve antisocial behaviour or other behaviour adversely affecting the local environment), or
- (ii) The misuse of drugs, alcohol and other substances, which affects all or part of the electoral area for which the Member is elected or any person who lives or works in that area

Please contact your Ward Councillor directly to discuss a possible Councillor Call for Action. Ward Councillor contact details can be found on our website or by contacting the Scrutiny Team as detailed below.

### **Contact us**

Telephone: 01429 523647

Email: [scrutiny@hartlepool.gov.uk](mailto:scrutiny@hartlepool.gov.uk)

Post: Scrutiny Support Team  
Chief Executive's Department  
Hartlepool Borough Council  
Civic Centre  
Victoria Road  
Hartlepool TS24 8AY

Web: [www.hartlepool.gov.uk/scrutiny](http://www.hartlepool.gov.uk/scrutiny)