

# **REGENERATION SERVICES COMMITTEE AGENDA**



**Thursday 26 September 2013**

**at 9.30 am**

**in Committee Room B,  
Civic Centre, Hartlepool.**

**MEMBERS: REGENERATION SERVICES COMMITTEE**

Councillors C Akers-Belcher, S Akers-Belcher, Cranney, Dawkins, Fisher, Morris and Payne.

- 1. APOLOGIES FOR ABSENCE**
- 2. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**
- 3. TO RECEIVE THE MINUTES OF THE MEETING HELD ON 29 AUGUST 2013  
(previously circulated)**
- 4. BUDGET AND POLICY FRAMEWORK**
  - 4.1 Green Infrastructure Supplementary Planning Document – Update on Progress – *Assistant Director (Regeneration)*
- 5. KEY DECISIONS**
  - 5.1 European Social Fund NEET Provision: North East – *Assistant Director (Regeneration)*





**6. OTHER ITEMS REQUIRING DECISION**

- 6.1 Trading Standards Service Plan 2013/14 – *Director of Public Health*
- 6.2 Scrap Metal Dealers Act 2013 – *Director of Public Health*
- 6.3 Emergency Works – Shades Hotel and Longscar Building – *Assistant Director (Regeneration)*

**7. ITEMS FOR INFORMATION**

- 7.1 Environmental Apprenticeship Report – *Assistant Director (Regeneration)*
- 7.2 Quarterly Housing Report April-June 2013/14 – *Assistant Director (Regeneration)*
- 7.3 Quarterly Update Report for Public Protection – *Director of Public Health*
- 7.4 The North East 'Community Grants' Project – *Assistant Director, Community Services*

**8. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT**

**FOR INFORMATION**

Date of next meeting – 24 October 2013 at 9.30 am in the Civic Centre, Hartlepool.





# REGENERATION COMMITTEE

26<sup>th</sup> SEPTEMBER 2013



**Report of:** Assistant Director (Regeneration)

**Subject:** GREEN INFRASTRUCTURE SUPPLEMENTARY PLANNING DOCUMENT – UPDATE ON PROGRESS

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## 1. TYPE OF DECISION/APPLICABLE CATEGORY

- 1.1 The Green Infrastructure Supplementary Planning Document, if adopted, will form part of the Hartlepool Local Development Framework.

## 2. PURPOSE OF REPORT

- 2.1 The purpose of this report is to inform the Regeneration Committee of the results from the public consultation on the Draft Green Infrastructure Supplementary Planning Document (SPD) which was consulted on during 4 April 2013 and 30<sup>th</sup> May 2013 this year. The report also identifies the next steps in the process.

## 3. BACKGROUND

- 3.1 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 ND1, NE1 and NE2 make specific reference to elements which comprise green infrastructure.
- 3.2 The Green Infrastructure SPD outlines the benefits and purpose of Green Infrastructure and its importance to the Borough. It highlights the current areas of green infrastructure within Hartlepool and looks at investment in green infrastructure as well as the management of it. As part of the SPD an action plan is included which looks at improvements and enhancements which are needed over the coming years to continue the successful development of the Green Infrastructure network within the Borough.
- 3.3 The document does not contain any policies; it is intended to guide future development of, and investment in, green infrastructure and will be a material consideration in the determination of planning applications where green infrastructure contributions have been requested or where the



application will contribute to the development of green infrastructure in the Borough.

- 3.4 During the 8 week consultation period a total of 17 representations were made to the Green Infrastructure SPD and Action Plan. A Consultation Statement has been produced which includes a summary of the main points of the representations and is included as **Appendix 1** to this report. The Consultation Statement also highlights where HBC has agreed to make amendments to the documents to reflect the comments received.
- 3.5 Overall the document was very well received and this is reflected in comments made by Natural England, who have provided £5000 of funding towards the production of the Strategy and Action Plan, who state “In general these documents are extremely useful, being well written and easy to follow and understand.” The £5000 has now been received by HBC, however this is on the understanding that the documents are formally adopted prior to April 2014.
- 3.6 Three of the representations received said that they had no comment to make and one representation, from Elwick Parish Council, simply stated that it fully supported the documents.
- 3.7 Of the other representations, most only request minor changes to the documents however the responses from the Environment Agency and Tees Valley Nature Partnership were more detailed, and whilst in principle very supportive, suggested ways in which the document could be strengthened. The comments are considered very helpful and it is considered that these changes will lead to more robust documents in the future. Some of the changes requested involve the production of new maps and diagrams to better illustrate relationships with green infrastructure within neighbouring boroughs and also to show on a strategic basis forms of green infrastructure not currently highlighted such as the rivers and becks.
- 3.8 It is proposed that, once these changes have been made, there is a further four week public consultation in October with those parties who previously made representations in order to ensure that we have correctly reflected their comments in the amended SPD and Action Plan. Once this second period of public consultation is completed and any further amendments made, the documents will be referred to full Council for adoption late in 2013/early 2014. This will ensure that the deadline set by Natural England of the 31/3/14.

#### **4. RISK IMPLICATIONS**

- 4.1 If the SPD is not adopted prior to the end of March 2014 there is a major risk that Natural England will require us to pay back the £5000 grant which has already paid to the Council.



**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.
- 5.2 Safety and security is a key consideration when assessing landscaping schemes; however the issue is not specifically addressed in the draft supplementary planning document as this is a more strategic level document. Reference to this is made in the Trees and Development SPD and is covered by policy in the emerging Local Plan and will be taken into account in the consideration of future planning applications.

**6. FINANCIAL CONSIDERATIONS**

- 6.1 The Green Infrastructure SPD is part funded by Natural England who have already paid £5000 grant towards its production on the basis that the documents will be adopted prior to the end of March 2014.

**8. LEGAL CONSIDERATIONS**

- 8.1 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. There is also a duty on the authority to ensure that new development does not increase the risk of flooding and indeed a requirement through the NPPF to produce proactive strategies to combat flooding; the provision of high quality green infrastructure, which includes SuDS ponds, has the ability to mitigate against potential issues in terms of flooding.

**9. EQUALITY AND DIVERSITY CONSIDERATIONS**

- 9.1 The first consultation period on the Green Infrastructure Supplementary Planning Document and the Action Plan 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. Given that this second period is a focused consultation involving those parties who previously made representations; it is not considered that the statutory 8 week period is needed and that a four week period is acceptable in this instance.



## **10. RECOMMENDATIONS**

- 10.1 The Regeneration Committee is requested to note the progress made in relation to the Green Infrastructure SPD and Action Plan and also to note the comments made in the first consultation period, attached as **Appendix 1**.

## **11. REASONS FOR RECOMMENDATIONS**

- 11.1 The Green Infrastructure Supplementary Planning Document, when adopted, will form part of the Hartlepool Local 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 green infrastructure. It is also a requirement of the funding which has been drawn down from Natural England that the SPD and Action Plan are adopted prior to end March 2014.

## **12. APPENDICES AVAILABLE ON REQUEST, IN THE MEMBERS LIBRARY AND ONLINE**

- 12.1 Draft Green Infrastructure Supplementary Planning Document  
[http://www.hartlepool.gov.uk/downloads/file/9670/green\\_infrastructure\\_spd-april\\_2013](http://www.hartlepool.gov.uk/downloads/file/9670/green_infrastructure_spd-april_2013)
- 12.2 Draft Green Infrastructure Action Plan.  
[http://www.hartlepool.gov.uk/downloads/file/9669/green\\_infrastructure\\_spd\\_action\\_plan-april\\_2013](http://www.hartlepool.gov.uk/downloads/file/9669/green_infrastructure_spd_action_plan-april_2013)

## **13. BACKGROUND PAPERS**

- 13.1 The emerging Hartlepool Local Plan.  
[http://www.hartlepool.gov.uk/info/1004/planning\\_policy/108/planning\\_policy/1](http://www.hartlepool.gov.uk/info/1004/planning_policy/108/planning_policy/1)

## **14. CONTACT OFFICERS**

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## APPENDIX 1

### **Hartlepool Green Infrastructure Supplementary Planning Document and Action Plan**

#### **Consultation Statement – June 2013** **Town and Country Planning (Local Development) (England) Regulations 2012**

#### **1. Introduction**

- 1.1 The Green Infrastructure Supplementary Planning Document (SPD) and Action Plan has been prepared by Hartlepool Borough Council with financial support from Natural England. The draft SPD and Action Plan was published for public consultation on the 4<sup>th</sup> April 2013 which ran for an 8 week period until 30<sup>th</sup> May 2013.
- 1.2 Section 2 of this document outlines the consultation process and provides details of those people and organisations who were consulted and how the consultation process was advertised.
- 1.3 Section 3 of the document gives a summary of the consultation responses and provides the Council's response to each element i.e. whether the suggestion has been accepted and the document amended or whether the suggestion was not considered appropriate and the reason why.
- 1.4 Section 4 gives a brief overview of the next steps in the process of adopting the SPD and Action Plan.

#### **2. Consultation Process**

- 2.1 The public consultation began on the 4<sup>th</sup> April 2013 and was advertised and the documents made available in a range of ways, listed below:
  - The documents were made available as part of the Cabinet meeting process which approved the documents for public consultation.
  - A Public Notice was published in the Hartlepool Mail on Friday 5<sup>th</sup> April 2013.
  - Copies of the documents were placed in two Council buildings; the Civic Centre, Victoria Road, Hartlepool and also in Bryan Hanson House, Hanson Square, Hartlepool.
  - Copies of the documents were placed in the following libraries; The Central Library, The Headland Library, Throston Library, Owton Manor Library, Seaton Library, The Mobile Library.
  - The Documents were uploaded onto the Planning Policy element of the Council's Website.
  - A survey monkey questionnaire was created (this was run by Corporate Strategy).



## APPENDIX 1

- Copies were distributed at some relevant meetings including an INCA meeting held at the Power Station and at a North Linnear Park meeting.
- 2.2 There was also a large number of consultees (408 external) sent letters and asked to comment. These included English Heritage, Natural England, The Highways Agency, The Environment Agency, Sport England Northern Region, Tees Valley Wildlife Trust, Tees Valley Nature Partnership, Parish Council's, Neighbouring Authorities, house builders and many others. A full list of consultees is attached as **Appendix 2**.
- 2.3 As well as external organisations and individuals there were a range of individuals within the Local Authority contacted for their views including Sport and Recreational officers, Parks and Countryside officers, Highways, Landscape Architects, Ecology, Arboricultural officers, Environmental Services officers and housing officers.
- 2.4 Towards the end of the process English Heritage requested a short extension to the period to enable them to comment. This request was granted and they submitted a response on the 17<sup>th</sup> June 2013, thanking the authority for the time extension.

### 3. Consultation Responses and HBC Response

- 3.1 During the consultation 17 responses were received. 15 of these were by letter/email and two responses were received as part of the survey monkey questionnaire.
- 3.2 The 17 responses were received from the following people/organisations:
  - Councillor Paul Thompson
  - James Copeland, NFU
  - Chris Scaife, Countryside Access Officer, HBC
  - Allan Wise, Huntsman Tioxide
  - Fens Residents Association
  - Regeneration and Planning Services Scrutiny Forum
  - Natural England
  - Minna West, Elwick Parish Council
  - Nigel Bell, Yuill Homes
  - Michael Houtt, Highways Agency
  - Leah Remington, Groundwork North East
  - Sue Antrobus, Tees Valley Nature Partnership
  - Lucy Mo, Environment Agency
  - John Dixon, Stockton Borough Council
  - Nick Sandford, Woodland Trust
  - Beryl Bird, Tees Valley Local Access Forum
  - Alan Hunter, English Heritage



**APPENDIX 1**

3.3 Table 1 lists the issues raised within the representations received and notes whether the Council will amend the SPD or Action Plan to reflect the comment.

**Table 1 – Comments Received and HBC Response**

<b>Consultee</b>	<b>Para/Section</b>	<b>Comment</b>	<b>HBC suggested response</b>
Councillor Paul Thompson	Action Plan	Would like to see Seaton Carew Linnear Park included.	<b>Agreed.</b> Promenade Linear Play spaces masterplan to be included.
National Farmers Union	Page 7, 2 <sup>nd</sup> Paragraph.	How will modern farming buildings and structures needed to meet national legislation (welfare, etc.) and government targets (commitment to produce at least 15% of energy from renewable sources by 2020) be considered within 'Traditional farming'?	Para states that traditional farming will sit alongside other uses – it is not expected that renewable energy schemes for example are considered traditional farming. <b>No change.</b>
Chris Scaife, Countryside Access Officer, HBC	Page 10	Shape of Summerhill Country Park needs altering. Land which runs down towards Brierton Lane is not part of the Country Park.	<b>Agree to change.</b>
Chris Scaife, Countryside Access Officer, HBC	Page 12, 1 <sup>st</sup> Para.	Last sentence should read: "...this route will have the legal status and title of English Coastal Path and will be..."	<b>Agree to change.</b>
Allan Wise, Huntsman Tioxide	Whole SPD / Action Plan	Provided information on Greenabella Marsh. This is an area in their ownership which has public access.	<b>Agree</b> to add info into SPD on Greenabella Marsh. Should improvement schemes or other works be proposed in the future these could be added to the Action Plan.
Fens Residents Association	SPD	Excepts that the green wedge as part of the South West Extension cannot be included at present but request that they be a key consultee if the Local Plan is adopted and includes the SWE. At that point the document would need to include the green wedge.	<b>Noted</b> , and agree Fens Residents would be a key consultee.
Fens Residents Association	SPD/Action Plan	Should the SWE green wedge occur in future it should link to wider vision for the whole watercourse which is formed by Greatham, Dalton and Char Becks. This comes under the umbrella of the Tees Catchment Plan. There are opportunities for wetland creation downstream from the Fens to the railway line.	<b>Noted and agree</b> this is an opportunity. Reference to the watercourses and possible future enhancements will be made.
Fens Residents Association	SPD/ Action Plan	Developer contributions should always be spent firstly in the areas immediately impacted by developments before any residue is spent elsewhere.	<b>Noted and agree.</b>
Regeneration and Planning Services Scrutiny Forum	SPD	Has impact of Claxton Development been considered?	<b>Comment noted.</b> Yes it is considered, however until Local Plan is adopted cannot add the green wedge



Consultee	Para/Section	Comment	HBC suggested response
			to the SPD and Action Plan.
Natural England	SPD / Action Plan	In general these documents are extremely useful, being well written and easy to follow and understand. Welcome commitment to adopt documents and for them to form part of LDF.	<b>Support</b> noted and welcomed.
Natural England	SPD	Improved consistency between maps would be beneficial. Eg Map 2 shows coastal designations but map 4 does not.	<b>Agree</b> to amend maps
Natural England	SPD / Action Plan	SPD appears to focus mainly on targets that can be influenced by HBC but does not give much consideration to GI benefits that can be realised by individuals in their gardens.	<b>Agree</b> to make reference to this in document.
Natural England	SPD	Page 11, Access across the former industrial area at the Headland may also be addressed through the implementation of the planning permission for development.	<b>Agree</b> to make reference to potential housing scheme at Britmag.
Natural England	SPD	Page 12, DEFRA stands for Department for Environment, Food and Rural Affairs – Not Fisheries.	<b>Agree</b> to make change.
Natural England	SPD	Page 21. Hartlepool Borough also includes the northern section of the Teesmouth National Nature Reserve.	<b>Agree</b> to make change to reference this.
Natural England	Action Plan	Page 1. What frequency will the Action Plan be updated?	This is covered on page 25 of SPD. <b>Agree</b> to add reference within Action Plan as well for clarity.
Natural England	Action Plan	Page 4. The Environment Agency should also be considered as a potential key partner for enhancement projects along the coast.	<b>Agree</b> to make reference.
Natural England	Action Plan	A number of the enhancements identified in the AP have already been identified and some are already underway. Has consideration also been given to potential future enhancements and aspirations?	Yes, many of the schemes are drawn up but do not have funding and are aspirational. The fluid nature of the AP will allow for new projects to be added when they are identified. <b>No change.</b>
Natural England	Action Plan	The actions for the rural area appear to focus on access – has consideration been given to other GI asset creation or enhancement?	The schemes included were those identified, however very happy to add new schemes as and when identified. Some, such as watercourses have been identified within the consultation and will be included.
Minna West, Elwick Parish Council	SPD	Elwick Parish Council fully supports the proposals in the SPD.	<b>Support</b> noted and welcomed.
Nigel Bell, Yuill Homes	SPD	Yuill Homes does not wish to make any comment on this document.	<b>Noted.</b>



Consultee	Para/Section	Comment	HBC suggested response
Michael Hoults, Highways Agency	SPD	The HA has reviewed and considered the documents but has no specific comments to make.	<b>Noted.</b>
Leah Remington, Groundwork	SPD/Action Plan	Further information on allotments would positively improve the SPD. Information provided on the community allotment at Waverley Terrace.	<b>Agree</b> to include information on allotments.
Tees Valley Nature Partnership	SPD	TVNP very much welcomes the production of a GI SPD which will support and implement policies and proposals on GI and the wider natural and built environment within the H'pool Local Plan.	<b>Support</b> noted.
Tees Valley Nature Partnership	SPD	Intro provides useful context but could go further by expanding on the multifunctional benefits of GI to show how it cuts across a number of service areas and can play a role in meeting several key objectives including stimulating economic growth, place building, local identity, improving & enhancing biodiversity & the natural environment, climate change adaption & mitigation, health & well-being and recreation & leisure	<b>Agree</b> to expand on the multifunctional benefits element of the introduction.
Tees Valley Nature Partnership	SPD	Intro could also consider the role of GI benefits to ecosystem services. Eg How products obtained from ecosystem provisioning services such as food, fuel and fresh water link through to GI benefit areas of biodiversity, land management and health and well-being.	<b>Agree</b> to strengthen this element.
Tees Valley Nature Partnership	SPD	To emphasise the prominent role of GI in the policy process at the outset of the Policy Context section state that the document has been prepared within the context of up to date European and national legislation and reflects the key themes of policy guidance. Ref to the Natural Environment White Paper (The Natural Choice: Securing the Value of Nature, 2011) needed. The White Paper refers to the role of urban green infrastructure as completing "the links in our national ecological network" and "one of the most effective tools available to us in managing environmental risks such as flooding and waves".	<b>Agree</b> to strengthen links to legislation and to make ref to White Paper.



Consultee	Para/Section	Comment	HBC suggested response
Tees Valley Nature Partnership	SPD	Biodiversity 2020: A Strategy for England's Wildlife and Ecosystem Services (2011) could be referred to. It builds on the White Paper and sets out how international and European commitments are to be implemented and achieved. Action 3.4 sets out how the approach of the planning system will guide development to the best locations, encourage greener design and enhance natural networks.	<b>Agree</b> to add reference to Biodiversity 2020: A Strategy for England's Wildlife and Ecosystem Services (2011).
Tees Valley Nature Partnership	SPD / Action Plan	SPD & Action Plan should strengthen links with TV GI Strategy to illustrate strategic networks better. Strategic green corridors could be illustrated on Map 1 or a separate map to illustrate where links/corridors need to be strengthened.	<b>Agree</b> to improve links to TV GI Strategy and to illustrate strategic corridors on a map within the SPD.
Tees Valley Nature Partnership	SPD	Could also refer to the following docs: Tees Valley Economic & Regeneration Statement of Ambition (TVU 2011) Hartlepool Landscape Assessment Strategic Flood Risk Assessment TV & Hartlepool Climate Change Strategies Local Transport Plan and Cycling Strategies GI Strategies for Stockton and Durham	<b>Agree</b> to make reference to these documents to help emphasise a co-ordinated approach with other strategies.
Tees Valley Nature Partnership	SPD -Visions and Objectives section	This section is generally strong and covers the range of objectives expected in a local GI Strategy. It may be worth trying to make objectives more concise, perhaps making clear the difference between those that relate to the broader principles of GI and those that relate to desired "outcomes"	<b>Support</b> of section noted. <b>Agree</b> to look at objectives to see if they can be made more concise.
Tees Valley Nature Partnership	SPD – Existing GI in Hartlepool	At present role of GI is addressed very much on a site by site basis. Although sites/areas are important, it is also important to take a strategic overview of the Borough to address the context of specific sites within the wider GI network.	<b>Agree</b> to look to look at the strategic context in more detail. Map 1 was meant to help give this type of strategic context, but agree this could be improved.
Tees Valley Nature Partnership	SPD – Map 1	Map 1 should capture all sites and assets listed in section and developed a common framework to assess each site, particularly in terms of its current status strengths, weaknesses etc.	<b>Agree</b> to alter Map 1 to ensure all elements in the section are captured on the map.  <b>Agree</b> to look at presentation of sites to ensure they all look at same criteria such as strengths, weaknesses etc.



Consultee	Para/Section	Comment	HBC suggested response
Tees Valley Nature Partnership	SPD	A more strategic overview would help to show where existing networks are weak or missing altogether – this could help to set priorities for network improvement/enhancement for the future. A map illustrating desired GI network would be very helpful and could also show how the Hartlepool network links to networks in other authorities.	<b>Agree</b> to look to create a map which shows GI on a more strategic level taking into account TV GI corridors and those within neighbouring authorities.
Tees Valley Nature Partnership	SPD	The SPD should also refer to other social, economic and environmental data that could be used to inform local GI planning and help to set priorities for future action eg Open Space audit, PPG17 Assessment and Natural England's Accessible Natural Space (ANGST+).  Also Strategic Flood Risk Assessment – to show how GI can play a role in flood alleviation  The Index of Multiple Deprivation	<b>Agree</b> to add reference to these documents and some key data from them.
Tees Valley Nature Partnership	SPD – element on Wildlife Habitats	Could be expanded to say a bit more on the significance and evaluation of wildlife habitats and their biodiversity value. Many of the land use typographies mentioned also have a high wildlife value.  The document states that “away from the coast, the wildlife habitats in Hartlepool are generally small in extent and widely dispersed...expanding and linking these habitats together is a key objective.” This objective is welcomed but there should also be some indication on why this is important and how it has been addressed strategically and in the accompanying Action Plan.	<b>Agree</b> to expand on this.  <b>Support</b> welcomed. Reference to the importance to be added as well as how it is being addressed strategically.
Tees Valley Nature Partnership	SPD – element on Wildlife Habitats	The function and importance of LNR's could be mentioned, perhaps emphasising their significant role in providing access to nature on the doorstep of many local communities.	<b>Agree</b> to add reference to function and importance of LNR's.
Tees Valley Nature Partnership	Action Plan	The Action Plan is an essential element to show how challenges and priorities addressed in the strategy can be implemented and developed “on the ground”. There is perhaps too much focus on specific sites without tackling the strategic priorities or initiatives needed to develop a coherent GI network in Hartlepool. The sub areas are essentially rural, urban and coast with little discussion on how they relate to and	Note the concern re: specific sites against strategic priorities. It is hoped the changes to Map 1 / possible inclusion of an additional “strategic map” in the SPD will help to show this relationship. However it is also essential for the planning function of the Action Plan to have specific



Consultee	Para/Section	Comment	HBC suggested response
		enhance each other.	schemes included so that developer contributions can be directed to schemes within the locality of the development.
Tees Valley Nature Partnership	SPD / Action Plan	Within GI the most interesting landscapes can be the links between the built environment and the more natural, greener spaces. These areas need good design principles which can be applied through the planning and development process. While providing trees and cycle paths is valuable, it is important to work closely with developers to get the right sort of layouts, protect key areas and getting the right amount of appropriate mitigation. These principles and working relationships should be emphasised to show how new development can be integrated into the green environment.	<b>Agree</b> with comment. This is something the planning process in Hartlepool always attempts to do. Will emphasise this within the SPD and in the Action Plan where there are developments we are aware of.
Tees Valley Nature Partnership	Action Plan	It may help if all projects could be presented in the same format; objectives, project summary, outputs, timescales, costs, funding opportunities, partners and so on.	Where this is possible the Action Plan will do this. However due to levels of detail on some schemes it is not always possible to go into this level of detail.
Tees Valley Nature Partnership	Action Plan	Quick wins are useful, however Action Plan should set out milestones towards achieving more ambitious and strategic objectives.	Many of schemes included in the Action Plan are strategic level schemes which would take many years to deliver and develop. It may be that once a “strategic map” is produced within the SPD that other “strategic schemes” may come to light and need to be included within the Action Plan.
Tees Valley Nature Partnership	Action Plan	Document has strong emphasis on urban green space improvement and management. Less formal green spaces and rural areas seem to take a back role with few plans for their enhancement and potential opportunities around ecosystem services and their role for biodiversity and future ecological networks.	Agree that focus is on urban area at present and would welcome suggestions for rural schemes to be included.
Tees Valley Nature Partnership	Action Plan	Further discussion around GI in future areas proposed for major new development would be useful.	<b>Agree</b> to look at this.
Environment Agency	SPD / Action Plan	Welcome production of GI Strategy and are pleased to see it is accompanied by an Action Plan to ensure delivery of GI improvements.	<b>Support</b> noted.
Environment Agency	SPD - Objectives	Objective 7 – we would support the inclusion of references to the re-use and redevelopment of brownfield land. This	<b>Agree</b> to make reference to re-use of brownfield in objective 7.



Consultee	Para/Section	Comment	HBC suggested response
		will help support economic growth by improving the setting of industrial and commercial areas.	
Environment Agency	SPD / Action Plan	<p>There are a number of areas which could be included to make the documents more aspirational, these include:</p> <ul style="list-style-type: none"> <li>- One map to show proposed/aspirational GI</li> <li>- The GI network should be illustrated on one map covering the whole Borough.</li> <li>- Strategy should extend outwards to show links with neighbouring authorities</li> <li>- Greater emphasis should be placed on watercourses and river corridors such as Crimdon Beck, Hart Beck, the beck along Blakelock Road, Greatham Creek, Claxton Beck and North Burn</li> <li>- River Corridors could be linked to other green spaces and wildlife corridors</li> <li>- Highlight opportunities to deculvert watercourses particularly within urban areas. A commitment to ensure culverts are opened up as part of redevelopments would be welcomed.</li> <li>- Promote the creation or enhancement of habitats such as reedbeds, marshes, ponds and wet woodlands to the benefit of species such as wolverines and great crested newts.</li> <li>- Create and enhance wildlife corridors, linking existing and potential wildlife sites</li> <li>- Promote SuDs schemes to alleviate flooding and create habitat.</li> <li>- Create/enhance access networks linking important nodes such as recreational,</li> </ul>	<p><b>Agree</b> to look at potential for this.</p> <p><b>Agree</b> to do this is a strategic map, covering key TV GI Strategy corridors as well.</p> <p><b>Agree</b> to look at this is relation to Stockton and Durham.</p> <p><b>Agree</b> this element of the document will be strengthened to show the benefits watercourses bring.</p> <p>Hopefully with a strategic borough wide map this will highlight the links.</p> <p><b>Agree</b> to make reference to this, however decisions relating to individual developments would need to be on a case by case basis.</p> <p><b>Agree</b> to make reference to these types of habitat.</p> <p><b>Agree</b> to seek to identify further opportunities for this.</p> <p><b>Agree</b> to add further information on SuDS.</p> <p><b>Agree</b> to improve the access networks within the document using the access</p>



Consultee	Para/Section	Comment	HBC suggested response
		<p>educational and employment.</p> <ul style="list-style-type: none"> <li>- School grounds are an important element of GI and emphasis should also be put on this.</li> <li>- Street trees within verges and planters could be promoted in all new developments. Long term maintenance of this is also an important consideration.</li> <li>- The Burn Valley masterplan may need to be revisited to ensure compliance with the Water Frameworks Directive (WFD) objectives if further work is envisaged.</li> <li>- Hard landscaping and sports facilities such as a skate park – if this is to be included as green infrastructure this should be explained in the introduction.</li> <li>- Secure by design principles could usefully be applied to the outline designs for new parks such as Central Park and Golden Flatts.</li> </ul>	<p>routes highlighted as part of the emerging Local Plan.</p> <p><b>Noted</b> and will make reference to the GI benefits school grounds can have.</p> <p>This is a wider development management / policy issue however the importance of street trees is recognised by the SPD.</p> <p>The works covered within the Action Plan are the final stages of the masterplan which involved the works carried out by the EA – it is not envisaged these would impact on the water course.</p> <p><b>Noted</b> however, Page 15 of the Action does recognise the skate park is not GI in its own right but is an important feature of the park and will help to ensure that the overall GI infrastructure is cared for as the community have a sense of ownership.</p> <p>When schemes are drawn up by HBC architects the principles of secure by design are used. This is also something that the emerging Local Plan seeks new developments to do.</p>
Environment Agency	SPD Action Plan	<p>We would welcome greater clarity in relation to the role of blue spaces within the Strategy. Currently they are only briefly mentioned and not included in any objectives or maps. You could include the following:</p> <ul style="list-style-type: none"> <li>- Claxton Beck from source to North Burn</li> <li>- Nelson to Hart Warren Dunes (Trib of Crimdon Beck)</li> <li>- Cowbridge Beck from source to North Burn</li> <li>- Seaton Carew Coastal Area</li> <li>- Crimdon Beck from source to sea</li> <li>- Hart Beck from source to sea</li> </ul>	<p><b>Noted and agree</b> to add watercourses to maps and give greater clarity to the role of blue spaces within the SPD and Action Plan where applicable.</p>



Consultee	Para/Section	Comment	HBC suggested response
		<ul style="list-style-type: none"> <li>- North Burn from source to Claxton Beck</li> <li>- Greatham Creek Catchment (trib of Tidal Tees)</li> </ul>	
Environment Agency	SPD	Bathing Waters – We would welcome the inclusion of references to the Bathing Water Directive. Strategy currently does not mention protected areas of designated bathing waters. Seaton Carew bathing waters is a key priority for the EA. Work is ongoing with NWL, HBC and the EA to get bathing waters to a minimum “sufficient” standard. Seaton North is predicted to be of “poor” standard. We would want to see no further deterioration. Seaton central area is sufficient and North Gare is classified as “good.”	<b>Agree</b> to include reference to this within the coastal section of the SPD.
Environment Agency	SPD	Page 24 – In any developments types and application rates of chemicals to be used should be considered within management plans. The use of fertilisers/pesticides/slug pellets should not cause a detrimental impact to quality of watercourses or groundwater.	This issue will be considered as part of the formation of any management plans, however, do not consider that it is appropriate to reference it at this point in the SPD as there are many other issues which would need consideration as part of the formulation of a management plan which are not listed.
Environment Agency	SPD	Flood Defence Consent – Works within fluvial flood zones 3 and 2 around the Burn Valley Beck or within tidal flood zones 3 and 2 along the coast would require consent of the EA. Any works within the 5m bylaw distance of the Burn Valley Beck would also require consent. This will help to ensure works as part of the strategy do not increase the risk of flooding.	<b>Noted.</b>
Environment Agency	Action Plan	<p>Groundwater – We acknowledge and support the proposal to create a number of shallow ponds and wetlands across the area.</p> <p>Superficial drift cover is understood to be thin (&lt;5m) within the area; particularly in north H'pool and the northern element of rural H'pool. Groundwater levels are also known to be close to the surface and are likely to be affected by tidal impacts.</p> <p>Shallow groundwater has potential to cause localised flooding but may also be able to support/feed any newly created ponds or wetlands.</p>	<b>Support</b> noted.



Consultee	Para/Section	Comment	HBC suggested response
		<p>Further to the south and west the day becomes thicker and any newly created features are unlikely to be supported by groundwater.</p> <p>Groundwater in the area is generally of good quality but is known to be impacted by saline intrusion (high chloride, sodium and sulphate) particularly at the coast. The high salinity could impact any groundwater fed/supported green infrastructure features such as ponds, wetlands etc.</p>	<b>Noted.</b>
Environment Agency	Action Plan – page 17	Mentions wetland “scraps”. This should read “scrapes”.	<b>Agree</b> to amend.
Stockton Borough Council	SPD / Action Plan	No comment to make.	<b>Noted.</b>
Nick Sandford, Woodland Trust	SPD, definition of GI	This definition is suitable.	<b>Noted.</b>
Nick Sandford, Woodland Trust	SPD, Vision	Consider the Vision to be appropriate.	<b>Noted.</b>
Nick Sandford, Woodland Trust	SPD, Objectives	In objective 4 we would like to see reference to creation of woodland in appropriate locations and particularly in areas of new housing development. You could make use of the Woodland Trust's Access to Woodland Standard to determine how much new woodland is needed and where it should best be located. We would also like to see a specific commitment to protection of ancient woodland and ancient/veteran trees which are irreplaceable and of very great conservation importance	<b>Agree</b> to include both elements of this.
Nick Sandford, Woodland Trust	Investment in GI	You could mention the savings which can be made on landscape maintenance by converting areas of intensively mown grass into woodland. The rationale for these is set out in the Woodland Trust's report: Trees or Turf which may be found on our website at <a href="http://www.woodlandtrust.org.uk/treesavemoney">www.woodlandtrust.org.uk/treesavemoney</a>	<b>Agree</b> to make reference to this.
Nick Sandford, Woodland Trust	Investment in GI	Funding through the RDPE (agri environment schemes and forestry commission grants) are likely to be suspended at the end of 2013 pending agreement of the new EU budget.	<b>Noted.</b>
Nick Sandford, Woodland Trust	Management of GI	The possibility of using less intensive management regimes should be considered. These can often deliver cost savings as well as being of great benefit for biodiversity. Such schemes need to be well publicised and explained to the public to avoid the possibility of	<b>Agree</b> to make reference to this.



Consultee	Para/Section	Comment	HBC suggested response
		complaints through lack of knowledge of what is happening.	
Nick Sandford, Woodland Trust	General	We would be interested in talking to the Council further about how woodland creation can be delivered to further the objectives set out in the strategy. Please contact <a href="mailto:nicksandford@woodlandtrust.org.uk">nicksandford@woodlandtrust.org.uk</a>	<b>Noted.</b>
Tees Valley Local Access Forum	General	The Tees Valley Local Access Forum has considered the GI Supplementary Planning Document and thanks the HBC for the opportunity to do so. The TVLAF has no further comment to make.	<b>Noted.</b>
English Heritage	Objectives	English Heritage welcomes the inclusion of Objective 1	<b>Support</b> noted
English Heritage	Both documents	Noted that the Heritage Value of Ward Jackson Park is referenced however, the SPD and Action Plan contain little in the way of specific measures to improve the wellbeing of the Borough's heritage assets or to celebrate the contribution they make to the area's green spaces and the quality of the local environment. It is to be hoped that, as the SPD and Action Plan develop, much more will be made of the heritage of the Borough's green infrastructure.	<b>Noted</b> and will seek to enhance the documents to make further references to heritage.

#### 4. Next Steps

- 4.1 The changes suggested as part of the consultation process will be made to the SPD and to the Action Plan where appropriate. Given there were a number of comments made on the document it is proposed to give those individuals and organisations who originally made comment an opportunity to respond to the amended documents within August / September 2013 prior to adoption later in the financial year 2013/14.







**List of People/Organisations Consulted**

Contact Name (if any)	Name/Organisation
	DEFRA
Christine Blythe	EDF Energy
Ray Levy	Northern Gas Networks Ltd
	British Telecom
Emily Forsythe	The Crown Estate
Mr M J Means	Defence Land Agent
	North East Strategic Health Authority
	Department for Transport
Alan Hunter	English Heritage
Lucy Mo	Environment Agency
Richard Pow	Forestry Commission
Mr K J Ensell	Hartlepool Water
Michael Houlst	Highways Agency Northern
GVA Grimley	Crown Commissioners
Miss Laurie Norris	National Farmers Union
David Greenwood	Northumbrian Water
Maie Higgins	Sport England Northern Region
John Cunliffe	Dalton Piercy Parish Council
Minna Ireland	Elwick Parish Council
John Cunliffe	Greatham Parish Council
Mr R Gray	Hart Parish Council
Mrs Christine Nowell	Newton Bewley Parish Meeting
Valerie Adams	Darlington Borough Council
Paul Clarke	Middlesbrough Borough Council
Alex Conti	Redcar & Cleveland Borough Council
Rosemary Young	Stockton Borough Council
Mike Alum	Durham County Council
Christopher Barnard	New Deal for Communities Trust
Robin Daniels	Tees Archaeology Service
Malcolm Steele	Tees Valley Unlimited
	Emergency Planning Officer
Steve Davies	Police Crime Prevention Officer
	County Fire Brigade
	North Tees & Hartlepool NHS Trust
Helen Cassini	Crown Castle International
	Able UK Ltd
Mark McMullan	Asda
David Barker	David Barker
Dan Mitchell	Barton Willmore
	Brenda Road Properties Limited
Paul Newman	EDF British Energy,



Contact Name (if any)	Name/Organisation
	CJC
	Cameron Hall Developments Ltd.,
	Cameron's Brewery
Mr H J Williams	Dean and Chapter of Durham,
Daniel Robinson	Gus Robinson
	Youngs Recycling
Mr Windebank	Heerema
Mr John Herbert	John Herbert
Trevor Cartner,	Helios Properties
Mr Bryn Hughes	HMS Trincomalee Trust
Bill Beattie	Huntsman Tioxide Ltd
Ian Butler,	J & B Fuels
A Pailor	J J Hardy & Sons Ltd
	Lorne Stewart
George Gandy	Manches LLP
	Mandale Properties
Allan Henderson	Maïna
	McAlpine & Sons
Mr & Mrs D Ogle	Mr & Mrs D. Ogle
David Robinson	P D Ports
D C Handley	ConocoPhillips UK Ltd
Mark Rycraft	Middleton Grange Shopping Centre
	Stadium Group Ltd
F Sturrock	F Sturrock
Mike Dunton	Tesco
Mr & Mrs P A Wood	Mr & Mrs P A Wood
Angus Hanton	Woodlands plc
Mr Iain Wright, M.P	MP
Brian Walker	Bellway Homes
	Jomast Construction Ltd
	Leebell Developments Limited
	Taylor Wimpey UK Limited
	McNicholas Bros
Tim Williams	Miller Homes
Richard Tindale	Persimmon Homes
	Shepherd Homes
Louise Nicholson	Yuill Homes Ltd
	Anchor Housing Association
	Accent North East
Mr C Hughes	Endeavour Housing Association
Susan Douglas	The Guinness Trust
	Home Group Ltd
	Tees Valley Housing Association



Contact Name (if any)	Name/Organisation
Ann Barker	Homes & Community Agency
	Three Rivers Housing Group
Sebastian Hanley	Dialogue
	Jones Day
Mrs L K Swinbank	Sedgefield Town Council
Mrs Johnson	Grindon Parish Council
Mr P Healey	Wolviston Parish Council
Mrs L A Wardle	Monk Hesleden Parish Council
Mr A P Abbot	Sheraton with Hulam
Mr G Reid	Wingate Parish Council
	The British Wind Energy Association (BWEA)
Robert Taylor	Pot of Gold Ltd
Noel Jackson	Durham Bat Group
	Legato Properties
	La Farge Aggregates
P J Walker	Coastliners Transport 2000 Tees Valley
Damien Holdstock	National Grid plc
Bill Spowart	Friends of Rossmere Park
	Friends of Ward Jackson Park
Mrs S Bruce	Hartlepool Civic Society
	Hartlepool Crime Prevention Panel,
	Hartlepool People Ltd
	Muslim Welfare Association
	Rural Housing Trust
	Safe in Tees Valley
	Wharton/Errol Street Residents Group
Doff Pollard	Tees Valley Rural Community Council
	Banks
	British Wind Energy Association
The Managing Director	Hartlepool Mail
Brian Beaumont	North East Chamber of Commerce
The Editor	Northern Echo
	Roger Tym & Partners
James McConnell	The Home Builders Federation
Katrina Harrison	Hartlepool College of Further Education
S Kirtley	British Butterfly Conservation Society,
	Civic Trust
Jeremy Garside	Tees Valley Wildlife Trust
	Compassion in World Farming
Patricia Gorman	Council for the Protection of Rural England
	CPRE
	Garden History Society,



Contact Name (if any)	Name/Organisation
Roger Dennis	Friends of the Earth
M Smith	Hartlepool Archaeological & Historical Society
D Leyshon	The Ramblers Association
Conservation Officer- North East	RSPB
Mr S Inness	Camping & Caravaning Club
Neil Hayward	English Golf Union
Mr G B Kneeshaw	Hartlepool Cricket Club,
	Hartlepool Golf Club
Mr J Rodgers	Hartlepool Sports Council
	Hartlepool United Football Club
	LARA Motor Recreation
	Seaton Carew Sports and Social Club
	Seaton Carew Golf Club
Lynn Burn	Teesmouth Field Centre
	West Hartlepool Rugby Football Club
	Campaign for Better Transport
	Cleveland Cycling Campaign
Mr D A Herbert	Hartlepool Cycle Club
	Sustrans
Geoff Barber	I.N.C.A.,
	HVDA
	Dennis Downen Associates
	Manners & Harrison
Ron Greig	Ron Greig Estate Agents
	James Barr
Andrew Teage	BDP Planning Limited
Paul Burton	Hallam Land Management Ltd
S Chadwick	Chapman Warren
	Walsingham Planning
Colin Hatcher,	Colin Hatcher
	Davis Planning Partnership
	De Pol Associates
Faith Folley	Development Planning Partnership
Caroline Richards	Devereux Architects
Peter McGowan	Dickenson Dees
Mr J W Dickinson	Mr J W Dickinson
Mark Dransfield	Dransfield Properties Ltd
	Deloitte
Diana Bowyer	DPDS
	Dunlop Heywood
Ian Lyle	England & Lyle
Robin Newlove	Ferguson McIlveen



Contact Name (if any)	Name/Organisation
	Franklin & Andrews
	BNP Paribas
Jason Living	G L Hearn
Peter Cavey	Greig Cavey
Chris Goddard	GVA Grimley
	Hammond Suddards
David Anderson	Henry Boot Developments Ltd
	Hillier Parker May & Rowden
	CBRE
	J C Cunnane Associates
	Jennifer Hubbard
Mr Atam Verdi	King Sturge
	Lambert Smith Hampton
	Jones, Lang & LaScelles
James Tippins	Landmark Information Group
	Landmark Partnership
	Limes Development
	Malcolm Judd and Partners
John Whittaker	White Young Green
	Matthews & Goodman
	McInally Associates,
Justin Gartland	Nathanial Lichfield and Partners
Malcolm Walker	Peacock & Smith
Martin Budd	Posford Duvivier
Mr Richard Mowat	RPS
Martyn Lytollis	Storey Edward Symmonds
	Raymond Barnes
	Robert Turley Associates
	Roger Etchells & Co
Adrian Goodall	Rokeby Developments
	Sanderson Wetherall
Rebecca Housam	Savills
	URS Scott Wilson
Ian Gilbey	Shoosmith
A M Hutton MRTPI	Smiths Gore
Christine Doel	SQW
Richard Stephenson	Stephenson Johnson Riley
Mark Brooker	Storey Sons & Parker
Andrew Wilkinson	Strutt & Parker
	Terence O'Rourke Plc
	The Planning Bureau Ltd
Richard Percer	Tirley Associates
	Tony Thorpe Associates



Contact Name (if any)	Name/Organisation
Andrew Moss	Ward Hadaway
Mrs L Cusdin	Framptons
	Woolerton Dodwell
	Hyams & Brownlee
	WSP Development
	Gerald Eve
Dr R Penn	Penn Associates Ecology Ltd
Allan Marsden	EWS
	Barnard Grove Primary School
	Brougham Primary School
	Catcote School
	Clavering Primary School
	College of Art
	Dyke House School
	Eldon Grove Primary School
Steve McDonnell	St Peters Elwick Primary School
	English Martyrs School and Sixth Form College
	Fens Primary School
	Golden Flatts Primary School
	Grange Primary School
	Greatham CE Primary School
	Hart Primary School
M W Brethrick	Hartlepool College of Further Education
	Hartlepool Education Development Centre
	Hartlepool Sixth Form College
	St Hild's School
	High Tunstall School
	Jesmond Gardens Primary School
	Kingsley Primary School
	Lynnfield Primary School
	Manor College of Technology
	Owton Manor Primary School
	Rift House Primary School
	Rossmere Primary School
	Sacred Heart RC Primary School
	Holy Trinity CE Primary School
	Springwell School
	St. Aidan's Primary School
	St. Bega's RC Primary School
	St. Cuthbert's RC Primary School
	St. Helen's Primary School
	St. John Vianney RC Primary School
	St. Joseph's RC Primary School



Contact Name (if any)	Name/Organisation
	St. Teresa's RC Primary School
	Stranton Primary School
	Throston Primary School
	Ward Jackson Primary School
	West Park Primary School
	West View Primary School
Mr A Brahimi	Mr A Brahimi
	I.Fewster
	Mr R Dixon
Mrs Iris Ryder	
	NEDL
	Regeneris Consulting LTD
c/o Cathryn Frank	Hartlepool Partnership
	Kebbell Developments Ltd
Cath Purdy	Housing Hartlepool
Jim Johnstone	Tees Valley Living
Ed Alder	BenBailey Homes
Carol Watkin	Keepmoat Partnership
	Dunelm Property Services Limited
	Lovell Partnerships Limited
	Wates Development
Linda Shields	NECTAR (North East Council of Tenants and Residents
Ashraf Khan	Hartlepool Asian Association
S H A Ahmad	Hartlepool Ahmadiyya Muslim Association
Alan Barclay	Burn Valley North Residents Association
Paul Anderson	Central Estate Management Organisation
Peter Lane	Cleveland Industrial Archaeology Society
N Benson	Durham Heritage Coast
S K Jobson	Elwick Women's Institute
Roni Farrow	Belle Vue Residents Association
Julie Rudge	Dent and Derwent Residents Association
Christine Snowden	Holt and Lister Residents Association
Anne Harker	Stockton Road Residents Association
Liz Richardson	Stotfold Area Residents Association
Margaret Haughey	West End Residents Association
Angie Wilcox	Manor Residents Association
Mary Bewley	Hartlepool Primary Care Trust
Kevin Cranney	Hartlepool Environmental Network
	Housing 21
	Malcolm Arnold
David Loughrey	ASP Services
	Derek Stephens



Contact Name (if any)	Name/Organisation
David Stovell	David Stovell & Millwater
Rod Hepplewhite	Prism Planning
Steve Carnaby	The Planning Inspectorate
Robert Smith	Hartlepool Countryside Volunteers
K Harrison	Greatham Women's Institute
J Nicholson	Hart Village Women's Institute
	Goldacre (Offices) Ltd
Richard Harris	Swaisland Harris
Annette Elliott	The Co-operative Group Ltd
Laura Ross	Stewart Ross Associates
	Ancient Monuments Society
	Council for British Archaeology
	Society for the Protection of Ancient Buildings
	Georgian Group
	Twentieth Century Society
Jim Hutchison	Defra Flood Management Division
	Sanderson Wetherall
Chris Thomas	Chris Thomas Ltd
Nick Sandford	The Woodland Trust
Tom Collins	Signet Planning
Adrian Miller	Esh Developments
Chris Musgrave	Wynyard Park Limited
John Wilson	Appletons
Ted Jackson	JacksonPlan Limited
	Halcrow Group Limited
John C Culine MBE	The Showmen's Guild of Great Britain - Northern Section
John Quinn	The Hospital of God at Greatham
Joanna Gabrilatsou	King Sturge LLP
	The Victorian Society,
Alan Slater	British Waterways
Vicki Richardson	Walton & Co
Wendy Sockett	Colliers CRE
Mrs Brenda Loynes	Park Residents Association
R W Close	Strutt & Parker
	B3 Architects
Paul Lynn	
Laura Ross	Stewart Ross Associates
Beryl Bird	Tees Valley Local Access Forum
Annette Depol	Depol Associates
Gary Oliver	Andrew McCarthy Associates
Chris Haggon	Big Tree Planning Limited
Luke Plimmer	Martineau, Solicitors



Contact Name (if any)	Name/Organisation
Matthew Stoves	
Ian Thurlbeck	
Nick Sandford	Woodland Trust
Stephen Barnes	Langtree Properties Limited
Andrew Cole	DTZ
	The Marine Conservation Society
	Barret Homes Newcastle
	Mrs P Harkness
	Mr P Jenkins
	Stonham Housing Association
Barry Wilkinson	
Irene Nelson	Brougham Area Residents Association
Office Manager	Vicki Richardson
peter Zacharias	Derwent Grange Residents Association
Paul Shields	Dyke House Area Residents Association
Jane Shaw	Friends of North Cemetery
Graham Alton	Headland Future Ltd.
Steven Allison	Headland Residents Association
Julie Holdcroft	Moorside Residents Group
Charlie Smith	Oak and Pine Residents Association
Carson Barrett	Percy Street Residents
Joan Steel	Residents Association of Clavering and Hart Station
Mary Mincher	West View Residents Association
Gillian Elliston	Headland Parish Council
Michael Ward	Fens Residents Association
Kevin Cranney	Owton Fens Community Association (OFCA)
John Reid	Owton Manor West Residents Association
Rosemary Kennedy	Rossmere Residents Group
Peter Close	B.U.R.T. (Burbank)
Jean Dawking	Cobden Area Residents Association (CARA)
Julie Hethrington	Furness/Cameron/Belk Resident Association
Brian McBean	Hartwell Residents Association
Wendy Hay	Marmion Estate Residents Association
John Osbourne	Residents of St Aidens (ROSA)
Hilda Wales	Rift House Community Associated
Christopher Akers-Belcher	Rift House East Residents Association
Maurice Brazell	Thorton Street Residents association (TARA)
John Lauderdale	Oxford Road Residents Association
Charles Hardcastle	
Matthew Wyatt	JWPC
Michael Hepburn	Nathanial Lichfield
David Rolinson	Spawforths



Contact Name (if any)	Name/Organisation
	GVA Grimley
Dr Susan Antrobus	Tees Valley Biodiversity Partnership
Mr Peter Hall	Indigo
	Drivas Jonas Deloitte
Mrs D Rickaby	Billingham Town Council
Mr I A Goodrich	Castle Eden Parish Council
Mrs K A Toward	Fishburn Parish Council
	Haswell Parish Council
	Hutton Henry Parish Council
Mr T Bird	Nesbitt Parish Meeting
	Sedgefield Town Council
Mrs K Tweddle	Trimdon Foundry Parish Council
Mr G L Oliver	Trimdon Parish Council
Emma Hulley	Sanderson Weatherall
Stuart Field	Barton Willmore
	National Federation of Gypsy Liason Groups
Wendy Sockett	Colliers International
Operations Manager	Tata Steel
	Cleveland Fire Brigade HQ
	Charlotte Boyes
Mark Crosby	RIBA North East
Daniel Chant	Gladman Developments
	Gypsy Roma Traveller Achievement service Leeds
	Friends, Families and Travellers
	WSP Development
Melys Pritchett	Savills
Jane Harrison	Country Landowners Association
Sean Hedley	Hedley Planning Services



# **REGENERATION SERVICES COMMITTEE**

**26<sup>th</sup> September 2013**



**Report of:** Assistant Director (Regeneration)

**Subject:** EUROPEAN SOCIAL FUND NEET PROVISION: NORTH EAST

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## **1. TYPE OF DECISION/APPLICABLE CATEGORY**

1.1 Key Test Decision (i) and (ii) applies. Forward Plan Reference No. RN15/13

## **2. PURPOSE OF REPORT**

2.1 To inform members of the successful application for European Social Funding (ESF) and to seek approval for the Council to deliver the above project.

## **3. BACKGROUND**

3.1 A report was submitted to the Regeneration Services Committee on 20<sup>th</sup> June 2013 to inform members that on 16<sup>th</sup> May 2013 the Secretary of State for Education officially announced a tendering opportunity to procure provision funded by ESF and co-financed by the Skills Funding Agency (SFA) and the Education Funding Agency (EFA) to support young people who are aged 14-19 and who are not in education, employment or training (NEET) or at risk of becoming NEET.

3.2 As previously reported the five Tees Valley Local Authorities met to discuss the options for submitting a tender application. Within this meeting it was agreed that a joint local authority sub-regional bid would be submitted, with Stockton Borough Council (SBC) acting as the Accountable Body. The bid was submitted in June 2013.

## **4. OUTCOME OF THE BID**

4.1 On 19<sup>th</sup> August 2013, the SFA announced that the joint local authority sub-regional bid was successful.



- 4.2 At the time of writing this report, SBC as the Accountable Body were commencing contract negotiations with the SFA and EFA.

## **5. TARGET GROUPS AND PRIORITIES**

- 5.1 The Tees Valley project will target 14-19 year olds who are NEET or at risk of becoming NEET with particular focus on 16, 17 and 18 year olds and a more targeted focus on the following groups which are over represented in the NEET cohort who:

- have no or low level skills and/or attainment
- have learning difficulties and/or disabilities, including those with mental health and other serious health issues
- are supervised by the youth offending team
- are young parents
- are in care or leaving care

## **6. GEOGRAPHICAL AREA OF DELIVERY**

- 6.1 The specification outlines that delivery should be defined by the needs of young people in each local authority area, but may focus on particular localities and NEET hotspots, such as:

- Darlington – delivery in all areas
- Hartlepool – delivery in all areas and particularly in Owton Manor and Stranton
- Middlesbrough – delivery in all areas and particularly in Brambles Farm, Gresham, North Ormesby, Pallister, Park End and Thorntree
- Redcar & Cleveland – delivery in all areas and particularly in Brotton, Dormanstown, Grangetown, Lockwood, Loftus, South Bank and Zetland
- Stockton-on-Tees – delivery in all areas

## **7. FUNDING AVAILABLE**

- 7.1 The indicative funding available across Tees Valley area is £2,173,618.
- 7.2 The average unit cost per participant is £2,126.80
- 7.3 The minimum number of participants to be recruited in the Tees Valley is:
- 249 in Darlington
  - 79 in Hartlepool
  - 199 in Middlesbrough
  - 140 in Redcar & Cleveland
  - 355 in Stockton



- 7.4 As requested by members at the Regeneration Services Committee meeting on 20<sup>th</sup> June 2013, Council Officers have contacted the EFA to query the low allocation of numbers for Hartlepool as shown above. The EFA has responded and stated that due to the previous success of the Council in reducing the number of NEETs, the EFA has redirected funding to those Local Authority areas with the greatest need. However, through this funding stream, there is still scope for these numbers to increase if the Council delivers on the current targets.

## 8. START AND END DATES

- 8.1 The contracts will start from September 2013 and participants will achieve all aims by 31<sup>st</sup> July 2015, with all participants tracked until 31<sup>st</sup> October 2015 (This is the final point at which claims for outputs can be made).

## 9. STAFF CONSIDERATIONS

- 9.1 As proposed at the Regeneration Services Committee on 20<sup>th</sup> June 2013, the existing Tees Valley Works (TVW) staff would deliver this new project within the Hartlepool area, as it complements the existing Going Forward Together (GFT) NEET Reduction Project. From February 2011 to the present date, GFT has delivered the following outcomes:

OUTCOME	PROFILE TO DATE	ACTUAL DELIVERY TO DATE	TOTAL PROFILE
Start	348	366	373
Completion	238	346	297
Progression into FE/Other Training	117	192	124
Progression into Employment	41	73	66
In Work 6 months	52	24	76

- 9.2 Although GFT is slightly below profile on its 'In Work 6 Months' outcome, the project is expected to deliver the total profile by 31<sup>st</sup> December 2013. GFT has worked closely with its subcontractors over the past 3 months to engage employers and as a result the project has moved 44 young people into employment. Many of these young people have multiple barriers to employment. All 44 young people are expected to remain in work for at least



six months which will ensure GFT achieves its 'In Work 6 months' outcome. The young peoples progress will be tracked by dedicated Officers.

- 9.3 If approved, TVW staff would continue to work closely with colleagues from Child and Adult Services Integrated Youth Support Services (IYSS) and 11-19 Team to ensure the most appropriate eligible young person access this new project.

## **10. FINANCIAL AND LEGAL CONSIDERATIONS**

- 10.1 There are no financial risks associated with this project as it is a payment on results project and as such, Hartlepool Borough Council will not receive any funding until they have delivered the outcomes, the staffing of the project will be funded from existing resources.
- 10.2 On a further positive note, SBC has agreed not to charge a management fee and 100% of the relevant funding allocation will go to each local authority.
- 10.3 As stated, SBC is currently commencing contract negotiations with the SFA and EFA. Once this is complete, the process will be for SBC to issue each Local Authority with a contract. At this point, TVW staff will consult with Legal. It is worth highlighting though that the Council's Economic Regeneration Team has significant experience of effectively managing SFA and EFA contracts and there are unlikely to be any significant concerns with this new contract. However, full consultation will still be undertaken.

## **11. IMPACT ON CHILD / FAMILY POVERTY**

- 11.1 This project will positively contribute to tackling the longer term causes and consequences of child and family poverty by preventing young people from becoming long term NEET by providing individuals with access to provision that will enable them to reach their aspirational goals and become economically active.

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

- 12.1 This project will positively contribute to Section 17 by improving education and employment routeways for young people. This will include providing early interventions to intensive support programmes for individuals who have been identified as high risk of offending.



### **13. EQUALITY AND DIVERSITY CONSIDERATIONS**

13.1 This project is aimed at supporting young people, regardless of their background, to achieve their career aspirational goals, particularly amongst vulnerable groups such as the seven priority groups shown below:

- Looked after children and care leavers;
- Young offenders (including those leaving the secure estate);
- Teenage parents;
- Young carers;
- Young people with specific learning difficulties and/or disabilities (SLDD);
- Young people with mental health issues; and;
- Young people with drug and alcohol misuse issues.

### **14. CONTRIBUTION TO OTHER COUNCIL PROGRAMMES AND PERFORMANCE INDICATORS**

14.1 This project will directly benefit other Council employment initiatives, such as the Hartlepool Youth Investment Project and Think Families, Think Communities. Also, the project will positively contribute to the following indicators:

- Improving the Overall Employment Rate:
- Improving the Overall Youth Employment Rate
- Reducing the Youth Unemployment Rate:
- Reducing the number of young people who are not in education, employment or training (NEET).

### **15. RECOMMENDATIONS**

15.1 Members are recommended to approve delivery of this activity to deliver this activity.

### **16. REASONS FOR RECOMMENDATIONS**

16.1 The key reasons for this recommendation are that:

- This funding will allow the continuation of the current NEET project to reduce the number of 14-19 year olds who are NEET or at risk of becoming NEET.
- It will directly contribute to the Hartlepool Youth Investment Project targets and wider performance indicators, such as reducing the youth unemployment rate.
- The structure is already in place to support NEET's which will enable the additional activity to be delivered within the timescale set.



- It will contribute to the Raising Participation Age (RPA) Strategy.

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# REGENERATION SERVICES COMMITTEE

26<sup>th</sup> September 2013



**Report of:** Director of Public Health

**Subject:** TRADING STANDARDS SERVICE PLAN 2013/14

## 1. TYPE OF DECISION/APPLICABLE CATEGORY

Non-Key Decision

## 2. PURPOSE OF REPORT

2.1 To consider and approve the Trading Standards Service Plan for 2013/14.

## 3. BACKGROUND

3.1 Trading Standards operates within the Public Protection Service and has a wide range of enforcement responsibilities including product safety, underage sales, weights and measures and counterfeiting. It also plays a significant role in, amongst other things, the detection and prevention of doorstep crime, illicit tobacco, cowboy roofers and builders and other scams and cons.

3.2 The Trading Standards Service publishes an annual Service Plan detailing the previous performance of the Service, the main challenges facing it and a plan of work to be undertaken in the forthcoming year.

3.3 The Service Plan details the Service's priorities for 2013/14 and highlights how these priorities will be addressed.

3.4 The Service Plan for 2013/14 is attached as **Appendix 1**.

## 4. PROPOSALS

4.1 The Service Plan for 2013/14 has been updated to reflect last year's performance.



#### 4.2 The Service Plan covers the following:

- (i) Service Aims and Objectives;
- (ii) The background to the Authority, including the scope and demands on the Trading Standards Service;
- (iii) Service delivery, including inspection programmes, service requests, complaints, advice, liaison and promotion;
- (iv) Resources, including financial allocation, staff allocation and staff development;
- (v) Quality assessment; and
- (vi) Details of the review of the Plan.

### 5. SUMMARY OF MAIN ISSUES RAISED IN THE PLAN

- 5.1 During 2012/13 the Service completed interventions in a total of 469 premises equating to 76.4% of all programmed interventions planned for the year. The shortfall arose as resources were frequently re-allocated to complaints and other issues that required an immediate response. The outstanding interventions will be added to the programme of work for 2013/14.
- 5.2 In addition to the planned interventions officers also carried out 225 enforcement visits to assess compliance with smoke free legislation which came into force on 1<sup>st</sup> July 2007.
- 5.3 During 2012/13 the Service received 435 complaints from members of the public and local traders. These complaints related to, amongst other things, the false description of goods and services, product safety, rogue traders and cowboy roofers, counterfeit goods and misleading pricing.
- 5.4 The Service carried out a number of specific projects last year targeting areas previously identified as being of concern. These included: -
- Overloaded vehicles
  - Underweight packaged goods
  - The accuracy of weighing equipment used in doctors surgeries
  - The testing of a variety of consumer goods to ensure compliance with relevant safety requirements
  - Consumer credit advertising
- 5.5 The Service carried out underage sales test purchase operations to identify whether premises were selling age restricted products to children. Six sales were made during the year – 2 sales of alcohol and 4 of tobacco.



5.6 Resources will continue to be allocated according to identified priorities. In 2013/14 these priorities are: -

5.7 High Priority

*Tackling Underage Sales* - The illegal sale of alcohol and other age-restricted products to children not only contributes significantly towards anti-social behaviour in Hartlepool but can also represent a serious risk to the health and well-being of the children involved.

*Product Safety* – Consumers are entitled to assume that all products they purchase will be safe. Trading Standards is responsible for the monitoring, sampling and testing of consumer products to ensure they do not pose a risk.

*Rogue Traders* – Doorstep crime, cowboy builders and other types of scam can cost local residents hundreds or even thousands of pounds. Trading Standards work closely with a number of agencies to help protect the vulnerable from this type of crime.

5.8 Medium Priority

*Scams and Cons* – Unscrupulous traders routinely prey on the vulnerable and elderly by taking advantage of their goodwill. Most people regularly receive unsolicited letters or e-mails offering services that are 'too good to be true'. Sadly, on some occasions, consumers are drawn into these scams and pay for goods or services that either never arrive or are not what was initially described. In many cases, making one purchase opens up the consumer to many, many other scams and problems can escalate. Trading Standards aims to identify common scams and notify consumers through press releases and other mass media such as the internet and 'Ringmaster'.

*False Descriptions* – Most consumer purchases are made on the basis of the description they are given by either the manufacturer or retailer. In some cases descriptions are deliberately or negligently misleading – causing consumers to make purchase decisions that they may not have made otherwise. Once money has been handed over it can, on occasion, be very difficult to get back other than to go through the court system. Trading Standards investigates complaints about traders who falsely describe goods and look for the accuracy of descriptions during routine interventions.

*Counterfeiting and illicit tobacco* – The illegal copying of DVD's, computer software, designer clothing and jewellery continue to be a significant issue in Hartlepool. Counterfeiting is bad for business – it takes money away from local retailers who sell genuine products and puts it into the hands of local and national criminals – with little or no local benefit for the town.



Counterfeiting is often carried out by large organised crime units who are also engaged in other types of criminal activity such as drugs and smuggling.

Trading Standards works closely with HMRC, the Police and trade mark holders to identify and prosecute those who sell counterfeit products.

## 5.9 Low Priority

*Loan Sharks* – Working in partnership with the National Illegal Money Lending Team Trading Standards identifies and prosecutes those who prey on the vulnerable by illegally lending money at extortionate interest rates. This is categorised as a low priority as there is a bespoke National enforcement team that now exclusively targets illegal money lending and, as such, the need for direct local resourcing has been reduced.

*Weights and Measures* – Many products are still sold by either weight or by length and consumers expect that they will receive the quantity stated. For some products, such as petrol, the value of goods is so high that even a small error in the accuracy of a measuring machine may lead to significant consumer loss.

Trading Standards officers are 'Weights and Measures Inspectors' and routinely carry out checks on weighing and measuring equipment.

*Misleading Pricing* – Most products are now sold with no price marking on them – bar codes having replaced price stickers. This has made it extremely difficult to check whether the price stated on a shelf is actually the price charged at the checkout. For some purchases, there may be 'hidden extras' that can significantly inflate the final price of goods or services.

5.10 The Public Protection Section continues to face significant financial pressures due to ongoing Council savings and, as such, the need to prioritise service delivery and maximise effectiveness remains paramount.

5.11 In particular resources will be targeted using a range of interventions, including providing advice to businesses, with the aim of influencing behaviours and improving the management of risks which will have impact on wider public health outcomes.

## 6. **RECOMMENDATIONS**

6.1 That the Regeneration Services Committee approves the Trading Standards Service Plan for 2013/14.

## 7. **BACKGROUND PAPERS**

7.1 There are no background papers.



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# **Hartlepool Borough Council**

## **Trading Standards Service Plan**

**2013/14**



## TRADING STANDARDS SERVICE PLAN 2013/14

### INTRODUCTION

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- 1.2 Links to Corporate Objectives and Plans

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- 2.3 Scope of the Trading Standards Service
- 2.4 Demands on the Trading Standards Service
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- 3.4 Acting as Statutory Consultee
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- 6.9 Formal Enforcement Action
- 6.10 Responding to Complaints
- 6.11 Complaints against our Staff
- 6.12 Compliments

**7. AREAS FOR IMPROVEMENT / KEY CHALLENGES FOR 2013/14**



## **INTRODUCTION**

This Service Plan details how the Trading Standards Service will be delivered by Hartlepool Borough Council.

The Plan sets out the Council's aims in respect of its Trading Standards Service and the means by which those aims are to be fulfilled.

Whilst focussing primarily on the year 2013/14, where relevant, longer-term objectives are identified. Additionally, there is a review of performance for 2012/13 and this aims to inform decisions about how best to build on past successes and address performance gaps.

## **1 SERVICE AIMS AND OBJECTIVES**

### **1.1 Service Aims and Objectives**

Hartlepool Borough Council aims:

- To carry out our enforcement duties and deliver high quality services through the efficient and effective use of resources;
- To supplement our enforcement role by providing targeted education and advice;
- To encourage innovation through actively seeking out best practice and working in partnership with other agencies;
- To actively contribute towards achieving nationally agreed strategic aims and objectives; and
- To ensure our actions are consistent, proportionate and targeted and that we are transparent and open about what we do.

In its delivery of the service the Council will have regard to directions and examples of best practice as disseminated by Local Government Regulation (formerly known as LACORS), Trading Standards Institute and Central Government.

### **1.2 Links to Corporate Objectives and Plans**

This service plan fits into the hierarchy of the Council's planning process as follows:

- Hartlepool's Community Strategy - the Local Strategic Partnerships (the Hartlepool Partnership)



- Trading Standards Service Plan - sets out how the Council aims to deliver this statutory service and the Trading Standards Service's contribution to corporate objectives.

### **Overall Aim / Vision**

The Council's overall aim is:

***“To take direct action and work in partnership with others, to continue the revitalisation of Hartlepool life and secure a better future for Hartlepool people.”***

The Council's aim is based on, and virtually identical to, the Hartlepool Partnership's long term vision, agreed in July 2008, looking 20 years ahead, which is:-

***‘Hartlepool will be a thriving, respectful, inclusive, healthy, ambitious and outward-looking community, in an attractive and safe environment, where everyone is able to realise their potential.’***

This Trading Standards Service Plan contributes towards the vision and the Council's main priorities in the following ways:

### **Jobs and the Economy**

By providing advice and information to new and existing businesses to assist them in meeting their legal requirements with regard to Trading Standards related matters and thus help avoid potential costly action at a later stage.

### **Health and Care**

By ensuring that businesses supply safe products and through the prevention of the supply of age restricted products to children.

### **Community Safety**

By encouraging awareness amongst businesses of the role they can play in reducing problems in their community by keeping premises in a clean, tidy and safe condition. By preventing the supply of alcohol to children who may go on to cause anti social behaviour or raise the fear of crime for residents.

### **Environment**

By encouraging businesses to be aware of environmental issues which they can control, such as energy efficiency in commercial and domestic premises.



## **Culture and Leisure**

By exploring ways to promote high standards of consumer confidence in local traders including hotels, other tourist accommodation, public houses and other catering and retail premises.

## **Strengthening Communities**

By developing ways of communicating well with all customers, including proprietors of businesses whose first language is not English, and ensuring that we deliver our service equitably to all.

The Council is committed to the principles of equality and diversity. This Trading Standards Service Plan consequently aims to ensure that the same high standards of service is offered to all, and that recognition is given to the varying needs and backgrounds of its customers.

## **2 BACKGROUND**

### **2.1 Profile of the Local Authority**

Hartlepool is situated on the North East coast of England. The Borough consists of the town of Hartlepool and a number of small outlying villages. The total area of the Borough is 9,390 hectares.

Hartlepool is a unitary authority, providing a full range of services. It adjoins Durham County Council to the north and west and Stockton on Tees Borough Council to the south. The residential population is 92,028 of which ethnic minorities comprise 3.4% (2011 census).

The borough contains a rich mix of the very old and the very new. Its historic beginnings can be traced back to the discovery of an iron-age settlement at Catcote Village and the headland, known locally as “Old Hartlepool” is steeped in history. On the other hand, the former South Docks area has been transformed into a fabulous 500-berth Marina.

The tourist industry impacts upon recreational opportunities, shopping facilities and leisure facilities, including the provision of food and drink outlets that include restaurants, bars and cafes.

### **2.2 Organisational Structure**

Hartlepool Borough Council is a democratic organisation. Following a referendum held on 15th November 2012, Hartlepool Borough Council has agreed a revised constitution which sets out how the Council operates, how



decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people.

The Council has moved from operating under an Elected Mayor and Cabinet model of governance to a new arrangement based on Committees of 33 elected councillors who are responsible for agreeing policies about provision of services and how the Council's money is spent.

Under the Council's new governance arrangements, most day-to-day decisions are taken by five Policy Committees. These Policy Committees cover the following main service areas:

- Finance and Policy Committee
- Adult Services Committee
- Children's Services Committee
- Neighbourhood Services Committee
- Regeneration Services Committee

The Regeneration Services Committee provides political oversight for Trading Standards law enforcement.

The Council is made up of four Departments:

- Chief Executives
- Child and Adult Services
- Regeneration and Neighbourhoods
- Public Health

As of 5<sup>th</sup> August 2013 the Trading Standards Service is positioned within the Public Health Department.

## **2.3 Scope of the Trading Standards Service**

Service delivery broadly comprises:

- Carrying out programmed interventions;
- Investigating complaints relating to consumer protection issues;
- Carrying out programmed test purchase exercises to monitor trader compliance with relevant legislation – including underage sales;
- Taking samples of consumer products for testing and analysis
- Providing advice and information to both consumers and traders;
- Taking action (formal and informal) to ensure compliance with legislation;
- Acting as a statutory consultee for applications made under the Licensing Act 2003; and
- Enforcing smoke free legislation in public places.

To achieve strategic aims and objectives it is necessary to work in partnership with other organisations and agencies such as local authorities, Cleveland Police, Her Majesties Revenues & Customs (HMRC) and local businesses.



The Council aims to ensure that these joint working arrangements are in place and that officers of the Service contribute, and are committed to, the ongoing development of these arrangements.

## 2.4 Demands on the Trading Standards Service

The Trading Standards Service is the principal enforcing authority for approximately 500 statutory instruments relating to consumer protection.

With a staff compliment of only four full time officers (including one trainee) it has been necessary to prioritise proactive work and this has been done by the development of a 'Resource Allocation Matrix'. This takes account of a range of factors including public concerns, business concerns, degree of risk to the public, complaint trends, government concerns at a national level and Members concerns at a local level and helps establish which enforcement areas should take priority over others.

Using this matrix the current priority areas for the Trading Standards Service are: -

### High Priority

*Tackling Underage Sales* - The illegal sale of alcohol and other age-restricted products to children not only contributes significantly towards anti-social behaviour in Hartlepool but can also represent a serious risk to the health and well-being of the children involved.

Trading Standards and licensing officers work closely with Cleveland Police and other agencies to target premises that are thought to sell to children and uses underage volunteers to identify where offences are being committed.

*Product Safety* – Consumers are entitled to assume that all products they purchase will be safe. Trading Standards is responsible for the monitoring, sampling and testing of consumer products to ensure they do not pose a risk.

*Rogue Traders* – Doorstep crime, cowboy builders and other types of scam can cost local residents hundreds or even thousands of pounds. Trading Standards work closely with a number of agencies to help protect the vulnerable from this type of crime.

### Medium Priority

*Scams and Cons* – Unscrupulous traders routinely prey on the vulnerable and elderly by taking advantage of their goodwill. Most people regularly receive unsolicited letters or e-mails offering services that are 'too good to be true'.



Sadly, on some occasions, consumers are drawn into these scams and pay for goods or services that either never arrive or are not what was initially described. In many cases, making one purchase opens up the consumer to many, many other scams and problems can escalate. Trading Standards aims to identify common scams and notify consumers through press releases and other mass media such as the internet and 'Ringmaster'.

Where a company can be identified, formal action would be commenced against them.

*False Descriptions* – Most consumer purchases are made on the basis of the description they are given by either the manufacturer or retailer. In some cases descriptions are deliberately or negligently misleading – causing consumers to make purchase decisions that they may not have made otherwise. Once money has been handed over it can, on occasion, be very difficult to get back other than to go through the court system. Trading Standards investigates complaints about traders who falsely describe goods and look for the accuracy of descriptions during routine interventions.

*Counterfeiting and illicit tobacco* – The illegal copying of DVD's, computer software, designer clothing and jewellery continue to be a significant issue in Hartlepool. Counterfeiting is bad for business – it takes money away from local retailers who sell genuine products and puts it into the hands of local and national criminals – with little or no local benefit for the town. Counterfeiting is often carried out by large organised crime units who are also engaged in other types of criminal activity such as drugs and smuggling.

Trading Standards works closely with HMRC, the Police and trade mark holders to identify and prosecute those who sell counterfeit products.

In April 2010 the Trading Standards Service appointed a tobacco control enforcement officer funded by grant monies made available for two years from the Department of Health. This post has subsequently been continued using non-recurring funding made available through public health grants. The postholder's responsibilities include working with regional and sub-regional organisations to identify sources of illicit and counterfeit tobacco and to prevent its supply.

### Low Priority

*Loan Sharks* – Working in partnership with the National Illegal Money Lending Team Trading Standards identifies and prosecutes those who prey on the vulnerable by illegally lending money at extortionate interest rates. This is categorised as a low priority as there is a bespoke National enforcement team that now exclusively targets illegal money lending and, as such, the need for direct local resourcing has been reduced.

*Weights and Measures* – Many products are still sold by either weight or by length and consumers expect that they will receive the quantity stated. For some products, such as petrol, the value of goods is so high that even a small



error in the accuracy of a measuring machine may lead to significant consumer loss.

Trading Standards officers are 'Weights and Measures Inspectors' and routinely carry out checks on weighing and measuring equipment.

*Misleading Pricing* – Most products are now sold with no price marking on them – bar codes having replaced price stickers. This has made it extremely difficult to check whether the price stated on a shelf is actually the price charged at the checkout. For some purchases, there may be 'hidden extras' that can significantly inflate the final price of goods or services.

Trading Standards staff routinely check the accuracy of price indications in shops and respond to complaints about misleading price indications.

## **2.5 Enforcement Policy**

The Council has signed up to the Regulators Compliance Code and an updated and revised Public Protection Enforcement Policy was adopted in 2011.

## **3 SERVICE DELIVERY**

### **3.1 Proactive Work**

### **3.2 Trading Standards Interventions**

The Trading Standards Service operates a risk based priority programme of business interventions to ensure ongoing compliance with relevant legislation.

Business types are categorised according to a national risk framework with local officers then attaching an additional element based on the businesses likelihood of compliance with statutory requirements. For example, those traders that have demonstrated a clear understanding of their legal obligations and implemented procedures and practices to comply with them will receive less scrutiny than a trader who deliberately or negligently flouts their obligations.

Premises are classified using a new, national risk rating scheme that was introduced in 2013. As a result of the introduction of this new scheme a large number of premises must be re- assessed to determine how they should fit within the new scheme.

As of April 2013, the number of premises liable to programmed intervention during 2013/14 is as follows: -



<b>Risk Category</b>	<b>Frequency of Intervention</b>	<b>Number of Interventions</b>
High	Not less than 12 months	3
Upper Medium	24 months	32
Lower Medium	5 years	17
Low	5 years	345
Unrated	Not less than 12 months	210
<b>Total</b>		<b>605</b>

Information on premises liable to Trading Standards interventions is held on the APP computer system. An intervention programme is produced from this system at the commencement of each reporting year.

Whilst the low risk premises can be targeted by non-inspection interventions such as mail shots, self assessment questionnaires or training events this approach can be resource intensive and have limited impact.

The target for 2013/14 is to inspect all high risk premises that are due for intervention and 85% of all medium and low risk premises combined. This includes a target of visiting all premises that are currently classed as 'unrated' following the introduction of the new national Risk Rating scheme.

It is anticipated that consistent, high quality programmed interventions by the service will, over time, result in a general improvement in standards, reducing the frequency for recourse to formal action.

Revisits will be carried out to check compliance where contraventions have been identified.

The performance against intervention targets for all Trading Standards inspections is reported quarterly as part of the quarterly report to the Regeneration Committee.

### 3.3 Advice and Guidance

The Trading Standards Service works closely with the national Consumer Advice helpline which is now being operated by the Citizen's Advice Bureau, to provide a comprehensive advice and guidance service. Consumers in need of advice regarding the civil law will be serviced by Citizen's Advice but where issues are raised that may have a broader local impact the local Trading Standards Service will be alerted and, if appropriate, an investigation commenced.

In most cases the Trading Standards Service will look to work in partnership with local businesses to ensure they are fully aware of their legal obligations



and how best to achieve legal compliance. Such advice is offered free of charge and can be made available at a time to suit the trader.

Trading Standards staff also regularly provide advice sessions to local community groups on issues such as doorstep crime, loan sharks/illegal moneylending, rogue traders and 'the work of Trading Standards'.

Recent surveys carried out by the Government have indicated that businesses and retailers value visits by Trading Standards staff as being an important source of up to date advice and information.

The Council considers that assistance to business, in order to help them to comply with the requirements of legislation, is one of our core activities. For Trading Standards issues the Council has a policy of offering comprehensive advice to any business for which it is, or is likely to become, the enforcing authority.

Advice will be available during the course of routine visits and interventions, through information leaflets and booklets, in response to queries and through the Council's website.

- 3.4 Acting as Statutory Consultee** – Trading Standards is a statutory 'Responsible Authority' under the Licensing Act 2003. This means that every application for a licence to supply alcohol or offer other regulated entertainment must be submitted to the Trading Standards Service who will consider the application in terms of its likely impact on the Act's 'licensing objectives'. For Trading Standards this primarily means the protection of children from harm and officers use their expertise in detecting and preventing underage sales to work with prospective licensees and ensure operating procedures are put in place to prevent the sale of alcohol to children.

### **3.5 Local programmes/initiatives**

Trading Standards will be conducting a range of projects and surveys during 2013/14 in order to improve consumer protection and to raise consumer confidence. These include: -

**Underage Sales** – The team shall carry out a minimum of one underage sales test purchase operation each quarter. Products to be targeted will include alcohol, tobacco and solvents. In addition to this the Service will use 18 year old volunteers to identify whether premises are adhering to their proof of age policies such as Challenge 21 or Challenge 25. The main aim of these operations will be to highlight to retailers that their processes are failing in order to stimulate improvement rather than to press for immediate legal action.



**Overloaded Vehicles** – Following on from the success of this project in 2012/13 the team will carry out a minimum of two operations in 2013/14 to identify overloaded vehicles.

**BBQ labelling** – In the past two years eight people have died because of carbon monoxide poisoning when using disposable BBQ's. These handy cooking devices give off lethal carbon monoxide until they are completely cold and have proved fatal when campers have brought them inside tents for cooking or keeping warm.

Officers will establish whether manufacturers and retailers are labelling these products with appropriate warnings.

**E-Crime** – Using the internet to buy goods and services is now commonplace and rogue traders have used this as an opportunity to sell counterfeit and dangerous goods to the unsuspecting public.

Trading Standards has secured national funding to purchase specialist equipment that will allow local officers to identify and target rogue e-traders operating in Hartlepool.

### 3.6 Sampling

In order to protect the public it is essential that potential problems, particularly safety related, can be identified before they cause damage or harm.

One way of achieving this is through the regular sampling of consumer products to ensure they comply with relevant safety standards or with the descriptions being applied to them.

In most cases samples are sent to the testing laboratory at the Tees Valley Measurement Centre in Middlesbrough where they can be screen tested to identify any obvious faults. Where potential problems are identified samples may then be sent to Testing Houses for more formal testing for evidential purposes.

A sampling plan has been prepared for 2013/14 which will target, amongst other things, the following consumer products: -

**E-Cigarettes.** These cigarette alternatives must be electrically charged and will be tested for compliance with appropriate standards.

**Sunglasses.** These must comply with the relevant British standard as darkened glasses that do not restrict UV light can actually serve to open the pupils further – allowing more, dangerous, UV light into the eye.

**Babies soothers.** Following a successful prosecution for a dangerous babies dummy in 2012 the team will be monitoring those soothers that continue to be sold in the town.

**Halloween Toys.** The cheap, seasonal nature of these toys often leads to manufacturing or design mistakes that can place children at risk. Officers will



test products found for sale in Hartlepool to ensure they comply with relevant safety standards.

### **3.7 Reactive Work**

### **3.8 Trading Standards Complaints and Service Requests**

It is intended that every complaint / request for service is responded to within 2 working days.

The majority of consumer complaints are forwarded to the Trading Standards Service via 'Citizen's Advice Consumer Service' (CACS) – a national consumer hotline funded by central government. CACS provide scripted advice that can resolve many of the simplest complaints but the more complex matters, or those requiring a potential criminal investigation, are referred on to the local Trading Standards department.

The initial response is determined after assessment of the information received, and is based on the risk arising from the conditions that are the subject of the complaint.

The potential actions that are available vary from the provision of advice, often after liaison with the business, to full prosecution procedures in line with the Public Protection Enforcement Policy.

434 complaints were received by the Trading Standards Service during 2012/13.

### **3.9 Complaints against our Staff**

Anyone who is aggrieved by the actions of a member of staff is encouraged, in the first instance, to contact the employee's line manager. Details of how and who to make contact with are contained in the inspection report left at the time of an inspection.

Formal complaints are investigated in accordance with the Council's corporate complaint procedure.

### **3.10 Liaison Arrangements**

The Council actively participates in local and regional activities and is represented on the following:

- Tees Valley Public Protection Heads of Service Group
- North East Public Protection Partnership
- North East Trading Standards Association
- Various multi-agency intelligence networks



### 3.11 Regional Enforcement

Hartlepool is a partner in the North Eastern Trading Standards Association (NETSA) and contributes to the regional enforcement activity planned by it.

In addition there is a National Illegal Money Lending Team (IMLT) funded through the Government's Business Innovation and Skills Department and a 'Scambusters' team that targets scams and cons that were being perpetrated across the North East.

To assist with the work of these two teams NETSA also manages the work of a Regional Intelligence Analyst whose role is to gather and disseminate intelligence to NETSA members, the IMLT and Scambusters.

### 3.12 Primary Authority Scheme

It is the Council's policy to comply with the Local Better Regulation Office's Primary Authority Scheme.

In particular the Council will contact the Primary Authority and liaise over:

- any proposed formal enforcement action
- service of Notices
- shortcomings in the companies policies that have wider implications

In Hartlepool, there are currently no formal Primary Authority arrangements in place with a Hartlepool based trader however the service works closely with some local businesses on an informal basis.

The level of resourcing will have to be reviewed if an opportunity to enter into a formal Primary Authority arrangement arises.

## 4. RESOURCES

### 4.1 Financial Resources

The annual budget for Public Protection for 2013/14 is:

	<b>£ 000.0</b>
Employees	487.3
Other Expenditure	92.8
Income	(19.5)
Net Budget	560.6

This budget is for other services provided by this section including Health & Safety, Food and resources are allocated in accordance with service



demands. The figures do not include the budget for administrative / support services which are now incorporated into the overall budget.

## **4.2 Staffing Allocation**

The Director of Public Health has overall responsibility for the delivery of the Trading Standards Service and for ensuring the delivery of the Council's Trading Standards Service in accordance with the Service Plan.

The Public Protection Manager has responsibility for planning service delivery and management of the Trading Standards Service, Food, Licensing, Public Health, Water Quality, Health & Safety, Animal Health and Welfare, Environmental Protection and I.T. as well as general management responsibilities as a member of the Public Health department.

The Principal Trading Standards & Licensing officer has responsibility for the day to day supervision of the Trading Standards and Licensing Service and, having the requisite qualifications and experience, is designated as the authority's Chief Inspector of Weights and Measures.

Senior Trading Standards officers are responsible for carrying out the Trading Standards premises intervention programme as well as the delivery of all other aspects of the Trading Standards service and will undertake complex investigations.

The Technical Officer (Trading Standards) is responsible for interventions, as well as revisits, investigation of less complex complaints and investigation of accidents.

Administrative support is provided by a dedicated Support Services team.

All staff engaged in Trading Standards law enforcement activity will be suitably trained and qualified and appropriately authorised in accordance with guidance and internal policy.

The resources determined necessary to deliver the service in 2013/14 are as follows:

1 x 0.10 FTE Public Protection Manager (with responsibility also for Food, Licensing, Health & Safety, Environmental Standards & IT)

1 x 0.50 FTE Principal Trading Standards & Licensing Officer (with responsibility also for Licensing)

2 x Senior Trading Standards Officers

1 x FTE Technical Officer (Tobacco Control)

1 x FTE Trainee Trading Standards Officer



#### **4.3 Staff Development**

The Council is committed to the training and personal development of its employees through the Investors in People (IIP) process and has in place Personal Development Plans for all members of staff.

The Staff Personal Development Plan Scheme allows for the formal identification of the training needs of staff members in terms of personal development linked with the development needs of the service on an annual basis.

A Personal Development Plan that clearly prioritises training requirements of individual staff members will be developed and reviewed bi-annually. Detailed records are maintained by the service relating to all training received by officers.

#### **4.4 Equipment and Facilities**

A range of equipment and facilities are required for the effective operation of the Trading Standards Service.

The service has a computerised performance management system, Authority Public Protection (APP). This is capable of maintaining up to date accurate data relating to the activities of the Trading Standards Service. A documented database management procedure has been produced to ensure that the system is properly maintained, up to date and secure. The system is used for the generation of the intervention programmes, the recording and tracking of all Trading Standards activities, the production of statutory returns and the effective management of performance.

Hartlepool is also one of four unitary councils that operate the Tees Valley Measurement Centre in Middlesbrough. The Centre performs all of the Council's statutory Weights and Measures functions (such as the holding and maintenance of weighing and measuring equipment) and carries out the routine testing of industrial weighing machines and petrol pumps.

The Centre also operates a testing laboratory that can conduct both physical and chemical testing of samples. The laboratory is used to 'screen' samples before they are sent to more expensive Test Houses. Only those samples that fail a 'screen test' are sent for further testing – saving both time and expense.

### **5. QUALITY ASSESSMENT**

The Council is committed to quality service provision. To support this commitment the Trading Standards Service seeks to ensure consistent, effective, efficient and ethical service delivery that constitutes value for money.

A range of performance monitoring information will be used to assess the extent to which the Trading Standards Service achieves this objective and will



include on-going monitoring against pre-set targets, both internal and external audits and stakeholder feedback.

Specifically the Principal Trading Standards & Licensing officer will carry out accompanied visits with officers undertaking interventions, investigations and other duties for the purpose of monitoring consistency and quality of the intervention as well as maintaining and giving feedback with regard to associated documentation and reports.

## **6 PERFORMANCE 2012/13**

**6.1 Overview** - It is recognised that a key element of the service planning process is the rational review of past performance. In the formulation of this service plan a review has been conducted of performance against those targets established for the year 2012/13

This service plan will be reviewed at the conclusion of the year 2013/14 and at any point during the year where significant legislative changes or other relevant factors occur during the year.

It is the responsibility of the Public Protection Manager to carry out that review with the Director of Public Health.

The service plan review will identify any shortfalls in service delivery and will inform decisions about future staffing and resource allocation, service standards, targets and priorities.

Any relevant amendments to the Council's Corporate Plan will be incorporated into the service plan.

Following any review leading to proposed revision of the service plan Member approval will be sought.

## **6.2 Trading Standards Interventions**

During 2012/13 the Trading Standards Service carried out a total of 76.4% of the interventions that were scheduled.

During 2012/13 the Service also carried out 225 enforcement visits to assess compliance with smoke free legislation which came into force on 1<sup>st</sup> July 2007.

## **6.3 Tobacco Control**

In April 2010 a tobacco control enforcement officer was employed on a two year contract funded through the Department of Health. Additional non-recurring funding was then secured to allow the post to continue until at least April 2014. The officer's primary responsibility was to identify and target



premises and retailers who were supplying illicit tobacco – whether from traditional retail premises or from private homes – commonly known as ‘tab houses’.

The officer also began a programme of retailer education to help ensure that they were not deliberately or unintentionally supplying illicit or counterfeit tobacco. During 2012/13 this officer carried out 53 specific visits to premises to provide advice and guidance and a further 262 premises were checked for compliance with smoke free legislation. Measures taken to prevent the sale of tobacco products to under 18’s were also discussed with all retailers. Tobacco products in all premises visited have been tested with equipment that detects that they are not counterfeit with 100% compliance observed.

#### **6.4 Underage sales**

During 2012/13 26 alcohol test purchase attempts were made with 2 resulting in sales being made.

During 2012/13 21 tobacco test purchase attempts were made with 4 resulting in sales being made.

During 2012/13 5 fireworks test purchase attempts were made by a child volunteer. No sales occurred.

In addition to this, and in order to highlight an issue of concern, 6 attempts were made to purchase multiple cans of intoxicating substances (volatile substances capable of having an intoxicating effect such as aerosols). All 6 attempts resulted in sales being made but the wording of the Regulations states that an offence is only committed if the retailer had reason to presume that the products were to be abused. The findings of this exercise were reported back to the traders concerned.

#### **6.5 Consumer Credit Advertising**

Officers monitored the local press and found a small number of advertisements from companies in Hartlepool offering credit. One problem was identified and the company contacted. A guidance leaflet is being prepared to send out to companies.

#### **6.6 Sampling**

During 2012/13 Trading Standards sampled a number of products to ensure compliance with safety regulations. These included: -

- Children’s swimming arm bands
- Cadmium content in jewellery
- Halloween toys and clothing
- Children’s crayons and colouring pencils



Whilst no serious failings were discovered during the testing of these products it is important that random sampling continues as it can identify potential safety issues prior to there being a serious incident.

## 6.7 Promotional/Campaign Work

During 2012/13 the Trading Standards Service carried out 4 presentations to community groups and other associations – informing members of their consumer rights and advising them of the work carried out by Trading Standards on their behalf. This also included a number of training events for Neighbourhood Policing Teams to ensure that officers fully understood the role that Trading Standards can play in relation to doorstep crime, cowboy roofers and builders and distraction burglary.

## 6.8 Weights & Measures – Trading Standards officers carry out a statutory weights and measures responsibility and are in a unique position to protect consumers who may be receiving short weight or measure without their knowledge.

In 2012/13 officers checked a wide range of products being supplied by supermarkets and other premises to ensure that product weights matched what was indicated on the packaging.

**Medical Weighing** – Following on from a project carried out by the North East Trading Standards Association in 2010/11 Hartlepool Trading Standards visited local health centres and GP surgeries to test their weighing equipment and give guidance and advice where appropriate.

Trading Standards Departments are now under a duty to ensure legal compliance of Medical person weighing scales used in hospitals and GP surgeries. This project identified that GP surgeries are frequently failing to comply with the requirements. The University Hospital of Hartlepool was however far better with only a few isolated non-compliances.

Problems with the GP surgeries included approximately one third of machines being outside of the permitted accuracy tolerances. The majority of machines were Class 4 which is very basic and unsuitable for more critical applications. These machines were not marked as being unsuitable for such critical uses so there is a risk that staff may unwittingly use them for calculating medication dosage etc when not permitted. Imperial machines were also found. Some surgeries have a maintenance contract to check the scales but the company contracted are 'missing' non-compliances. Further checks from Trading Standards will be necessary in future years.



## **6.9 Formal Enforcement Action**

On some occasions it is necessary to prosecute for serious or repeat offences. In 2012/13 two prosecutions were brought by the Trading Standards team and three Simple Cautions were issued. These related to unsafe importation of babies dummies, the misdescription of an accident damaged vehicle and the sale of age restricted products to children.

## **6.10 Responding to Complaints**

The Trading Standards Service received a total of 435 complaints from both consumers and traders relating to a wide range of issues. In many cases these complaints can be resolved through the provision of advice or by re-direction to another agency but, in some cases, criminal investigations are necessary.

The receipt of intelligence through complaints made by the general public is invaluable to the Trading Standards Service and the Team's telephone number is always quoted in press releases.

## **6.11 Complaints against Our Staff**

No complaints were made against our staff during 2012/13.

## **6.12 Compliments about Our Staff**

The Trading Standards Team regularly consults with users of the Service to establish whether the contact had been helpful and fair.

In 2012/13 the final satisfaction figure was 81% (a slight reduction from 82% in 2011/12). As a figure of 100% would mean every customer being very satisfied with both the fairness and helpfulness of the officer concerned a final figure of 81% remains a very good result and a testament to the work of the team.

## **7. KEY AREAS FOR IMPROVEMENT & KEY CHALLENGES FOR 2013/14**

1. The Public Protection Section continues to face significant financial pressures due to ongoing Council savings and, as such, the need to prioritise service delivery and maximise effectiveness remains paramount.
2. There are significant changes taking place at a national level as the Government presses forward with regulatory reform. A new National Trading Standards Policy Board has been established which will identify national priorities and increase Regional and Sub-Regional co-



ordination. The effect of this on local Service delivery will be monitored closely during 2013/14.

3. The Government has published a revised Code of Practice for underage sales test purchase work and this has the potential of significantly restricting this activity.

The Code recommends that test purchase operations must be intelligence led and that there should be no 'fishing' for problem premises. This approach assumes that all underage sales result in complaints from the public and ignores the fact that alcohol consumption by young people does not always result in complaints about anti social behaviour. Many young people consume alcohol away from the public gaze but it can still lead to risky sexual behaviour, unwanted teen pregnancies and the potential for abuse. None of these activities are likely to come back to Trading Standards as usable intelligence.

The Association of Chief Police Officers and representatives of the Trading Standards profession have approached the government with a view to having the Code rewritten.



# REGENERATION SERVICES COMMITTEE

26<sup>th</sup> September 2013



**Report of:** Director of Public Health

**Subject:** SCRAP METAL DEALERS ACT 2013

## 1. TYPE OF DECISION/APPLICABLE CATEGORY

Non-Key Decision

## 2. PURPOSE OF REPORT

- 2.1 To inform Members about the implementation of the Scrap Metal Dealers Act 2013 and to seek approval for the licence fees to be levied under the Act.

## 3. BACKGROUND

- 3.1 The Scrap Metal Dealers Act 2013 (the 'Act') will be implemented in October 2013 and will deliver much needed reform of the scrap metal sector.
- 3.2 Members will be aware of the significant rise in metal thefts over recent years and the consequences that this has had on both individuals and local communities. The ease at which thieves could steal scrap metal and sell it to scrap metal dealers anonymously made such thefts attractive to criminals and very difficult for enforcement agencies to trace.
- 3.3 The Act has been introduced to remove many of the loopholes from previous legislation and will require, amongst other things, scrap metal dealers (both fixed site and itinerant) to be licensed by the local authority and sales of scrap metal for cash will no longer be permitted.
- 3.4 Two types of licence are to be introduced – site licences will allow a dealer to operate from the sites named on the licence whilst collectors licences only have to name the dealer and the local authority area that they are licensed to operate within. Collectors' licences cover dealers who do not have a site and regularly collect through door-to-door collections.
- 3.5 Licence holders will be required to satisfy the licensing authority that they are a suitable person to operate as a dealer and, when making its determination,



a licensing authority can take into consideration matters such as previous criminal convictions and whether the applicant has previously been refused a licence or environmental permit.

- 3.6 Local authorities are required to administer and enforce the requirements of the Act and are permitted to levy appropriate fees to fund these new responsibilities.
- 3.7 Licences will last for three years unless revoked.

#### **4. PROPOSALS**

- 4.1 Local authorities are permitted to levy an appropriate fee to administer and enforce the provisions of the Act but the level of fee must be limited to cover costs only and no profit can be made.
- 4.2 Legislation and recent case law have established that licence fees may cover legitimate local authority costs but cannot be used to fund activity against unlicensed operators – these costs must be covered through other general funds.
- 4.3 There are two types of licence; site licences and collector licences and both of these require fees setting for new applications, variations and renewals. Guidance produced by the Secretary of State, and which licensing authorities must have regard, states that site licence fees should reflect the extra work involved in processing these licences and will vary from a collectors licence.
- 4.4 The proposed licence fees are detailed below but Members may wish to take into account that this is a new licensing system and the fees that accompany it are new to the trade and represent additional expenses to their business.
- 4.5 Members may wish to consider whether the level of fee set by the authority may have a negative impact on proposed licensees and, as a result, whether some may choose to either leave the industry or be encouraged to operate illegally. For collectors in particular, many of whom may be very small scale, any new expense may make their business unviable.
- 4.6 There is no legal requirement for a licensing authority to set licence fees that cover all of the costs of administering and enforcing a scheme. If Members believed that a certain level of fee could be counterproductive to the effectiveness of the scheme, and may encourage further illegal activity, they may choose to set a lower fee and cover the shortfall through general funds.
- 4.7 In calculating the proposed fees, the following factors have been taken into account: -
- Consultation with the trade and other relevant parties
  - Advice and guidance to prospective applicants



- Fee processing
- Application processing
- Consideration of application
- Formal committee hearings where required
- Production of licence, including licences that can displayed in vehicles
- Production and maintenance of a register
- Post licence inspection(s)
- Staff and Member training
- Policy preparation
- Application forms, licence and guidance preparation
- Printing costs
- Pre-enactment reports and fee setting

4.8 Three separate fees must be set for each type of licence; new application, renewal and variation.

4.9 The proposed fees are as follows: -

<u>Site Licence</u>	<u>Fee</u>
New	£350 for one site (add £190 for each additional site)
Variation	£77
Renewal	£270 (every 3 years)
 <u>Collector's Licence</u>	
New	£120
Variation (Minor)	£77
Variation (Major - <i>this includes a variation from a collector's licence to a site licence</i> )	£336 for one site (add £190 for each additional site)
Renewal	£77 (every 3 years)

## 5. SECTION 17

5.1 This new licensing scheme positively contributes to Section 17 by introducing a requirement for scrap metal dealers to be approved and licensed by the local authority.

## 6. RECOMMENDATIONS

6.1 That the Regeneration Services Committee notes this report and approves the fees detailed in paragraph 4.9 above.



**7. BACKGROUND PAPERS**

7.1 There are no background papers.

**8. CONTACT OFFICER**

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# REGENERATION SERVICES COMMITTEE

26<sup>th</sup> September 2013



**Report of:** Assistant Director (Regeneration)

**Subject:** EMERGENCY WORKS – SHADES HOTEL AND  
LONGSCAR BUILDING

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## 1. TYPE OF DECISION/APPLICABLE CATEGORY

Non - Key Decision

## 2. PURPOSE OF REPORT

- 2.1 To seek Committee endorsement to carry out works to Shades Hotel, Church Street under Section 54-55 Planning (Listed Buildings and Conservation Areas) Act 1990 and the Longscar Building, Seaton Carew, under Section 77 of the Building Act, 1984, if required and temporarily meet the costs of those works.

## 3. BACKGROUND

- 3.1 A fundamental requirement of any property owner is to ensure that their building is safe and not posing a threat or danger to others. In cases where owners are not discharging these responsibilities, The Planning (Listed Buildings and Conservation Areas) Act 1990 and Building Act 1984 provides the legal framework for local authorities to ensure that building owners carry out necessary works to make buildings safe. The Act also provides powers that enable the Local Authority to implement work on buildings if the building owner either refuses to carry out the requested works or the owners cannot be traced.

## 4. SHADES HOTEL

- 4.1 Shades Hotel, Church Street is a grade II listed building which has been unused for a number of years and has been subject to inadequate maintenance and repair regimes over this period.



- 4.2 Reports had been received by the Council that pieces of masonry had fallen off onto the surrounding highway. Immediate action therefore was taken by the Council to protect these public spaces by providing barriers to restrict access to certain areas of the public highway.
- 4.3 In addition to this immediate response, the Council requested that the owners take action to repair the property and address the failing areas of the external walls. A schedule of works was prepared and sent to the owners highlighting the works required to ensure the safety of the public highway from the Council's perspective.
- 4.4 Despite these requests to carry out the works only limited short term works have been carried out by the owners, (the windows to the ground floor have been boarded up with chip board), but the main areas of failing terracotta and masonry have not been addressed.
- 4.5 Given the inadequate response, measures are required by the Authority to ensure public safety and the integrity of the building. The Council can utilise the powers it has under The Planning (Listed Buildings and Conservation Areas) Act 1990. The Council can serve notice on the owners to carry out the works required.
- 4.6 Given the current poor condition of the external areas of the property, officers are also concerned that there maybe significant internal works required to ensure not only the preservation of the building but also its safety. On this basis several attempts have been made to secure access to the building in order that a comprehensive survey of the building can be carried out. If access by agreement cannot be secured then given the serious nature of the condition of the property officers will need to gain entry by force. The Council has this power under Section 88 of the Planning (Listed Building and Conservation Areas) Act 1990 to enter a building at a day and time set by itself for the purposes of surveying the building internally. Failure to provide entry at the specified time can result in the Council applying to the magistrates Court for a warrant to gain entry. Any willful obstruction of a person authorised by the Council to exercise the right of entry is a criminal offence. This will allow the Council's Structural Engineer's and Conservation Officers to assess the condition of the building. At the same time the Council's Estates team will also carry out a valuation inspection. The Police will accompany the officers to ensure that the necessary protocols are adhered to. All efforts will be made to gain entry by agreement.
- 4.7 The results of the survey works carried out during the internal inspection will allow a more detailed schedule of works to be compiled. Further emergency works may be identified as a result and these can be included in the schedule of works identified for implementation under Section 54 of the Planning (Listed Buildings and Conservation Areas) Act 1990 to carry out urgent works.
- 4.8 Any works that are carried out under an urgent repairs notice can only address items that are requiring immediate action or attention. As the building is a listed building the Council also has powers under Section 47 of the



Planning (Listed Buildings and Conservation Areas) Act 1990 to ensure that the building is adequately maintained and protected from deteriorating any further. It is suggested therefore that following the internal inspection a further schedule of works may be prepared and presented to the owners, if required. It should be noted that Section 47 is a reserve power which is only to be used to ensure the long term preservation of a listed building.

- 4.9 The owners have been formally written to requesting that the work be carried out and requesting access to the building. Deadlines have been set in accordance with the specific legislation for responses to these requests. The first deadline regarding access to the building has passed with no response, and in line with the legislation a further request has been made and a further deadline set, which again had no response. Officers will now fix a time for entry, inform the owners and seek to gain entry.

## **5. LONGSCAR BUILDING**

- 5.1 As part of the Seaton Carew Masterplan the Council wish to develop the area of The Front at Seaton Carew. The Council has been in negotiations with the owners of the building regarding purchase and have made several offers for the property. The site will play an important part in delivering the regeneration proposals for The Front.
- 5.2 The building is currently empty and has not been in use for a number of years. Whilst there is a long term regeneration plan that includes the building, the owners have not been maintaining the property and given the coastal environment, the condition of the property has deteriorated rapidly. As a result the building has also become the target of vandals and the lead flashings in the roof drainage valleys have been stolen. The tiles however that the lead flashings were fixed too have just been piled up and left on the roof. These tiles pose a potential danger to people using the surrounding highway and parking areas and need to be removed.
- 5.3 We have requested that the owners address the condition of the roof and some other areas of the building to ensure they are safe for members of the public using the surrounding area. To date no remedial works have been completed and to ensure the safety of the public, enforcement action is needed to ensure that the works are completed. The Council has powers under Section 77 of the Building Act 1984 to ensure that works are carried out to buildings that are dangerous. The Council if necessary can apply to the Magistrates Court in order that the Court can formally request that the owners carry out the work. If they see fit the Court will order that each owner of the building execute such works as maybe necessary to obviate the danger and that the work must be complete within a set timescale. If works are not completed the court will allow the Council to carry out the works and seek payment of the costs from the current owners. If action of this nature is required then this will not have any detrimental impact on the Council's long term aspirations for the regeneration of The Front at Seaton Carew.



## 6. FINANCIAL CONSIDERATIONS

- 6.1 The Council's Direct Services team has prepared a schedule of works for both properties required to make them safe and to protect the public highways surrounding the property. The estimated value of these works for Shades Hotel is £10,355 and for the Longscar Building is £8,706.
- 6.2 Given the age of the Shades property and its poor physical condition there is a risk that carrying out works of this nature may lead to the identification of unforeseen works, resulting in increased costs. If this is the case then the owners will be informed and any additional costs will need to be met initially by the Council, and these costs will be passed on to the building owner and pursued in the ways identified below, if payment is not received.
- 6.3 In terms of the Longscar Building, the Council, as part of its statutory role to ensure the safety of the public and public highway, has a responsibility to take steps to address any danger or safety concerns resulting from dilapidated private buildings. This responsibility is paramount but where the Council has expended its own resources the Council will where possible seek to recover these costs from the owner(s).
- 6.4 If the Council is required to use the legislative route to ensure the works are carried out to the required standard then following completion of the works the Council will then invoice the current owners for payment and apply to the Land Registry to register a miscellaneous charge against the property. If payment is not made then the Council will pursue payment and take vigorous action through all channels to ensure payment. The land charge will also help to protect the Council's financial position, if it has expended monies. The success of recovering costs through this route will depend on what other monies are owed on the property or any other charges that may exist. In the case of Shades and the use of Section 54 of the Listed Buildings Act expenses are recovered through section 55 of the Act.
- 6.5 Even with the miscellaneous charge there remains a risk that funds cannot be recovered, for example if there are other loans or charges already secured against the property. Similarly if the property can't be sold or sufficient value realised through a sale, to cover the value of the charge then there is a risk that monies cannot be recovered. In these circumstances then the Council would need to meet the full cost of the safety works in order to ensure the safety of the public highway. As part of the Council's Medium Term Financial Strategy a reserve was created to fund emergency works of this nature in the short term until funding can be recovered from the owners of buildings, if works are carried out in default.



**7. LEGAL CONSIDERATIONS**

- 7.1 Advice and guidance has been sought from the Council's Legal Services Team and they will continue to represent the Council if required.

**8. STAFF CONSIDERATIONS**

- 8.1 There are no staff considerations.

**9. ASSET MANAGEMENT CONSIDERATIONS**

- 9.1 There are no Asset Management Considerations

**10. EQUALITY AND DIVERSITY CONSIDERATIONS**

- 10.1 There are no equality and diversity considerations.

**11 SECTION 17 OF THE CRIME AND DISORDER ACT 1998 CONSIDERATIONS**

- 11.1 Carrying out the emergency works will be likely to contribute to reductions in crime and anti – social behavior associated with empty buildings.

**12. RECOMMENDATIONS**

12. Committee is recommended to

- i) endorse the Council's use of powers under Section 54-55 of the Planning (Listed Buildings and Conservation Areas) Act 1990 to ensure urgent works are carried out by the owners at Shades Hotel, if required, and to seek authorisation to carry out these works in default, if required; and
- ii) endorse the Council's use of powers under Section 77 of the Building Act 1984 to ensure that emergency repair works are carried at the Longscar Building, Seaton Carew, if required and seek authorisation to carry out the works in default, if required; and
- iii) authorise officers to seek payment for the cost of the works from the owners, if the Council undertakes the necessary works, and to use the powers of financial recovery available to the Council to ensure payment.



**13. REASONS FOR RECOMMENDATIONS**

- 13.1 To ensure the safety of the public.

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# REGENERATION SERVICES COMMITTEE

26<sup>th</sup> SEPTEMBER 2013



**Report of:** Assistant Director (Regeneration)

**Subject:** ENVIRONMENTAL APPRENTICESHIP PROJECT

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## 1. TYPE OF DECISION/APPLICABLE CATEGORY

For information only.

## 2. PURPOSE OF REPORT

- 2.1 To update members on the progress of the existing Environmental Apprenticeship project which is a collaboration between the Council, Hartlepool College of Further Education, Housing Hartlepool (part of the Vela Group) and Job Centre Plus and to consider the potential for future initiatives.

## 3. BACKGROUND

- 3.1 On 10<sup>th</sup> January 2013, the Regeneration and Neighbourhood Portfolio Holder approved the delivery of a 12 month Environmental Apprenticeship project.
- 3.2 The main points of the project are shown below:
- A one year project that commenced in March 2013 with 21 apprentices employed.
  - Due to funding requirements, all young people are aged 18 -24 years only and needed to be at the time of starting the project 26 weeks unemployed and claiming either Jobseekers Allowance or Employment Support Allowance.
  - All of the young people were pre-Work Programme customers only.
  - All of the young people are employed through Hartlepool College of Further Education's Flagship Training Solutions.
  - All Apprentices completed a voluntary two-week pre-apprenticeship programme which included literacy and numeracy assessments, Employability sessions, health and safety modules and a work trial.



- This was delivered in partnership between the Council and the College.
- The Apprentices are all working towards a full Apprenticeship Framework which includes an NVQ Level 2 in Cleaning and Environmental Services and are employed for 37 hours per week;
- All Apprentices are placed within the Council's Neighbourhood Management Division working specifically within the Street Cleansing and Environmental Teams;
- All Apprentices are supervised by Neighbourhood Management and the work they undertake is in addition to what is currently being delivered by Council staff;
- The Apprentices are working across the whole town, helping to maintain the high standards within neighbourhoods by adding value to existing Council Services.
- All Apprentices are providing additional environmental support services to specific wards through a work programme designed by Council Officers following consultation with relevant Elected Members.
- All Apprentices have been provided with a named Council Employment Adviser who will provide advice and guidance to all learners to help them move into sustained employment on completing their Apprenticeship.

#### 4. HOW THE PROJECT WAS FUNDED

- 4.1 The Apprentices were supported through contributions from Councillors Ward Budgets, in-kind support from Hartlepool Council's staff, Department for Work and Pensions Youth Wage Incentive & Flexible Support Fund and the Vela Group.
- 4.2 The cost of this project was £118,221. This was funded as shown in the table below:

FUNDER	TOTAL CONTRIBUTION
Department for Work and Pensions Youth Contract Incentives	£47,775
Flexible Support Fund (FSF)	£44,110
Housing Hartlepool (part of the Vela Group)	£5,950
Elected Members Ward Budgets	£15,000
Hartlepool Borough Council's Neighbourhood Services	£4,000
HBC Tees Valley Works	£1,386
<b>TOTAL AMOUNT</b>	<b>£118,221</b>



## **5. CURRENT POSITION**

5.1 As of August 2013 the position is:

- 15 apprentices started in March 2013, with a further 6 in April 2013.
- 2 apprentices left in May as they had gained alternative employment and were replaced by another 2 trainees. One apprentice left in June due to personal circumstances.
- There are 20 apprentices still on the project.
- All completed a minimum 1 weeks work placement before starting work.
- All are still working towards Level 2 Award in Environmental Cleaning Services.
- Functional skills sessions currently ongoing for those who need support with Maths and English.
- Further training to be given to apprentices including CSCS training.
- Monthly reviews are taking place with each Apprentice and their Council Employment Advisor.
- Job search sessions and generic support e.g. budgeting will be scheduled into working week towards end of the year to help the apprentices find sustained employment.
- National Careers Service and Job Centre Plus to provide additional support in job search and careers advice.
- Appraisals to take place September 2013.
- Celebration and Recognition of Achievement Event to take place in February 2014.

## **6. OPPORTUNITIES FOR NEW ENVIRONMENTAL APPRENTICESHIP PROJECT (2014)**

- 6.1 Due to the success of the project, members have requested that Council Officers explore whether there are opportunities to create a new Environmental Apprenticeship project in 2014.
- 6.2 Partners have met to consider what funding is available and to review lessons learnt in relation to the existing project. Officers from Neighbourhood Services believe that they would have capacity to commence a new project in April 2014 and would be able to effectively manage 10 apprentices via the same delivery model as the current project.
- 6.3 The challenge is to secure the funding required as outlined in paragraph 7.1 which could employ 10 new apprentices as funding such as FSF is no longer available. At the time of writing this report, Officers have already secured £27,750 (£22,750 Department for Work and Pensions Youth Contract Wage Incentive and £5,000 from Housing Hartlepool – part of the Vela Group) with a shortfall of £34,313 remaining. Other funding streams are still being explored to ensure that the project is financially viable.



## 7. COSTS OF NEW ENVIRONMENTAL APPRENTICESHIP PROJECT

- 7.1 The total cost of delivering a new Environmental Apprenticeship Project is shown in the table below:

Salary and Mentoring Costs	£2.68 X 37 hours per week X 52 weeks X 10 Apprentices = £51,563
Training Costs (worse case scenario)	£950 x 10 = £9,500
PPE	£100 x 10 = £1,000
<b>TOTAL COST</b>	<b>£62,063</b>

## 8. STAFF CONSIDERATIONS

- 8.1 If members want a new Apprenticeship project and funding could be secured the Apprentices would again be employed through Hartlepool College of Further Education's Flagship Training Solutions and will adhere to their terms and conditions. However, each learner would be placed within the Council for one year to enable them to complete their Apprenticeship Framework and will be directly supervised by the Council's Neighbourhood Management Division.
- 8.2 Although the Trade Union agreed to the original programme in December 2012 as they were assured that any work carried out by the Apprentices would be in addition to the existing work of Council staff, there is still a need to fully consult with the Union to secure their endorsement for any new initiative.
- 8.3 In addition HR and Legal have also been informed of the content of this report.

## 9. CONTRIBUTION TO OTHER COUNCIL PROGRAMMES AND PERFORMANCE INDICATORS

- 9.1 If approved by members the project would directly benefit other Council employment initiatives, such as the Hartlepool Youth Investment Project and Think Families, Think Communities. Also, the project would positively contribute to the following indicators:
- Improving the Overall Employment Rate:
  - Improving the Overall Youth Employment Rate
  - Reducing the Youth Unemployment Rate:
  - Reducing the number of young people who are not in education, employment or training (NEET).



## **10. IMPACT ON CHILD / FAMILY POVERTY**

- 10.1 This project would positively contribute to ameliorating the longer term causes and consequences of child and family poverty by providing all young people with access to provision that will enable them to reach their aspirational goals and become economically active.
- 10.2 The wider project objectives will also be to align young people and their families to additional support services, such as Early Intervention Teams, the FamilyWise programme and Troubled Families.

## **11. SECTION 17**

- 11.1 This project would positively contribute to Section 17 by improving education and employment routeways for young people. This will include providing early interventions to intensive support programmes for individuals who have been identified as high risk of offending.

## **12. EQUALITY AND DIVERSITY CONSIDERATIONS**

- 12.1 This project is aimed at supporting young people to achieve their aspirational goals, and will help to narrow the education attainment gap and will positively contribute to tackling employment inequality, particularly amongst vulnerable groups such as the seven priority groups shown below:
- Looked after children and care leavers;
  - Young offenders (including those leaving the secure estate);
  - Teenage parents;
  - Young carers;
  - Young people with specific learning difficulties and/or disabilities (SLDD);
  - Young people with mental health issues; and;
  - Young people with drug and alcohol misuse issues.

## **13. NEXT STEPS**

- Council Officers and partners will continue to identify potential funding opportunities for a new project.
- The Regeneration Services Committee meeting will be an opportunity to seek feedback from members on the existing project and to seek clarification if they would wish to see a new project implemented in 2014.

## **14. CONCLUSION**

The current Environmental Apprenticeship project has proven successful to date. It originally:



- Provided employment opportunities for 21 young, long term unemployed Hartlepool residents; some of whom have never worked before.
- Effectively improved partnerships between Hartlepool Borough Council, Job Centre Plus and Hartlepool College of Further Education.
- All Apprentices are on track to gain a Level 2 qualification in Environmental Cleaning Services which includes Functional Skills i.e. Maths and English. For some, this will be their only qualification gained since leaving school.
- Many of them have also gained in confidence since starting the project especially those who have had no prior work experience.
- Regular reviews and support from both Neighbourhood Services supervisors and the Council Employment Advisor ensures any issues or problems are addressed and resolved to ensure the Apprentices are retained in employment.
- This project has contributed to wider objectives being achieved in the Economic Regeneration Strategy and Hartlepool Youth Investment Project.

## **15. RECOMMENDATIONS**

- 15.1 Members are recommended to note the contents of this report and make comments where necessary.

## **16. CONTACT OFFICER**

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# REGENERATION SERVICES COMMITTEE

26<sup>th</sup> September 2013



**Report of:** Assistant Director (Regeneration)

**Subject:** QUARTERLY HOUSING REPORT APRIL-JUNE  
2013/14

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## 1. TYPE OF DECISION/APPLICABLE CATEGORY

The report is for information.

## 2. PURPOSE OF REPORT

- 2.1 To update the Regeneration Services Committee about progress across key areas of the Housing Service relating to empty homes, enforcement activity, Selective Licensing, Disabled Facilities Grants, housing allocations, the impacts of Welfare Reform and housing advice & homelessness prevention during the first quarter of 2013/14.

## 3. BACKGROUND

- 3.1 This report provides an update on progress and benchmarking across key areas of the Housing Service during Quarter 1, 2013/14 and updates the last report presented to the Regeneration & Neighbourhoods Portfolio Holder on 18 July 2013.

## 4. PROPOSALS

- 4.1 No options submitted for consideration other than the recommendation(s).

## 5. EMPTY HOMES UPDATE

- 5.1 As part of the Council's Empty Homes Strategy a number of incentive schemes are underway alongside positive action and enforcement proceedings to return long term empty properties back into use. This report provides a brief overview of current progress in enforcement action and incentive schemes. In total there are 1,160 properties currently empty in Hartlepool. Due to changes in Council Tax reporting systems officers are



currently unable to identify how many properties have been empty over 6 months and therefore classed as 'long term empty'. This issue is likely to be resolved prior to the next quarterly housing report.

- 5.2 A key action within the Empty Homes action plan is to bring 10% of empty properties back into use and to identify properties suitable for enforcement action. The target for this financial year is 60 properties. In order to demonstrate this ongoing work a table of the top 20 empty properties has been developed and this will monitor progress and assist in implementing the most appropriate form of enforcement action. Intensive work is conducted with the property owners and as properties are brought back into use they are removed from the list and additional properties added to create a rolling list. Where a solution cannot be found enforcement action is progressed. All enforcement action is approved by Committee prior to commencement. An overview of the enforcement activity to date is provided in Table 1.

**Table 1 - Empty Homes Enforcement Activity**

Enforcement Activity	Number of Active Cases	Number of Resolved Cases	Comments
Enforced Sale	2	1	Enforced Sale for unpaid Council tax – one resolved as owner has joined incentive scheme.
Compulsory Purchase Proceedings	2	1	One CPO served and advertised one is pending a decision and one property undergoing refurbishment as part of lease incentive scheme.
S215 Action	34	14	These cases resolved through negotiation. Outstanding cases progressing through the informal route.
Direct Action through S215	3	2	One owner agreed sale with Council and one direct action has been completed. Another direct action is pending. All S215 cases are reported to the Planning Committee.
Positive Action (Top 20) – rolling top 20 enforcement list of longest empty and most problematic	18	Ongoing list properties become enforcement cases (above) where negotiations fail. 8 properties have been brought back into use through negotiation to date.	Negotiation with owners has commenced on these 18 properties and some owners have joined the lease scheme.

- 5.3 A total 5 properties were brought back into use within quarter 1 of 2013/14. The first quarter of the year has a historically lower output due to the timing of incentive schemes and their target date for property refurbishment completions which is often March (Q4). Given the level of engagement with owners and the number of properties being brought back into use through incentive schemes it is anticipated that the annual target of 60 will be achieved and exceeded by the end of the financial year.



- 5.4 In addition to enforcement activity, the Council is taking forward a number of incentive schemes to encourage empty homes to be brought back into use. Separate update reports will be provided on these incentive schemes as they progress but Table 2 below provides an overview of the current position.

**Table 2 - Empty Homes Incentive Scheme Overview**

Incentive Scheme	Number of Properties	Number completed and re-occupied	Comments
Empty Property Purchasing Scheme	70	16	Of the 70 included in the scheme 15 are in agreed sale awaiting final legal completion.
Every Home Matters (lease scheme in partnership with Housing Hartlepool)	43	19	Work is currently underway on 14 properties.
Baden Street Improvement Scheme	19	6	19 out of 22 property owners engaged.

## 6. ENFORCEMENT UPDATE

- 6.1 The enforcement update encompasses a number of key areas, including housing conditions, housing related statutory nuisance and problematic empty properties.
- 6.2 Table 3 sets out the service requests that have been received by the enforcement team during the course of the year. Previous year's figures are shown in brackets for comparison purposes.

**Table 3 – Enforcement Team Service Requests**

Request Type	Number and % of Total Number by Quarter 2012/13							
	Quarter 1		Quarter 2		Quarter 3		Quarter 4	
Disrepair	53 (52)	26%	(43)		(75)		(132)	
Empty & Insecure Property	42 (53)	21%	(45)		(24)		(19)	
Empty property Nuisance	12 (44)	6%	(11)		(8)		(10)	
Unauthorised Encampment	5 (1)	2%	(2)		(0)		(2)	
Nuisance from Adjacent Property	30 (6)	15%	(36)		(27)		(21)	
Nuisance from Occupied Property	43 (92)	21%	(66)		(34)		(35)	
Filthy & Verminous	3 (0)	1%	(0)		(4)		(1)	
Defective Drainage	10 (14)	5%	(10)		(4)		(3)	
HMO Advice	2 (3)	1%	(3)		(3)		(1)	
Immigration Visit	3 (2)	1%	(0)		(0)		(2)	
Total Number of Requests	203 (267)		(216)		(179)		(226)	



- 6.3 The majority of service requests fall into three main areas:
- Disrepair
  - Empty Properties
  - Nuisance
- 6.4 Overall the number of service requests received by the team has decreased slightly compared to the previous quarter and by 24 % compared to the same quarter in 2012/13. This decrease is largely attributed to the reduction in nuisance complaints in relation to both occupied and unoccupied properties.
- 6.5 The number of disrepair cases has decreased significantly since the last quarter but is comparable to the same quarter last year.
- 6.6 In this quarter, one Housing Act 2004 Improvement Notice was served and three Environmental Protection Act 1990 Notices were served in relation to premises which were prejudicial to health.
- 6.7 Complaints regarding insecure empty properties increased from 19 in the previous quarter to 42 in the first quarter of 2013/14 but this is still lower than the same quarter last year. Overall, the number of complaints about insecure properties is expected to fall as the Council acquires them in pursuance of the Empty Property Purchase Scheme and through Housing Market Renewal. Nine notices were served to require the securing of empty dwellings and 3 notices were served requiring the abatement of nuisance associated with empty properties e.g. to remove rubbish from within the property boundaries.
- 6.8 The overall number of service requests relating to nuisances (both occupied and empty) reduced significantly over the course of 2012/13 but rose again in the first quarter of this year, however the total number of nuisance complaints is still considerably lower than the same quarter last year.
- 6.9 In addition to the reactive work carried out, the team undertakes proactive work in relation to identifying problematic empty and nuisance properties through area based targeting in a number of areas, including the Carr/Hopps Street Regeneration area, Belle Vue, Oxford Road and Cornwall Street areas. Officers continue to undertake proactive inspections of Selective Licensed properties and properties to be advertised through the Choice Based Lettings scheme.
- 6.10 Mandatory licensing of Houses in Multiple Occupation (HMOs) was introduced in 2007. This requires HMOs, three or more storeys in size with five or more occupants to be licensed. These licences remain in force for 5 years, unless there are circumstances that require a variation or revocation. Two Houses in Multiple Occupation (HMOs) were issued with mandatory HMO licences during the first quarter of 2013/14. Two further HMO licences expired and work was ongoing to renew those during the quarter.



## 7. SELECTIVE LICENSING UPDATE

7.1 Table 4 summaries the Selective Licensing activities undertaken since the scheme commenced.

**Table 4 - Selective Licensing Activity**

<b>Licensed Properties</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14 (Q1)</b>
Total number of licenses issues	46	482	52	152	27
Licences revoked	0	0	6	53	22
<b>Gas/Electrical Safety</b>					
Reminder Letters sent for Gas or Electrical safety Certificates		395	673	660	176
Notice Served for non supply of satisfactory Gas or Electrical Safety Certificate		139	422	331	54
Final Warning of court proceedings	0	0	0	119	5
Certificates Supplied following Reminder or Notice sent		257	492	649	122
<b>Housing Standards Inspections</b>					
Inspection of Licensed Properties completed	0	86	220	100	5
Schedule of Works Sent with recommendation for action for Licensed property	0	10	140	38	3

7.2 A further 27 properties were licensed during the first quarter of 2013/14 bringing the total number issued since the beginning of the designation to 759, with a total of 81 licences being revoked leaving 678 licences in place at the end of the quarter. The revocations have all been by mutual agreement for various reasons including;

- Change of ownership
- Change of management agent
- Property no longer licensable

7.3 Officers are currently dealing with 3 cases of non-compliance with the requirement to be licensed and are in the process of preparing notifications to commence legal proceedings for these; however officers are confident that these can all be resolved satisfactorily. These cases include:

- Application not submitted
- Licence fee not paid

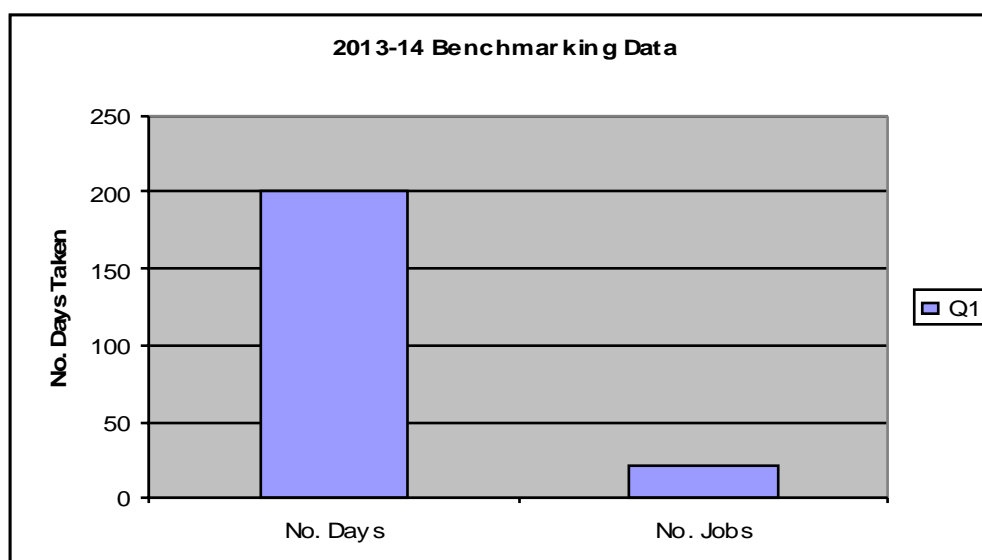
## 8. DISABLED FACILITIES GRANTS (DFG) BENCHMARKING DATA

8.1 The Council benchmarks its DFG service against other Local Authorities in the North East as part of the North East Adaptations Group. The number of Authorities benchmarking ranges from 6 to 9 in any quarter.



- 8.2 The benchmarking is undertaken by monitoring the overall time taken from first contact (the date a person first approaches Social Services with a need for help and assistance) to certified date (date that the works are confirmed as completed).
- 8.3 During 2012/13 the Council's overall time taken averaged at 150 days with 144 DFGs being completed during the year.
- 8.4 During Quarter 1 of 2013/14 21 DFGs were completed in Hartlepool and the overall time taken was 200 days. Benchmarking data has not been made available from the other members of the North East Adaptations Group for this quarter.

**Figure 1 - Time Taken to Complete DFG Works – Quarter 1 2013/14**



- 8.5 At the end of Quarter 1 there were 102 applicants on the waiting list for a DFG at an estimated cost of £507,844. The DFG budget for 2013-2014 received from the Government is £437,717.
- 8.6 In addition to the current waiting list there has been a noticeable decrease in the number of adapted properties being advertised via the Choice Based Lettings system and this could have an impact on the DFG budget. If the option to re-house DFG applicants into more suitable adapted properties becomes more difficult a budget pressure will emerge.

## 9. ALLOCATIONS SUMMARY

- 9.1 Choice Based Lettings (CBL) activity and performance is monitored on a quarterly basis and compared with our sub regional partners by the Sub Regional CBL Steering Group.



- 9.2 The number of applicants who are 'live' on the system and able to bid has increased slightly in Hartlepool since end of Quarter 4. 30% of the waiting list is made up from Housing Hartlepool applicants wanting a transfer.

**Table 5 – Total number of 'live' applicants (able to bid)**

	<b>Hartlepool</b>	<b>Sub Regional Total</b>
<b>Quarter 4 (2012-13)</b>	2332	16087
<b>Quarter 1 (2013-14)</b>	2385	15609

- 9.3 To ensure that applicants in the greatest need are given preference for an allocation of accommodation, levels of housing need are categorised into bands.

**Table 6 – Total number of 'live' applicants (able to bid) within each Band**

	<b>Band 1</b>	<b>Band 2</b>	<b>Band 3</b>	<b>Band 4</b>	<b>Total</b>
<b>Quarter 4 (2012-13)</b>	189	521	51	1571	2332
<b>Quarter 1 (2013-14)</b>	206	548	58	1573	2385

- 9.4 At the end of Quarter 1 the number of decant<sup>1</sup> applicants in Hartlepool was 9.
- 9.5 Some applicants within the three Priority Bands (1, 2 and 3) may also have cumulative needs. This figure has increased since Quarter 4 to 37 applicants within Band 1 and 75 within Band 2.
- 9.6 The number of bids made on advertised properties during Quarter 1 has reduced in Hartlepool and across the sub region. The number of properties that are advertised will be monitored from Quarter 1 onwards to determine any emerging trends in bidding behaviour and also to monitor properties that are advertised on several cycles before being accepted by a successful applicant.

**Table 7– Bids per Band (within Hartlepool)**

	<b>Band 1</b>	<b>Band 2</b>	<b>Band 3</b>	<b>Band 4</b>	<b>Total no. bids</b>
<b>Quarter 4 (2012-13)</b>	959	2130	235	3580	6904
<b>Quarter 1 (2013-14)</b>	641	1675	162	2799	5277

- 9.7 Across the sub region 40,319 bids were placed in total as shown in table 8. This is a decrease from 45,947 bids placed in the previous quarter.

<sup>1</sup> a decant applicant is defined as one who is losing their home through a recognised regeneration scheme and they are awarded the greatest priority



**Table 8 – Bidding activity by type of property (within the Sub Region)**

	1 bed	2 bed	3 bed	4 bed	5 bed	Other property type (e.g. studio flat)
<b>Quarter 4 (2012-13)</b>	19130	15917	9468	399	89	515
<b>Quarter 1 (2013-14)</b>	15889	14035	9101	527	83	684

- 9.8 Table 9 demonstrates that the majority of lettings continue to go to those on the waiting list rather than to Housing Hartlepool transfer applicants. However, the higher number of lets to transfers reflects the increased number of transfer applicants on the whole waiting list.

**Table 9 – Lettings Information for Hartlepool**

	Total no. lets	Direct Lets	Transfers
<b>Quarter 4 (2012-13)</b>	151	0	34 (23%)
<b>Quarter 1 (2013-14)</b>	162	0	40 (25%)

- 9.9 The number of lets within each Band as shown in table 10 shows that more than half of lettings have gone to applicants within Band 4 and this is an increase on previous quarters.

**Table 10 – Percentage lets to each Band (within Hartlepool)**

	Band 1	Band 2	Band 3	Band 4	Total no. lets
<b>Quarter 4 (2012-13)</b>	29%	26%	8%	37%	151
<b>Quarter 1 (2013-14)</b>	23%	15%	9%	52%	162

- 9.10 The numbers of offers that are refused are also monitored. During Quarter 1 there were 84 refusals of Housing Hartlepool properties, of those 18 stated 'dislikes area' (21%) and 17 'no longer wants area' (20%). Just one refusal was because the property was too large and 7 because the property was too small.

- 9.11 The Sub Regional CBL Policy allows for cross boundary mobility as shown in table 11.

**Table 11 – Cross Boundary Mobility**

	Area applicant moved from:	Area applicant rehoused to:	Number
<b>Quarter 1</b>	Hartlepool	Stockton	2
	Hartlepool	Middlesbrough	1
	Stockton	Hartlepool	1



- 9.12 The percentage of properties let on 1<sup>st</sup> offer is also monitored across the sub region and was 63% in Hartlepool during Quarter 1.

## **10. IMPACTS OF WELFARE REFORM**

- 10.1 The impacts of welfare reform on demand for social housing and on tenancy sustainability and homelessness is monitored in partnership with registered providers.
- 10.2 Figures at the end of December 2012 demonstrated that there were 2311 applicants on the housing register and of these only 673 were eligible for family type accommodation. In addition, 223 of the 673 applicants were existing Housing Hartlepool tenants. During 2011/12 Housing Hartlepool let 753 properties.
- 10.3 Bidding activity has shown that family houses are in low demand in certain areas of the town, including Seaton Lane, Old Boys Field, Burbank, West View and Lower King Oswy.
- 10.4 Information about bidding activity is collected about properties where there are low numbers of bids and when they have been advertised on several letting cycles. This is starting to highlight that low demand is applying to 2 bedroom houses as well as 3 and 4 bedroom houses in certain areas.
- 10.5 Home Group has identified low demand in West View and Middleton Road area, Endeavour Housing in Belle Vue and Accent at Allerton Road.
- 10.6 Information has also been collected about the numbers of tenants within social housing stock that are under-occupying their accommodation. The majority are under-occupying by 1 bedroom and therefore have a 14% reduction in their housing benefit. To date Housing Hartlepool have moved 83 tenants. There are a further 25 tenants who are still under-occupying by 2 bedrooms with a 25% reduction in their housing benefit who need to move.
- 10.7 During Quarter 1, two meetings have taken place with registered providers to discuss the trends in demand and to decide on the various options to mitigate this.
- 10.8 Areas of low demand will be mapped by the group and data on bidding and refusals collected. Data about termination reasons and where people move to is also being collected.
- 10.9 At the end of Quarter 1, all registered providers reported an increase in rent arrears due to Welfare Reform.
- 10.10 Housing Hartlepool also reported that they had received 16 more terminations than at the same point in 2012. Information collected from outgoing tenants has suggested that the numbers moving from social housing to the private rented sector has started to increase because they can claim Local Housing Allowance.



10.11 As reported in Section 9.2 above at the end of Quarter 1 there were 2385 applicants on the housing register. Therefore, little increase since the start of the year.

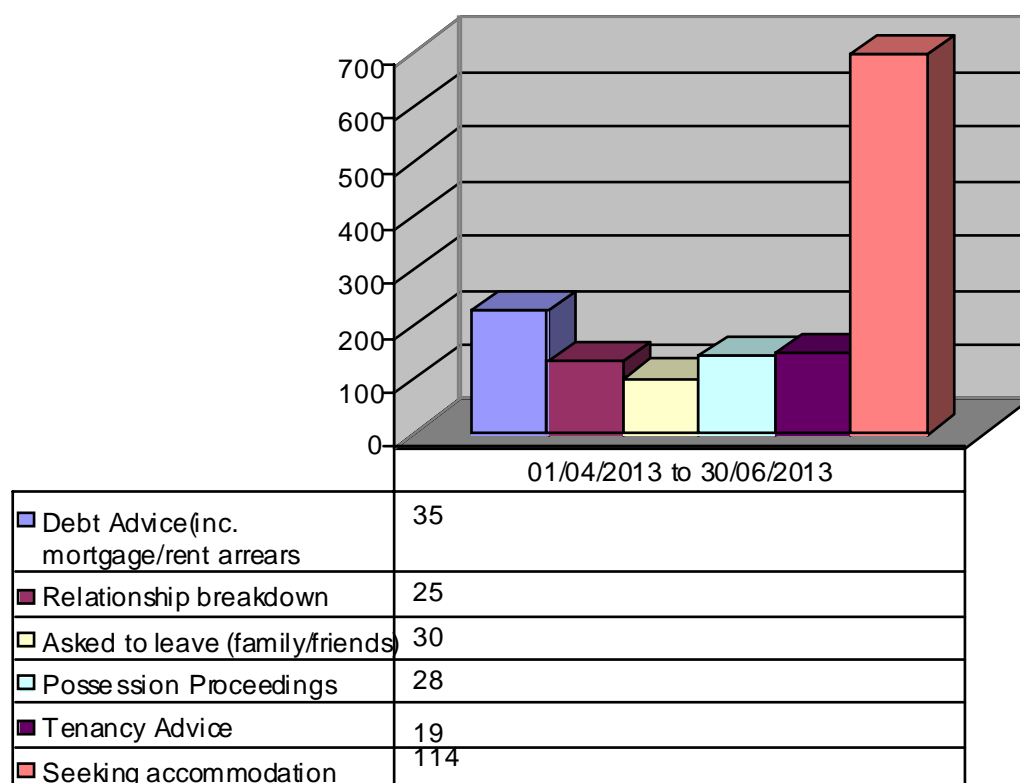
## 11. HOUSING ADVICE AND HOMELESSNESS PREVENTION ACTIVITY

11.1 The Housing Advice and Homelessness service, based at the Housing Options Centre, carries out the Council's statutory duties in relation to homelessness and all aspects of housing advice. From 1 April 2013 to 30 June 2013, 1,379 customers have accessed the service by visiting the Housing Options Centre.

11.2 During this quarter active casework has been carried out for 251 clients needing detailed advice and assistance to resolve their housing problem, this includes 81 households who with Council officer assistance were prevented from becoming homeless. Officers were unable to prevent homelessness for 6 households and in accepting the Council's statutory duty arranged suitable alternative accommodation for these households.

11.3 Table 12 provides a breakdown of the enquiry types clients presented with during the year.

**Table 12 - Housing Advice Casework 2013/14**





## **12. HOUSING REPORTS ON FORWARD PLAN**

- 12.1 **RN 19/13 Carr/Hopps Street Area Regeneration Review.** This is a key decision to consider the progress report on acquisition and resident relocation on the Carr/Hopps Street regeneration area and for Committee to consider a range of options for the progression and completion of the Carr/Hopps Street housing regeneration scheme.

## **13. EQUALITY AND DIVERSITY CONSIDERATIONS**

- 13.1 Impact Assessments have been carried out on all housing services strategies that are relevant to this report.

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

- 14.1 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. This means that all policies, strategies and service delivery need to consider the likely impact on crime and disorder. This legal responsibility affects all employees of the Council as well as those agencies that are contracted by, or that legally contract to work in partnership with the Council in the provision of services.
- 14.2 Hartlepool Borough Council recognises that Community Safety affects all our lives, people, communities and organisations. People need to feel safe and this means developing stronger, confident and more cohesive communities. Community Safety includes reducing crime and disorder and tackling anti-social behaviour, offending and re-offending, domestic abuse, drug and alcohol abuse, promoting fire safety, road safety and public protection. The key areas of Housing Services have been developed with the reduction of crime and anti social behaviour in mind.

## **15. RECOMMENDATIONS**

- 15.1 Committee Members to note the contents of the report and the progress made across key areas of the Housing Service for information purposes.
- 15.2 To decide which, if any, other key areas need to be included in future reports, for information purposes.

## **16. REASONS FOR RECOMMENDATIONS**

- 16.1 To ensure that Committee Members are informed about key activities across the Housing Service.



**17. BACKGROUND PAPERS**

- 17.1 There are no background papers to the report.

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# REGENERATION SERVICES COMMITTEE

26<sup>th</sup> September 2013



**Report of:** Director of Public Health

**Subject:** QUARTERLY UPDATE REPORT FOR PUBLIC PROTECTION

## 1. TYPE OF DECISION/APPLICABLE CATEGORY

This report is for information.

## 2. PURPOSE OF REPORT

- 2.1 To update the Regeneration Services Committee on performance and progress across key areas of the Public Protection service.

## 3. BACKGROUND

- 3.1 The Public Protection service consists of three discrete teams: Commercial Services, Environmental Protection and Trading Standards & Licensing.
- 3.2 The Commercial Services Team carries out inspections, complaint investigations and sampling to ensure that food is safe and fit to eat and that workplaces are safe.
- 3.3 The Environmental Protection Team is involved with noise and pollution related matters as well as providing a comprehensive service for pest control and managing and promoting the open market.
- 3.4 The Trading Standards & Licensing Team ensures that the business sector complies with a wide range of trade and consumer legislation. The team also issues and carries out enforcement relating to a large variety of licences, including Alcohol, Entertainment, Takeaways, Taxis, Gambling and Fireworks.
- 3.5 This report provides an update on performance and progress across key areas of the Public Protection service for 2013/14.



#### 4. OUTLINE OF WORK

4.1 The work carried out by the Public Protection Service falls into three distinct areas:

1. Planned work. This consists predominately of programmed interventions, sampling and projects.
2. Reactive work. This involves responding to matters such as accident notifications, complaints and infectious disease notifications.
3. Licensing. The processing and issue of licences and permits.

#### 5. PROGRAMMED WORK

5.1 The majority of the work programmed for 2013/14 for the Food, Health & Safety at Work and Trading Standards service areas is detailed in their respective service plans.

5.2 Planned Work. All interventions carried out by the service are risk based in accordance with national guidance. The table below details the number of inspections carried out in each area of work.

Interventions	Q1	Q2	Q3	Q4	Total
Food Hygiene	85				85
Food Standards	69				69
Feed Hygiene	1				1
Animal Health	0				0
Health & Safety	66				66
Trading Standards	89				89
Licensing	53				53
Prescribed Processes	0				0
Smoke Free	115				115

5.3 A programme of sampling has been drawn up to assess the microbiological quality and composition and labelling of food and water. Details of the programme are included in the Food Law Enforcement Service Plan.

5.4 The five Tees Valley Authorities have been successful in their bid to receive funding as part of the Food Standards Agency National Coordinated Food Sampling Programme 2013 -14. A total of 236 samples are to be collected over a 6 month period. Hartlepool has been allocated 161 of these samples. This work has been included in the sampling programme.

Samples are to be examined for allergens, meat species, mis-description and adulteration of orange juice, added water in chicken and authenticity of durum wheat. Food contact materials will also be sampled.



The table detailed below provides the details of the samples taken.

Sample Details	Q1	Q2	Q3	Q4	Total
Microbiological Water *	52				52
Microbiological Food & Environmental	46				46
Food Labeling & Composition	13				13
Water Chemical	6				6

- Microbiological water samples are taken from swimming pools, spa pools, private water supplies & mains supplies.

5.5 Sampling has commenced this quarter on two cross regional surveys. One survey is focusing on hairdressers and beauty salons, with water samples and swabs being taken from these premises. The other survey is focusing on hygiene and food safety in takeaway premises, with a Food Hygiene Rating of 3 or less. Swabs, cleaning cloths and a variety of hot and cold food samples are being sampled.

Imported dried fruit has been sampled for the presence of heavy metals. Along, with soft cheese, the fat and salt levels of these cheeses have been checked. All labelling and compositional standard sampling have produced satisfactory results.

5.6 The following projects are being carried out this year.

- **Disposable BBQ's**

Carbon monoxide is released from burning and cooling disposable BBQ's and has, over the past two years, killed 8 people.

Most of these victims were campers who had brought their BBQ into their tent to keep warm or to keep the campsite clean and tidy at the end of the day.

Hartlepool Trading Standards visited all local retailers and examined the labelling of all disposable BBQ's that were for sale. The results were extremely disappointing with only 8 of the 23 carrying any warning about the dangers of carbon monoxide poisoning.

As a result of their findings a press release was issued to warn local residents about how to safely use the throwaway picnic cookers and work has begun at a national level to try and have the labelling improved. The press release resulted in significant media coverage including radio and newspaper coverage and two national carbon monoxide campaign groups have endorsed Hartlepool's proactive approach.



- **Fire Surround Safety**

Nine children, aged 6 or under, have been killed in the UK and Ireland by heavy stone fire surrounds that have detached from a wall and fallen onto the child.

Trading Standards has produced guidance on how these heavy fire surrounds should be safely fitted and officers have been visiting local retailers and installers to ensure this new guidance is followed and understood. The response from local companies has, so far, been excellent.

- **E-Crime**

The Trading Standards Service is required to adapt to a rapidly changing trading environment and, as part of this, the Service has set up a covert computer system that will allow it to monitor illegal traders operating in Hartlepool. The new system will allow officers to search for, and identify, sellers of dangerous or counterfeit products and, where necessary, prosecute them.

- **Average Quantity**

Most pre-packed goods available for sale in Hartlepool are packed to an 'average weight' meaning that not every pack will contain the apparent stated weight. There are detailed laws in place to ensure that such goods are packed according to strict quantity control standards and Trading Standards officers are required to test these standards to ensure the laws are being complied with. A number of years ago a baker was fined £5000 for selling significantly underweight bread in Hartlepool.

A wide variety of products have been tested this year including meat, coffee and bread and all products have been found to comply with requirements.

## 6. REACTIVE WORK

- 6.1 The reactive work carried out by the Public Protection service is in the main complaint related. Other reactive work relates to accident & infectious disease notifications. Details of all reactive work are given in the table below.

Number of Complaints by Service Area	Q1	Q2	Q3	Q4	Total
Food	13				13
Health & Safety at Work	8				8
Pest Control - Rats	227				227
Pest Control - Mice	28				28
Pest Control - Insects	61				61
Noise - Commercial	34				34
Noise - Domestic	111				111
Air Pollution	14				14



Trading Standards	78				78
Accident Notifications	10				10
Licensing	14				14
Infectious Disease Notifications	20				20

- 6.2 Out Of Hours Noise.** The Public Protection service provided an out of hours noise service between 10:00pm and 3:00am every Friday and Saturday night from Friday 31<sup>st</sup> May 2013 through to Sunday 1<sup>st</sup> September 2013. The service dealt with a total of 33 calls during June. The majority of the calls concerned noise from parties and amplified music. All of the complaints were resolved informally with the individuals concerned.

## 7. LICENSING

- 7.1** The number of licences & permits issued by the service are detailed in the table below. The majority are issued under delegated powers, however if an objection is received during the consultation process or the applicant does not meet the necessary criteria the application will be determined by a Licensing Sub Committee.

Number of Licenses / Permits Issued	Q1	Q2	Q3	Q4	Total
HC / PH - Drivers	124				124
HC / PH - Vehicles	96				96
Operators Licenses	1				1
New Licensing Act Applications	2				2
Licensing Act - Variations	2				2
Licensing Act - Personal licenses	20				20
Licensing Act - Temporary Events Notice	24				24
Licensing Act (Other)	23				23
Street Trading applications	5				5
Other	22				22

## 8 ENFORCEMENT

- 8.1** During the first quarter no formal enforcement notices have been served.
- 8.2** Legal proceedings were taken against the former landlord of the public house, The Schooner, Warrior Drive, Seaton Carew. He pleaded guilty to all 5 offences laid under the Food Hygiene (England) Regulations 2006 at Hartlepool Magistrates' Court on Monday 8<sup>th</sup> April 2013.



Charges were laid after Officers routinely inspected the premises in March 2012 and discovered filthy conditions in the food areas. Photographs of the kitchen at the Schooner presented to the court showed blood staining on the refrigerator door, dirty, stagnant water underneath a work surface, and walls, floors and equipment that had not been cleaned for a long time. Inadequate cleaning and structural maintenance had been raised with the landlord on several occasions but he had failed to make improvements.

The five food hygiene offences were:

- Failure to put in place and implement an effective food safety management system;
- Failure to keep the food premises clean and in good repair and condition;
- Failure to provide materials for cleaning and drying hands at the wash hand basins;
- Failure to keep articles, fittings and equipment with which food came into contact clean, and disinfected; and
- Failure to protect food against any contamination likely to render the food unfit for human consumption, injurious to health or contaminated in such a way that it would be unreasonable to expect it to be consumed in that state.

The Magistrates gave the former landlord full credit for his guilty pleas and allowed the full one third off his sentence, fining him £400 on each offence which totalled £2,000. In addition they ordered him to pay costs of £1,086.98 and imposed a £15 victim surcharge.

The premises now has a new landlord and an unannounced inspection has taken place. During the visit the inspecting officer was satisfied that practices and procedures observed had significantly improved and were now of a good standard attracting a hygiene rating of '4' out of 5.

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

9.1 There are no implications under Section 17

## **10. RECOMMENDATIONS**

10.1 That the Regeneration Services Committee notes the content of the report and the progress made across key areas of the Public Protection service.

## **11. APPENDICES AVAILABLE ON REQUEST, IN THE MEMBERS LIBRARY AND ON-LINE**

11.1 There are no appendices to this report



**12. BACKGROUND PAPERS**

12.1 There are no background papers

**13. CONTACT OFFICER**

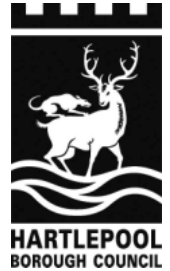
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# REGENERATION SERVICES COMMITTEE

26<sup>th</sup> September 2013



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

**Subject:** THE NORTH EAST 'COMMUNITY GRANTS' PROJECT

## 1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Report for information only.

## 2. PURPOSE OF REPORT

2.1 The purpose of this report is to inform Members of the external funding opportunity from the Skill Funding Agency (SFA) to administer the next round of the 'Community Grants' Project to support Voluntary and Community Sector (VCS) organisations across the North East to work with unemployed adults to re-engage them in learning activities. This report advises on the proposed application by the Council's Adult Education Service to manage this regional project.

## 3. BACKGROUND

3.1 Between April 2009 and March 2011 the Adult Education service successfully coordinated a Community Grants project throughout the North East. This was achieved as the lead partner on behalf of all the local Authority Adult Education services in the North East. The project was responsible for distributing approx £1,068,915 to 93 small Voluntary and Community Sector organisations in the North East, these organisations worked with local, unemployed residents to re-engage them in learning and move them closer to the labour market. Some of this funding was also allocated to 11 Voluntary organisations to support Capacity Building projects.

3.2 The Adult Education Service has been notified that they have successfully passed a Pre Qualification Questionnaire (PQQ) and have been invited to tender to coordinate the delivery of the next round of the Community Grants project across the North East. The service has been asked to submit the bid on behalf of Learn North East; this is an informal partnership of all the 12 NE Local Authority Adult Learning



services. It was agreed by the partnership that, if successful, Hartlepool would manage this project on their behalf.

- 3.3 The project will utilise ESF funding allocated by the Skills Funding Agency for the distribution of dedicated grants to small voluntary sector organisations.
- 3.4 The funds available are to be used by the VCS organisations to work with unemployed adults to provide them with a range of support to re-engage them in learning. The funds awarded will be dependent on the outcomes provided by the VCS organisations.
- 3.5 The funds will be distributed across the whole of the North East by the Learn North East partnership. They will be allocated according to the decision of a grants panel; the panel will include representatives of all the partners as well as the Skills Funding Agency. Groups within Hartlepool will be supported by Hartlepool Adult Education Service to apply for this funding
- 3.6 It is envisaged that the project will engage a similar number of adults as the previous round in a range of activities. This totalled 3000 participants over 2 years. It is also planned that many of these learners supported by this project will progress onto further study and will have the opportunity to gain further qualifications. In addition it is hoped that a large number of participants will achieve a positive job outcome.

#### **4. FINANCIAL IMPLICATIONS**

- 4.1 This project is fully funded from the Skills Funding Agency, there are no financial implications or risk for the Lead Authority as grants are only awarded upon successful delivery outcomes. Funding will be allocated to the successful organisations depending on their level of delivery, up to a maximum of £15,000 per organisation per annum. There will be funds allocated within this for the management and administration of the project which will contribute to the core costs of the Adult Education service. As yet the amount of funding available is still to be determined. The project will begin in January 2014 and will continue until July 2015.

#### **5. RECOMMENDATIONS**

- 5.1 Members are recommended to note the contents of this report.
- 5.2 A further report will be submitted to Regeneration Services Committee once a decision has been made by the SFA on the submitted application.



## **6. REASONS FOR RECOMMENDATIONS**

6.1 The main reasons for the recommendations are that:

- This external funding package will help support the VCS across the North East with an opportunity to re-engage people into learning.
- Hartlepool Borough Council's Adult Education service has a proven track record of successfully managing regional and sub regional projects and has received support from the other North East Adult Learning services for this bid

## **7. CONTACT OFFICER:**

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