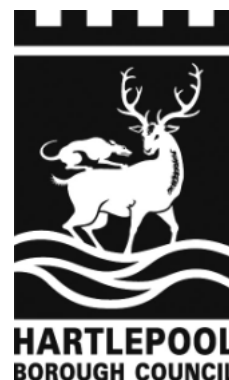


NEIGHBOURHOOD SERVICES COMMITTEE AGENDA



Monday 14 October 2013

at 9.30am

in Committee Room B, Civic Centre, Hartlepool

NEIGHBOURHOOD SERVICES COMMITTEE:

Councillors Ainslie, Barclay, Dawkins, Gibbon, Jackson, Loynes and Tempest

1. APOLOGIES FOR ABSENCE

2. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS

3. MINUTES

- 3.1 To receive the Record of Decision in respect of the meeting held on 2 September 2013 (*previously circulated*)

4. BUDGET AND POLICY FRAMEWORK ITEMS

No items

5. KEY DECISIONS

- 5.1 Street Lighting LED Replacement Programme – *Assistant Director (Neighbourhoods)*
5.2 Winter Service Plan – *Assistant Director (Neighbourhoods)*



6. OTHER ITEMS REQUIRING DECISION

- 6.1 Blakelock Gardens Safety Review – *Assistant Director (Neighbourhoods)*
- 6.2 173 York Road – *Director of Regeneration and Neighbourhoods*

7. ITEMS FOR INFORMATION

- 7.1 Neighbourhood Planning – *Director of Regeneration and Neighbourhoods*

8. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT

ITEMS FOR INFORMATION

Date of next meeting – Monday 11 November at 9.30am in Committee Room B, Civic Centre, Hartlepool



NEIGHBOURHOOD SERVICES COMMITTEE

14TH October 2013



Report of: The Assistant Director (Neighbourhoods)

Subject: STREET LIGHTING LED REPLACEMENT
PROGRAMME

1. TYPE OF DECISION/APPLICABLE CATEGORY

- 1.1 Key Decision (test (i) and(ii) applies. Forward Plan Reference No. RN11/12.
- 1.2 Although this item was in the Forward Plan to be taken to the Finance & Policy Committee, as this relates to service improvement it was decided that this item should be taken to Neighbourhood Services Committee to make the decision. Any financial considerations would be considered by Finance and Policy and then Council following a recommendation from Neighbourhood Services Committee

2. PURPOSE OF REPORT

- 2.1 To seek approval to upgrade the entire street lighting stock in the town to energy efficient LED units, and highlight the possibility of a future business case to fund the replacement of 30 to 40 year old columns.

3. BACKGROUND

- 3.1 The Council currently spends approximately £790,000 per annum on electricity charges to illuminate its street lighting columns, signs and bollards. There is a great deal of uncertainty over the future cost of electricity with costs expected to rise at an above inflation rate for the foreseeable future. With current local government spending cuts also taking effect, it has been a priority to consider energy efficient alternatives with improved technology to try and reduce energy consumption, and therefore control cost escalation in this service. This is likely to be in the form of invest to save type projects that have cost increase avoidance as their driver.
- 3.2 LED lighting has been identified as the solution to rising energy costs by substantially reducing energy consumption whilst also reducing maintenance costs by utilising new technology that comes with a guarantee of over 20 years.

- 3.3 The use of LED units will also provide benefits in the form of a saving of around 2,500 tonnes of carbon per year which will support the Councils current carbon reduction initiatives.
- 3.4 In late 2011 the Council began considering the possibility of funding a street lighting replacement program to LED units utilising potential energy savings to offset prudential borrowing costs.
- 3.5 In May 2012 Directors of Place initiated a project looking at efficiency opportunities for the provision of Street Lighting services for Middlesbrough, Stockton, Hartlepool and Darlington Borough Councils. This included identifying investments in assets using new technology to mitigate the risk of declining asset condition, rising energy costs and Carbon emissions and the associated financial implications.
- 3.6 Running in conjunction with the Tees Valley Street lighting collaborative feasibility project, investigations continued throughout 2012 into the pros and cons of an LED replacement project, analysing stock, market costs and trends, etc. to determine the feasibility of it. Informal market testing has been carried out with the private sector to provide indicative costs and further assess the business case for a full replacement.

4. LED REPLACEMENT PROGRAMME PROPOSAL

- 4.1 The proposal is to upgrade the entire street lighting stock of 13,644 lanterns in town to LED units on a point for point basis.
- 4.2 The scheme would take approximately 12 months to complete based on an estimate of the installation time for each unit, and the scheme would involve the procurement of the appropriate LED units. We are currently reviewing our approach to the procurement of the lamp heads and options include making use of an existing framework arrangement or carrying out an independent procurement exercise ourselves.

5. FINANCIAL CONSIDERATIONS

- 5.1 The proposal is to prudentially borrow to fund the initial capital replacement cost and cover the annual loan repayments from the energy savings generated.
- 5.2 LED manufacturing companies have demonstrated that energy consumption levels can be reduced by 70% on average, which based on current spending levels of £790,000 would result in an annual saving on energy bills of £550,000. For planning purposes a prudent estimate of a 50% reduction has been used which is estimated to save £400,000 p.a.
- 5.3 Informal discussions have taken place with the private sector, and for a full point for point replacement programme including the supply and fit of 13,644

lanterns with energy efficient LED units, an indicative price of £6.8m has been submitted.

- 5.4 The Council currently has an in house Street Lighting team which is responsible for carrying out any maintenance work on the current stock. Although a full replacement programme would require additional staffing, many of the resources needed to complete the works are already available in house and fully funded from the existing Street Lighting revenue budget e.g. vehicles, tools, stores and depot costs, admin and finance support, and some of the direct staffing needed.
- 5.5 As a result it is unlikely that an external contractor would be able to provide a price which is cheaper than a scheme delivered in house. In addition to an appropriate profit margin, any external price would need to allow for a contribution to the overheads mentioned above, most of which are already incurred, and funded, by the Council.
- 5.6 Costings have been prepared on a similar basis for an in house delivery model and these are estimated to be £5m. **Table 1** below provides a summary of these costs and further details are attached at **Appendix 1**.

Table 1 - Summary of Pre-Tender In-House Delivery Costs

Cost Heading	£'000
Lamps	3,620
Ancillary Materials	200
Installation - Labour *	234
Installation - Vehicles *	116
Installation - Traffic Management	150
CDM - using in-house service	20
Overheads - including Storage and Management *	160
Contingency	480
Total Cost	4,980

* costs which are in-part already incurred and funded by the Street Lighting Revenue Budget

- 5.7 The in house costings are based on an estimate of the vehicles and other resources needed to complete the works. As previously stated some of these costs are already funded from the Street Lighting revenue budget and whilst it is appropriate to charge them to the Capital scheme, this will result in an underspend on the revenue budget of £200k. In addition to this one-off underspend it is possible that the phasing of energy savings in advance of incurring prudential borrowing charges will result in an additional underspend at Outturn in 2014/15. It is proposed to earmark any revenue underspend as an additional contingency on the scheme and in the event that this is not needed it may be used to reduce the level of prudential borrowing required.

- 5.8 Based on the cheaper option of an in house delivery model the financial business case for the Scheme is summarised in **Table 2** below:-

Table 2 – Financial Business Case Summary

	Capital Cost £	Revenue Impact £
Capital Cost – Pre Tender Estimate	4,980,000	
Annual Loan Repayment based on Prudential Borrowing £5m over 20 years		360,000
Energy Saving p.a. based on a 50% reduction in consumption		(400,000)
Net Revenue Saving p.a. after funding the scheme		(40,000)

- 5.9 Based on the estimated capital cost; which is still subject to tender, the energy savings would cover the loan repayments and leave £40,000 available for future years to cover above inflation price increases in energy costs. A sensitivity analysis has been carried out on the figures contained within the business case and this demonstrates that a change of 15% in all planning assumptions can be accommodated before the revenue costs exceed the savings generated.
- 5.10 In terms on the interest rate used in the Business case this is based on current interest rates for 20 year annuity loans of 3.87%, which have increased from 3% over the last few months reflecting market conditions of future interest rate levels and the return of longer term interest rates to normal level. The Council will not be able to lock into a fixed interest rate for this project until expenditure is incurred on the project as this would expose the Council to additional investment counter party risk. There would also be an unbudgeted revenue cost as the interest earned on any temporary cash balance would be lower than the fixed interest rate paid on the specific loan for the project. To manage this risk it may be appropriate to lock into long terms loans of £1m on a phased basis as the project progresses. This decision will depend on prevailing interest rates at the time and the outlook for interest rates over the life of the project. An interest rate of 3.87% for a 20 year loan is still historically low. An increase of 15% in this rate to around 4.5% could still be funded within the available revenue budget, and the scheme would breakeven, assuming all other factors increased by 15%.
- 5.11 In addition to the energy savings generated by LED, there is also a reduction in the level of ongoing maintenance required after installation. All LED units are covered by a 20 year warranty and planned maintenance requirements are therefore significantly reduced. This will enable the current street lighting workforce to be reduced by voluntary redundancy and redeployment into the highways team. This; along with a reduction in the vehicles required and spend on materials, will result in an annual saving of £180,000 per annum on the Street Lighting maintenance budget.

- 5.12 It is envisaged that there will be an additional budget pressure of approx £40,000 p.a. under the Carbon Reduction Commitment (CRC) scheme if charges are made at a rate of £12 per tonne on the current level of CO2 emissions. Emissions are expected to reduce by 2/3rds after the refit reducing this pressure to £13k p.a.

6. **RISKS**

- 6.1 The risks associated with a major refit project of this nature need to be identified, assessed and effectively managed. **Appendix 2** outlines the major risks identified to date along with the agreed plan to mitigate these wherever possible.
- 6.2 A pilot is underway to test the assumptions made in the business case; particularly those around installation costs and this will be used to inform the operational delivery plan for the full scheme.
- 6.3 A major risk is the potential for further increases in energy prices. Forecasting future energy prices is extremely difficult with uncertainty over the future impact of a number of variables such as the exploitation of shale gas, fluctuations in currency values and the relationship between gas and oil prices. Prices are expected to rise at an above inflation rate for the foreseeable future which means that developing an investment strategy that maximises the advances in technology will be critical in reducing energy consumption, and thus controlling the potential impact of energy costs.

7. **COLUMN REPLACEMENT**

- 7.1 Based on the age profile of the lamp columns in Hartlepool there is a significant replacement programme required over the next 10 years. This was highlighted in the Tees Valley Street Lighting Services update report to Directors of Place in July 2012.
- 7.2 The report states that the age profile of the street lighting column is a critical element in developing an investment strategy and suggests that a street lighting column will last between 10 and 40 years depending on the columns specifications and ground conditions in which it is placed.
- 7.3 Typically, evidence suggests that the majority of columns in the Tees Valley last between 25 to 40 years but they can fail at any age. To manage this risk a testing regime usually starts when a column has been in place for 10 years.
- 7.4 Incidents in other parts of the Country, some resulting in the death of highway users, have identified an optimum life expectancy of 40 years for columns after which the potential for collapse is significantly greater. Whilst the fact that a column reaches the age of 40 years does not necessarily mean that it is in danger of falling over, the risk does increase proportionately and replacement is recommended as best practice.

- 7.5 The Council currently have approximately 280 columns that are 40 years or over in age. In addition there are also around 2716 aged between 30 and 40 years giving an indication of the replacement programme that the Authority will need to plan for in the next 10 years.
- 7.6 Current Capital investment, through the Local Transport Plan Grant (LTP), for column replacement is £40k per annum (which translates to approximately 40 replacement columns). This is not sufficient given the age profile of the lamp columns in Hartlepool.
- 7.7 Further work is required to identify the cost of replacing the older columns and once this work is complete, a further report will be submitted to consider funding options which may involve using any savings on this scheme to support the cost of the works.
- 7.8 Based on a linear profile this equates to a capital programme of 300 columns per year, however there are clear advantages to replacing the column at the same time as the lamp fitting and for this reason the LED units on these columns will be left until the end of the programme by which time the cost of the columns will be available and any future investment strategy will be agreed.

8. EQUALITY AND DIVERSITY CONSIDERATIONS

- 8.1 There are no equality or diversity implications.

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

- 9.1 Changes in technology and output variances comply with national standards for street lighting provision and will therefore not effect Section 17 issues.

10. CONCLUSIONS

- 10.1 This scheme provides the opportunity to invest £5m to upgrade the entire Street Lighting stock and using energy savings, based on current forecasts, this will fund the replacement cost and provide an annual saving of £220,000 from 2015/16 onwards, (£40,000 balance from Energy Savings after funding prudential borrowing charges, and £180,000 savings on reduced annual maintenance costs).
- 10.2 A sensitivity analysis has been carried out on the figures contained within the business case and this demonstrates that a change of 15% in all planning assumptions can be accommodated before the revenue costs exceed the savings generated. The major financial risk relates to the equipment costs which make up 75% of the overall scheme cost i.e. £3.6m of £5m. This risk will effectively be managed through the procurement process and if costs increase above £3.6m the business case will need to be reviewed.

- 10.3 The use of LED units would also provide benefits in the form of a saving of around 2,500 tonnes of carbon per year. If changes under the Carbon Reduction Commitment (CRC) are introduced this will reduce a possible future financial pressure by £30,000 per annum.
- 10.4 Details of the investment needed to replace street lighting columns between 30 and 40 years old are currently being prepared and a future report will be submitted outlining possible funding options. This may include an option to use the balance of any contingencies on this scheme; if they are not needed, or a business case for using part of the revenue savings to support the cost of a proposed replacement scheme.

11. RECOMMENDATIONS

11.1 Members are asked to:-

1. Approve the project to replace 13,644 street lamps with LED lanterns subject to completion of a successful procurement exercise and equipment costs not exceeding £3.6m plus 5%. In the event that this threshold is exceeded a further report will be provided.
2. Refer to Finance & Policy and then Council to approve the Capital budget and note that this includes a contingency which may be used to reduce the amount of Prudential Borrowing required on the Scheme.
3. Note the revenue savings and that a future report will be prepared to consider the replacement strategy for Columns which may include a business case for using part of the Capital or Revenue savings on this scheme.

12. BACKGROUND PAPERS

- 12.1 There are no background papers to this report.

13. CONTACT OFFICER

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ESTIMATED COSTINGS FOR IN-HOUSE LAMP REPLACEMENT PROGRAMME - PRE TENDER ESTIMATE

5.1 Appendix 1

		Quantity	Cost per unit £	Total Cost £		
1	Materials					
LED Lights						
	18 Watt	8,853	£236	2,087,095		
	36 Watt	1,587	£240	380,245		
	54 Watt	757	£249	188,342		
	90 Watt	1,465	£346	507,110		
	180 Watt	982	£466	457,219		
		13,644		3,620,011	3,620,000	Sub Total - Materials
2	Ancillary Elements					
	Estimated Cost of Ancillary Brackets and Screws	13,644		200,000	200,000	Sub Total - Ancillary Elements
3	Installation Costs					
<u>Vehicles</u>						
	Vehicles on existing SLA - 14.5m reach *	1	£30,000	30,000		
	Vehicles on existing SLA - 16m reach van mounted *	2	£30,000	60,000		
	Additional Cherry Picker to hire for 52 weeks	1	£20,000	20,000		
	Derv for 52 weeks on all vehicles			6,000		
		4		116,000		
<u>Labour</u>						
	Electrician - 52 weeks *	7	£30,000	210,000		
	Labourer - 52 weeks *	1	£24,000	24,000		
		8		234,000		
	Traffic Management			150,000	500,000	Sub Total - Installation Costs
4	Project Management					
	CDM 1.5% of scheme value excl Materials - in house service			20,000	20,000	Sub Total - Project Management
5	Overheads					
	Storage/Depot, Logistics, Procurement *			140,000		
	Management and Supervision *			12,000		
	Financial Management *			8,000	160,000	Sub Total - Overheads
6	Contingency					
	Contingency (including provision for Project Management Costs if applicable)			480,000	480,000	Sub Total - Contingency
Total Estimated Cost				4,980,000		

* some of these costs are already incurred and funded by the Street Lighting Revenue Budget

LED Replacement Programme - Risks

Ref	RISK	COMMENT
1	Energy Prices will increase and exceed the current budget available to cover the prudential borrowing repayments.	Energy prices are predicted to rise at an above inflation rate for the foreseeable future. This has been highlighted as a corporate budget pressure in the Council's Medium Term Financial Strategy. This project would significantly reduce energy consumption and therefore reduce cost escalation in this area. Based on an average annual increase of 5%, and assuming an average inflation rate of 2.5%, energy costs would rise by £10k p.a. in real terms based on the reduced LED usage levels. Currently the proposal saves £400k p.a. on energy usage and prudential borrowing repayments are £360k leaving £40k to manage this risk initially.
2	Reductions in usage/demand for energy will drive prices up further.	Forecasting future energy prices is extremely difficult however; there is a possibility that if supply is greater than demand and surplus energy cannot be sold elsewhere, providers will have no choice but to increase unit prices to existing customers. The decision Hartlepool makes to introduce LED lighting is unlikely to have any impact on the market overall. As the cost of LED technology reduces it is likely that other customers seek to use them to reduce usage and this is likely to reduce demand overall. If this does have the impact of increasing unit prices it is important that Hartlepool has taken steps to reduce consumption and therefore reduce any potential impact on energy costs.
3	Capital costs will exceed the funding envelope available.	A procurement exercise will be undertaken to achieve best price for the cost of the lamp fitting. This is approx 75% of the total estimated cost at £3.6m. This procurement exercise will identify if the estimates are robust and once agreed, the price will be fixed for the 13,644 units required. The other significant costs are labour and management and these assume a project length of 12 months (see below). A robust inventory is essential to ensuring that the correct equipment is purchased for the correct site and downtime is kept to a minimum. A sufficient lead in time should be allowed to ensure this information is fed into the project plan. All costings have been prepared on a prudent basis and a contingency of £480k has been included.
4	Project will take longer than 12 months.	Current estimates are based on 4 two person crews each replacing 100 lamp heads per week in total (i.e. 20 per day per crew). The Street Lighting Manager has assessed the work required on each installation and feels that this is achievable. If this level were to be achieved consistently this would result in full replacement at 34 weeks. Costings are based on 52 weeks to allow for unforeseen downtime, although holidays and sickness are being covered by existing street lighting staff who will still be employed to deal with general repairs and maintenance issues which will arise during the life of the project.

5	Resources do not exist in house to deliver a major project of this type.	Additional Management resources have been allocated to this project. Options are being reviewed to increase labour capacity and these include employing 6 additional Electricians over a 12 month period to support 2 staff in the existing in-house team and ensure adequate cover is available for sickness and holidays to deliver the project in 12 months, whilst at the same time allowing cover for day to day maintenance of existing stock. Additional labour may be procured using local companies and this is also being considered to ensure adequate resources are available to complete the scheme within a 12 month period.
6	Quality of Light is different.	All BS/CEN standards will be met under the current specification. LED is a white light source so some difference will be seen but light pollution will be reduced.
7	Maintenance savings are not achieved.	All new lamp fittings are supplied with a 20 year warranty, the detail of which will form part of the procurement exercise. It is envisaged that this warranty will cover the cost of any replacements during this time. The planned maintenance requirements are significantly reduced with LED fittings and staffing can be reduced by 4 FTE's in this area. 2 Vehicles can be resold or redistributed within the overall fleet to reduce SLA charges to Street Lighting by £60k p.a. Material costs are approximately £30k p.a. and these are mainly associated with breakdowns and repairs which will be covered under the 20 year warranty.

NEIGHBOURHOOD SERVICES COMMITTEE

14th October 2013



Report of: Assistant Director (Neighbourhoods)

Subject: WINTER SERVICE PLAN

1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Key Decision (test (i) & (ii)), RN 12/13

2. PURPOSE OF REPORT

2.1 To set out the policies and priorities for delivering the Winter Service in Hartlepool.

3. BACKGROUND

3.1 Although a very specialised area, the Winter Service is a significant aspect of highway network management both financially and in terms of its perceived importance to users. It also has significant environmental effects and the organisation of the service has considerable implications for the overall procurement and operational management of other highway services. This document defines the policy and priorities for delivering the Winter Service in Hartlepool.

3.2 The framework of Policy and Priorities is supplemented by an Operational Plan, which has been developed in consultation with key stakeholders and users, and is reviewed regularly to take account of changing circumstances.

3.3 The objectives of the Winter Service are:

Safety: Safety is a prime consideration for the Winter Service.

Serviceability: Maintaining availability and reliability of the highway network is a key objective for the Winter Service and one where user judgements of performance will be immediate rather than longer term.

Sustainability: Low temperatures and the formation of ice can cause serious damage to the fabric of running surfaces and the Winter Service can therefore make an important contribution to whole life costs.

- 3.4 The statutory basis for providing a Winter Service was introduced by amendment of Section 41 of the Highways Act on the 10th September 2003. The amendment states that “...In particular, a highway authority are under a duty to ensure, so far as is reasonably practicable, that safe passage along a highway is not endangered by snow or ice....” The duty however is not simply to clear snow and ice. The wording of the amendment puts a duty on the Authority to ensure safe passage is not endangered by snow or ice and therefore preventative gritting falls within this duty.
- 3.5 The duty applies to the whole highway network but only so far as is reasonably practicable.

Development of the Winter Service Policy

- 3.6 The Council policy for winter maintenance was set out in the second Local Transport Plan (2005-2010) and in essence has not changed. In line with the legal duty this policy has been reviewed and the operations which will achieve that policy have been revised accordingly.
- 3.7 The policies and operational planning for the Winter Service were developed within the wider context of transport and other policy integration. In this context, issues for consideration included:
- treatment of facilities for walking and cycling
 - treatment of facilities for public transport users
 - treatment of “promoted” facilities
 - the extent of priority for emergency and other key facilities
 - the extent of priority for potentially vulnerable users
 - other local circumstances

Limitations

- 3.8 Given the scale of financial resources involved in delivering the Winter Service and difficulties in maintaining high levels of plant utilisation for specialist equipment, it is not practically possible either to:
- provide the service on all parts of the network
 - ensure running surfaces are kept free of ice or snow at all times, even on the treated parts of the network
- 3.9 In these circumstances it is important to:
- define the extent of the service

- detail the policies and operational plans, which are based on the principles of risk assessment,
- ensure that these are widely known and understood especially by users, together with relevant advice on safe use of the network
- continually monitor performance during service delivery and respond effectively to changing conditions or network incidents.

Policy Statement

- 3.10 The objective of Hartlepool Borough Council is to initiate and manage procedures for dealing with winter conditions, enabling as far as reasonably possible the safe movement of all modes of traffic on the important parts of the highway network throughout the Borough of Hartlepool. It is the Council's policy to ensure that main thoroughfares are kept clear in order to maintain free passage.
- 3.11 It is the Council's intention that a consistent and co-ordinated service is delivered and that the available resources are deployed in a cost effective and efficient manner. This will be achieved by targeting winter maintenance activities to a range of defined responses on a hierarchy of pre-planned routes.
- 3.12 It is the Council's intention that a consistent and co-ordinated service is delivered throughout the region. This is achieved by liaison and coordination with adjacent authorities.
- 3.13 Hartlepool Borough Council will allocate funding to cover the costs incurred in carrying out the winter service functions detailed in this plan. As weather conditions are unpredictable the funding will be provided within the overall highways budgets in such a way as to allow for the variable nature of the likely costs.

Network Priorities and Route Plans

- 3.14 The route plans are designed to take into account the need for economic, efficient and effective resource utilisation. They are of crucial importance. They are designed to accommodate:-
- transport and other Council policy priorities
 - known problems, including significant gradients, exposed areas and other factors
 - climatic and thermal differences within the area
 - co-ordination and co-operation with other authorities
 - overall risk assessment including the need to maintain consistency
- 3.15 To ensure a reasonable response and to meet the objectives of the "Well maintained Highways – The Code of Practice for Highway Maintenance Management" within available resources, the route plans are categorised as follows:

- Carriageway salting routes (1st and 2nd Priority)
- Carriageway snow clearance routes
- Footway salting routes

3.16 All route plans are subject to review as a minimum annually.

Information and Publicity

3.17 Information and publicity will be delivered as follows:-

- **Pro-active Media Relations** - to detail Hartlepool Borough Council's policy, approach and coverage of winter maintenance treatment in an official press release. This publicity is aimed at raising public awareness of the limitations of provision.

- **Re-active Media Relations** - when appropriate, the Public Relations Officer will respond to enquiries from the media

3.18 It is not anticipated that there will be a need for media communications under normal operating circumstances.

Hartlepool Borough Council/External Agency Relationships

3.19 The Highways Agency is the Authority responsible for the treatment of the Trunk Road A19. Hartlepool Borough Council is the Authority responsible for all other roads within the Borough

3.20 Co-ordination and co-operation to ensure effective service integration across the administrative boundary is also carried out with Stockton Borough and Durham County Councils.

Decisions and Management Information

3.21 Clear and efficient decision making processes supported by accurate weather prediction and information systems are the foundation for effective winter service delivery. The decision support system includes:-

- Weather forecasts
- Thermal maps
- Ice detection monitoring stations
- Weather radar

3.22 Each of the above uses current information and trends in conjunction with relevant software to extrapolate and display predicted conditions over a range of periods.

Winter Service Training and Development

- 3.23 All personnel involved in the delivery of the Council's winter service are trained to required levels of competence, both in respect of the overall job requirements and particularly the special health and safety considerations that apply.
- 3.24 Hartlepool Borough Council seeks to ensure that high standards of health and safety are achieved on the winter service operations and has specific health and safety policies and guidance. The policies and guidance are issued to and discussed with all personnel and form the basis of the service training. The scope of training is defined in the winter service Operationaw Plan.

Performance Standards and Monitoring

- 3.25 Given the significant costs of providing a winter service and the considerable logistical issues involved, monitoring and review are of particular importance in the pursuit of added value.
- 3.26 Comprehensive and accurate records are kept of the Winter Service activity, including timing and nature of all decisions, the information on which they were based, and the nature and timing of all treatment.

4. PROPOSALS

Grit Bins

- 4.1 There are currently 99 grit bin locations in the town as detailed in **Appendix 1**. The cost of positioning and re-filling these bins varies annually depending upon the severity of a particular winter period, but is in the range of £400-£500 each per annum, being a particularly labour intensive operation.
- 4.2 In addition to the existing locations, requests have been received for the provision of bins at a further 82 locations as identified in **Appendix 2**
- 4.3 The locations of the current bins have been established over a period of years through a combination of need (i.e. steep gradients, sharp bends, etc) and requests from residents through Elected Members.
- 4.4 The provision of another 82 bins is not sustainable under the current arrangements and thus a scoring mechanism has been established to enable prioritisation of both existing and requested bins.
- 4.5 The table below indicates the scoring mechanism applied to each location:

Gradient	Score
severe	15
steep	12
slight	4
flat	0
Community	
sheltered	3
school	2
Council services	1
Non	0
Junction	
major	3
minor (busy)	2
minor quiet	1
non	0
Bend	
sharp	9
average	6
Traffic	
estate	1
industrial	1
rural	1
light	1
heavy	2

Maximum Score 32

- 4.6 Based on the above **Appendix 3** provides details of the scores for 151 locations. This includes all existing locations and, in order to rationalise the list, only those locations on the requested list that have a steep or severe gradient or average or sharp bend.
- 4.7 All 151 locations are not sustainable in respect of the cost of maintaining throughout the winter maintenance period under the current arrangements (£60,000 to £75,000 per annum on current rates)
- 4.8 Choosing a score requirement of 12 points (for a bin to be provided) would give 100 locations based on the list of locations. This would, however, require the removal of 23 bins from existing locations.

- 4.9 Rather than creating a situation whereby 23 salt bins are removed from locations where they may have been placed for several years, it is proposed that all bins rated at 12 points or more **and** all existing bins are deployed.
- 4.10 In addition, and in order to reduce cost, they will remain in-situ throughout the year, thus reducing the set up and removal costs each year which, it is anticipated, will cover the costs of the extra 24 bins above current levels.
- 4.11 The final list of salt bin locations is indicated in **Appendix 4**.

5. FINANCIAL CONSIDERATIONS

- 5.1 The current budget for winter maintenance is £297,714 (which relates to the outturn for 2012-13).
- 5.2 The actual cost of the services varies annually and is dependent upon the severity of the weather during the winter period.
- 5.3 The cost of the additional proposed salt bins is difficult to quantify, being dependant upon the weather during the winter period. Based on total costs for the previous seasons the individual cost of placing and filling the existing 99 salt bins was between £400 to £500 each.
- 5.4 It is anticipated that these costs will not increase significantly with the proposed 123 locations if they are left in-situ all year.

6. EQUALITY AND DIVERSITY CONSIDERATIONS

- 6.1 There are no equality or diversity implications.

7. SECTION 17 OF THE CRIME AND DISORDER ACT 1998 CONSIDERATIONS

- 7.1 There are no Section 17 implications.

8. RECOMMENDATIONS

- 8.1 It is recommended that the Committee
- (i) Approve the winter maintenance plan
 - (ii) Approve the proposed scoring mechanism to determine whether salt bin requests should be accepted
 - (iii) Approve the increase in the number of salt bins to 123 locations as detailed in **Appendix 4**

9. REASONS FOR RECOMMENDATIONS

- 9.1 To ensure the Council comply with its statutory duties.

10. BACKGROUND PAPERS

There are no background papers

11. CONTACT OFFICER

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APPENDIX 1- Existing Salt Bin Locations

NOOKSTON CLOSE	HERONSPPOOL CLOSE	PARKLANDS WAY	THE GREEN ELWICK
WISBECH / BRANDON CLOSE	SHOPPING CENTRE CAR PARK NORTH	THE VALE / HYLTON	TARNSTON
GLENSTON CLOSE	HANSON SQUARE	MERESTON / HAYSTON	CAERNAVON GROVE
PARKLANDS WAY / VALLEY DRIVE		SERPENTINE GARDENS	PINTAIL WAY
THE SPINNEY	HYLTON / VALLEY DRIVE	KINGFISHER / MERLIN WAY	CAIRNSTON / ELWICK
MANOR ROAD	NUTHATCH CLOSE	BUCKINGHAM AVENUE	SERPENTINE GROVE
SEATON RAILWAY STATION	PEAKSTON CLOSE	MOORHEN ROAD	TINTAGEL CLOSE
HIGH STREET HEADLAND	EGERTON TERRACE	GRAINGER STREET	WELLS AVENUE
WARKWORTH DRIVE	GREENLEA	QUEENSBERRY AVENUE	CARIRNSTON / HAYSTON ROAD
KNARESBOROUGH / BAMBURGH	CLAVERING / GLENEAGLES	SOUTHBURN TERRACE	MARTINDALE CLOSE
BUTTS LANE / CLEVECOAT	APPLEWOOD CLOSE	UNION STREET	MOORHEN ROAD
HILLCREST GROVE	MILLER / DORCHESTER	ALNWICK CLOSE	SANDWICH GROVE
ELM GROVE	NIGHTINGALE CLOSE	REAR OF CIVIC CENTRE	OAKWOOD CLOSE
NEWARK / SPALDING	BURNS CLOSE	BURNSTON CLOSE	REEDSTON CLOSE
EIDER / LAPWING	PANNEL CLOSE	CASTLE HOWARD CLOSE	HOLYROOD CRESCENT
MILSTON CLOSE	BRANDON / CROWLAND	CLAVERING / RAFTON	GOSHAWK ROAD
TAVISTOCK CLOSE	COLLEGE CLOSE	KIELDER ROAD	NINE ACRES
MOORSTON CLOSE	HART PASTURES	TEIGNMOUTH CLOSE	BURNHOPE ROAD
NORTH DRIVE	TALLAND CLOSE (END OF)	VICTORIA ROAD	CHELKER / BLACKTON
AUCKLAND WAY / THE SPINNEY	GOLDCREST CLOSE	VICTORIA ROAD	CHICHESTER GROVE
SOUTH DRIVE	WOODSTOCK / JAYWOOD	LINDISFARNE CLOSE	THE SYCAMORES
WISBECH CLOSE (END OF)	SISKIN CLOSE	SOUTH ROAD EAST MARKET AREA	THE PADDOCK
MANOR FIELDS		OPEN MARKET BOTTOM RAMP	SILVERWOOD CLOSE
NEWQUAY / WILTSHIRE	TORCROSS CLOSE	ELMWOOD ROAD	THE GREEN ELWICK
RAVENSWORTH CRESCENT	DALKEITH / DUNOON ROAD	PIKESTON CLOSE	WARREN ROAD / SHARP CRESCENT

APPENDIX 2 –Requested Salt Bin Locations

GRASSHOLME ROAD	GREYFRIARS COURT	THE SYCAMORES /	SPILSBY CLOSE
	DARLINGTON STREET /	SWALEBROOKE	
WOODLANDS GROVE	NORTHGATE	INGLEFIELD	ROSSMERE WAY
GROVES STREET / UNION STREET	BROUGH COURT	MAGDALENE DRIVE	SOUTH ROAD
LINDSAY / LANARK	BURNSTON CLOSE	WOODBINE TERRACE	HONEYSUCKLE CLOSE
HARDWICK COURT	FREDERIC STREET	MERLIN WAY	ROSS GROVE
FALCON ROAD	RELTON WAY	MOORHEN ROAD	ST HILDA CHARE
	FOXGLOVE / BLUEBELL	WELLAND ROAD	MOUNBATTEN
SILVERBIRCH ROAD	WORDSWORTH AVENUE	NEWARK ROAD	HARVEY WALK
SADDLESTON CLOSE	KITTIWAKE CLOSE	WATERCRESS CLOSE	ORCHID / BUTTERCUP
CRAGSTON CLOSE	KITTIWAKE CLOSE	STILESTON CLOSE	BODMIN GROVE FOOTPATH
TAVISTOCK CLOSE	CARNOUSTIE GROVE	GOLDFINCH ROAD	DALTON STREET
DALTON HEIGHTS	NORTH CLOSE ELWICK	FELLSTON CLOSE	BARRA GROVE
PEAKSTON CLOSE	GALA CLOSE	MOUNTSTON CLOSE	LAIRD ROAD
CHESLTON CLOSE	NORTH VIEW DALTON	ANGLESEY GROVE	SHREWSBURY STREET
BIRCHILL GARDENS / ELMWOOD	WILTON AVENUE	POWLETT / STONE THWAITE	GRETA/ FERNWOOD
BAMBURGH COURT	HUTTON AVENUE	ST MAWES CLOSE	THE FENS (HART)
TEMPLETON CLOSE / WESTWOOD			
WAY	ASHBY GROVE	RADNOR GROVE	HILL VIEW GREATHAM
UPTON WALK	GROVE CLOSE / THE GROVE	LARKSPUR	REAR OF 9 EASINGTON ROAD
DUNLIN LINNET	HAMPSTEAD GARDENS	GOLDFINCH ROAD	GLENCAIRN GROVE
WINTHORPE GROVE	INNES ROAD		
FEWSTON CLOSE	THE GROVE		
THURSBY GROVE	JOHN HOWE GARDENS		

APPENDIX 3

Street		Gradient Score	Bend Score	Other Score	TOTAL	Existing?
THE SPINNEY	1	15	9	3	27	Yes
LINDSAY / LANARK	2	12	9	4	25	
WARKWORTH DRIVE	3	12	6	7	25	Yes
HARDWICK COURT	4	12	9	3	24	
KNARESBOROUGH / BAMBURGH	5	12	6	6	24	Yes
BUTTS LANE / CLEVECOAT	6	12	6	5	23	Yes
HILLCREST GROVE	7	12	6	5	23	Yes
FALCON ROAD	8	12	6	5	23	
SEATON RAILWAY STATION	9	15	0	7	22	Yes
SILVERBIRCH ROAD	10	12	6	4	22	
ELM GROVE	11	12	6	3	21	Yes
NEWARK / SPALDING	12	12	6	3	21	Yes
EIDER / LAPWING	13	12	6	3	21	Yes
MILSTON CLOSE	14	12	6	3	21	Yes
TAVISTOCK CLOSE	15	12	6	3	21	Yes
MOORSTON CLOSE	16	12	6	3	21	Yes
NORTH DRIVE	17	12	6	3	21	Yes
AUCKLAND WAY / THE SPINNEY	18	12	6	3	21	Yes
SADDLESTON CLOSE	19	12	6	3	21	
Cragston Close	20	12	6	3	21	
TAVISTOCK CLOSE	21	12	6	3	21	Yes
DALTON HEIGHTS	22	12	6	3	21	
PEAKSTON CLOSE	23	12	6	3	21	
NEWQUAY / WILTSHIRE	24	12	3	6	21	Yes

MANOR ROAD	25	15	3	2	20	Yes
SOUTH DRIVE	26	12	6	2	20	Yes
WISBECH CLOSE (END OF)	27	12	6	2	20	Yes
RAVENSWORTH CRESCENT	28	12	3	5	20	Yes
PARKLANDS WAY	29	12	3	5	20	Yes
HIGH STREET HEADLAND	30	15	0	4	19	Yes
GROVES STREET / UNION STREET	31	15	0	4	19	
CHESLTON CLOSE	32	12	3	4	19	
GRAINGER STREET	33	12	0	7	19	Yes
QUEENSBERRY AVENUE	34	12	0	7	19	Yes
SOUTHBURN TERRACE	35	12	0	7	19	Yes
UNION STREET	36	12	0	7	19	Yes
BAMBURGH COURT	37	12	0	7	19	
MANOR FIELDS	38	12	6	0	18	Yes
THE VALE / HYLTON	39	12	3	3	18	Yes
MERESTON / HAYSTON	40	12	3	3	18	Yes
SERPENTINE GARDENS	41	12	3	3	18	Yes
KINGFISHER / MERLIN	42	12	3	3	18	Yes
BUCKINGHAM AVENUE	43	12	3	3	18	Yes
BIRCHILL GARDENS / ELMWOOD	44	12	3	3	18	
ALNWICK CLOSE	45	12	0	6	18	Yes
REAR OF CIVIC CENTRE	46	12	0	6	18	Yes
TEMPLETON CLOSE / WESTWOOD WAY	47	12	0	6	18	
EGERTON TERRACE	48	4	9	5	18	
MOORHEN ROAD	49	12	3	2	17	Yes
BURNSTON CLOSE	50	12	0	5	17	Yes
CASTLE HOWARD CLOSE	51	12	0	5	17	Yes
CLAVERING / RAFTON	52	12	0	5	17	Yes
KIELDER ROAD	53	12	0	4	16	Yes

TEIGNMOUTH CLOSE	54	12	0	4	16	Yes
VICTORIA ROAD	55	12	0	4	16	Yes
VICTORIA ROAD	56	12	0	4	16	Yes
LINDISFARNE CLOSE	57	12	0	4	16	Yes
SOUTH ROAD EAST MARKET AREA	58	12	0	4	16	Yes
OPEN MARKET BOTTOM RAMP	59	12	0	4	16	Yes
WOODLANDS GROVE	60	4	6	6	16	
THE SYCAMORES / SWALEBROOKE	61	4	6	6	16	
ELMWOOD ROAD	62	12	0	3	15	Yes
PIKESTON CLOSE	63	12	0	3	15	Yes
NOOKSTON CLOSE	64	12	0	3	15	Yes
WISBECH / BRANDON	65	12	0	3	15	Yes
GLENSTON CLOSE	66	12	0	3	15	Yes
PARKLANDS WAY / VALLEY DRIVE	67	12	0	3	15	Yes
UPTON WALK	68	12	0	3	15	
DUNLIN LINNET	69	12	0	3	15	
WINTHORPE GROVE	70	12	0	3	15	
FEWSTON CLOSE	71	12	0	3	15	
THURSBY GROVE	72	12	0	3	15	
GRASSHOLME ROAD	73	12	0	3	15	
GREENLEA	74	4	6	5	15	
INGLEFIELD	75	4	6	5	15	
MAGDALENE DRIVE	76	4	6	5	15	
HYLTON / VALLEY DRIVE	77	12	0	2	14	Yes
NUTHATCH CLOSE	78	12	0	2	14	Yes
CLAVERING / GLENEAGLES	79	4	6	4	14	
WOODBINE TERRACE	80	4	6	4	14	
APPLEWOOD CLOSE	81	4	6	3	13	

MILLER / DORCHESTER	82	4	6	3	13	
NIGHTINGALE CLOSE	83	4	6	3	13	
BURNS CLOSE	84	4	6	3	13	
PANNEL CLOSE	85	4	6	3	13	
BRANDON / CROWLAND	86	4	6	3	13	
COLLEGE CLOSE	87	4	6	3	13	
HART PASTURES	88	4	6	3	13	
TALLAND CLOSE (END OF)	89	4	6	3	13	
MERLIN WAY	90	4	6	3	13	
MOORHEN ROAD	91	4	6	3	13	Yes
PEAKSTON CLOSE	92	12	0	0	12	
GOLDCREST CLOSE	93	4	6	2	12	
WOODSTOCK / JAYWOOD	94	4	6	2	12	
SISKIN CLOSE	95	4	6	2	12	
TALLAND CLOSE (BEND)	96	4	6	2	12	
WELLAND ROAD	97	4	6	2	12	
NEWARK ROAD	98	4	6	2	12	
TORCROSS CLOSE	99	4	3	5	12	Yes
NORTH CLOSE ELWICK	100	0	6	6	12	
CAIRNSTON / ELWICK	101	4	0	7	11	Yes
THE SYCAMORES	102	0	6	5	11	Yes
DALKEITH / DUNOON	103	4	3	3	10	Yes
THE GREEN ELWICK	104	4	3	3	10	Yes
TARNSTON	105	4	3	3	10	Yes
WATERCRESS CLOSE	106	4	3	3	10	
STILESTON CLOSE	107	4	3	3	10	
GOLDFINCH ROAD	108	4	3	3	10	
FELLSTON CLOSE	109	4	3	3	10	
ANGLESEY GROVE	110	4	0	6	10	
GALA CLOSE	111	0	6	4	10	

NORTH VIEW DALTON	112	0	6	4	10	
CAERNAVON GROVE	113	4	3	2	9	Yes
PINTAIL WAY	114	4	3	2	9	Yes
MOUNTSTON CLOSE	115	4	3	2	9	
SERPENTINE GROVE	116	4	0	5	9	Yes
TINTAGEL CLOSE	117	4	0	5	9	Yes
WELLS AVENUE	118	4	0	5	9	Yes
POWLETT / STONE THWAITE	119	4	0	5	9	
ST MAWES CLOSE	120	4	0	5	9	
RADNOR GROVE	121	4	0	5	9	
WILTON AVENUE	122	0	6	3	9	
HUTTON AVENUE	123	0	6	3	9	
ASHBY GROVE	124	0	6	3	9	
GROVE CLOSE / THE GROVE	125	0	6	3	9	
HAMPSTEAD GARDENS	126	0	6	3	9	
INNES ROAD	127	0	6	3	9	
THE GROVE	128	0	6	3	9	
LARKSPUR	129	4	0	4	8	
GOLDFINCH ROAD	130	4	0	4	8	
BROUGH COURT	131	4	0	4	8	
BURNSTON CLOSE	132	4	0	4	8	Yes
CARIRSTON / HAYSTON	133	4	0	3	7	Yes
MARTINDALE CLOSE	134	4	0	3	7	Yes
MOORHEN ROAD	135	4	0	3	7	Yes
SANDWICH GROVE	136	4	0	3	7	Yes
OAKWOOD CLOSE	137	4	0	3	7	Yes
REEDSTON CLOSE	138	4	0	3	7	Yes
HOLYROOD CRESCENT	139	4	0	3	7	Yes
FREDERIC STREET	140	4	0	3	7	
RELTON WAY	141	4	0	3	7	

FOXGLOVE / BLUEBELL	142	4	0	3	7	
WORDSWORTH AVENUE	143	4	0	3	7	
KITTIWAKE CLOSE	144	4	0	3	7	
KITTIWAKE CLOSE	145	4	0	3	7	
CARNOUSTIE GROVE	146	4	0	3	7	
GOSHAWK ROAD	147	4	0	2	6	Yes
NINE ACRES	148	4	0	2	6	Yes
BURNHOPE ROAD	149	4	0	2	6	Yes
CHELKER / BLACKTON	150	4	0	2	6	Yes
CHICHESTER GROVE	151	4	0	0	4	Yes

Note : This list is based upon both gradient and bend severity. Any location with a 'less than average bend' and which does not have a steep gradient does not appear on the proposed list

APPENDIX 4- Proposed Salt Bin Locations

Street		Gradient Score	Bend Score	Other Score	TOTAL	Existing?
THE SPINNEY	1	15	9	3	27	Yes
LINDSAY / LANARK	2	12	9	4	25	No
WARKWORTH DRIVE	3	12	6	7	25	Yes
HARDWICK COURT	4	12	9	3	24	No
KNARESBOROUGH / BAMBURGH	5	12	6	6	24	Yes
BUTTS LANE / CLEVECOAT	6	12	6	5	23	Yes
HILLCREST GROVE	7	12	6	5	23	Yes
FALCON ROAD	8	12	6	5	23	No
SEATON RAILWAY STATION	9	15	0	7	22	Yes
SILVERBIRCH ROAD	10	12	6	4	22	No
ELM GROVE	11	12	6	3	21	Yes
NEWARK / SPALDING	12	12	6	3	21	Yes
EIDER / LAPWING	13	12	6	3	21	Yes
MILSTON CLOSE	14	12	6	3	21	Yes
TAVISTOCK CLOSE	15	12	6	3	21	Yes
MOORSTON CLOSE	16	12	6	3	21	Yes
NORTH DRIVE	17	12	6	3	21	Yes
AUCKLAND WAY / THE SPINNEY	18	12	6	3	21	Yes
SADDLESTON CLOSE	19	12	6	3	21	No
Cragston Close	20	12	6	3	21	No
TAVISTOCK CLOSE	21	12	6	3	21	Yes
DALTON HEIGHTS	22	12	6	3	21	No
PEAKSTON CLOSE	23	12	6	3	21	No
NEWQUAY / WILTSHIRE	24	12	3	6	21	Yes
MANOR ROAD	25	15	3	2	20	Yes
SOUTH DRIVE	26	12	6	2	20	Yes

WISBECH CLOSE (END OF)	27	12	6	2	20	Yes
RAVENSWORTH CRESCENT	28	12	3	5	20	Yes
PARKLANDS WAY	29	12	3	5	20	Yes
HIGH STREET HEADLAND	30	15	0	4	19	Yes
GROVES STREET / UNION STREET	31	15	0	4	19	No
CHESLTON CLOSE	32	12	3	4	19	No
GRAINGER STREET	33	12	0	7	19	Yes
QUEENSBERRY AVENUE	34	12	0	7	19	Yes
SOUTHBURN TERRACE	35	12	0	7	19	Yes
UNION STREET	36	12	0	7	19	Yes
BAMBURGH COURT	37	12	0	7	19	No
MANOR FIELDS	38	12	6	0	18	Yes
THE VALE / HYLTON	39	12	3	3	18	Yes
MERESTON / HAYSTON	40	12	3	3	18	Yes
SERPENTINE GARDENS	41	12	3	3	18	Yes
KINGFISHER / MERLIN	42	12	3	3	18	Yes
BUCKINGHAM AVENUE	43	12	3	3	18	Yes
BIRCHILL GARDENS / ELMWOOD	44	12	3	3	18	No
ALNWICK CLOSE	45	12	0	6	18	Yes
REAR OF CIVIC CENTRE	46	12	0	6	18	Yes
TEMPLETON CLOSE / WESTWOOD WAY	47	12	0	6	18	No
EGERTON TERRACE	48	4	9	5	18	No
MOORHEN ROAD	49	12	3	2	17	Yes
BURNSTON CLOSE	50	12	0	5	17	Yes
CASTLE HOWARD CLOSE	51	12	0	5	17	Yes
CLAVERING / RAFTON	52	12	0	5	17	Yes
KIELDER ROAD	53	12	0	4	16	Yes
TEIGNMOUTH CLOSE	54	12	0	4	16	Yes
VICTORIA ROAD	55	12	0	4	16	Yes

VICTORIA ROAD	56	12	0	4	16	Yes
LINDISFARNE CLOSE	57	12	0	4	16	Yes
SOUTH ROAD EAST MARKET AREA	58	12	0	4	16	Yes
OPEN MARKET BOTTOM RAMP	59	12	0	4	16	Yes
WOODLANDS GROVE	60	4	6	6	16	No
THE SYCAMORES / SWALEBROOKE	61	4	6	6	16	No
ELMWOOD ROAD	62	12	0	3	15	Yes
PIKESTON CLOSE	63	12	0	3	15	Yes
NOOKSTON CLOSE	64	12	0	3	15	Yes
WISBECH / BRANDON	65	12	0	3	15	Yes
GLENSTON CLOSE	66	12	0	3	15	Yes
PARKLANDS WAY / VALLEY DRIVE	67	12	0	3	15	Yes
UPTON WALK	68	12	0	3	15	No
DUNLIN LINNET	69	12	0	3	15	No
WINTHORPE GROVE	70	12	0	3	15	No
FEWSTON CLOSE	71	12	0	3	15	No
THURSBY GROVE	72	12	0	3	15	No
GRASSHOLME ROAD	73	12	0	3	15	No
GREENLEA	74	4	6	5	15	No
INGLEFIELD	75	4	6	5	15	No
MAGDALENE DRIVE	76	4	6	5	15	No
HYLTON / VALLEY DRIVE	77	12	0	2	14	Yes
NUTHATCH CLOSE	78	12	0	2	14	Yes
CLAVERING / GLENEAGLES	79	4	6	4	14	No
WOODBINE TERRACE	80	4	6	4	14	No
APPLEWOOD CLOSE	81	4	6	3	13	No
MILLER / DORCHESTER	82	4	6	3	13	No
NIGHTINGALE CLOSE	83	4	6	3	13	No

BURNS CLOSE	84	4	6	3	13	No
PANNEL CLOSE	85	4	6	3	13	No
BRANDON / CROWLAND	86	4	6	3	13	No
COLLEGE CLOSE	87	4	6	3	13	No
HART PASTURES	88	4	6	3	13	No
TALLAND CLOSE (END OF)	89	4	6	3	13	No
MERLIN WAY	90	4	6	3	13	No
MOORHEN ROAD	91	4	6	3	13	Yes
PEAKSTON CLOSE	92	12	0	0	12	No
GOLDCREST CLOSE	93	4	6	2	12	No
WOODSTOCK / JAYWOOD	94	4	6	2	12	No
SISKIN CLOSE	95	4	6	2	12	No
TALLAND CLOSE (BEND)	96	4	6	2	12	No
WELLAND ROAD	97	4	6	2	12	No
NEWARK ROAD	98	4	6	2	12	No
TORCROSS CLOSE	99	4	3	5	12	Yes
NORTH CLOSE ELWICK	100	0	6	6	12	No
CAIRNSTON / ELWICK	101	4	0	7	11	Yes
THE SYCAMORES	102	0	6	5	11	Yes
DALKEITH / DUNOON	103	4	3	3	10	Yes
THE GREEN ELWICK	104	4	3	3	10	Yes
TARNSTON	105	4	3	3	10	Yes
CAERNAVON GROVE	106	4	3	2	9	Yes
PINTAIL WAY	107	4	3	2	9	Yes
SERPENTINE GROVE	108	4	0	5	9	Yes
TINTAGEL CLOSE	109	4	0	5	9	Yes
WELLS AVENUE	110	4	0	5	9	Yes
BURNSTON CLOSE	111	4	0	4	8	Yes
CARIRNSTON / HAYSTON	112	4	0	3	7	Yes
MARTINDALE CLOSE	113	4	0	3	7	Yes

MOORHEN ROAD	114	4	0	3	7	Yes
SANDWICH GROVE	115	4	0	3	7	Yes
OAKWOOD CLOSE	116	4	0	3	7	Yes
REEDSTON CLOSE	117	4	0	3	7	Yes
HOLYROOD CRESCENT	118	4	0	3	7	Yes
GOSHAWK ROAD	119	4	0	2	6	Yes
NINE ACRES	120	4	0	2	6	Yes
BURNHOPE ROAD	121	4	0	2	6	Yes
CHELKER / BLACKTON	122	4	0	2	6	Yes
CHICHESTER GROVE	123	4	0	0	4	Yes

NEIGHBOURHOOD SERVICES COMMITTEE

14th October 2013



Report of: Assistant Director (Neighbourhoods)

Subject: BLAKELOCK GARDENS SAFETY REVIEW

1. TYPE OF DECISION / APPLICABLE CATEGORY

1.1 Non-key.

2. PURPOSE OF REPORT

2.1 To inform the Neighbourhood Services Committee of the recent consultation outcome, regarding the positioning / removal of the crossing, based upon the preferences expressed by local residents and other members of the public.

3. BACKGROUND

3.1 In April 2010, the installation of a puffin crossing was approved at the Transport and Neighbourhoods Portfolio meeting. Local residents had campaigned for a number of years to have a crossing built in Blakelock Gardens, and the Central Neighbourhood Consultative Forum and the Town Centre Communities NAP Forum had also been in favour of the scheme for some time. They contributed £15,000 and £10,000 respectively, towards its construction.

3.2 To encourage the highest level of use by pedestrians, and to enable the crossing to be located as close to the junction as possible (with Brinkburn Road), the proposed scheme also included a left turn ban (onto Blakelock Gardens from Brinkburn Road).

3.3 Despite the positive consultation outcome, several members of the public then made a number of representations, objecting to the left turn ban (concerns relating to the effect of the turning ban on neighbouring streets, possible congestion at the Elwick Road / York Road junction and the reduction in access to this area of the town).

- 3.4 Subsequent to this, the Portfolio Holder then approved the re-location of the crossing, 15 metres to the east of its original position. This was implemented in March 2011.
- 3.5 In early 2012, residents living close to the crossing expressed concerns relating to parking, traffic speeds and access to & from their driveways.
- 3.6 An additional scheme was then proposed, which would involve the introduction of double yellow lines outside of numbers 43 to 47 Blakelock Gardens, to prevent other vehicles causing visibility / obstruction issues. It was also proposed to introduce a limited parking area on the north side of the road, to assist clients of the Dog Grooming Centre. The response was mixed, with some in favour and some against.
- 3.7 The Portfolio Holder arranged to meet with the residents & business owner on site, to discuss their concerns. The issue was then reported to the Regeneration & Neighbourhoods Portfolio meeting on 7th February 2013, and the decision was made to undertake further consultation relating to the complete removal of the puffin crossing, and for the implementation of a 20mph speed limit.
- 3.8 Theoretically, a 20mph limit should reduce traffic speeds, making the road safer to cross. However, without additional traffic calming measures it is likely that the reduction in speed would be limited. The removal of the crossing, with only marginal speed reductions, would probably lead to complaints from members of the public who now rely on the crossing. If speed humps were also introduced, along with the speed limit reduction, then this may assist in reducing speeds further. However the Fire Service have previously stated that they would be strongly against the use of speed humps along Blakelock Gardens as it is the main emergency route to the south west of Hartlepool.

4. PROPOSALS

- 4.1 For the purposes of this consultation, three basic proposals (each with sub-options) were to be considered.
- To completely remove the crossing
 - To retain the crossing at its present location
 - To re-locate the crossing to its original proposed location, including the left turn ban out of Brinkbum Road.
- 4.2 Removal of the crossing – sub options to be considered
- Pinch points YES
 - Pinch points NO
- Retaining the crossing – sub options to be considered
- Pinch points YES / Parking Controls YES
 - Pinch points NO / Parking Controls YES

- Pinch Points YES / Parking Controls NO
- Pinch Points NO / Parking Controls NO

Re-location of crossing with left turn ban – sub options to be considered

- Pinch Points – YES
- Pinch Points – NO

4.3 The consultation was extended beyond Blakelock Gardens and Brinkburn Road, in order to obtain the views of other residents in the area. A total of 522 letters were delivered, as well as the 3 local Ward Councillors and the Neighbourhood Manager. A drop in session was also held on August 29th (1600-1900hrs) at St Matthews Hall (advertised in the Hartlepool Mail), for members of the public who live outside of the consultation area, to express their views.

4.4 In total, 105 responses were returned (20.08% of the total which were distributed). From these replies:-

17.14% want the crossing removed completely

72.38% want the crossing to remain at its existing location

10.48% want the crossing moved back to its original location

The pinch point sub-option (against all 3 main options), was not favoured by the majority, with only 22.86% of the respondents requesting them.

The parking control sub-option, along Blakelock Gds (for retaining the crossing at its present location), shows that only 23.81% were in favour.

The full consultation results are shown at **Appendix 1**.

4.5 A number of respondents have included comments on their response forms, examples of which are itemised in **Appendix 2**. The comments emboldened indicate those who favour the complete removal of the crossing. Also listed is a summary of the responses received for each street (retain / re-locate, or remove).

4.6 **Appendix 3** will be tabled at the meeting – A1 sized plan, showing the area which was consulted and giving a visual representation of the responses received.

5. FINANCIAL CONSIDERATIONS

5.1 Removal of the crossing would cost approximately £12,000.

- 5.2 The installation of pinch points along Blakelock Gardens would cost approximately £7,000 per set, with 2 or 3 sets being required for a road of this length.
- 5.3 Any lining costs and advertising notices for the additional parking options, would cost approximately £600.
- 5.4 The re-location of the crossing and introduction of the left turn ban, would cost approximately £35,000
- 5.5 The costs for any of the above would have to be financed from existing LTP budgets.

6. LEGAL CONSIDERATIONS

- 6.1 If the crossing was re-located, then new Traffic Regulation Orders would be required, along with the associated advertising.

7. EQUALITY AND DIVERSITY CONSIDERATIONS

- 7.1 If the crossing was removed, this would have implications for the elderly and mobility impaired pedestrians, as it would be more problematic for them to cross over Blakelock Gardens.

8. SECTION 17 OF THE CRIME AND DISORDER ACT 1998 CONSIDERATIONS

- 8.1 There are no Section 17 implications relating to this report.

9. RECOMMENDATIONS

- 9.1 That the Committee notes the outcome of the consultation, and approves their preferred option, based upon the consultation results.

10. REASONS FOR RECOMMENDATIONS

- 10.1 To allow for full consideration of the different options & consultation results.

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APPENDIX 1

APPENDIX (1) - SUMMARY OF BLAKELOCK GDS CROSSING CONSULTATION EXERCISE - AUGUST 2013

Total letters sent =	523	<u>Responses</u>	<u>% of responses</u>	<u>OPTION description</u>
Returned %		1	0.95%	OPTION 1 - Pinch points YES
20.08%		17	16.19%	OPTION 1 - Pinch points NO
		5	4.76%	OPTION 2 - Pinch pts - YES, Parking controls - YES
		20	19.05%	OPTION 2 - Pinch pts - NO, Parking controls YES
		40	38.10%	OPTION 2 - Pinch pts NO, Parking controls NO
		11	10.48%	OPTION 2 - Pinch pts YES, Parking controls NO
		7	6.67%	OPTION 3 - Pinch points YES
		4	3.81%	OPTION 3 - Pinch points NO
		Totals	105	
<u>OPTION 1</u>	18	Remove crossing	17.14%	With 2 sub-options - see above
<u>OPTION 2</u>	76	Retain at existing location	72.38%	With 4 sub-options - see above
<u>OPTION 3</u>	11	Move to original location including left turn ban	10.48%	With 2 sub-options - see above
		Total	100.00%	

OPTION 1 with Pinch Points = 0.95%
 OPTION 2 with Pinch Points = 15.24%
 OPTION 3 with Pinch Points = 6.67%

OPTION 1 without Pinch Points = 16.19%
 OPTION 2 without Pinch Points = 57.15%
 OPTION 3 without Pinch Points = 3.81%

APPENDIX 2

APPENDIX (2)

Selection of comments – Blakelock Gardens crossing

A number of the following (or similar) comments were made by more than one person :

Blakelock Gardens

- Crossing should remain because it is necessary for the pensioners residing in the bungalows of Victoria & Jubilee Homes
- **Remove the crossing & introduce a 20 mph limit**
- Crossing was a good idea as there are children who use it in this area to get to the park. Also think that parking controls are a good idea
- Need to keep the crossing to slow down traffic as vehicles do travel too fast
- Speed humps might also work
- Not worth the expense of moving the crossing – it's not the crossing that is causing the problems, it is the double parking, causing a bottleneck
- **You have sent out 500 letters. About 450 of these to people who are not affected by the crossing, so we all know the answer. The people who it affects the most are the residents in Blakelock Gardens. The people whose lives you have put in danger don't want the crossing.**
- Would like crossing moved back to its original site at the corner of the Brinkburn Rd junction, which would solve the issue of traffic "backing up" across residents driveways. Current situation is dangerous & there have been several accidents in the vicinity of the crossing due to fast moving traffic coming to a sudden halt. Parked vehicles also obstruct view, making it difficult to exit driveway – no clear view of oncoming traffic. We would like to be kept fully informed of any meetings that take place so that we can make our concerns known & be made fully aware of any decisions.
- **Crossing is a nightmare – if it is to remain, require parking controls outside of property**
- Leave well alone – most useful & many people use it

Blakelock Road

- Double yellow lines should be included around the crossing area
- Crossing is doing what it was expected to do – allows pedestrians to cross safely & slowing down traffic, so why do away with something that is working

Brinkburn Road – Jubilee Homes

- **Consider the residents when they have visitors. Cannot get close to the homes due to the crossing (zig zags), rendering some residents housebound as they cannot walk the extra distances to their transport**
- I am 83 years old & I need this crossing, as do many others.

- Crossing is used during the day by children & parents, and by OAPs. Would be absolute nonsense to remove / relocate it.
- A safe, controlled crossing is a must on this road
- Please do not take the crossing away. I am 82 years old & the crossing is the only way I dare cross this horrible road

Burn Valley Grove

- It's okay where it is, leave it alone
- The crossing is critical for the elderly to safely cross the road, as well as young children using the Burn Valley

Colwyn Road

- The crossing, in its current position, is very useful & used often. Pinch points would only disrupt traffic & will not deter speeding
- Most cost effective option is to leave it where it is
- Most people I have spoken to are happy with its present location
- Leave it where it is – total waste of money to move it a few metres. Totally against pinch points
- Crossing is serving a purpose, offering people a safe aid to cross the road. Pinch points may slow down speeding traffic

Gloucester Street

- Crossing is okay as it is. No different to any other crossing in Hartlepool. Leave well alone & stop wasting tax payers money.
- Do not move the crossing as it is needed on this road

Marske Street

- Cannot see any justification for its removal. Leave things as they are
- Speeding is an issue along Blakelock Gds. Leave things as they are

Redcar Close

- Retain the crossing – traffic travels far too fast. Feel safer with the crossing
- Leave the crossing as it is, introduce 20mph limit from the Burn Valley roundabout, as far as the Oxford Rd roundabout

Shakespeare Ave

- Do not waste money removing / relocating the crossing which is already in the correct place, and does its job.
- Crossing is perfect for people to use and for children to access the park.

Shrewsbury Street

- I regularly take my grand-daughter to the park and the crossing makes it easier to cross the road with her. Parking controls do need to be installed in Blakelock Gds
- Enough money has already been wasted. The crossing serves its purpose where it is

Trentbrooke Avenue (via Drop In Session at St Matthews Hall)

- Leave as it is – do not waste any more money.

Victoria Homes

- **Big problem parking. I am one of the older generation and find it difficult walking further down Blakelock Gds to get into my taxi. Please put the road back to what it was**
- Keep the crossing where it is, and introduce pinch points & parking controls
- **It has been extremely difficult for taxis & family cars to park close enough to my address, to make it possible for me to manage to walk to them. I feel you are targetting the vulnerable & the elderly in the homes. Most of the time my family have to park down the road, near the bus stop. This stops me from going out, as it's too far for me to walk.**
- Leave a parking space near Victoria Homes for a car or taxi to pick up & drop off. Leave crossing where it is
- **Crossing the road before the crossing was installed was never a problem. Parking next to, or near to, the gate from Victoria Homes for family pick ups or a taxi, is far more important for elderly residents. Parking for an ambulance is also important**
- The crossing & parking places are a huge help to elderly people in Victoria & Jubilee Homes, especially since the post office closed in Elwick Road. The parking in Blakelock Gds is very handy for visitors & taxis
- Leave well alone. A lot of people feel much safer where the crossing is

Westbourne Road

- Leave it where it is – doing a very good job
- **A mini roundabout would work well. The crossing is not getting used at the moment because of its location**
- The crossing system appears to be working well at the moment
- I use this crossing regularly & would find it difficult to cross, on many occasions, without it
- **I never use the crossing as it's too far down. Suggest you just turn it off & leave it where it is and save all the money that you're going to spend**
- Please leave the crossing as it is

NUMBER OF RESPONSES PER STREET
(FROM RESIDENTS WHO EXPRESSED A PREFERENCE)

<u>Street Name</u>	<u>Retain</u>	<u>Re-locate</u>	<u>Remove</u>
Baden Street	1	0	0
Blakelock Gds	9	2	6
Blakelock Road	6	1	0
Brinkburn Court	1	0	0
Brinkburn Rd (Jubilee Homes)	6	0	1
Burn Valley Grove	3	0	0
Colwyn Rd	9	1	1
Gloucester St	5	2	0
Marske St	5	0	0
Redcar Close	4	0	0
Shakespeare Ave	4	1	0
Shrewsbury St	5	1	4
The Laurels	0	0	0
Trentbrooke Ave (drop in session)	1	0	0
The Maltings	1	0	0
Westbourne Rd	10	2	2
Victoria Homes	6	0	4
No Address given	1	0	0
Totals	77	+	10
		+	18
			= 105

NEIGHBOURHOOD SERVICES COMMITTEE

14 October 2013



Report of: Director of Regeneration and Neighbourhoods

Subject: 173 YORK ROAD

1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Non-key decision.

2. PURPOSE OF REPORT

2.1 To provide the Neighbourhood Services Committee with an outline of the current position in relation to the Community Safety Office at 173 York Road.

3. BACKGROUND

- 3.1 In September of this year Cleveland Police formally notified the Council of their intention to re-locate Neighbourhood Policing Staff currently based at 173 York Road to Hartlepool Police Headquarters on Avenue Road, with financial pressures and the intention to integrate Police services into one building in the future being the key drivers for change.
- 3.2 The running costs of the York Road premises are currently shared between the Council and Cleveland Police. The contribution from Cleveland Police also supports employee costs which are also impacted.
- 3.3 As such the proposed re-location of the Neighbourhood Police Team from 173 York Road, together with the loss of Police funding, raises questions over the future sustainability of 173 York Road as a building from which the Neighbourhood Management Service is delivered and also places additional pressure on Council revenue budgets.

4. CONSIDERATIONS AND OPTIONS

4.1 173 York Road was opened in 2005 and since then it has gained both a local and national reputation for providing a building that is accessible, welcoming and friendly, with an integrated multi-disciplinary team providing rapid co-

ordinated responses to neighbourhood issues particularly in relation to crime and community safety, and the environment.

- 4.2 The legal and financial arrangements in relation 173 York Road are currently managed by the Council who hold the lease for the building from the NDC Trust on behalf of Partners, and look after the day to day management of the building.
- 4.3 The building currently accommodates the South and Central Neighbourhood Police Team; Anti-social Behaviour Officers; Victim Services Officer; Neighbourhood Development Officers; and the South and Central Neighbourhood Manager.
- 4.4 Currently part of the Council's Community Safety team occupy an area in the Hartlepool Police Station free of charge at present but the sustainability of this arrangement is in question and one option could be to relocate this team with the teams in 173 York Road or possibly the Civic Centre.
- 4.5 The Community Regeneration and Development Team, who are also part of the overall Neighbourhood Management function, are currently located on level 3 of the Civic Centre.
- 4.6 Daily monitoring in relation to use of the building outlined in the table below demonstrates that it continues to provide an accessible resource for local residents and partners.

	Visitors to Premises	Meetings/Interviews
May	304	85
June	317	97
July	385	93

- 4.7 The meetings/activities held at York Road range from one to one meetings/interviews with residents, to multi-agency meetings; and meetings with Ward Councillors and residents, with the most frequent meetings being those arranged by the Neighbourhood Manager; Anti-Social Behaviour Officers in relation to complaint interviews; and interviews with victims held by the Victim Services Officer.
- 4.8 From a service delivery point of view there is obvious benefit in retaining York Road as a community facing service where residents feel comfortable in calling in with their issues on a confidential basis, along with attending interviews/meetings. The office also continues to provide added value to those agencies based in the building through the daily exchange of information that enables joined up service delivery at a neighbourhood level.
- 4.9 If the service were to remain in 173 York Road it would be necessary to identify additional occupants in order to contribute to the running costs. Negotiations with other parties are taking place which will feed into the option appraisal.

- 4.10 Alternatively, the operation could be transferred to the Civic Centre and the lease surrendered as part of the Council's ongoing rationalisation programme. This would reduce running and rental costs and maximise the use of existing space in the Civic Centre.
- 4.11 It is therefore necessary for the Council to explore options in relation to the future sustainability of the York Road premises as a building from which Neighbourhood Management Services can continue to be delivered and consider the option of relocating to the Civic Centre or other location that may be identified of an option appraisal.

5. RISK IMPLICATIONS

- 5.1 Consideration should be given to the impact of not continuing with York Road as a Neighbourhood Management base. York Road has been recognised nationally and locally as a highly successful and effective mechanism for engaging with communities that enables interventions to be co-ordinated before problems are allowed to escalate in neighbourhoods. A failure to provide an accessible neighbourhood base where there is a free flow of intelligence between residents and Neighbourhood Management Services would therefore place vulnerable communities and individuals at risk and have a consequent negative impact on community cohesion and crime and disorder levels.
- 5.2 Accommodation within the Civic Centre is limited as additional services move in from Bryan Hanson House and consideration will need to be given as to whether suitable, alternative accommodation can be provided together with the impact of additional demand on the reception area.
- 5.3 There is a financial pressure if 173 York Road is retained unless the additional costs can be mitigated.

6. FINANCIAL CONSIDERATIONS

- 6.1 The current year's budget for running 173 York Road is £32,000.
- 6.2 The loss of Police funding will result in a loss to the Council's central property budget of £14,000. Options in relation to other partners moving into the building and sharing running costs could be explored. Investigations could also include accommodating other members of the Council's Neighbourhood Team in the York Road building which could result in efficiencies.
- 6.3 The running costs associated with the York Road building, in terms of utilities, are also likely to reduce following re-location of the Police to Avenue Road. The building is currently used between the hours of 8am and 10 pm, and it is currently occupied on a weekend. Following relocation of the Police this position would change to week days only, between the hours of 8am – 6pm.

7. LEGAL CONSIDERATIONS

- 7.1 The Chief Solicitor will advise on any legal issues in relation to the property and its occupation.

8. STAFF CONSIDERATIONS

- 8.1 The loss of Police funding adds pressure on the Council's financial position and may result in further redundancies within the Neighbourhood Management Service.
- 8.2 Staff and Unions will be consulted in line with the Council's policies and procedures.

9. ASSET MANAGEMENT CONSIDERATIONS

- 9.1 The attention of the Committee is drawn to the Asset Management element of the Medium Term Financial Strategy. The decision by Members in January 2009 requires a commercial, proactive approach to be taken on Asset Management issues, the proceeds of this transaction being a contribution to the Medium Term Financial Strategy (MTFS).
- 9.2 The decision to adopt a commercial approach to asset management requires the Council to realise the full value of any properties or property rights that it disposes of.

10. EQUALITY AND DIVERSITY CONSIDERATIONS

- 10.1 The York Road Office currently enables local residents to influence and shape services on a daily basis to address local need. Closure of the York Road Office would result in reduced access to services and undermine the ability to respond to the needs of our most vulnerable communities which would in turn place our most vulnerable communities at risk.
- 10.2 Access arrangements to the services provided and physical access issues would be a key element of an option appraisal.

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

- 11.1 The York Road Office and Neighbourhood Management Services delivered therein are a key element of the Safer Hartlepool Partnerships Community Safety Plan, and the Safer Hartlepool Partnerships strategic objective to create confident, cohesive and safe communities. Closure of the office could

have an adverse impact on public confidence and community cohesion and levels of crime and disorder in Hartlepool.

12. RECOMMENDATIONS

- 12.1 That, the Neighbourhood Services Policy Committee, considers the contents of the report, and the proposal to investigate options in relation to the future sustainability of York Road as a Neighbourhood Management base.

13. REASONS FOR RECOMMENDATIONS

- 13.1 The re-location of Neighbourhood Police staff from the York Road Office and loss of funding from Cleveland Police raises questions over the future sustainability of the York Road premises as a venue from which local Neighbourhood Management Services are delivered.
- 13.2 The York Road Office continues to provide a valuable local resource that is both accessible and valued by both local communities and Partners, and could continue to provide a base from which Neighbourhood Management services are delivered.
- 13.3 There are number of options that could be explored to cover the shortfall in finances in relation to the running costs of York Road that would enable the continuation of a community facing service into the future.
- 13.4 The Council's aim is to maximise its assets and rationalise property to reduce running costs.

14. BACKGROUND PAPERS

- 14.1 There are no background papers to this report.

15. CONTACT OFFICERS

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NEIGHBOURHOOD SERVICES COMMITTEE

14 October 2013



Report of: Director of Regeneration & Neighbourhoods

Subject: NEIGHBOURHOOD PLANNING

1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Non key decision; for information only.

2. PURPOSE OF REPORT

2.1 The purpose of this report is to update Neighbourhood Services Committee on the current position of Neighbourhood Planning in Hartlepool, to note a proposal to develop a payment schedule for Neighbourhood Planning services (that are in addition to those that have to be provided by statute) and to acknowledge an amendment to the reporting and decision making (in relation to designation of Neighbourhood Forums) process.

3. BACKGROUND

3.1 Neighbourhood Planning is central to the Coalition Government's Localism Act 2011.

3.2 It is intended to give local people greater ownership of plans and policies that affect their local area, and to provide communities with the opportunity to develop a community-led framework for guiding the future development, regeneration and conservation of an area.

3.2 Once adopted a Neighbourhood Plan will become part of the formal planning process and must be in general conformity with national planning policy (National Planning Policy Framework) and the Local Authority's Development Plan (currently the Hartlepool Local Plan 2006, which will be superseded by the Hartlepool Local Plan post adoption, now anticipated in early 2014).

- 3.3 Nationally there are 685 Neighbourhood Planning areas, over half of which have been formally designated. To date, two Neighbourhood Plans have completed the process and been formally adopted after a simple majority vote at referendum, to become part of local planning legislation.
- 3.4 In accordance with the Localism Act 2011 and Neighbourhood Planning Regulations published on 6 April 2012, the Local Planning Authority (LPA) have a statutory obligation to fulfil a number of duties throughout the development of a Neighbourhood Plan which include:
- Providing technical assistance, support and guidance to the Parish Council or Neighbourhood Forum. This can include sharing evidence and information on planning issues, providing advice on national and local planning policies, assisting with consultation and facilitating communication with external partners;
 - Formally publicising the proposed Neighbourhood Plan boundary and statement of suitability submitted by the Parish Council or Neighbourhood Forum. During this time, representations from interested parties can be made to the LPA in relation to the boundary and / or the Group undertaking the Plan development; all of which must be considered when formally designating the boundary at the end of the statutory consultation period;
 - To validate the Neighbourhood Plan before arranging an independent examination (to be undertaken by a suitably qualified individual) and neighbourhood referendum; and
 - Should a simple majority vote be gained at referendum, the LPA have a statutory obligation to adopt the Neighbourhood Plan.
- 3.5 In 2012, a funding programme to support Local Authorities in meeting legislative duties in relation to Neighbourhood Planning was announced by the Department of Communities and Local Government (DCLG). The unringfenced grant support consists of the following three elements:
- First payment of £5,000 can be drawn down after a Neighbourhood Plan area has been formally designated by the LPA.
 - Second payment of £5,000 will be made when the final pre-examination version of the Neighbourhood Plan is publicised by the LPA prior to examination.
 - Third payment of £20,000 can be drawn down on successful completion of the Neighbourhood Planning examination.
- Neighbourhood Management has drawn down £10,000 to date, for the formal designation of the Rural and Headland Neighbourhood Plan boundaries.
- 3.6 DCLG ran five waves of un-ringfenced grant applications for potential Neighbourhood Plan areas to apply for Front Runner status in order to test the principles of Neighbourhood Planning with the support of LPAs; which the Hartlepool rural area was successful in securing in 2011. This was alongside four key support organisations (The Prince's Foundation, CPRE /

NALC, Locality and Planning Aid) delivering direct support and training to those developing Neighbourhood Plans. This source of funding / resource ceased in 2011 and 2013 respectively and a further, revised support fund of £9.5 million was announced in early 2013 (The Supporting Communities and Neighbourhoods in Planning Programme delivered by Locality in partnership with Planning Aid England), comprising the following elements:

- *Direct Support:* advice and support delivered by Planning Aid England, with an average value equivalent to £9,500. The package is tailored to meet the needs of supported neighbourhoods and is assessed via an online application process.
- *Grant Payments:* up to £7,000 per Neighbourhood Plan area, to contribute to costs incurred by the group preparing a Neighbourhood Plan or Order. This is also assessed via an online application process.

3.7 There are currently four Neighbourhood Plans being developed in Hartlepool, including:

- Hartlepool Rural Plan
- The Headland Neighbourhood Plan
- Wynyard Neighbourhood Plan
- Park Neighbourhood Plan

Updates on the progress made to date on each of the Neighbourhood Plans are detailed in Sections 4 to 7 of this report.

4. HARTLEPOOL RURAL PLAN

- 4.1 In May 2011, Hartlepool was successful in securing £20,000 from DCLG to develop and produce a Neighbourhood Plan for the rural area of Hartlepool.
- 4.2 The Hartlepool Rural Plan Working Group publicly consulted on their Neighbourhood Plan boundary in October / November 2012 in line with the statutory requirements as outlined with the Neighbourhood Planning Regulations (General) adopted in April 2012. No written representations or objections were submitted to the LPA as part of this consultation process.
- 4.3 Supported by the Neighbourhood Management and Planning Policy Teams, the Hartlepool Rural Plan Working Group have undertaken their first phase of consultation in Summer 2012 after securing resources from Design Council CABE; this included a series of community events and village walkabouts, in addition to an extensive household survey of those living and working within the Plan boundary. The Working Group has recently secured a Direct Support package through the Supporting Communities in Neighbourhood Planning Programme which is administered by Locality in partnership with Planning Aid England; this will entitle them to 26 days support from a Planning Aid advisor, particularly focusing on engagement and consultation, collating evidence bases and policy writing. The Group anticipates that this will allow them to develop their policies ready for consultation in late 2013.

- 4.4 The Hartlepool Rural Plan Working Group is now constituted and has expanded their remit to take on other areas, for example campaigning for rural broadband in partnership with Tees Valley Rural Community Council.

5. HEADLAND NEIGHBOURHOOD PLAN

- 5.1 In November 2011, the Headland Parish Council approached Hartlepool Borough Council demonstrating an interest in developing a Neighbourhood Plan. Collaboratively an application was submitted to DCLG to become a Neighbourhood Planning Front Runner. Whilst not successful in securing Front Runner status, the Parish Council secured alternative support packages from The Prince's Foundation and Planning Aid as part of the Communities and Neighbourhoods in Planning programme for the initial stages of developing a Neighbourhood Plan.
- 5.2 The Headland Neighbourhood Plan Working Group publicly consulted on their Neighbourhood Plan boundary in January / February 2013 in line with the statutory requirements as outlined within the Neighbourhood Planning Regulations (General) adopted in April 2012. No written representations or objections were submitted to the LPA as part of this consultation process and the boundary was formally designated in February 2013.
- 5.3 The Headland Neighbourhood Plan Working Group delivered a three day collaborative planning workshop in partnership with The Prince's Foundation in March 2013. A report was produced which outlines some of the key features of the area, issues that the Headland is facing and potential actions to address these issues; the Working Group are now exploring the themes of the report in more detail to ascertain their key policy areas. Copies of the report are available from the Headland Neighbourhood Plan Working Group or can be viewed at www.hartlepool.gov.uk/neighbourhoodplanning.
- 5.4 Ongoing consultation in recent months has been developed in line with the baseline information outlined in the Princes Foundation report and has included obtaining feedback from residents on what they like and dislike about the area, improvements that they would like to see made and people's vision for the Headland in 20 years time. Consultation has included a questionnaire to every household, sessions with young people accessing Headland Future, attendance at key events on the Headland and visiting Voluntary and Community Sector groups, and businesses across the area.
- 5.5 The Group has recently secured £7,000 through the Supporting Communities in Neighbourhood Planning Programme which is administered by Locality to assist them with delivering events and raise awareness about Neighbourhood Planning but also to commission some consultancy support to develop their Neighbourhood Planning policies.

6. WYNYARD NEIGHBOURHOOD PLAN

- 6.1 In May 2013, Grindon Parish Council began partnership working with Wynyard Residents Association (WRA) to develop a Neighbourhood Plan for the Wynyard area. The aspiration of both parties is to provide a joined-up approach to the planning of their area, in particular developing community facilities and appropriate housing whilst protecting the valuable characteristics and design of the neighbourhood.
- 6.2 Wynyard Neighbourhood Plan Working Group was set up as a sub-committee of the WRA to oversee the development of the Neighbourhood Plan for Wynyard. The proposed Wynyard Neighbourhood Area has been submitted to both Hartlepool Borough Council and Stockton Borough Council as the Wynyard Neighbourhood Area incorporates parts of both Grindon (within Stockton Borough) and Elwick Parishes, (within Hartlepool Borough); the resulting Neighbourhood Area is therefore is a cross-Parish and cross-Local Authority entity. The deadline for the consultation on the boundary designation is Friday 25th October 2013; details can be viewed at www.hartlepool.gov.uk/neighbourhoodplanning.
- 6.3 Grindon Parish Council has secured £3000 from the Supporting Communities in Neighbourhood Planning Programme to support the initial stages of Plan development. This is in addition to securing the time of a planning consultant to assist in the development of the Neighbourhood Plan boundary prior to submission.

7. PARK NEIGHBOURHOOD PLAN

- 7.1 The Park Neighbourhood Planning Forum was established in August 2013 and represents the communities living within the proposed Park Neighbourhood Plan area. As the proposed boundary is a non-parished area, the Plan is being developed by a Forum which has been established in adherence with the Neighbourhood Planning Regulations (General) adopted in April 2012. Therefore in addition to consultation on the designation of the boundary, the Neighbourhood Forum also has to be designated as the responsible body to develop the Plan, which is subject to a formal consultation process.
- 7.2 The Park Neighbourhood Planning Forum has submitted their designation for the proposed boundary and forum; this is currently out to consultation with a deadline of Friday 25th October 2013. Details can be viewed at www.hartlepool.gov.uk/neighbourhoodplanning.

8. PROPOSED DEVELOPMENT OF PAYMENT SCHEDULE FOR NEIGHBOURHOOD PLANNING SERVICES

Level of Resource Required

8.1 Since August 2011, Neighbourhood Management has played a key role in intensively supporting those communities who wish to develop Neighbourhood Plans and this has included the following duties:

- Secretariat function including organising meetings, taking minutes and coordinating the distribution of all Working Group paperwork. This also includes the collation of the evidence base to date and in the case of the Rural Plan Working Group, administering their budget.
- Developing baseline information reports when initially assessing the characteristics of the area.
- Supporting the groups to develop their Terms of Reference and or Constitution.
- Completing funding / resources bids on the groups' behalf.
- Organising consultation events and providing HBC Officer attendance if required.
- Development of project, consultation and engagement plans.
- Liaising with external partners, for example Design Council CABE, Planning Aid England and The Prince's Foundation on behalf of the groups.
- Coordinating designation of boundary submissions and the associated consultation process.

8.2 This has been primarily delivered by five members of the Community Regeneration and Development Team (with the support of the relevant Neighbourhood Manager) with professional support, advice and guidance offered by Planning Policy where required. External support is also available from Tees Valley Rural Community Council, particularly in the area of consultation and engagement.

8.3 The approach that Hartlepool Borough Council has taken has been different to a large proportion of Neighbourhood Plans that are currently under development nationally, with the majority based within planning departments or Local Authorities solely offering the statutory services required as outlined within the Neighbourhood Planning Regulations (General). The committed approach of the Council to Neighbourhood Planning has been recognised as good practice both regionally and by DCLG representatives. However, it is also recognised that this approach is extremely resource intensive, particularly as this is a new area of policy that has not been delivered previously.

8.4 Although it is difficult to determine an accurate picture of the investment the Council has made in the Neighbourhood Planning agenda since August 2011, it is anticipated that it currently accounts for approximately 30% of the workload of the Community Regeneration and Development Coordinator and two Community Regeneration Officers, and 10% of the workload of two Neighbourhood Development Officers at the present time. This will increase imminently given the recent receipt of the submission of the Wynyard Neighbourhood Plan boundary designation on 29 August 2013 and Park Neighbourhood Plan boundary and Forum submission on 30 August 2013.

Payment Schedule for Neighbourhood Planning Support

- 8.5 Given the financial challenge facing the Local Authority in the coming years, income generation ideas have been discussed at length within the Neighbourhood Management Team. As highlighted in Section 3.4, funding support is available to Local Authorities in the delivery of their legislative duties, however an emerging opportunity has been identified to potentially access the resources outlined in Section 3.5 that are now available to groups who are developing Neighbourhood Plans. This would be for the purpose of supporting the delivery of services outlined in Section 8.1 that are currently delivered by the Neighbourhood Management Team.
- 8.6 It is proposed to develop a payment schedule for Neighbourhood Planning Services. An initial scoping exercise has indicated that consultancy services can be commissioned for expert planning services related to Neighbourhood Planning (for example undertaking consultation, collating evidence bases, policy writing). However, an intensive, community development based support package similar to that currently delivered by the HBC Neighbourhood Management Team is not readily available elsewhere and would be very expensive to commission in the private sector should the full Neighbourhood Planning process be overseen.
- 8.7 It is proposed to investigate this option through a full market evaluation exercise, which will encompass the following areas:
- Interview with the Chairs and Vice Chairs of the existing Neighbourhood Plan Working Groups to determine the services that will be required in future.
 - Evaluate the resources (in terms of funding, expert advice and skills) available to the existing Neighbourhood Plan Working Groups in Hartlepool in order to determine where need lies.
 - Evaluate the support currently given to community and voluntary groups in Hartlepool through mainstream provision (Community Regeneration & Development) to determine where additional and chargeable services may apply.
 - Undertake research on the subject of payment schedules currently in place across all sectors for services that the Neighbourhood Management Team currently delivers to Neighbourhood Planning Working Groups.
 - Explore options for delivering the payment schedule, for example through a Service Level Agreement.
- 8.8 It is envisaged that a selection of payment schedule and delivery options based on the research undertaken outlined in Section 8.7, will be presented to Neighbourhood Services Committee in January / February 2014.

9. REPORTING AND DECISION MAKING PROCEDURE (DESIGNATION OF NEIGHBOURHOOD FORUMS)

- 9.1 Reports outlining the reporting and decision making procedure were previously taken to, and noted by Cabinet on 3 September 2012 and 18 March 2013.

- 9.2 Given that Neighbourhood Planning is a new policy to be introduced by Central Government through the Localism Act 2011, Officers continually monitor and evaluate the process and how it is operating in Hartlepool. In addition to the Neighbourhood Planning reporting and decision making process that was reported to Cabinet in September 2012 and March 2013, it is recommended that measures should be implemented to formalise the reporting procedure in relation to the designation of the Neighbourhood Forums given the recent receipt of a Neighbourhood Forum designation submission in August 2013. In addition to the statutory consultation requirements in relation to Neighbourhood Forums outlined within the Neighbourhood Planning Regulations (General), the process will also include reporting the proposed Neighbourhood Forum to Planning Committee for information prior to a formal designation being made by a delegated Officer (in this instance the Planning Services Manager).
- 9.3 The proposed addition to the reporting and decision making process follows the same reporting route as outlined for the designation of Neighbourhood Plan boundaries, which will be advantageous should a joint submission be received in future.

10. RISK IMPLICATIONS

- 10.1 Any consultation required throughout the Neighbourhood Planning process will be delivered in adherence with the Voluntary and Community Sector (VCS) Strategy and Statement of Community Involvement (SCI) for a statutory period of eight weeks. This accommodates the Neighbourhood Planning Regulations (General) adopted in April 2012 which stipulates a minimum six week consultation period.

11. FINANCIAL CONSIDERATIONS

- 11.1 Neighbourhood Plans will be subject to an independent examination and referendum; both of which the Local Authority have a duty to arrange and fund. As outlined in Section 3.4, a funding programme to support Local Authorities in meeting legislative duties in relation to Neighbourhood Planning was announced by DCLG in late 2012; this allows Local Authorities to draw down on unringfenced grant funding at three distinct phases in the Neighbourhood Plan's development. It is anticipated that this funding stream will support the statutory duties of the Local Authority; however any additional costs would have to be secured from elsewhere.

12. LEGAL CONSIDERATIONS

- 12.1 Neighbourhood Planning Regulations (General and Referendum) came in to force on 6 April 2012 and 3 August 2012 respectively and are now law. As outlined in Section 3.2, the Local Authority will have a duty to adopt the

Neighbourhood Plan should a simple majority vote be gained at referendum. This will requirement an amendment to part of Hartlepool Borough Council's Budget and Policy Framework (as the Neighbourhood Plan will supersede the Local Plan) and once adopted, the Neighbourhood Plan will have legal status.

13. STAFF CONSIDERATIONS

- 13.1 As outlined in Section 3.4, the Local Authority have a statutory obligation to provide technical assistance, support and guidance to the Parish Council or Neighbourhood Forum, formally publicise and designate the boundary, validate the Plan before organising an independent examination and referendum.
- 13.2 As outlined the Section 8.1, the Neighbourhood Management Team have been providing intensive support to groups developing Neighbourhood Plans since August 2011; given the volume of Neighbourhood Plans now being developed in Hartlepool and the funding available to support groups which has previously been unavailable, the development of payment schedule options for Neighbourhood Planning services will be undertaken.

14. ASSET MANAGEMENT CONSIDERATIONS

- 14.1 There are no asset management considerations in this instance.

15. EQUALITY AND DIVERSITY CONSIDERATIONS

- 15.1 Equality and diversity will be considered through the associated consultation frameworks, and an Equality Impact Assessment (EIA) will be completed prior to the statutory consultation period on the first draft of the Neighbourhood Plans.

16. SECTION 17 OF THE CRIME AND DISORDER ACT 1998 CONSIDERATIONS

- 16.1 There are no Section 17 implications in relation to Neighbourhood Planning.

17. RECOMMENDATIONS

- 17.1 Neighbourhood Services Committee are requested to note progress in relation to Neighbourhood Planning in Hartlepool to date.
- 17.2 Neighbourhood Services Committee are asked to note a proposal to develop a payment schedule for Neighbourhood Planning services (that are in addition to those that have to be provided by statute) as outlined in Section 8.

- 17.3 Neighbourhood Services Committee are asked to note the amendment to the reporting and decision making process (in relation to the designation of Neighbourhood Forums) process as outlined in Section 9.2.

18. REASONS FOR RECOMMENDATIONS

- 18.1 Hartlepool Borough Council is implementing Neighbourhood Planning Policy in line with the Localism Act 2011.

19. BACKGROUND PAPERS

- 19.1 Cabinet (9 January 2012) – Review of Community Involvement and Engagement (including LSP Review).
- 19.2 Cabinet (3 September 2012) – Neighbourhood Planning (Reporting and Decision Making Procedure).
- 19.3 Cabinet (18 March 2013) – Neighbourhood Planning (Update).
- 19.4 <http://www.hartlepool.gov.uk/neighbourhoodplanning>

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