

CULTURE, HOUSING & TRANSPORTATION PORTFOLIO DECISION SCHEDULE



PLEASE NOTE CHANGE OF DATE AND TIME

Friday 24th March 2006

at 9:00 a.m.

in Committee Room "A"

Councillor R Payne, Cabinet Member responsible for Culture, Housing and Transportation will consider the following items.

1. KEY DECISIONS

- 1.1 Housing Capital Programme 2006-2008 – *Head of Public Protection and Housing*
- 1.2 Local Transport Capital Programme 2006/07 – *Head of Technical Services*
- 1.3 Private Sector Housing Renewal Assistance Policy – *Head of Public Protection and Housing*

2. OTHER ITEMS REQUIRING DECISION

- 2.1 Vehicular Access along Public Footpath No. 4 Seaton Parish (Blackberry Lane) – *Director of Adult and Community Services*
- 2.2 Creation of a New Public Bridleway at North Hart Farm, Hart Parish – *Director of Adult and Community Services*
- 2.3 Hartlepool Transport Interchange – *Head of Technical Services*
- 2.4 Clavering Road – Safer Streets Scheme – *Head of Technical Services*
- 2.5 Empty Dwelling Management Orders (EDMOs) – *Head of Public Protection and Housing*
- 2.6 Housing Health and Safety Rating System and Enforcement of Housing Conditions – *Head of Public Protection and Housing*
- 2.7 Neighbourhood Services Departmental Plan (Culture, Housing and Transportation) Update December 2005 – *Director of Neighbourhood Services*
- 2.8 Progress of the Supporting People Programme – *Head of Public Protection and Housing*
- 2.9 Supported Bus Services 5 and 822/828 – *Head of Technical Services*
- 2.10 Stockton Road/Russell Walk Parking improvements – *Head of Technical Services*
- 2.11 Revised Fares Leven Valley Supported Bus Contracts – *Head of Technical Services*

3. **ITEMS FOR INFORMATION**

None

4 **REPORTS FROM OVERVIEW OF SCRUTINY FORUMS**

None

EXEMPT ITEMS

Under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in the paragraphs referred to below of Part 1 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) Act 1985

5 **KEY DECISION**

None

6. **OTHER ITEMS REQUIRING DECISION**

None

CULTURE, HOUSING & TRANSPORTATION PORTFOLIO

Report To Portfolio Holder
24th March 2006



Report of: Head of Public Protection and Housing

Subject: HOUSING CAPITAL PROGRAMME 2006-2008

SUMMARY

1. PURPOSE OF REPORT

To update the Portfolio Holder on housing capital issues and to seek approval of the Housing Capital Programme, following the North East Regional Housing Board's capital allocation to Hartlepool.

2. SUMMARY OF CONTENTS

The report details capital allocation following bids submitted (as approved by Portfolio Holder April 2005).

3. RELEVANCE TO PORTFOLIO HOLDER

The Portfolio Holder has responsibility for housing.

4. TYPE OF DECISION

Key decision (tests (i) and (ii)) apply.

5. DECISION MAKING ROUTE

Culture, Housing & Transportation Portfolio, 24th March 2006.

6. DECISION(S) REQUIRED

To approve the two year Housing Capital Programme 2006-2008.

Report of: Head of Public Protection and Housing

Subject: HOUSING CAPITAL PROGRAMME 2006-2008

1. PURPOSE OF REPORT

- 1.1 To update the Portfolio Holder on Housing Capital finance and to seek approval of the two year Capital Programme (set out in **Appendix 1**).

2. BACKGROUND

- 2.1 Historically housing capital has been funded by a formulaic allocation of borrowing approvals. This formulaic approach changed from 2004 when the North East Regional Housing Board was given responsibility for allocations which became known as Single Housing Investment Pot (SHIP). Additionally, from 2006, SHIP funds will be grants not borrowing approvals.
- 2.2 As Housing Authorities had significant existing capital commitments, 70% of the previous allocation was made in the form of a 'safety net' allocation for 2004-06, with the remaining available funding (borrowing permissions) being open to bidding. Hartlepool had two successful bids (one in partnership with the other Tees Valley Authorities) which meant that capital allocation did not substantially change, although the flexibility of how we used the funding was dramatically decreased.
- 2.3 From 2006 there will be no 'safety net', all funding has been allocated by the Regional Housing Board following a bidding process. This is aimed at targeting scarce resources at the areas needing the funding and also where joint working between authorities and innovative approaches are most advanced.

3. CONSIDERATIONS

- 3.1 Hartlepool has been successful in three bids – two in partnership with the other Tees Valley Authorities and one individually.
- 3.2 **Appendix 1** shows our housing capital expenditure for 2004-06 and the proposed expenditure for 2006-08 (subject to confirmation of allocations for 2007-08) in total and includes all grants etc.
- 3.3 The table shows how SHIP funding has changed over the two bidding periods. SHIP 1 was the 'safety net' allocation of 70% of our previous allocation. This included funding for renovation grants and the Council's contribution to NDC (£750k per year).

- 3.4 SHIP 2 (Regeneration) is our successful joint bid (in liaison with other Tees Valley authorities and Tees Valley Living). For 2004-06 this funded North Central Hartlepool only and complemented funding received from English Partnerships (shown separately) for 2006-08. This includes the Council's contribution to NDC and covers both NDC and NCH. Additionally, we have (subject to confirmation) been allocated part of the ODPM Housing Market Renewal Fund (Regional Housing Board).
- 3.5 SHIP 3 was our successful individual 2004/6 bid and included funding for HomePlus, thermal insulation and Disabled Adaptation grants. The thermal insulation project has had a major impact on the town – helping those residents in 'fuel poverty' to thermally insulate their homes by 'topping up' available Government grants. The project attracted match funding from Scottish Power and was a major contributor to reducing winter deaths in the Borough from just under 80 three years ago to 1 in 2005/06.
- 3.6 Changes to the bidding process split funding previously given under SHIP3 into SHIP 4 and 5. SHIP 4 funding is for renovation and re-occupation grants/loans, HomePlus and thermal insulation grants. SHIP 5 is an element mostly for Disabled Facilities Grants (DFGs). The Government gives Council's an annual grant towards DFGs on condition that they contribute an additional 40% of the Government's grant. For 2004/6 Government grant was £180k per year and this has risen to £253k per year for 2006/08. The 40% contribution is covered by our successful SHIP 5 allocation (additional funding was bid for in anticipation of an increased grant, although the actual amount was unknown prior to the end of the bidding process). This bid included a request for funding to continue our successful Handyperson service run by Endeavour Home Improvement Agency in partnership with Adult Services. The DFG contribution leaves £12k per annum towards maintaining this service which may be eligible for Supporting People funding subject to grant condition changes being implemented by ODPM. It is, therefore, envisaged that the Handyperson service will continue to operate.
- 3.7 It is important, given the limited resources available, that we ensure each element is fully utilised. It is essential, therefore, that there is discretion within each funding element (e.g. within SHIP 4) to ensure maximisation of resources.
- 3.8 As can be seen from the table, for areas other than regeneration, SHIP funding for Hartlepool has decreased. Given the lack of flexibility and the range of needs to be met, the main impact of this will be on our ability to meet the Government's Decent Homes Target. For the past two years the Renewal Policy has targeted renovation grants at those homes adjacent to regeneration areas (to support remaining housing markets) and to achieve decent homes targets.

- 3.9 Changes to the Housing Renewal Policy is the subject of a separate report. The Tees Valley Authorities submitted a successful bid to enable the continuation of assistance towards maintaining homes by owner-occupiers. Historically this has been in the form of a means tested grant although there has been pressure to move towards loans. In order to attract funding, part of our submission included the move towards loans. Additionally, a much-needed element of sub-regional working to reduce voids was included. Overall, therefore, we have less funding to assist with maintaining and improving homes. The SHIP 4 money covers HomePlus, Thermal Insulation, Void properties and renovation grants/loans.
- 3.10 In order to address issues of decent homes standards and to ensure that Government targets are reached, we will need to provide financial support to enable 65 properties per year to be improved. This is in addition to properties which will be demolished through regeneration and those improved to support regeneration schemes (where the occupier is not assessed as 'vulnerable'). On average the total financial support package required will be in the region of £10k per property, totally approximately £650k per year for homes where the occupier is vulnerable. Over the next two years, given the available resources, we will have insufficient resources to achieve our targets as funds available are approximately £450k which will enable approximately 45 properties to be improved – not all of which will contribute towards decent homes targets.
- 3.11 Additional considerations include the impact of housing on health issues in the town. The thermal insulation project has made a substantial impact on the health of residents. Achieving decent homes standards will make a further impact – the standard of homes very much impacts on residents health. Improving housing conditions will decrease childhood illnesses such as asthma and bronchitis in the elderly. Improved standards will decrease the likelihood of falls, reducing breakages in the elderly, etc. It may be appropriate to consider the options of using alternative funding streams such as NRF to achieving decent homes standards because of the health improvements which would be achieved.
- 3.12 In addition to SHIP funding a limited amount of NRF funding has been allocated to housing. This consists of a small amount of additional DFG funding, a small amount for resident projects in NCH and covers Housing Hartlepool's team managing the regeneration project in NCH. English Partnerships contributed £5m towards NCH during 2004-06, however, no further funding has been forthcoming to support this project. Additionally, however, there will be funding from the sale of the regeneration site in NCH, which will be used to complete phase 1.

4. CONCLUSIONS

- 4.1 Whilst three bids have been successful there is a slight reduction in housing capital finance for renovation and insulation work and there is less flexibility in spending the grant as a result of the bidding process. Additionally, there is a requirement to report quarterly to the NE Housing Board on progress of spending and achievements.
- 4.2 Despite our success in attracting funding we are not going to be able to achieve decent homes targets given the available resources. Over the next two years there is a shortfall of approximately £300k annually. This equates to 30 properties not achieving decent homes standards and assumes that we assist in improving 45 properties, 15 of which are inhabited by residents not assessed as 'vulnerable'. These properties are being improved to support the regeneration schemes rather than achieving decent homes standards.
- 4.3 With the move from the formulaic approach it is becoming increasingly more complex to access housing capital funds. The sub-regional bids were designed to attract funding and this has been successful in this round, due partly to the high quality of our bids but also to other sub-regions not being as well organised as the Tees Valley. It is anticipated that our bids will have to significantly improve (and show further innovative approaches) to achieve success. There is no doubt, however, that the Regional Housing Board are aware of the issues faced in Hartlepool and are supportive of our projects.
- 4.4 Should sufficient funding not be available from the Regional Housing Board after 2008, the Council will be faced with significant and difficult decisions over both funding and performance targets for housing.

5. RECOMMENDATIONS

- 5.1 That the Portfolio Holder approves the proposed Housing Capital Programme for 2006/08 detailed in **Appendix 1** and notes the financial issues around achieving decent homes targets.

Housing Capital Four Year Programme showing all funding

Appendix 1

Housing Capital Programme '000s	2004/5	2005/6	2006/7	2007/8 (a)
SHIP 1(Safety Net)	1,560 *	1,599 *	discontinued	
SHIP 2 (Regeneration^)	1,325 "	825 "	1,721 *-	1,105 *-
SHIP 3 (Vulnerable People)	380	620	discontinued	
SHIP 4(Renewal and Vulnerable People)			967	998
<i>BRE study (Tees Valley)</i>			6	
<i>Thermal Insulation Scheme</i>			231	208
<i>Grants and loans to improve and re-occupy homes</i>			530	520
<i>Grants to repair homes</i>			140	140
<i>Tees Valley Empty Property Initiative</i>			60	130
SHIP 5 (DFG & handyperson)			180	180
<i>DFG</i>			168	168
<i>Handyperson</i>			12	12
Total SHIP funding	3,265	3,044	2,868	2,283
ODPM Housing Market Renewal Funding (via Regional Housing Board) (a)			1,375	4,375
DFG (Government grant)	180	180	253	253
NRF for DFGs	90	60	u/k	u/k
NRF for Regeneration Team	111	111	128	105
NRF for Resident Priority Spend	100	100	63	47
English Partnership Funding	3,500	1,500		
Total Housing Capital Expenditure	7,246	4,995	4,687	7,063
Notes				
*includes contribution to NDC				
^ funding for acquisitions/regeneration				
" funding for North Central Hartlepool to complement English Partnership funding				
- funding for regeneration (acquisitions) for NDC and NCH				
(a) Subject to confirmation				

CULTURE, HOUSING AND TRANSPORTATION PORTFOLIO

Report To Portfolio Holder
24th March 2006



Report of: Head of Technical Services

Subject: LOCAL TRANSPORT CAPITAL PROGRAMME 2006/07

SUMMARY

1. PURPOSE OF REPORT

To provide information on the 2006/07 local transport capital settlement and seek approval for the proposed budget allocations and programme for integrated transport and structural maintenance.

2. SUMMARY OF CONTENTS

The report provides details of the 2006/07 local transport capital allocations, the proposed budget allocations and a summary of the government's assessment of the council's progress in implementing the local transport strategy as set out in the 2005 Annual Progress Report.

3. RELEVANCE TO PORTFOLIO MEMBER

This is the responsibility of the Portfolio Holder.

4. TYPE OF DECISION

Key decision (test (i)).

5. DECISION MAKING ROUTE

This is a key decision of the Portfolio Holder.

6. DECISION(S) REQUIRED

Portfolio Holder's approval is sought on this decision

Report of: Head of Technical Services

Subject: LOCAL TRANSPORT CAPITAL PROGRAMME
2006/07

1. PURPOSE OF REPORT

- 1.1 To provide information on the 2006/07 local transport capital settlement and seek approval for the proposed budget allocations and programme for integrated transport and structural maintenance.

2. BACKGROUND

- 2.1 The Hartlepool provisional second Local Transport Plan (LTP) and Annual Progress Report (APR) 2005 were submitted to the Government on 31st July 2005. The Government has used these documents to assess the 'quality of planning' demonstrated in developing the provisional second LTP and the council's progress in delivering the first LTP in 2004/05. The results of this assessment, and confirmed capital funding, were reported by Government Office for the North East in a letter to the Council dated 14th December 2005.

Assessment of the Provisional Second Local Transport Plan

- 2.2 The Government has assessed the provisional Local Transport Plan for each LTP area. Each authority has been given a classification according to the quality of the provisional plan – 'very promising', 'promising' or 'needs substantial improvement'. The overall classification for Hartlepool was 'promising'. This was the classification awarded to most LTP areas.

Assessment of the Annual Progress Report 2005

- 2.3 The Government has also assessed the most recent Annual Progress Report for each LTP area. Each authority is given a performance classification according to their score – 'excellent', 'good', 'fair' or 'weak'. This performance classification also forms one component of the transport element of the Comprehensive Performance Assessment 'Environment' block. The overall assessment was that in 2004/05 Hartlepool was making 'fair' progress towards implementing the first LTP. This was the classification awarded to most LTP areas. A summary of the Government's comments included in the settlement letter is provided below.

Delivery of schemes on the ground

- 2.4 The Government is disappointed that the Authority has not continued with the good progress made in the delivery of schemes over previous years but acknowledges that good progress has been made on a number of output targets. The Government also appreciates the difficulties the council has experienced in the delivery of the Hartlepool Transport Interchange project.

Progress against targets and indicators

- 2.5 Although limited progress has been made in KSI (killed or seriously injured) outputs, good progress has been made in several areas including rural bus accessibility.

An effective spending programme

- 2.6 The council is congratulated on the management of the spending programme in 2005/06, particularly the managing the delays in the expenditure on the Hartlepool Transport Interchange project.

Financial Planning Guideline for Hartlepool

- 2.7 The financial planning guidelines set out the capital funding to be made available by the Government for local transport in each LTP area. Provisional financial planning guidelines were announced by the Government in December 2004. This included £1.349 million for integrated transport and £880,000 for structural maintenance.
- 2.8 The Government subsequently introduced a new formula to distribute the integrated transport block funding between councils. The final planning guideline reduced the capital allocation for integrated transport to £1.267 million and maintained the allocation for structural maintenance at £880,000.
- 2.9 The Government's guidance stated that up to 25% of an authority's 2006/07 planning guideline for the integrated transport block allocation might be varied for performance on the assessed provisional second LTP quality and assessed progress in delivering the first LTP in 2004/05 (APR 2005).
- 2.10 The assessment of the provisional second LTP has affected the integrated transport block allocation for 2006/07 as follows:

"Very Promising"	+12.5%
"Promising"	No change
"Needs Substantial Improvement"	No change

- 2.11 The assessment of the APR 2005 has affected the integrated transport block allocation for 2006/07 as follows

“Excellent”	+12.5%	
“Good”	+5%	
“Fair”	-5%	(-£63,000)
“Weak”	-12.5%	

- 2.12 Table 1 below sets out the provisional and final planning guideline for 2006/07.

Table 1 – Provisional and Final Planning Guideline for 2006/07

	2006/07
Integrated Transport Block	
Provisional Planning Guideline	1,349
Final Planning Guideline	1,267
Confirmed Capital Allocation	1,204
Structural Maintenance	
Provisional Allocation	880
Confirmed Capital Allocation	880
Total	
Provisional Planning Guideline	2,229
Final Planning Guideline	2,147
TOTAL CAPITAL ALLOCATION	2,084

- 2.13 This settlement illustrates the Government’s continued support for the transport strategy outlined in the first LTP. Government Office for the North East met with council officers in January 2006 to provide more detailed feedback on the capital allocations, LTP Annual Progress Report assessment and to discuss the second LTP, which is to be submitted by 31st March 2006.

Proposed Distribution of Capital Funding for the Final Second LTP

- 2.14 The proposed distribution of capital allocations for each scheme type for 2006/07 is set out in Table 2 below.

Table 2 - Proposed Distribution of LTP Capital Allocations for 2006/07

LTP Theme	2006/07
Integrated Transport Block	£000's
Bus Infrastructure Schemes (BI)	50
Cycling Schemes (CY)	100
Travel Plans (TP)	30
Local Safety Schemes (LS)	240
Road Crossings (RC)	30
Traffic Management and Traffic Calming (TM)	155
Local Road Schemes (RD)	392
Miscellaneous (OS)	207
<i>Sub-total</i>	<i>1,204</i>
Structural Maintenance	
Roads	790
Bridges	90
<i>Sub-total</i>	<i>880</i>
TOTAL	2,084

3. OFFICER ADVICE

- 3.1 That the Portfolio Holder notes the good progress that has been made towards implementing the fourth year of Hartlepool's first Local Transport Plan.
- 3.2 That the Portfolio Holder notes the 2006/07 local transport capital settlement and approves the proposed distribution of allocations as detailed in Table 2.

CULTURE, HOUSING & TRANSPORTATION PORTFOLIO

Report to Portfolio Holder
24th March 2006



Report of: Head of Public Protection and Housing

Subject: PRIVATE SECTOR HOUSING RENEWAL
ASSISTANCE POLICY

SUMMARY

1. PURPOSE OF REPORT

To consider amendments to the current Private Sector Renewal Assistance Policy.

2. SUMMARY OF CONTENTS

The report highlights the need for the current policy to be reviewed in light of Government and Regional housing objectives. In particular, the report highlights the need to consider the possibility of loan (as opposed to grants) to encourage future investment in the private housing stock.

3. RELEVANCE TO PORTFOLIO MEMBER

The Portfolio Holder is responsible for housing services.

4. TYPE OF DECISION

Key decision (tests (i) and (ii)) apply.

5. DECISION MAKING ROUTE

Culture, Housing & Transportation Portfolio, 24th March 2006.

6. DECISION(S) REQUIRED

To approve suggested amendments to the current Private Sector Renewal Assistance Policy.

Report of: Head of Public Protection and Housing

Subject: PRIVATE SECTOR HOUSING RENEWAL
ASSISTANCE POLICY

1. PURPOSE OF REPORT

- 1.1 To consider the amendment of the Private Sector Renewal Assistance Policy, taking into account government strategic and funding objectives.

2. BACKGROUND

- 2.1 The Regulatory Reform (Housing Assistance) Order 2002 gives Councils discretion over the types and amounts of assistance they can provide for the improvement, repair, acquisition and demolition of private houses.
- 2.2 The ability to provide financial assistance is subject to the availability of external funding. To secure central government funding for 2006-08, authorities were required to submit bids to the North East Housing Board directed towards achieving one or more of four objectives in the North East Housing Strategy. Authorities were encouraged to work on a sub-regional basis, give priority to activities that will produce the greatest impact in the use of scarce resources, and maximise leverage from public and private sector funding sources.

3. CHANGE IN THE PROVISION OF RENEWAL ASSISTANCE - LOANS

- 3.1 With limited availability of financial resources, Councils are expected to investigate the use of alternative funding methods. In particular, the use of loans rather than, or in addition to, grants would allow movement away from grant dependency and theoretically allow authorities to recycle loan repayments for further financial assistance in the future.
- 3.2 The suitability of loan schemes is still being developed by several authorities nationally. However, the legal requirements and financial safeguards to be met by councils in setting up such schemes involving a similar range of loans available from banks is such that councils are wary about proceeding with them. Best practice appears to be the setting up of a sub-regional funding body serving each local authority. Officers from the Tees Valley authorities are exploring whether suitable loans could be provided by a lender(s) in the sub-regional area, but more work needs to be carried out on viability.

- 3.3 In order to make progress towards maximising available funding, it is suggested that the opportunity should be taken to introduce assistance in the form of part loan/part grant. This is in line with changes being introduced by the other Tees Valley authorities to support the SHIP bid. The loan would be simple, interest-free and entered as a Land Registry charge on the property with a condition for repayment upon the sale or disposal of the property. Accepting that emphasis must be placed on reducing grant dependency, but acknowledging that the ability to repay the loan must be considered, it is suggested that the grant should be 70% and the loan 30% of the total cost. For comparison, Stockton Borough Council will be testing a 50% loan/50% grant scheme and Darlington 75%/25%.
- 3.4 About 8% of the total cost of grant work is currently funded from owners' contributions based on the 'test of resources'. The introduction of assistance which includes a repayable loan would potentially increase the level of private contribution significantly and have clear financial advantages to the Council. If the grant/loan combination covered the whole of the cost of the works, costs for the Council would increase in the short term, but the incentive is that over the medium to longer term the available funding will accumulate.
- 3.5 The removal of renovation grants which are based on the test of financial resources, and their replacement with 'renovation assistance' based on grant/loan, may have some impact on the numbers of vulnerable house owners able to take advantage of the funding available. The suggested 70% grant to 30% loan split is meant to reduce the impact of the change, but there will be a need to monitor this.

4. CHANGES IN POLICY TO MEET THE NORTH EAST HOUSING STRATEGY OBJECTIVES

- 4.1 Particular emphasis is being made to achieving the Decent Homes target set by the government of increasing the proportion of private decent homes occupied by vulnerable households to 70% by 2010 and 75% by 2016. In order to meet the 2010 target in Hartlepool it is estimated that at least 65 houses occupied by vulnerable households per year will need to be made decent through improvement.
- 4.2 Decent Homes investment activity formed a major part of the Tees Valley bid. Our existing policy includes the provision of renovation grants to meet the Standard. The policy change required is in relation to the adoption of an agreed standard, to which works will be completed, and the type of assistance to be provided referred to in the previous section.
- 4.3 Dealing with empty houses, particularly in the regeneration areas, is a major priority. To reduce the percentage of empty private houses to an acceptable regional average of 3% by 2010 would require a reduction of 675 over the 5 year period from 2005. It is estimated that proposed demolition will reduce the figure by about 140. Based on available information and estimated funding, it is unrealistic to meet the regional target by 2010.

However a challenging target of reducing the number of empty houses in the regeneration areas not affected by clearance from 260 to 100 over that period of time has been proposed. Both financial and non-financial assistance will be needed to accomplish this.

- 4.3 Whilst there is already in place ‘reoccupation grant’ for owner occupiers and very limited assistance for landlords to bring houses back into use, this assistance has not been taken up. In order to make progress on dealing with empty houses the Tees Valley, authorities have looked at best practice commended by the government, in particular, an innovative partnership with a private developer to purchase targeted empty houses and refurbish them to the Decent Homes Standard. A significant amount of private sector finance can be levered in. It is suggested that the Council should join in the Tees Valley ‘Filling the Empties’ project over the next two years.

5. CHANGES PROPOSED - DETAIL

- 5.1 The following types of assistance are not affected by this report:

- Relocation Assistance
- Low cost home ownership scheme
- Enforcement on empty houses
- Handyperson Scheme
- Disabled Facilities Grants

- 5.2 The following changes are proposed:

Renovation Grants

To support housing market renewal: Targeted at owner-occupiers within the West Central and North Central regeneration areas, and Headland (SRB). Outside the regeneration areas available for houses occupied by ‘vulnerable’ persons (persons on certain means-tested benefits).

Average grant is £6,500. The grants are means-tested, but applicants have no more than 50% of the eligible cost to contribute towards works to meet the Decent Homes Standard. The 3-year prior ownership and occupation requirement is waived. There is a requirement to owner/occupy the improved dwelling for 5 years.

- *Changed to ‘Renewal Assistance’. Removal of the means test, replaced by 70% grant:30% loan. The existing conditions will apply to the grant portion. The loan would be interest-free, registered as a charge on the Land Registry and repayable on sale or disposal. Maximum assistance £20,000.*

Reoccupation Grants

To bring houses back into use for owner occupation in defined areas surrounding redevelopment sites and particularly problematical houses outside those sites. The assistance is means tested but applicants have no more than 50% of the eligible cost to contribute towards the works.

- *Changed to 'Reoccupation Assistance'. Removal of the means test, replaced by 70% grant:30% loan. The existing conditions will apply to the grant portion. The loan would be interest-free, registered as a charge on the Land Registry and repayable on sale or disposal.*

Limited assistance of up to 25% with a maximum grant of £3,000 is available to landlords registered with the voluntary landlord accreditation scheme. The house must have been empty for at least 6 months on the date that the Policy is agreed and on the list prepared by the Council for that purpose. Priority for assistance to properties which are detrimental to the area and bringing the property back into use is essential for the well-being of the locality. Assistance must be approved by the Portfolio Holder and only in exceptional circumstances where the benefits to residents outweighs the disadvantages.

- *Provisions to remain the same, but maximum grant changed to maximum assistance of £3,000, provided as a 70% grant; 30% loan.*

Empty Homes Partnership Fund

New assistance in association with the other Tees Valley authorities to bring long-term empty houses back into use. Available only to a selected partner through a bidding process. Assistance to be recorded as a priority charge with Land Registry. Assistance to be repaid if property is sold within a 5 year condition period.

HomePlus Grants

HomePlus Grants are available for home owners over 60 years of age, and disabled or infirm households of any age in receipt of one of the required benefits, to enable them to remain in their own homes.

The assistance is available for repairs, to deal with potential safety hazards in the home, or to enable them to return from hospital into safe accommodation.

- *Due to the nature of this assistance, the proposal is for this to stay in the form of grant in 2006-07, and the use of loans/grant be reviewed prior to a decision for 2007-08 onwards.*

Warm Front Top-Up Grants

Top-up funding to ensure that in the eight wards where fuel poverty is in excess of 30%, free loft and cavity wall insulation is provided for households aged 60 and over regardless of income, and households under 60 in receipt of a benefit, who are not eligible for Warm Front or only partially eligible for Energy Efficiency Commitment assistance. Delivered by an external agency.

In addition to the above eight wards, this assistance to be targeted to all remaining wards in the Borough.

6. RECOMMENDATIONS

- 6.1 That the Private Sector Renewal Assistance Policy be amended and approved, as detailed above.
- 6.2 That the introduction of grant/interest-free loans be approved, their impact monitored, and a review report brought back to the Portfolio Holder before April 2007.

**CULTURE, HOUSING AND TRANSPORTATION
PORTFOLIO
REPORT TO PORTFOLIO HOLDER
24th March 2006**



Report of: Director of Adult and Community Services

Subject: VEHICULAR ACCESS ALONG PUBLIC FOOTPATH No 4, SEATON PARISH, (BLACKBERRY LANE)

SUMMARY

1. PURPOSE OF REPORT

To seek approval to prevent vehicular access along Public Footpath No 4, Seaton (also known as Blackberry Lane) whilst the Council seeks to register private vehicular rights for allotment tenants at the Land Registry.

2. SUMMARY OF CONTENTS

Hartlepool Borough Council wishes to prevent vehicular access along Blackberry Lane until private vehicular access rights are registered for Station Lane Allotment tenants. Ownership of the land cannot be established and there is no evidence of a private right of vehicular access along the lane at the present time. The Estates department will be seeking to register private vehicular rights for allotment tenants at the Land Registry, in the meantime approval is requested to prevent all vehicular access by locking the highway barrier where Blackberry Lane meets Station Lane.

3. RELEVANCE TO PORTFOLIO HOLDER

Public Rights of Way and Allotment issues are within the remit of the Culture, Housing and Transportation Portfolio Holder.

4. TYPE OF DECISION

Non-key decision

5. DECISION MAKING ROUTE

Portfolio Holder report, 24th March 2006

6. DECISION(S) REQUIRED

That the Portfolio Holder approves prevention of vehicular access along Public Footpath No 4, Seaton (also known as Blackberry Lane) whilst the Council seeks to register private vehicular rights for allotment tenants at the Land Registry.

Report of: Director of Adult and Community Services

Subject: VEHICULAR ACCESS ALONG PUBLIC FOOTPATH No 4, SEATON PARISH, (BLACKBERRY LANE)

1. PURPOSE OF REPORT

To seek approval to prevent vehicular access along Public Footpath No 4, Seaton (also known as Blackberry Lane) whilst the Council seeks to register private vehicular rights for allotment tenants at the Land Registry.

2. BACKGROUND

- 2.1 The route in question begins at Station Lane in Seaton Carew heading south towards Tofts Farm Industrial Estate and is shown on the Definitive Map as Public Footpath No. 4, Seaton (**see Appendix 1**).
- 2.2 Vehicles have been used along the route in order to gain access to Station Lane allotments since February 1960.
- 2.3 A highway barrier with padlock was erected by Hartlepool Borough Council in 2000 to prevent fly tipping and illegal use of the Public Footpath by motorbikes. Sections 115b and 115d of the Highways Act 1980 provides the power for Highway Authorities to erect barriers over public footpaths and bridleways to restrict vehicle use. Keys were given to the allotment tenants and two private residents to the south of the allotments at this time.
- 2.4 On 16th June 2004, Cllr Mike Turner wrote to the Council asking that legal and technical points raised by residents relating to the footpath and vehicular access be clarified. This led to an investigation into ownership of the land over which the Public Footpath runs and associated private rights of access.
- 2.5 Land ownership is shown on the map at **Appendix 2**. The Council is unable at this time to establish ownership of the land between Station Lane and Network Rail's land. Strenuous efforts have been made since June 2004 to identify a landowner including Land Registry searches, contacting residents and former residents and advertising in the Hartlepool Mail.
- 2.6 Title deeds identify a vehicular right retained by a former landowner (the 'Vendor' in the deeds) which it is thought has been misconstrued as a vehicular right granted to the current owners. The Council is unable to establish any legal rights of private vehicular access at the present time.
- 2.7 Vehicular access is valid for Council Officers carrying out their duties in respect of the Public Footpath (Section 300 of the Highways Act 1980).

- 2.8 In September 2005 solicitors acting for Mr Horwood, who owns land to the south of the allotments adjoining the lane, advised him to approach the Council for a key to the highway barrier to gain access to his land. In February 2006 Mr Horwood brought his title deeds to a meeting with the Council's Legal Section.. Legal Section was able to confirm that Mr Horwood had no private vehicular rights of access over the land.
- 2.9 In order to take a fair and even-handed approach to all users and adjacent landowners, the Council wishes to prevent all vehicular access at this time by changing the padlock on the highway barrier. The Estates Department are preparing a Statutory Declaration to send to Land Registry to register private vehicular rights for allotment tenants only across this land. Once registered, the padlock will be changed and keys issued to allotment tenants.
- 2.10 It will be up to private landowners to claim their own private vehicular rights of access. Those able to show written proof from the Land Registry of vehicular access rights, to the Council, will also be issued with keys.

3. FINANCIAL IMPLICATIONS

- 3.1 The only financial implications at this stage are for padlock and keys, and the Statutory Declaration.

4. RECOMMENDATIONS

- 4.1 That the Portfolio Holder approves prevention of vehicular access along Public Footpath No 4, Seaton (also known as Blackberry Lane) whilst the Council seeks to register private vehicular rights for allotment tenants at the Land Registry.

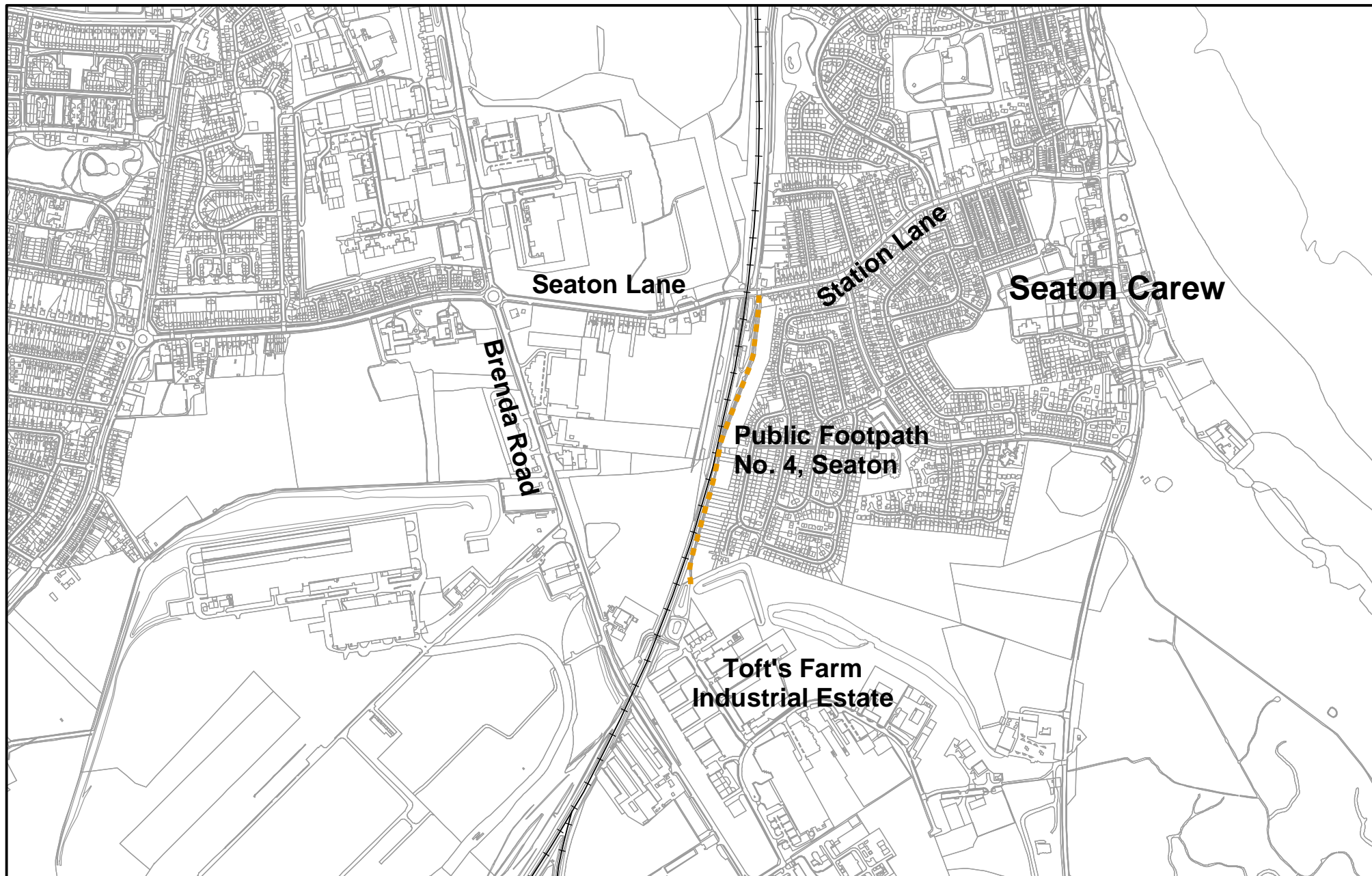
CONTACT OFFICER: Richard Harland, Acting Parks and Countryside Manager

Background Papers

Highways Act 1980

Appendix 1 - Location of Public Footpath No 4, Seaton

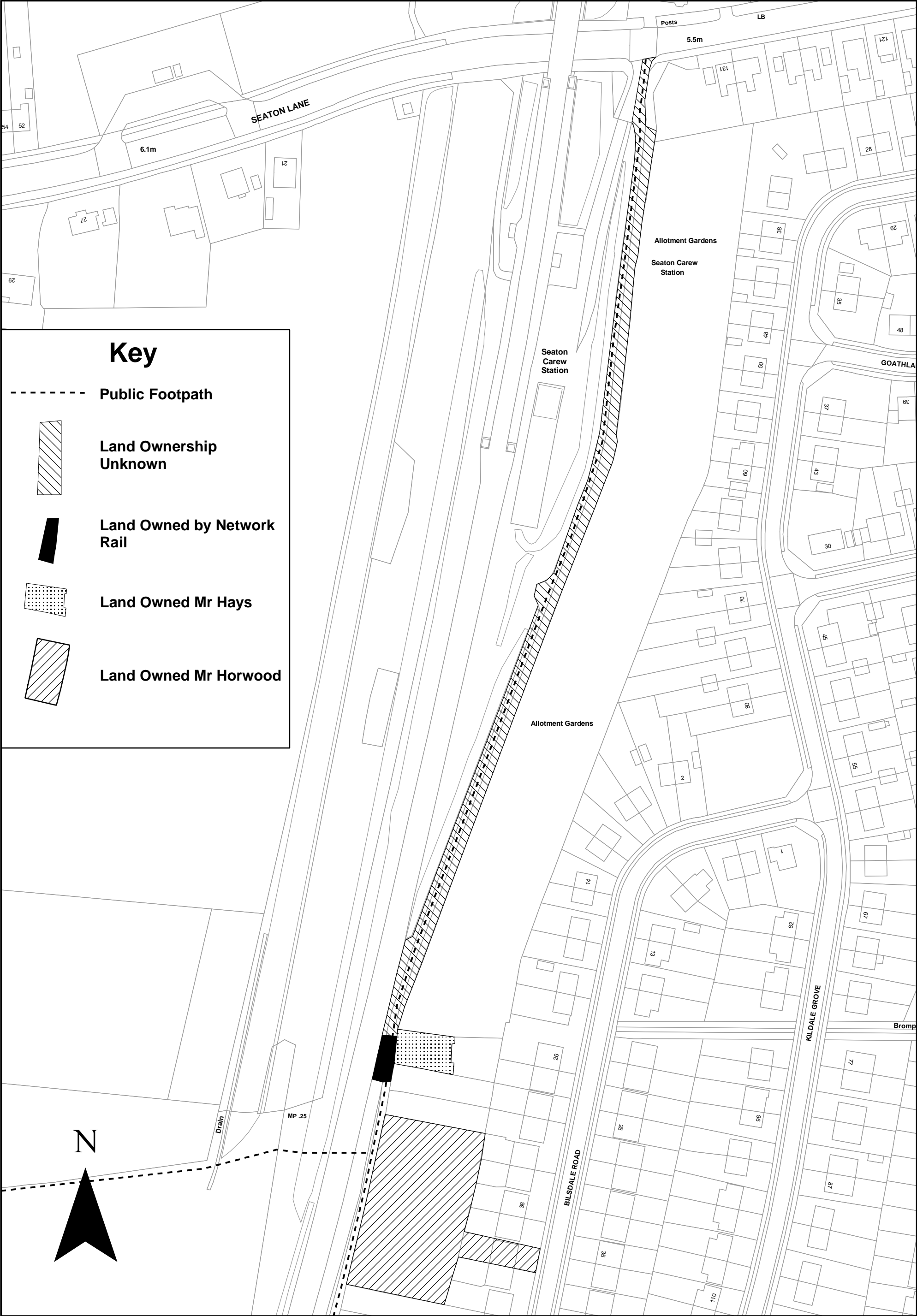
2.1



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Sub Title: Seaton 4 Location Map
Scale: 1 : 12,000
Date: 13th February 2006
Drawn By: Parks & Countryside

Hartlepool Borough Council
Community Services, Parks and Countryside
Suite 8, Municipal Buildings
Church Square
Hartlepool, TS24 7EQ
Tel: 01429 266522
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Sub Title: Blackberry Lane Land Ownership
Scale: 1 : 1,250 (A3)
Date: 13th February 2006
Drawn By: Parks and Countryside Section

Hartlepool Borough Council
Parks and Countryside Section
Suite 8, Municipal Buildings, Church Square
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CULTURE, HOUSING AND TRANSPORTATION PORTFOLIO

Report To Portfolio Holder
24th March 2006



Report of: Director of Adult and Community Services

Subject: CREATION OF A NEW PUBLIC BRIDLEWAY AT
NORTH HART FARM, HART PARISH

SUMMARY

1. PURPOSE OF REPORT

To seek approval for the creation of a new public bridleway between the northern end of the adopted highway known as North Hart lane (Point A) and the southern end of the Public Footpath known as No. 11, Hart Parish (Point B). (See Appendix 1)

2. SUMMARY OF CONTENTS

Hartlepool Borough Council is seeking to create a new Public Bridleway, as part of a larger access scheme. This scheme is part of a set of Borough-wide improvements to the rights of way and cycleway networks. The new bridleway will become part of a west of town cycleway, extending from the Hart to Haswell Walkway south to Greatham and further south onto the National Cycle Network route No. 1.

The Landowner, over whose land the proposed bridleway would run, is prepared to agree to the said dedication. The newly created public right of way would provide a bridleway 575 metres long, with a minimum width of three metres and would be added to the Definitive Map and Statement.

The Council is therefore proposing to pay for all costs related to the verification, completion and publishing of the creation agreement.

By entering into a creation agreement, the new public bridleway would be recorded onto the Definitive Map and Statement, thus removing a definitive map anomaly as legally, all public rights of way must either join another public right of way or start/finish at an adopted highway.

3. RELEVANCE TO PORTFOLIO HOLDER

Rights of Way Services is within the remit of the Culture, Housing and Transportation Portfolio Holder.

4. TYPE OF DECISION

Non-key decision.

5. DECISION MAKING ROUTE

Portfolio Holder report, 24th March 2006.

6. DECISION(S) REQUIRED

That the Portfolio Holder approves of the Council entering into an agreement to create a new section of public rights of way between the northern end of the adopted highway known as North Hart lane (Point A) and the southern end of the Public Footpath known as No. 11, Hart Parish (Point B). This new public right of way would be made a public bridleway, pursuant to Highways Act 1980 section 25. (**See Appendix 1**).

Report of: Director of Adult and Community Services

Subject: CREATION OF A NEW PUBLIC BRIDLEWAY AT
NORTH HART FARM, HART PARISH

1. PURPOSE OF REPORT

- 1.1 To seek approval for the creation of a new public bridleway between the northern end of the adopted highway known as North Hart lane (Point A) and the southern end of the Public Footpath known as No. 11, Hart Parish (Point B). (**See Appendix 1**)

2. BACKGROUND

- 2.1 The dedication of the Public Bridleway would create an important link in a larger access initiative. The Countryside Action Team and Local Transport Team are looking into expanding the Public Rights of Way and Cycleway network throughout the Borough.
- 2.2 Part of the proposal, which could extend to beyond 5 – 10 years, intends to create a network of access routes linking the town to more of the countryside. The main proposal is for the creation of a coastal cycle route, as well as a countryside route west of the town. Both of these routes would run north/south in direction, linking in with the existing National Cycle Network. There would be links from the western fringe of Hartlepool to the western route.
- 2.3 Another important link that the Council is looking at is an east – west route that would link Summerhill Countryside Park, through Dalton Piercy, Elwick, across the A19 and eventually linking in with Public Bridleways that join the Castle Eden walkway (National Cycle Route No. 1).
- 2.4 This new bridleway would become an important section between the Hart to Haswell Walkway, Hart Village and thence to cycle routes running southwards on the western side of town. By entering into a creation agreement, a new public bridleway would be recorded onto the Definitive Map and Statement, thus removing a definitive map anomaly.
- 2.5 Legally, all public rights of way must either join another public right of way or start/finish at an adopted highway. The length of the bridleway would be 575 metres and would have a minimum width of 3 (three) metres
- 2.6 It is felt that the new bridleway does not disadvantage any of the users and that all parties would benefit from the proposal, i.e.:

The Landowner, as it will maintain the bridleway in accordance with highways Act 1980 section 25

The Council, as the creation provides a vital link in the proposed improvements to the public right of way and cycleway network as well as removing a legal anomaly from the definitive map:

Users, as it substantiates their right to use the new public right of way in accordance with its status.

- 2.7 In the case of a public bridleway, the legal users are: Walkers, Cyclists and Equestrians. The Landowner, who owns North Hart Farm, agrees to this dedication as it would help to control and legally limit the users who would access the track.

3. FINANCIAL IMPLICATIONS

- 3.1 The Council is therefore proposing to pay for the costs related to the verification, completion and publishing of the creation agreement. The Rights of Way Budget would fund these costs. The costs for this agreement are likely to be approximately £550.00

- 3.2 The breakdown for this sum would be:-

1. Solicitors Fees, excluding VAT and Disbursements	£300.00
2. Publishing costs, excluding VAT	£250.00

- 3.3 Future consideration is that this new bridleway will become a vital link for the public right of way and cycleway network. Therefore it may become necessary to improve its surface to accommodate this future user pressure, through Local Transport Plan funding. This would create a budget pressure for future maintenance beyond that of a normal bridleway

4. LEGAL CONSIDERATIONS

- 4.1 There are no legal tests to be examined or met. The Council's Legal Section will, however, need to look at the Landowners title Deeds to verify that the land over which the route of the proposed bridleway runs is within the boundary of the Landowner's property curtilage.
- 4.2 As this dedication would be with the agreement of both parties – The Council and The Landowner, it is recognised that there has been no need to have consulted with the normally recognised group of consultees. However as a matter of courtesy, the Council would inform these consultees at the same time as the order would be published.
- 4.3 The needs for agriculture and forestry have been taken into account, in accordance with Highways Act 1980 section 29.
- 4.4 The creation agreement is made pursuant to Section 25 of Highways Act 1980 and is in consideration of the Council undertaking the maintenance of the bridleway as with the rest of Hartlepool Borough Council's public rights of way network.

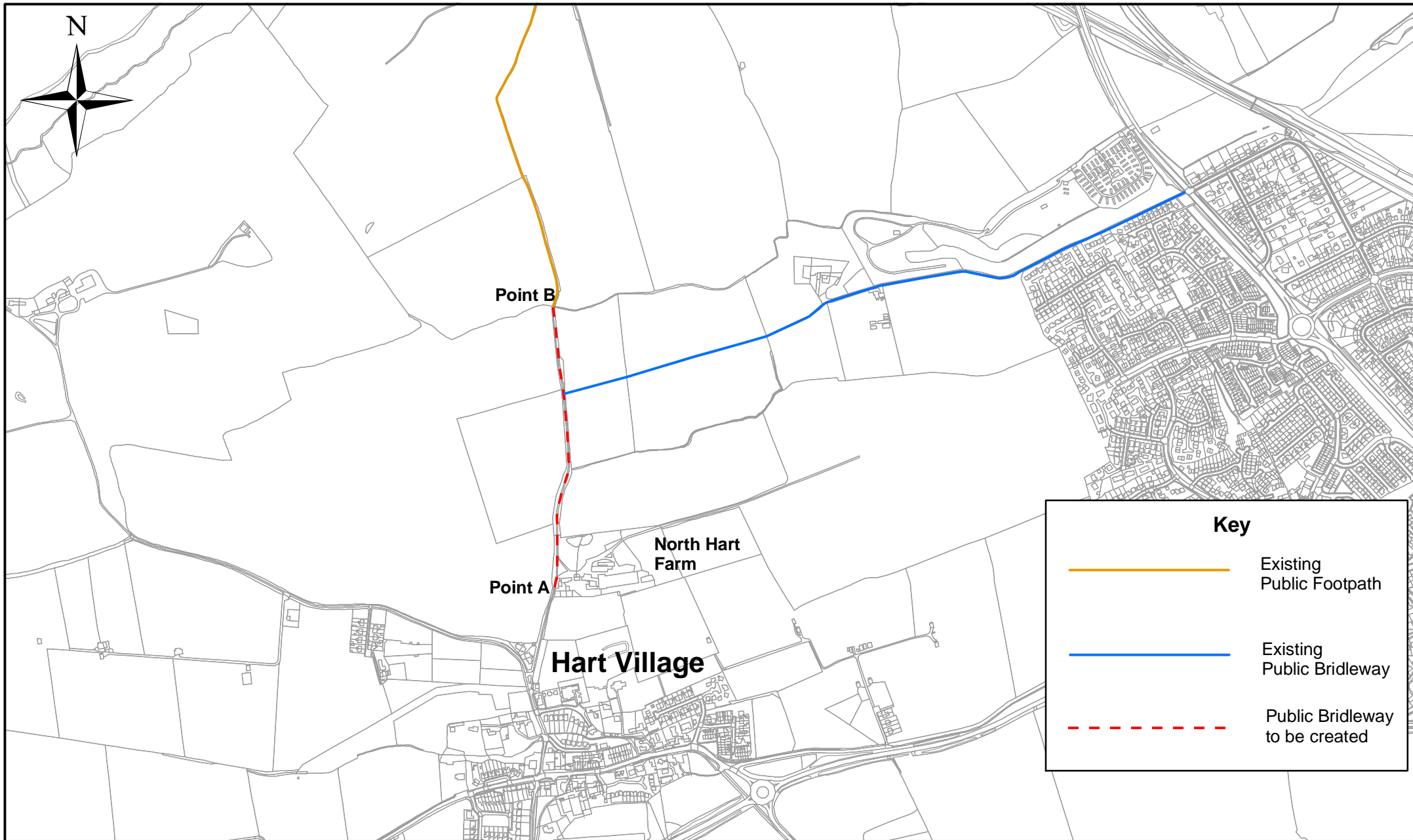
5. RECOMMENDATIONS

That the Portfolio Holder approves of the Council entering into an agreement to create a new section of public rights of way between the northern end of the adopted highway known as North Hart lane (Point A) and the southern end of the Public Footpath known as No. 11, Hart Parish (Point B). This new public right of way would be a public bridleway, pursuant to Highways Act 1980 section 25. (**See Appendix 1**).

CONTACT OFFICER: Chris Scaife, Countryside Access Officer

Background Papers

Highways Act 1980



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Sub Title: New Public Bridleway
Scale: 1:10,000
Date: 15th December 2005
Drawn By: Parks and Countryside

Hartlepool Borough Council
 Parks and Countryside
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 Church Square
 Hartlepool, TS24 7EQ
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CULTURE, HOUSING AND TRANSPORTATION PORTFOLIO

Report to Portfolio Holder
24th March 2006



Report of: Head of Technical Services

Subject: HARTLEPOOL TRANSPORT INTERCHANGE

SUMMARY

1. PURPOSE OF REPORT

- 1.1 To inform the Portfolio Holder of progress and obtain approval to appoint a Contractor for the subway infill works following post Tender negotiations, and to the proposed method of procurement of the shelters and associated street furniture.

2. SUMMARY OF CONTENTS

- 2.1 The report provides a brief update on the status of the scheme and sets out the issues in relation to award of the Advance Subway infilling Works and procurement of the shelters.

3. RELEVANCE TO PORTFOLIO MEMBER

- 3.1 The Portfolio Member has responsibility for the decisions required.

4. TYPE OF DECISION

- 4.1 Non Key

5. DECISION MAKING ROUTE

- 5.1 This is an executive decision of the Portfolio Holder

6. DECISION(S) REQUIRED

- Approves the award of the Subway Infilling Works Contract to the preferred Tenderer on the basis of a post-tender negotiated price.
- Approves the procurement of the shelters and associated street furniture on the basis of the procedure outlined.

Report of: Head of Technical Services

Subject: HARTLEPOOL TRANSPORT INTERCHANGE

1. PURPOSE OF REPORT

- 1.1 To inform the Portfolio Holder of progress and obtain approval to appoint a Contractor for the subway infill works following post Tender negotiations, and to the proposed method of procurement of the shelters and associated street furniture.

2. BACKGROUND

- 2.1 In November 2004 the Regeneration and Planning Portfolio Holder approved the design of the Transport Interchange along with the contract and tender arrangements for the Works.
- 2.2 In August 2005 tenders were invited for the advance contract for subway infilling. However the Contract was not let, as there have been delays in completing the various legal agreements that need to be in place before works can commence. The period for which Tenderers offers remained open expired before the end of December 2005.
- 2.3 The legal agreements are being pursued and it is hoped that they can be in place within the next 6 weeks although this cannot be guaranteed. However, in anticipation of completing the legal agreements consideration has been given to the award of the subway infill works.
- 2.4 Following the expiry of the Tender acceptance period the preferred Tenderer pointed out that due to price increases, particularly for civil engineering materials, he would not be able to hold his tendered Target Cost beyond the Tender acceptance period, although he was still keen to carry out the works.
- 2.5 The Chief Solicitor and Chief Financial Officer approved entering into negotiation with the preferred Tenderer and a revised Target Cost has been provisionally agreed based on his August 2005 Tender and subsequent price increases. Financial details in respect of the negotiations are included a separate exempt report attached – this item contains exempt information under Schedule 12A Local Government Act 1972, namely terms proposed or to be proposed by or to the Authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods or services (para. 9)

2.6 In addition to the civil engineering works, a major cost element is the supply of shelters and associated street furniture with a cost anticipated to be in the region of £600,000. This cost is based on a budget quotation for a suitable proprietary “off the shelf” system. Given the substantial cost, procurement rules dictate that some form of procurement process is necessary to establish a supplier. The procurement options have been considered as follows:

- a) Preparation of a detailed design and specification which could be priced by in with the main Works Tenders; or
- b) A separate procurement process involving specialist suppliers quoting on the basis of proprietary products that meet a HBC performance specification. The supply and erection would then be phased in with the main Works Contract.

Option a)

Advantages:

- Design and specification would be prepared to precisely meet HBC requirements
- The supply and erection would be under the direct control of a single main contractor.

Disadvantages and potential problems:

- There would be additional design costs as the system would need to be designed substantially from scratch to avoid plagiarism and/or favour to a particular supplier.
- Compared to using a proprietary system, fabrication costs will be higher, probably significantly higher.
- There would be no opportunity to view the product prior to award of the Contract.
- Lead in times are likely to be excessive as product is non standard
- Quality control of the fabrication cannot be checked prior to award of the Contract
- Future maintenance is likely to be expensive as the elements will not be available “off the shelf”
- The pricing of the shelters element of the Tender will have a significant impact on the outcome of the Tender process. The most favourable Tender in respect of the Civil Engineering works may not be the most favourable in terms of shelter supply but there would be no scope to separate them in this process.

Option b)

Advantages

- Each supplier would propose their own proprietary system therefore design costs would be minimal.
- A number of different designs can be evaluated.
- Fabrication costs should be minimised.
- Quality of fabrication can be assessed through looking at existing examples of the product.
- Lead in times minimised.
- Future maintenance considerations can be included in the assessment process and should be straightforward for “off the shelf” products.
- Keeping the shelters and civils procurement separate allows best value for each area to be assessed independently

Disadvantages

- A separate procurement process will be required which has a cost and time implication
- The supply and erection of the shelters and street furniture would need to be phased in with the Main Contract works, which can cause problems since the Main Contractor has no control over, or responsibility for, the supply Contractor.

2.7 Considering the above it is recommended that the shelters and associated street furniture be procured independently from the civils works. To ensure the necessary aesthetics, quality and cost the following procurement process is recommended:

- Invite expressions of interest through advertisements in an appropriate journal, requiring submission of sufficient information to allow vetting of the applicants to exclude those who are unsuitable.
- From those deemed suitable, invite design submissions including full prices, time requirements and other relevant information to allow an assessment of the proposals.
- Using a panel comprising at least 3 Council Officers, assess the submissions and mark them in accordance with a pre-determined scoring matrix, based on a quality:price weighting of 80:20.
- Report the outcome of the process to Tender Scrutiny Panel and appoint the supplier with the best score.

3. FINANCIAL IMPLICATIONS

- 3.1 The revised Target Cost for the Subway Infill Works is within the Scheme budget.
- 3.2 The scheme budgeting for the Shelters and associated street furniture has been based on using a proprietary system.

4. RECOMMENDATIONS

- 4.1 It is recommended that approval is given to appoint the preferred Tenderer for the subway Infill Works on the basis of the revised Target Cost.
- 4.2 It is recommended that approval is given to procure the shelters and associated street furniture through a quality/cost based assessment in accordance with paragraph 2.7 above.

CULTURE, HOUSING AND TRANSPORTATION PORTFOLIO

Report To Portfolio Holder
24th March 2006



Report of: Head of Technical Services

Subject: CLAVERING ROAD – SAFER STREETS
SCHEME

SUMMARY

1. PURPOSE OF REPORT

- 1.1 To seek approval for the proposals to implement road safety measures on Clavering Road.

2. SUMMARY OF CONTENTS

- 2.1 The report details the background to the scheme, the consultation undertaken and the proposals put forward.

3. RELEVANCE TO PORTFOLIO HOLDER

- 3.1 The Portfolio Holder has responsibility for Traffic and Transportation issues.

4. TYPE OF DECISION

- 4.1 Non Key.

5. DECISION MAKING ROUTE

- 5.1 This is an executive decision by the Portfolio Holder.

6. DECISION(S) REQUIRED

- 6.1 The Portfolio holder approves the implementation of the scheme.

Report of: Head of Technical Services

Subject: CLAVERING ROAD – SAFER STREETS
SCHEME

1. PURPOSE OF REPORT

- 1.1 To seek approval for the proposals to implement traffic calming and a 20mph zone on Clavering Road subject to no objections being raised.

2. BACKGROUND

- 2.1 There have been a number of concerns raised about the speed of traffic on Clavering Road in the vicinity of Clavering Primary School. The School has also highlighted concerns through its travel plan about the volume and speed of traffic in this area.

3 PROPOSALS (See Appendix 1)

- 3.1 It is proposed to implement a 20mph Zone on Clavering Road in the vicinity of Clavering Primary School. The Department of Transport requires a 20mph speed limit to be self-enforcing. This means that the average speed of vehicles should be 20mph or less. In order to achieve this on Clavering Road it is necessary to implement traffic calming.
- 3.2 The traffic calming proposed will consist of a series of Speed Cushions. These are a type of road hump that allow buses, fire appliances and ambulances to straddle the hump and therefore do not impede their journey or cause discomfort to passengers.
- 3.3 It is also proposed to introduce parking restrictions around the junction radii at the access road to the rear of No's 45 – 55 Clavering Road. These restrictions are required to maintain access and visibility at this junction.
- 3.4 The existing restrictions on Clavering Road at the northern end of the scheme will be extended by 8 metres to prevent parking in the vicinity of the speed cushions.

4 CONSULTATION

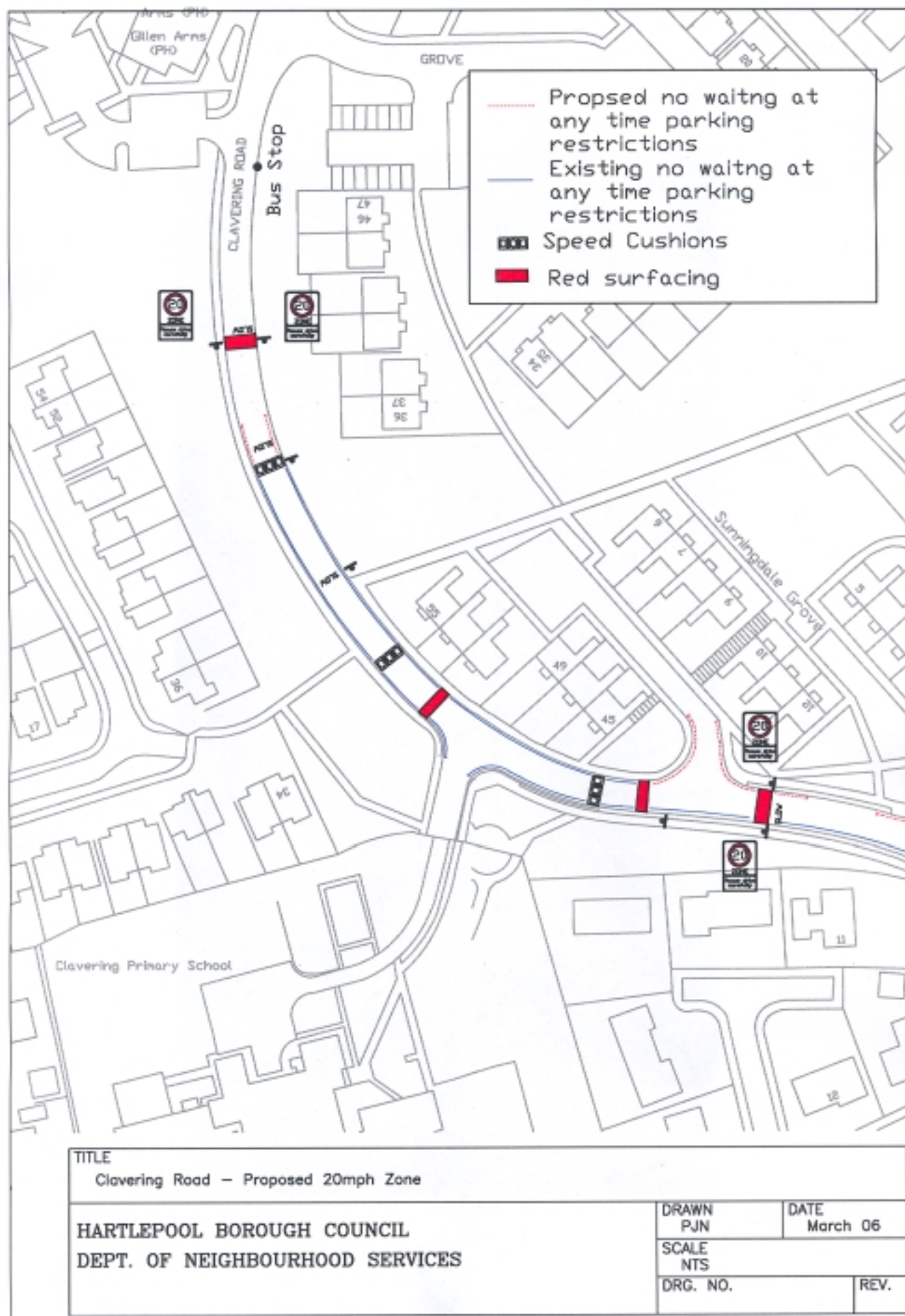
- 4.1 Residents, Ward Councillors and Clavering School have been sent a letter and plan outlining the above proposals.

5 FINANCIAL IMPLICATIONS

- 5.1 This scheme is estimated to cost £10,000 and will be funded through the North Neighbourhood Consultative Forum.

6. RECOMMENDATIONS

- 6.1 The Portfolio holder approves the implementation of the scheme as detailed in section 3 subject to no objections being raised through the consultation.



CULTURE, HOUSING AND TRANSPORTATION PORTFOLIO

Report to Portfolio Holder
24th March 2006



Report of: Head of Public Protection and Housing

Subject: EMPTY DWELLING MANAGEMENT ORDERS
(EDMOs)

SUMMARY

1. PURPOSE OF REPORT

The purpose of this report is to inform the Portfolio Holder of a new enforcement power introduced by the Housing Act 2004 to tackle long term problematic empty dwellings.

2. SUMMARY OF CONTENTS

The report provides background information on the new power available to deal with dwellings that are empty.

3. RELEVANCE TO CABINET

The Portfolio Holder is responsible for Housing Services.

4. TYPE OF DECISION

Non key.

5. DECISION MAKING ROUTE

Culture, Housing & Transportation Portfolio, 24th March 2006.

6. DECISION(S) REQUIRED

To note the contents of the report and to approve the recommendations.

Report of: Head of Public Protection and Housing

Subject: EMPTY DWELLING MANAGEMENT ORDERS
(EDMOs)

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to outline the provisions of the Housing Act 2004 in relation to Empty Dwelling Management Orders (EDMOs).

2. BACKGROUND

- 2.1 The Housing Act 2004 enables Local Housing Authorities to take over the management of an empty dwelling in order to secure the re-occupation of it.
- 2.2 The power to make an Empty Dwelling Management Order (EDMO) will become available from 6 April 2006.
- 2.3 There are already a number of powers available to Local Housing Authorities to secure the re-occupation of empty dwellings. As a last resort, Compulsory Purchase Orders (CPOs) may be used to transfer the ownership of a property.
- 2.4 EDMOs are intended as an additional tool to tackle the problems associated with long term empty dwellings, and as part of a wider strategy should be used alongside voluntary leasing agreements.

3. EMPTY DWELLING MANAGEMENT ORDERS

- 3.1 An EDMO effectively allows a Local Housing Authority to take over the management of a property that has been empty for six months.
- 3.2 When exercising the powers in relation to EDMOs, the 'relevant proprietor' in relation to the dwelling is either: a lessee with an unexpired term of 7 years or more; or the person owning the freehold.
- 3.3 There are two types of EDMO – Interim and Final
- An interim EDMO must be approved by a Residential Property Tribunal and may last for up to 12 months, but can be extended where there is an appeal against the making of a final EDMO, intended to replace it.
 - The interim EDMO gives the relevant proprietor of an empty property the opportunity to secure its re-occupation before a final EDMO is made.

- If the Local Housing Authority considers that the property will remain empty unless a final EDMO is made, and they have taken steps to secure the re-occupation, they may make a Final EDMO. Once made, this may last for up to seven years.

3.4 A key feature of interim EDMOs is that the Authority cannot arrange occupation of the dwelling without the relevant proprietor's consent. Where the relevant proprietor denies permission or fails to reach an acceptable solution, the interim EDMO may be revoked and replaced with a Final EDMO.

3.5 The final EDMO does not require approval from a Residential Property Tribunal, and the Authority does not need the relevant proprietor's consent to let a property that is subject to a final EDMO.

4. AUTHORISATION OF EDMOs

4.1 To satisfy a Residential Property Tribunal that an Interim EDMO should be granted, it must be demonstrated that:

- a) The dwelling has been unoccupied for at least six months (or longer if prescribed by Order);
- b) There is no reasonable prospect that the dwelling will become re-occupied in the near future;
- c) If an interim order is made, there is a reasonable prospect that the dwelling will become occupied;
- d) The Local Housing Authority has taken reasonable steps to notify the relevant proprietor that the action is being considered, and that they have ascertained what steps (if any) they are taking or intending to take to secure the occupation of the dwelling.

4.2 The Tribunal must take into account the interests of the community, and the effect the Order will have on anyone having an ownership interest in the property, before deciding whether to authorise it.

5. EXCEPTIONS

5.1 Local Housing Authorities may not apply to a Residential Property Tribunal if the dwelling is excepted for any of the following reasons.

The relevant proprietor:

- Is temporarily resident elsewhere; or
- The owner is receiving, or providing personal care elsewhere; or
- The owner is serving in the armed forces; or
- Has died within the last six months

The dwelling is:

- Used as a holiday home; or
- On the market for sale or letting; or
- Occupied by an employee of the relevant proprietor, in connection with their employment; or
- Available for occupation by a minister of religion in performance of his duties; or
- Subject to a court order freezing the property of the relevant proprietor; or
- Prevented from being occupied as a result of a criminal investigation or criminal proceedings; or
- Is mortgaged and the mortgagee has taken possession of it

6. EFFECT OF FINAL EDMOs

- 6.1 When an EDMO is in force, the Authority takes over most of the rights and responsibilities of an owner, including carrying out necessary works to make the property suitable for occupation and granting tenancies. However, it does not confer any ownership rights, so the Authority would not be able to take out a mortgage on the property or transfer ownership.
- 6.2 The owner is not entitled to receive any rent or other payments from any occupiers, and has no rights to manage the property whilst an EDMO is in force. However, the owner does have the right to dispose of the property.
- 6.3 An EDMO is registerable as a local land charge as is any money recoverable from the owner.

7. FINANCIAL IMPLICATIONS

- 7.1 Properties that have been empty for a period of six months or more will, more than likely, need some work to be carried out to bring them up to a lettable condition. The Empty Homes Agency estimates that the cost of restoring an empty home is around £6-£12,000.
- 7.2 There are no restrictions on the type of works that may be carried out to make a property lettable. However, the Authority must only spend money that it is likely to receive whilst the Order is in force. It would be imprudent to spend a large amount of money whilst an interim order is in force unless the Authority gained the relevant proprietor's consent to let the property.
- 7.3 As a Final EDMO may remain in force for up to seven years, it is more likely that costs incurred would be recovered. However, where properties are in a seriously dilapidated condition, the cost of restoring the property may not be fully recovered.

- 7.4 When an EDMO ceases to have effect, any surplus income from the rent of the property (plus any interest incurred) must be paid to the owner, or relevant proprietor. However, if there is a deficit, the Authority cannot recover this from the relevant proprietor, unless there has been an agreement to pay it, or in the case of an interim EDMO, the relevant proprietor has unreasonably refused permission to let the property.
- 7.5 If an interim EDMO is replaced by a final EDMO, any deficit may be carried over.

8. THE PRACTICALITIES OF EDMOs

- 8.1 EDMOs will provide a useful additional tool for dealing with problematic long-term properties, and in some cases may act as a deterrent.
- 8.2 It is anticipated that agreements will be reached with relevant proprietors before reaching the stage of making final EDMOs.
- 8.3 As the Local Authority no longer has a role in the management of housing, it would be necessary to work with a partner housing provider in order to successfully manage properties subject to EDMOs. It would be beneficial to establish arrangements with a registered social landlord both for managing properties and as a possible agency to manage other dwellings on a voluntary leasing basis.
- 8.4 Some long term empty dwellings may cost more in renovation or restoration costs than can be recouped during the life of an EDMO, so making it an unsuitable course of action for properties in a particularly poor condition. However, the benefits to neighbours and local residents may outweigh the costs.

9. RECOMMENDATIONS

- 9.1 That, taking the possible costs involved, and the implications of taking control of an empty dwelling for up to eight years into consideration, the decision to apply to a Residential Property Tribunal for an Empty Dwelling Order should be made by the Portfolio Holder with responsibility for Housing Services.
- 9.2 That discussions be held with a Registered Social Landlord to establish suitable arrangements for managing properties that are subject to EDMOs.

CULTURE, HOUSING & TRANSPORTATION PORTFOLIO

Report To Portfolio Holder

24th March 2006



Report of: Head of Public Protection and Housing

Subject: HOUSING HEALTH AND SAFETY RATING SYSTEM
AND ENFORCEMENT OF HOUSING CONDITIONS

SUMMARY

1. PURPOSE OF REPORT

The purpose of this report is to inform the Portfolio Holder of a new system to assess the condition of privately rented accommodation and corresponding enforcement powers.

2. SUMMARY OF CONTENTS

The report provides background information on the new assessment system and powers available to deal with dwellings that are considered hazardous.

3. RELEVANCE TO CABINET

The Portfolio Holder is responsible for Housing Services.

4. TYPE OF DECISION

Non key.

5. DECISION MAKING ROUTE

Culture, Housing & Transportation Portfolio Holder, 24th March 2006.

6. DECISION(S) REQUIRED

To note and approve the contents of the report and to authorise the scheme of delegation outlined in **Appendix 2**.

Report of: Head of Public Protection and Housing

Subject: HOUSING HEALTH AND SAFETY RATING SYSTEM (HHSRS) AND ENFORCEMENT OF HOUSING CONDITIONS

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to outline the provisions of the Housing Act 2004 and the Housing Health and Safety Rating System (England) Regulations 2005, with regard to enforcement of housing conditions in the private rented sector.

2. BACKGROUND

- 2.1 The current fitness standard for assessing the condition of a dwelling and determining the appropriate course of action is based on criteria first introduced 80 years ago. Although it has since been amended, it was considered that the standard did not encompass modern issues and should be replaced with a new system.
- 2.2 The Housing Health and Safety Rating System (HHSRS) has been introduced as a replacement for the fitness standard and will come into effect on 6 April 2006.

3. THE HOUSING HEALTH AND SAFETY RATING SYSTEM (HHSRS)

- 3.1 The Housing Health and Safety Rating System (HHSRS) is an evidence based risk assessment system based on statistical data on the impact of housing conditions on health. The system assesses the likelihood of an occurrence that could cause harm and the probable severity of the outcome of such an occurrence within a 12 month period.

The first part of the process involves the inspection of a dwelling, identifying whether there are any of 29 hazards present. Each identified hazard is then scored and this score (the hazard rating)) places the hazard in one of 10 bands A to J. Any hazards scoring within a band A, B or C are classed as Category 1 Hazards, whilst those falling in bands D to J are known as Category 2 Hazards.

- 3.2 In the case of a Category 1 hazard, the local authority has a *duty* to act. For hazards classed as Category 2, the authority has *discretion* to act.

- 3.3 The hazard rating of a property does not take into consideration the current occupancy of a dwelling; it is based on the most vulnerable potential occupant. For the purposes of HHSRS enforcement, vulnerability is restricted to age groups. It does not include vulnerability for other reasons, such as disability. **Appendix 1** lists the 29 hazards with an indication of the vulnerable person to which the hazard relates.
- 3.4 The current occupancy of a dwelling will be taken into consideration when a decision is made regarding the remedies available.

4. ENFORCEMENT

- 4.1 There are a number of enforcement tools available to deal with Category 1 and 2 Hazards in privately rented properties and these are:
- Serving an Improvement Notice
 - Issuing a Prohibition Order
 - Taking emergency action
 - Serving a Hazard Awareness Notice
 - Making a Demolition Order
 - Declaring a Clearance Area

Improvement Notice

- This notice can specify remedial works to reduce the severity of a hazard and prevent the recurrence of a hazard within a reasonable period.
- A minimum of 28 days must be allowed for compliance

Prohibition Orders

A Prohibition Order may be used where:

- remedial action is considered unreasonable, impractical or unreasonably expensive; or
- the dwelling is a listed building

A Prohibition Order may be used to close the whole or part of a building, restrict the number of occupants, or prohibit the occupation of the dwelling by vulnerable persons

Hazard Awareness Notices

Hazard Awareness Notices may be appropriate where:

- There is not a vulnerable person occupying the dwelling; or
- Remedial action is unreasonable, impractical or unreasonably expensive; or

- The landlord has already agreed to take action.

Emergency Remedial Action

- This form of action may only be taken if there is a Category 1 hazard present **and** there is an imminent risk of serious harm. Under these circumstances, the Council may take appropriate action to remove that risk. For example, this may be used where there is evidence of a carbon monoxide spillage posing a risk to the health of the occupant. In this case, the Council may take steps to disconnect the faulty appliance.
- If this course of action is taken, a Notice must be served on the owner within seven days to inform them of the action taken and the reason for doing so.
- The cost of any work carried out will be recoverable from the owner.

Emergency Prohibition Order

- This course of action may be taken if there is a Category 1 hazard present **and** there is an imminent risk of serious harm. For example, this may be used to prohibit the use of a House in Multiple Occupation (or part of it) if the means of escape in case of fire are dangerous.
- This action will prevent the occupation of all or part of the premises.
- The effect of this action is immediate.

Suspension of Notices and Orders

- Improvement Notices and Prohibition Orders may be suspended, such as when there are no vulnerable persons present in the property.
- This may be used as an alternative to serving a Hazard Awareness Notice.

Demolition Orders

Demolition Orders may be used to deal with Category 1 and 2 hazards, but when reaching a decision, consideration should be given to:

- The availability of accommodation for re-housing occupants
- The demand for, and sustainability of, the accommodation if the hazard was remedied
- The prospective use of the cleared site
- The impact of a cleared site on the appearance and character of the local environment

The use of Demolition Orders in respect of dwellings containing Category 2 Hazards will be subject to an order made by the Secretary of State.

Clearance Areas

A Clearance Area may be declared:

- if it can be shown that each residential building in an area contains one or more Category 1 hazard and that the other buildings (if any) in the area are dangerous or harmful to the health and safety of the inhabitants of the area; or
- the residential buildings are dangerous or harmful to the health and safety of the inhabitants of the area as a result of their bad arrangement or the narrowness or bad arrangement of the streets, and that the other buildings (if any) are dangerous or harmful to the health and safety of the inhabitants of an area.

4.2 Only one form of action may be taken at any one time in respect of a hazard. However, this does not prevent a further course of action being taken, if the first course of action proves unsuccessful, or if it only deals with one aspect of a hazard.

4.3 It is likely that Improvement Notices, Hazard Awareness Notices and Emergency Remedial Action will be the most frequently used courses of action.

4.4 Before any enforcement action is taken, regard will be had to the Housing Standards, Statutory Nuisance and Empty Houses Enforcement Policy and to the Enforcement Concordat.

5. NON-COMPLIANCE

In the event that a Notice or Order is not complied with, the following options will be considered:

- Prosecution
- Carrying out works in default and charging the owner
- Carrying out works in default and prosecution
- Formal caution

6. POWER TO CHARGE FOR ENFORCEMENT ACTION

6.1 Local Housing Authorities may make reasonable charges in order to recover administrative and other expenses incurred in taking enforcement action. This may include time spent on determining the action to take, including inspection time, identifying the steps to be taken and taking that action.

- 6.2 It is estimated that charges may be around £40 per hour for officer time. Although the Government has not set a maximum charge, in the interests of fairness, it is recommended that we set a maximum charge of £200.
- 6.3 As well as charging for officer time and administration costs, additional charges may be levied in respect of any professional costs incurred when determining whether a hazard exists, e.g. obtaining a report on the condition of an electrical system.
- 6.4 As enforcement action will often be precluded by informal action, the threat of charge for enforcement action may act as a deterrent.

7. DELEGATION

- 7.1 In order to exercise its duties under the Housing Act 2004, the Private Sector Housing Team will make decisions with regards to the most appropriate course of action to be taken and, in consultation with the Legal Division, consider proceedings for failure to comply with enforcement action.
- 7.2 In pursuance of these duties, powers need to be delegated. With regards to the service of Improvement Notices, Hazard Awareness Notices, Emergency Prohibition Orders and taking Emergency Remedial Actions, the most junior member of staff with responsibility will be the Senior Environmental Health Officer (Housing).

With regards to the use of Demolition Orders and the declaration of Clearance Areas, it is recommended that the Portfolio Holder with responsibility for Housing Services be the decision making route.

- 7.3 The scheme of delegation in relation to taking action with regards to the Housing Health and Safety Rating System under the provisions of the Housing Act 2004 is set out in **Appendix 2**.

8. MATTERS FOR CONSIDERATION

- 8.1 We anticipate that the greatest impact the new system will have is a rise in the number of landlords that will be expected to provide heating systems and/or energy efficiency measures and to deal with hazards resulting from damp and mould growth. This may result in legal challenges from landlords who are required to comply with more onerous requests than previously.
- 8.2 We expect that there may be an increase in dissatisfaction from tenants whose properties do not meet the criteria for action, although every effort will be made to minimise this.

9. RECOMMENDATIONS

- 9.1 It is recommended that a charge will be made for enforcement, when landlords have made no attempt to comply with informal action and formal action has to be taken. When informal action proceeds formal action, landlords will be notified that a charge will be levied in respect of formal action, if there is a failure to comply with informal action. As enforcement action will often be precluded by informal action, the threat of charge for enforcement action may act as a deterrent.
- 9.2 It is recommended that a charge of £40 per hour to cover officer enforcement costs be levied, with a maximum enforcement charge of £200 per dwelling, in addition to any other professional costs for reports, etc. Charges will be reviewed annually.
- 9.3 As actions available to deal with Category 2 hazards are discretionary, there will be a need to prioritise such cases. It is therefore recommended that formal action in respect of Category 2 hazards will only be taken where:
- we are already dealing with Category 1 hazards at the premises, and the hazard rating falls within Band D; or
 - there is a likelihood that the condition will deteriorate within a year resulting in a Category 1 Hazard.

For Hazards falling in Bands E to J, we will continue to notify landlords by means of an informal letter that remedial works are required. The occupying tenant would be advised that formal action will only be considered if conditions deteriorated.

- 9.4 It is recommended that the scheme of delegation referred to in paragraph 7.3 be approved.

Appendix 1

Housing Health and Safety Rating System

The Hazards

	PHYSIOLOGICAL REQUIREMENTS	Vulnerable Group
	Hygrothermal Conditions	
1.	Damp and Mould Growth	Under 14's
2.	Excess Cold	Over 65's
3.	Excess Heat	Over 65's
	Pollutants (non-microbial)	
4.	Asbestos (and Manufactured Mineral Fibres)	No specific age group
5.	Biocides	No specific age group
6.	Carbon Monoxide and fuel combustion products	Over 65's (CO)
7.	Lead	Under 3's
8.	Radiation	Age 60-64 (following a lifetime exposure)
9.	Uncombusted fuel gas	No specific age group
10.	Volatile Organic Compounds	No specific age group
	PSYCHOLOGICAL REQUIREMENTS	
	Space, Security, Light and Noise	
11.	Crowding and Space	No specific age group
12.	Entry by Intruders	No specific age group
13.	Lighting	No specific age group
14.	Noise	No specific age group
	PROTECTION AGAINST INFECTION	
	Hygiene, Sanitation and Water Supply	
15.	Domestic Hygiene, Pests and Refuse	No specific age group
16.	Food Safety	No specific age group
17.	Personal Hygiene, Sanitation and Drainage	Under 5's
18.	Water Supply for Domestic Purposes	No specific age group
	PROTECTION AGAINST ACCIDENTS	
	Falls	
19.	Falls associated with baths, etc	Over 60's
20.	Falls on the level	Over 60's
21.	Falls associated with stairs and steps	Over 60's
22.	Falls between levels	Under 5's
	Electric Shocks, Fires, Burns and Scalds	
23.	Electrical hazards	Under 5's
24.	Fire	Over 60's
25.	Hot surfaces and Materials	Under 5's
	Collisions, cuts and strains	
26.	Collision and entrapment	Under 5's (Over 16's – collision hazard from low headroom)
27.	Explosions	No specific age group
28.	Ergonomics	Over 60's
29.	Structural collapse and falling elements	No specific age group

Appendix 2

Scheme of Delegation

Housing Act 2004

	Most Junior Officer with Delegated Power
Improvement Notice	Senior Environmental Health Officer (Housing)
Hazard Awareness Notice	Senior Environmental Health Officer (Housing)
Emergency Prohibition Order	Senior Environmental Health Officer (Housing)
Emergency Remedial Action	Senior Environmental Health Officer (Housing)
Demolition Order	Portfolio Holder
Clearance Area	Portfolio Holder
Authorised Person for Power of Entry	Head of Public Protection and Housing

CULTURE, HOUSING & TRANSPORTATION PORTFOLIO

Report to Portfolio Holder
24th March 2006



Report of: Director of Neighbourhood Services

Subject: NEIGHBOURHOOD SERVICES DEPARTMENTAL
PLAN (CULTURE, HOUSING & TRANSPORTATION)
UPDATE DECEMBER 2005

SUMMARY

1. **PURPOSE OF REPORT**

To agree the update on performance of the Neighbourhood Services Departmental plan for 2005/2006, covering the period from the 1st April 2005 to 31st December 2005.

2. **SUMMARY OF CONTENTS**

Brief description of services and the progress achieved to the end of December in reaching the targets.

3. **RELEVANCE TO PORTFOLIO MEMBER**

The Portfolio Holder for Culture, Housing & Transportation has responsibility for part of the Neighbourhood Services Departmental Plan.

4. **TYPE OF DECISION**

Non key.

5. **DECISION MAKING ROUTE**

This is a decision to be made by the Portfolio Holder.

6. **DECISION(S) REQUIRED**

Approval of the Departmental Plan update report.

Report of: Director of Neighbourhood Services

Subject: NEIGHBOURHOOD SERVICES DEPARTMENTAL
PLAN 2005-2006

1. PURPOSE OF REPORT

- 1.1 To agree the update on performance of the Neighbourhood Services Departmental plan for 2005/2006, covering the period from the 1st April 2005 to 31st December 2005.

2. BACKGROUND

- 2.1 The Council's corporate aims have been developed to align with those of the community plan and the Hartlepool Partnership. The Neighbourhood Services Departmental Plan shows how the department will complement and work towards these corporate aims.
- 2.2 This Departmental Plan Update sets out the department's aims and objectives and includes performance to the end of December against a range of key national and local indicators.
- 2.3 The plan also details service development initiatives that are planned for the year. These are the product of a developing culture that emphasises the importance of outcomes and a focus on customers in planning service delivery. A summary of the progress achieved up to the end of December 2005 has been recorded against these service improvements.
- 2.4 A copy of the update plan is attached at **Appendix A** and **B**.

3. RECOMMENDATIONS



- 3.1 It is recommended that the update to the Plan be approved.

Neighbourhood Services Department



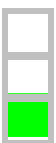
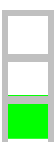
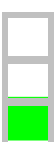


Plan: Departmental Plan Indicator Report

Update to end of: December 2005






Performance Indicator

A	Reported Annually	31	43.7%
	Public Protection & Housing	6	
	Technical Services	25	
	Below Target	1	1.4%
	Public Protection & Housing	1	
	Unsure	5	7.0%
	Neighbourhood Management	1	
	Public Protection & Housing	2	
	Technical Services	2	
	On or Above Target	33	46.5%
	Neighbourhood Management	11	
	Public Protection & Housing	11	
	Technical Services	11	
	Progress not updated	1	1.4%
	Public Protection & Housing	1	
Total No. of Performance Indicators		71	








Neighbourhood Management

Indicator No:	Indicator Description:	current target:	Previous Qtr outturn	Outturn	Comments on Performance
Highway Services					
LPINS3 	Percentage of street lights not working as planned (SL timeliness) Bob Golightly	0.95	0.853	0.843 %	it is very difficult to improve on this figure,
TE10 	% repairs to hazardous defects completed within 24 hours (Emergency UHM timeliness) Kevin Young	100	100	100 %	
TE20 	% of gullies cleansed against target (Routine gully cleansing timeliness) Kevin Young	100	100	100 %	
TE21 	% of correctly forecast frosts treated (Winter Service quantity) Jon Wright	100	N/A	100 %	
TE33 	Number of inaccessible gullies that have been revisited John Wright	100	100	%	
TE34 	% of reactive highway jobs completed within response times. (Routine UHM timeliness) Kevin Young	100	94	97 %	
TE36 	Percentage of reactive street lighting jobs completed within response times Bob Golightly	100	100	100 %	All s/lighting 1/2 hour emergencies carried out within 30 minutes








Neighbourhood Management

Indicator No:	Indicator Description:	current target:	Previous Qtr outturn	Outturn	Comments on Performance
TE44 	Number of electrical supply faults repaired by NEDL (Reactive SL quantity - out of HBC control) Bob Golightly	75	22	39 Num	this fig is high , maybe because of the amount of rainfall has identified cuts /breaks in cable
TE53 	% of street lighting works (10% of all work) post inspections achieving satisfactory standard. (Routine SL timeliness) Bob Golightly	100	100	100 %	as below and work is inspected during night inspections
TE55 	Ensure all informal street lighting enquiries are responded to within target (Customer care – street lighting) Bob Golightly	100	100	100 %	All letters replied to within 10 days with the majority within 4 working days
TE57 	Number of electrical supply faults outstanding (Reactive SL quantity - out of HBC control) Bob Golightly	0	7	8 Num	slightly more reported faults than previous qtr, again this may be because of the amount of rainfall
TE70 	Average lampwattage compared with consumption Bob Golightly	450	449.6	449.6	this kwh will remain the same all year








Public Protection & Housing

Indicator No:	Indicator Description:	current target:	Previous Qtr outturn	Outturn	Comments on Performance
Strategic Housing					
BV183(i) 	The average length of stay (weeks) in (i) bed & breakfast accommodation of households which include dependent children or a pregnant woman and which are unintentionally Lynda Garbutt	1	nil	nil Weeks	No relevant applicants had to be placed in B&B accommodation during this period
BV183(ii) 	The average length of stay (weeks) in (ii) hostel accommodation of households which include dependent children or a pregnant woman and which are unintentionally Lynda Garbutt	0	nil	nil Weeks	No relevant applicants had to be placed in hostel accommodation during this period
BV202 	The number of people sleeping rough on a single night within the area of the authority Lynda Garbutt	0	nil	nil Num	
BV203 	The percentage change in the average number of families, which include Dependent children or a pregnant woman, placed in temporary accommodation under the Lynda Garbutt	0		- %	reported annually
BV213 	Number of households who considered themselves as homeless, who approached the local housing authority's housing advice service(s), and for whom housing advice Lynda Garbutt	35	12	68 Num	Previous figures have not been calculated concurrently, this is now the accumalitive figure since April 05
BV214 	Proportion of households accepted as statutorily homeless who were accepted as statutorily homeless by the same Authority within the last two years. Lynda Garbutt	2		- %	reprted annually
BV64 	The number of private sector dwellings that are returned to occupation or demolished as a direct result of action by the local authority John Smalley	56	29	29 Num	







Public Protection & Housing

Indicator No:	Indicator Description:	current target:	Previous Qtr outturn	Outturn	Comments on Performance
L71 	% of homeless applicants assessed and decision given within 33 working days Lynda Garbutt	100	99.1	97.6 %	287 decisions were taken within this period and 280 were completed within 33 days - those taking longer than this were all due to necessary intervention and advice casework that lead to their homelessness being prevented.
L77 	Average waiting time for Disabled Facilities Grants John Whitfield	95	87	91 Days	Average Waiting Time still below target. Average expected to remain around this total for remainder of financial year.
L78 	The percentage of customers receiving disabled facilities grants who are satisfied or better with the service John Whitfield	99	100	99 %	Of the 65 satisfaction surveys returned of jobs completed, as at the 04/01/2006, 64 have been satisfied or better. The one poor survey outlined that controls to lift where a problem which is a social services issue.
LPINS10 	Number of long term empty private houses John Smalley	610		Num	Reported annually from Council Tax records
LPINS11 	The average Standard Assessment Procedure(SAP) rating for dwellings in the 'private sector' Peter Morgan	56.4		N/K SAP	No data available - reported annually
LPINS12 a 	Provision of additional units of accommodation for vulnerable persons a) Extra care sheltered accommodation for older people provision Penny Garner Carpenter	0	0	0 Num	On target - not expected until 2006-7
LPINS12 b 	Provision of additional units of accommodation for vulnerable persons b) Other vulnerable person provision Penny Garner Carpenter	57	0	47 Num	Awaiting confirmation about extent of delays on site- however, scheme will not be completed in this financial year.








Public Protection & Housing

Indicator No:	Indicator Description:	current target:	Previous Qtr outturn	Outturn	Comments on Performance
LPINS9 	Number of dwellings cleared for regeneration Penny Garner Carpenter	24	-	- Num	Target achieved
PH24 	The proportion of applicants that are satisfied with the way their homeless application was dealt with Lynda Garbutt	90	-	%	repted annually
PH25 	% of new tenants receiving support sustaining their tenancy for 6 months Lynda Garbutt	80	-	%	reported annually
PH26 	Number of completed contract reviews in line with ODPM Guidance Peter Morgan	100	3	4 %	Remaining reviews (56) to be completed by end of March 2006
PH27 	Average SAP rating of all dwellings in the town Peter Morgan	60		Not known SAP	No information available, reported annually
PH35 	Number of households assisted with Hartwarmers plus grant Peter Morgan	1000	361	367 Num	This year to date 1001. October: 172. November: 107. December:88. Target achieved.
PH43 	The proportion of unfit private sector dwellings that have been made fit or demolished as a direct result of action by the local authority John Smalley	12.19	8.13	10.45% %	96 houses(cumulative): 74.41% of target








Technical Services

Indicator No:	Indicator Description:	current target:	Previous Qtr outturn	Outturn	Comments on Performance
Engineering Consultancy					
TE37 	Percentage of inspections of coast protection structures carried out within DEFRA defined targets. Dave Thompson	90	100	100 %	Against a target of 90%
TE38 	Percentages of inspections of ordinary watercourses carried out within time. Dave Thompson	80	85	April - Dec incl 75.7% %	Against a target of 80%
TE61 	Customer satisfaction for civil engineering, percentage of satisfied customers for SERVICE on an annual basis. * Alan Coulson	90		- %	
TE62 	Customer satisfaction for civil engineering, percentage of satisfied customers for END PRODUCT on an annual basis. * Alan Coulson	90		- %	
TE63 	Customer satisfaction for structural engineering, percentage of satisfied customers for SERVICE on an annual basis. * Alan Coulson	90		- %	
TE64 	Customer satisfaction for structural engineering, percentage of satisfied customers for END PRODUCT on an annual basis. * Alan Coulson	90		- %	
Transport Services					








Technical Services

Indicator No:	Indicator Description:	current target:	Previous Qtr outturn	Outturn	Comments on Performance
TE65 	Percentage of taxi inspections completed within 45 minutes John Jones	97	97	99% %	
TE66 	Percentage of vehicle breakdowns attended to within the boundary of Hartlepool within 40 minutes John Jones	99	100	99% %	
TE67 	Percentage of pre booked services / inspections carried out on time John Jones	95	90	95% %	
TE68 	Number of applications for community transport processed within seven working days Jayne Brown	96	100	100 %	22 applications received, all processed within seven days
Transportation and Traffic					
BVPI 99 (a) (i) 	Road Accident Casualties: KSI all people Peter Frost	41.7		-	reported annually
BVPI 99 (a) (ii) 	Road Accident Casualties: KSI all People - % change from 1994-98 average Peter Frost	80.01		-	reported annually
BVPI 99 (a) (ii) 	Road Accident Casualties: KSI all People - % change from previous year Peter Frost	96.02		-	reported annually








Technical Services

Indicator No:	Indicator Description:	current target:	Previous Qtr outturn	Outturn	Comments on Performance
BVPI 99 (b) (i) 	Road Accident Casualties: KSI Children Peter Frost	10.64		-	reported annually
BVPI 99 (b) (ii) 	Road Accident Casualties: KSI Children - % change from previous year Peter Frost	94.74		-	reported annually
BVPI 99 (b) (ii) 	Road Accident Casualties: KSI Children - % change from 1994-98 Average Peter Frost	74.99		-	reported annually
BVPI 99 (c) (i) 	Road Accident Casualties: Slight Injuries Peter Frost	349.62		-	reported annually
BVPI 99 (c) (ii) 	Road Accident Casualties: Slight Injuries - % change from 1994-98 Average Peter Frost	80.01		-	reported annually
BVPI 99 (c) (ii) 	Road Accident Casualties: Slight Injuries - % change from previous year Peter Frost	96		-	reported annually
BVPI100 	Number of days of temporary traffic control Peter Frost	0		0 Days	0 days





Technical Services

Indicator No:	Indicator Description:	current target:	Previous Qtr outturn	Outturn	Comments on Performance
BVPI102 	Local bus Services (passenger journeys per year) Ian Jopling	6592000	-	- Num	data available in may 06
BVPI165 	Percentage of pedestrian crossings with facilities for disabled. Peter Frost	100		100% %	Complete
BVPI187 a 	Condition of footways, categories 1, 1a and 2 Mike Blair	22		- %	Condition survey data not yet available from contractor. Severe winter conditions can lead to rapid deterioration of footpath conditions so there is a possibility at this time that target might not be met.
BVPI223 	Condition of principal roads Mike Blair	22		- %	Condition survey data not yet available from contractor. Severe winter conditions can lead to rapid deterioration of carriageway conditions so there is a possibility at this time that target might not be met.
BVPI224 a 	Condition of Non-principal classified roads (using UKPMS) Mike Blair	16.75		- %	Condition survey data not yet available from contractor. Severe winter conditions can lead to rapid deterioration of carriageway conditions so there is a possibility at this time that target might not be met.
BVPI224 b 	Condition of Unclassified Roads (using UKPMS) Mike Blair	38		- %	Condition survey data not yet available from contractor. Severe winter conditions can lead to rapid deterioration of carriageway conditions so there is a possibility at this time that target might not be met.
LPINS14 	Increase in number of passenger journeys at Hartlepool Station per annum Ian Jopling	316000	-	-	data available in may 06

Technical Services

Indicator No:	Indicator Description:	current target:	Previous Qtr outturn	Outturn	Comments on Performance
LPINS15 	Increase in number of passenger journeys at Seaton Carew station per annum Ian Jopling	14000	-	-	data available in may 06
LPINS4a 	Increase in the average daily cycle flows from 2002/03 baseline to 2004/05 Ian Jopling	80	141	% Increase	
LPINS4b 	Increase in the number of pupils from year 6 upwards in schools maintained by Hartlepool LEA who cycle to school Ian Jopling	175	100	100	
LPINS4c 	Increase in the number of employees at major employers in Hartlepool who report regularly cycling to work Ian Jopling	637	159	159	
TE22 	Number of trainees taking the Cleveland Motorcycle Training Scheme Paul Watson	100	-		figures not yet available from Stockton Borough Council
TE23 	Number of children pedestrian trained Paul Watson	1250	0	716	
TE24 	Number of children taking cycling training Paul Watson	500	120	564	

Technical Services

Indicator No:	Indicator Description:	current target:	Previous Qtr outturn	Outturn	Comments on Performance
TE25 	Number of major employers in Hartlepool developing a work place travel plan. Karen Wilkinson	6			Plans checked by DFES annually
TE26 	Total number of car parking transactions Philip Hepburn	1.2		- Num (Millions)	
TE27 	Total car parking revenue Philip Hepburn	1073629		- £	
TE69 	Number of primary schools with authorised travel plans Karen Wilkinson	19		Num	Plans checked by DFES annually

Neighbourhood Services Department

Departmental Plan - Quarterly Update Report

December 2005

Portfolio Culture, Housing & Transportation

SDI Ref.	Development Initiative 2005/6	Sub references	By When? / milestones	Progress to end of	December 2005
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EH2/05.3

Increase journey options and trips between Hartlepool and the North East region and Tees Valley sub-region.

Provide support to Strategic Rail Authority for Grand Central Railway bid for inter-city Durham Coast line services connecting Hartlepool to London

Potential date for commencement of services if approved by SRA December 2006

On-going

Reporting Officer: Alastair Smith



EH4/05.1

Achieve balance in local housing markets by addressing low demand issues and improving the quality of housing and meeting the housing needs of vulnerable people

Appoint suitable Joint Venture Partner to fund and regenerate Phase I of North Central Hartlepool Regeneration Area (NCHRA)

Nov-05

Completed, partner appointed

Reporting Officer: Penny Garner Carpenter



Portfolio Culture, Housing & Transportation

SDI Ref.	Development Initiative 2005/6	Sub references	By When? / milestones	Progress to end of	December 2005
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EH4/05.2

Achieve balance in local housing markets by addressing low demand issues and improving the quality of housing and meeting the housing needs of vulnerable people

Resolve to make compulsory purchase orders on the first phase of NCHRA and NDC sites

Jun-05

complete

Reporting Officer: Penny Garner Carpenter



EH4/05.3

Achieve balance in local housing markets by addressing low demand issues and improving the quality of housing and meeting the housing needs of vulnerable people

Agree regeneration option for Phase II (NCHRA)

Mar-06

Work being undertaken by consultant

Reporting Officer: Penny Garner Carpenter



EH4/05.4

Achieve balance in local housing markets by addressing low demand issues and improving the quality of housing and meeting the housing needs of vulnerable people

Consider the merits and implementation of a Private Landlord Licensing Scheme

Mar-06

Work now ongoing

Reporting Officer: Penny Garner Carpenter



Portfolio Culture, Housing & Transportation

SDI Ref.	Development Initiative 2005/6	Sub references	By When? / milestones	Progress to end of	December 2005
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EH4/05.5

Achieve balance in local housing markets by addressing low demand issues and improving the quality of housing and meeting the housing needs of vulnerable people

Complete a review of all Supporting People Contracts

Mar-06

Reporting Officer: Penny Garner Carpenter

Reviews are catching up - a new schedule has been drawn up and reviews are now progressing, it is envisaged that they will be 'on target' by the end of January and that they will be completed by the end of March



Portfolio Culture, Housing & Transportation

SDI Ref.	Development Initiative 2005/6	Sub references	By When? / milestones	Progress to end of	December 2005
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10

Introduce a review of monthly car park receipt income and report on percentage difference and monthly comparison

Establish car park cash income target review

Apr-05

Complete

Reporting Officer: Philip Hepburn



11

Produce road casualty information leaflets / bookmarks

Increase awareness of road safety issues amongst road users – particularly children

May-05

Awaiting photos will be completed January 2006

Reporting Officer: Mark Read



111

Develop investment strategy for road maintenance

Improve condition of road network Sep-05

Investment strategy delayed due to staff resources. Expected completion now Feb 06

Reporting Officer: Mike Blair



SDI Ref.	Development Initiative 2005/6	Sub references	By When? / milestones	Progress to end of	December 2005
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12

Rationalise Traffic Regulation Orders system in conjunction with Decriminalised Parking Enforcements

Ensure traffic requirements fit in with new DPE system.

Jun-05

Digital TRO system (Parkmap) is now in place. Officers are due to attend training course before the end of the year to enable system to become fully operational.

Reporting Officer: Peter Frost



13

Targeted advertising in Sixth Form, College of Further Education and training organisations

Increased number of trainees taking the Cleveland Motorcycle Training Schemes

Apr-05

issuing leaflets and advice on a monthly basis

Reporting Officer: Paul Watson



14

Bus passenger information

Improved roadside route information

Jul-05

Tees valley real time - progress made updating shelters to accommodate real time, 2005 implementation not achieved. Infrastructure for real time should be in place by end of financial year. Continuing with supporting travelline.

Reporting Officer: Ian Jopling



Portfolio Culture, Housing & Transportation

SDI Ref.	Development Initiative 2005/6	Sub references	By When? / milestones	Progress to end of	December 2005
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15

Cycling action plan

Increase cycle usage and promote modal change

Jul-05

Strategy currently being developed

Reporting Officer: Ian Jopling



16

Produce framework guidance for developers on transport assessment

Transport guidance notes to aid potential developers

Jun-05

Still ongoing. Revised completion now February 2006

Reporting Officer: Mike Blair



17

Produce supplementary planning guidance

Transport guidance notes to aid potential developers

Jun-05

Revised completion February 2006

Reporting Officer: Karen Wilkinson



SDI Ref.	Development Initiative 2005/6	Sub references	By When? / milestones	Progress to end of	December 2005
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18

Production of road safety plan

Increase awareness of road safety issues and reduce casualties

Jul-05

Awaiting images from DfT to be able to complete. Weekly reminders being sent.

Reporting Officer: Paul Watson



8

Introduce Decriminalised Parking Enforcements as per agreed phased timetable

Introduce Decriminalised Parking Enforcements parking controls

Jun-05

Implemented 4th July 2005

Reporting Officer: Philip Hepburn



9

Purchase and install new ticket machines and associated IT management information systems

Upgrade ticket machines

Jun-05

Complete

Reporting Officer: Philip Hepburn



SDI Ref.	Development Initiative 2005/6	Sub references	By When? / milestones	Progress to end of	December 2005
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EH2/05.1

Continue discussions with Strategic Rail Authority on issues relating to frequency of rail services to and from Hartlepool Rail station and Seaton Carew Rail Halt in 2005

Increase journey options and trips between Hartlepool and the North East region and Tees Valley sub-region.

Mar-06

On-going

Reporting Officer: Alastair Smith



EH2/05.2

Continue discussions with bus operators and neighbouring authorities on extending the travel concession scheme throughout 2005

Increase journey options and trips between Hartlepool and the North East region and Tees Valley sub-region.

Mar-06

Working with other Tees Valley authorities and bus operators in respect of free travel for over 60s from April to include cross boundary arrangements

Reporting Officer: Alastair Smith



EH3/05.1

The majority of people still 'arrive' in Hartlepool by road and it is vital that first impressions are good. We need to maintain the condition of the principal roads and

Improve the key arrival points in Hartlepool and in the Town Centre.

Sep-05

Ongoing monitoring

Reporting Officer: Alastair Smith



SDI Ref.	Development Initiative 2005/6	Sub references	By When? / milestones	Progress to end of	December 2005
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EH3/05.2

Delivery of the proposed Hartlepool Transport Interchange through the Local Transport Plan – commissioning

Improve the key arrival points in Hartlepool and in the Town Centre.

Dec-05

Unlikely to now start before April 06 due to legal problems and tendering process

Reporting Officer: Alastair Smith



EH3/05.3

Improve journey options and trips between Hartlepool and the North East region and Tees Valley sub-region

Continue development of bus quality corridors through the local transport plan targets.

On target to be completed by March 06

Reporting Officer: Alastair Smith



CULTURE, HOUSING AND TRANSPORTATION PORTFOLIO

Report To Portfolio Holder
24th March 2006



Report of: Head of Public Protection and Housing

Subject: PROGRESS OF THE SUPPORTING PEOPLE
PROGRAMME

SUMMARY

1. PURPOSE OF REPORT

To update the Portfolio Holder on the progress in implementing the Supporting People Programme.

2. SUMMARY OF CONTENTS

The report highlights the substantial progress in implementing the Supporting People Programme since the Audit Commission inspection in November 2005.

3. RELEVANCE TO PORTFOLIO HOLDER

The Portfolio Holder is responsible for the Supporting People Programme.

4. TYPE OF DECISION

Non key.

5. DECISION MAKING ROUTE

Culture, Housing and Transportation Portfolio, 24th March 2006.

6. DECISION(S) REQUIRED

To note the contents of this report and the progress made.

Report of: Head of Public Protection and Housing

Subject: PROGRESS OF THE SUPPORTING PEOPLE PROGRAMME

1. PURPOSE OF REPORT

- 1.1 To give updated information on the progress of implementing the Supporting People Programme since the Audit Commission inspection in October/November 2005.

2. BACKGROUND

- 2.1 The Audit Commission inspection of the Supporting People (S.P.) service in November 2005 highlighted a number of concerns in relation to the governance, processes and lack of progress in the administration of the S.P. Programme. As a result, an action/implement plan was drawn up and approved by Cabinet on 23rd November 2005.

3. CONSIDERATION OF ISSUES

- 3.1 Substantial progress has been made in addressing the Audit Commission's concerns. The Commissioning Body has met monthly in order to consider and approve policy and procedures essential in the management of the team and the implementation of various processes, particularly the Service Review programme.
- 3.2 At the Commissioning Body (C.B.) meeting held on 17th January 2006 the following policies were approved:
- Eligibility Criteria
 - Service Review process
 - Value for Money policy
- 3.3 Approval of these policies and procedures provided a framework to enable service reviews to be completed. ODPM requires all first round service reviews to be completed and approved by 31st March 2006.
- 3.4 To date there have been 38 service reviews completed and approved, with a further 14 to be presented to C.B. on 14th March 2006. The remaining eight will be presented to C.B. on 28th March 2006. All service reviews will therefore be completed and approved by the required deadline.

3.5 At the C.B. meeting held on 14th February 2006 the following policies were approved:

- Accreditation policy
- Communications Strategy

3.6 The purpose of the Communications Strategy is to establish and maintain communication processes for the C.B. and our target audience as follows:

- Council Members (Portfolio Holder/Cabinet)
- Service Users/Carers (potential Service Users/Carers)
- Providers of Supporting Services
- Strategic Planning Groups (Local Implementation Teams etc)

3.7 Within the Communications Strategy it was agreed the minutes of each C.B. will be forwarded to the Portfolio Holder for information.

3.8 The minutes of the C.B. meetings held on the 17th January and 14th February 2006 are therefore attached for your information. **(Appendix 1).**

3.9 The Audit Commission have indicated that a further inspection of the Supporting People Service will be carried out in the summer of 2007, and substantial work will be required to be undertaken to improve the current rating as a 'poor' service, with uncertain prospect for improvement. Whilst work in conjunction with the Audit Commission will be undertaken during the period leading up to the next formal inspection in 2007, it is unlikely that satisfactory progress will be made unless a dedicated officer is made available to co-ordinate the various actions needed to address the Audit Commission's concerns. Such dedicated time was not available prior to the inspection in November 2005 due, in part, to unavoidable long-term staff absences. This aspect will need to be addressed in the near future, and may be the subject of a further report once the future of Housing Services in general, is clearer. It is expected that a consultants report on the future of Housing Services will be made available shortly.

4. RECOMMENDATIONS

4.1 That the Portfolio Holder notes the contents of this report and the progress made.

Supporting People Commissioning Body

Minutes of Meeting Held on 17 January 2006

Present

Ian Parker (Chair)
Peter Morgan
Penny Garner-Carpenter
Pam Twells
Nicola Bailey
Debbie Smith
Jan Bolton

Action

1. **Apologies**

Lucia Saiger
Linda Watson

2. **Minutes**

Agreed as correct- Peter had sent out revised minutes which included the missing information regarding the Memorandum of Understanding.

3. **Matters Arising**

- Memorandum of Understanding with Ian Parker to obtain signature of Chief Execs of each partner.
- 5 year strategy:
 - Penny to make further revisions in light of Audit Commission feedback and other submissions from partners. The revised strategy will be open to further consultation before final approval in summer.
 - Penny confirmed that feedback from Adult & Community Services was included in latest version of the strategy.
 - Ian asked Penny to prepare timetable for completing strategy- to be presented at next meeting.
- John Potts or Joanne Smithson to be present at next meeting to give presentation on Local Area Agreements.

IP

PGC

4. **Eligibility Criteria**

- Peter presented briefing paper outlining consultation process, ensuring that all comments had been taken on board. One further revision had been made re long term support.

PM

	<u>Action</u>
<p>Nicola enquired if ineligible activity referred to services rather than people- Pam confirmed this was the case.</p> <ul style="list-style-type: none"> • The revised criteria was AGREED. Peter to circulate final version for all parties, with date of CB agreement included. 	
<p>5. <u>Value For Money Policy</u></p> <ul style="list-style-type: none"> • Peter outlined consultation process, similar to that for the Eligibility Criteria. • Policy AGREED. Peter to circulate final version for all parties, with date of CB agreement included. 	PM
<p>6. <u>Communications Strategy</u></p> <ul style="list-style-type: none"> • Pam presented briefing outlining draft consultation strategy which sets out how the CB, Partnership Board and Provider Reference Group should be administered, how they interact more effectively and the roles of representatives on each body. The strategy will also address the issue of more effective consultation with partners, service users (current and prospective), providers and carers. • Pam asked for comments before next meeting- a more detailed report will be presented to the next CB meeting. 	PT ALL
<p>7. <u>Service Review Process</u></p> <ul style="list-style-type: none"> • Peter presented briefing paper outlining consultation to date. Peter acknowledged that feedback from PCT had not been reflected in the final version. Not expected to make any fundamental difference to the policy but Peter agreed to make minor revision to clarify certain points and to include glossary of terms to explain abbreviations. • Policy AGREED, but revised document to come back to CB for information. • Nicola asked how action plans from reviews would be monitored. Pam confirmed that these would be reported back to Commissioning Body once the required actions had been completed or once the deadline for improvement had passed. 	PM
<p>8. <u>Provider Service Reviews- Final Reports for Approval</u></p> <p>Members asked the team to:</p> <ul style="list-style-type: none"> • include the accreditation expiry date as standard information in future reports. • Include timescale of action planning where provider needs to improve to meet required standard. 	

		<u>Action</u>
	<ul style="list-style-type: none"> Review and report back as to whether longer contracts should be awarded in some cases to avoid a pressure in workload in 12 months time. 	
8.1	<u>Real Life Options- Friar Street</u>	
	AGREED to end SHMG funding at end of March. Adult & Community Services will fund this service in future.	PM
8.2	<u>MENCAP- 38 Whitrout Road</u>	PM
	AGREED to end SHMG funding at end of March. Adult & Community Services will fund this service in future.	
8.3	<u>Tees Valley Housing Group- Teenage Parent Floating Support Service</u>	
	<p>APPROVED:</p> <ul style="list-style-type: none"> recommission service with a 12 months contract from April 2006, during which more in depth VFM assessment will be carried out to agree price for service. That service be merged with Young Persons Floating Support Scheme offering support with uniform hourly rate. That review officers investigate possibility of contracting based on hours of support rather than placements. It was noted that Accreditation passported from Redcar & Cleveland expires in January 2007. The team were instructed to ensure longer term accreditation be obtained before new contract expires. 	PM
8.4	<u>Tees Valley Housing Group- Young People at Risk Floating Support Service</u>	
	<p>APPROVED:</p> <ul style="list-style-type: none"> recommission service with a 12 months contract from April 2006, during which more in depth VFM assessment will be carried out to agree price for service. That service be merged with the Teenage Parent Floating Support Scheme offering support with uniform hourly rate. That review officers investigate possibility of contracting based on hours of support rather than placements. 	PM
8.5	<u>Tees Valley Housing Group- Anna Court</u>	
	<p>APPROVED:</p> <ul style="list-style-type: none"> recommission service with a 12 months contract from April 2006, during which more in depth VFM assessment will be carried out to agree price for service, taking into account 	PM

Action

potential issues regarding Housing Management Activity and ensuring this is funded appropriately.

- It was noted that Accreditation passported from Redcar & Cleveland expires in January 2007. The team were instructed to ensure longer term accreditation be obtained before new contract expires.
- It was noted that the report refers to recommissioning under terms set out in Section 12. Peter advised that this will be a reference to the fuller report that is issued to the provider- the recommendation should not be different to that outlined in summary report presented to CB but Peter agreed to confirm this and report back to next CB meeting.

8.6 **Endeavour Housing Association- Homeless Support Service**

APPROVED:

- recommission service with a 12 months contract from April 2006, during which more in depth VFM assessment will be carried out to agree price for service, taking into account issues regarding need for increased support hours.
- To explore the potential for reconfiguring the service to incorporate floating support for vulnerable families in the private rented sector.
- It was noted that Accreditation passported from Redcar & Cleveland expires in January 2007. The team were instructed to ensure longer term accreditation be obtained before new contract expires.

PM

8.7 **Endeavour Housing Association- Belle Vue Sheltered Support Service**

APPROVED:

- recommission service with a 12 months contract from April 2006, during which more in depth VFM assessment will be carried out to agree price for service.
- To check date accreditation expires and to re-accredit if new contract expires after accreditation.

PM

8.8 **Housing 21- Major Cooper Court Sheltered Support Service**

APPROVED:

- recommission service with a 12 months contract from April 2006, subject to the service reaching the required standard for Core Objective 1.2: Support Planning, by 31st March 2006 as agreed with the provider. A more in depth VFM assessment will be carried out to agree price for service, taking into account issues regarding need for increased support hours.

PM

	<ul style="list-style-type: none"> To check date accreditation expires and to re-accredit if new contract expires after accreditation. 	<u>Action</u>
8.9	<u>The Guinness Trust- Vicarage Court and Lonsdale Court</u> APPROVED: <ul style="list-style-type: none"> recommission service with a 12 months contract from April 2006, during which more in depth VFM assessment will be carried out to agree price for service. To check date accreditation expires and to re-accredit if new contract expires after accreditation. To merge into one service from April 2006. 	PM
8.10	<u>The Guinness Trust- Barbara Mann & Elliott Street</u> APPROVED: <ul style="list-style-type: none"> recommission service with a 12 months contract from April 2006, during which more in depth VFM assessment will be carried out to agree price for service. To check date accreditation expires and to re-accredit if new contract expires after accreditation. 	PM
8.11	<u>New Horizons Teesside- Floating Support Service</u> APPROVED: <ul style="list-style-type: none"> recommission service with a 12 months contract from April 2006, during which more in depth VFM assessment will be carried out to agree price for service. To check date accreditation expires and to re-accredit if new contract expires after accreditation. That tenure of primary client group be widened so that eligible clients from the owner-occupied/private-rented sector can access the service as well as tenants from social landlords. 	PM
8.12	<u>Adult & Community Services- Tenant Support Service</u> APPROVED: <ul style="list-style-type: none"> That existing contract is terminated from April 2006. Adult & Community Services and Supporting People Team to jointly commission new services set up for specific client groups, based on priorities identified in 5 year strategy. Contracts will be held directly with the provider delivering the support, whether they be internal or external. <p>Jan Bolton, Probation, left the meeting at this point.</p>	PM/PT

	<u>Action</u>
<p>9 <u>Financial Update</u></p> <ul style="list-style-type: none"> • Pam presented report on showing expected grant against estimate of future commitments, including options for including an inflationary uplift of 2% from April 2006 and also taking into account when new schemes are likely to come online. • Savings from service reviews expected to be in region of £1.6m, but this will only be confirmed once reviews are completed at end of March. • AGREED: <ul style="list-style-type: none"> • To offer 2% inflationary uplift to all providers subject to services being assessed as delivering Value For Money once more in depth assessment is carried out after April. • To accept quarterly finance reports on the SP programme in future. • That the SP team develop methodology for calculating inflationary uplift for future years 	PM/PT
<p>10 <u>Date and Time of Next Meeting</u></p> <p>Tuesday 14 February 2006 from 12 noon to 2.00 pm in Committee Room A.</p>	

Supporting People Commissioning Body**Minutes of Meeting Held on 14 February 2006****Present**

Ralph Harrison (Chair)
 Penny Garner-Carpenter
 Pam Twells
 Nicola Bailey
 Lucia Saiger

Action1. **Apologies**

Ian Parker
 Peter Morgan
 Debbie Smith
 Linda Watson

2. **Minutes**

The minutes were agreed as a correct record.

3. **Matters Arising**

- The Memorandum of Understanding was passed to Lucia Saiger to obtain the relevant signature. Ralph asked if it could be passed back to him, rather than direct to the PCT.
- Joanne Smithson and John Potts were unable to attend this meeting, but are scheduled to attend the next one.
- The final versions of the following documents are attached to the minutes:
 - Eligibility Criteria
 - Value for Money Policy
 - Service Review Process
- Provider Service Review – Item 8.5 – it was confirmed that the recommendation will not be any different to that outlined in the summary report to the CB.

LS

4. **Accreditation Policy**

- The final Accreditation Policy was approved by the CB.
- A copy of this document is attached to the minutes.

	<u>Action</u>
<p>5. <u>Draft Communications Strategy</u></p> <ul style="list-style-type: none"> The Communications Strategy was approved, following confirmation from Lucia that the relevant officer from Probation to be responsible for communicating with SPGs/LITs is the Senior Probation Officer (HELP), who is based at Probation HQ. PT agreed to approach the PCT for the name of their relevant officer and ensure this information is included in the Strategy. The final version is attached to these minutes. 	PT
<p>6. <u>Provider Service Reviews – Final Reports for Approval</u></p>	
<p>6.1 <u>Anchor Trust – Cat 1 Schemes</u></p> <p>AGREED:</p> <ul style="list-style-type: none"> Supporting People enter into a new contract with Anchor Trust for Regal Close and Grosvenor Gardens for a period of 12 months. This will be subject to Anchor meeting the minimum requirements of Core Objective 1.3: Health & Safety by 31st March 2006. That the service costs are uniform across all schemes so that all residents pay the same unit cost. As part of this process Anchor will consult with residents at Regal Close about withdrawing support and making the service a Cat 1 only service. 	
<p>6.2 <u>Anchor Trust – Sheltered Schemes</u></p> <p>AGREED:</p> <ul style="list-style-type: none"> That the Council offers a one year contract for all Anchors sheltered schemes from April 2006 to enable a more in depth Value for Money Assessment can be carried out. That the variation in costs and contracted hours for each scheme need to be looked into jointly by Anchor Trust and The Supporting People Team to ensure consistency for what is in effect the same level of service. That Anchor work with the Council to review the provision of accommodation at Galleysfield Court, Kensington Court, St Josephs Court, Meadowfield Court, Heriot Grange and Derwent Grange, as determined by the review of the SLOOP report and the overall strategic aims that are identified once the review of all Older Persons accommodation is completed under the Supporting people Programme. 	

Action**6.3 Community Integrated Care – Elwick Flats****AGREED:**

- That a contract is issued for 12 months from April 2006.
- That a further in-depth analysis of VFM and eligibility is carried out in the future.

6.4 Endeavour Housing Association – Home Improvement Agency**AGREED:**

- That the service be recommissioned and that a new contract be issued for 12 months from April 2006.
- That the cost of the service to be revised to ensure that the full cost of the service eligible to be paid by Supporting People is met by SP grant. This should be carried out after April with particular focus on the “Service Related Overheads” which should be broken down to show what is included. The VFM analysis should also reflect the other activities carried out by the HIA, and ensure that overheads are correctly apportioned. Any cost configuration should also take into account the ability of Endeavour to raise additional funding by charging management fees.

6.5 New Era – King Oswy Drive**AGREED:**

- That a contract be issued for 12 months from April 2006.
- That New Era are re-accredited before the current accreditation expires in January 2007.
- That a further in-depth analysis of VfM and eligibility should be carried out in the future.
- To monitor the progress and development of the tenants.

6.6 Tees Valley Housing Group – Cat 1 Schemes**AGREED:**

- That a 12 month contract is issued from April 2006.
- That Tees Valley are re-accredited before the current accreditation expires in January 2007.
- That a 2% increase is made from April, with a uniform unit cost of £5.23 across all properties.
- That Tees Valley carry out an review of eligibility and assessment of clients in the future.

Action**6.7 Railway Housing Association - Cat 1 Scheme****AGREED:**

- That the Service is recommissioned on the same basis of a maximum of 23 units at the same rate until the Railway Housing Association Board have reached a decision regarding their future charges.

Any increase in Supporting People Grant will be based on actual cost of the response service plus any maintenance costs and a 15% administration charge.

- That RHA provide a copy of any renewed agreement between themselves and Astraline and notify the Hartlepool Administering Authority if any alternative supplier is sought in response to proposed increased costs by Johnnie Johnson.

6.8 Stonham Housing Association - Avondene**AGREED:**

- That the Service is recommissioned on the same terms as the Interim Contract (see Section 13 above and that a Steady State contract is issued for an initial period of 12 months subject to point 2 below.
- That under the terms of the Steady State contract issued under point 1 above Stonham agree to cooperate with any further analysis or assessment required by the Administering Authority with regard to the terms of the contract and possible future amendments, in particular in regard to contract price, staffing, the funding of housing management activity in the scheme and value for money, any issues referred to in the Summary of Findings & Outcomes Section of this report or any other issues raised by the Administering Authority.

6.9 Housing Aid – Floating Support Service**AGREED:**

- That a 12 month contract is offered from April 2006.
- That the number of hours of support is increased to 84 hours a week in order to provide more support to additional clients.
- That the annual contract be increased to £92,330 with effect from April 2006.

7. **Timetable for Completion of SP Strategy**

Penny tabled a timetable, which is outlined below:

Middle February:	Internal Consultation
March (4 weeks):	External Consultation
April:	Redraft
May:	Final Consultation
June:	Completion
July:	Approval

It was agreed that two half-day events would be held some time in May to consult separately with service users and stakeholders. The Planning Groups will also be consulted about the Strategy.

It was intended that a redraft of the document would be circulated in June, and the Strategy will be brought to CB in July for final approval.

8. **Any Other Business**

- Lucia asked if there had been any formal written feedback from the Audit Commission on the Supporting People Inspection. Penny confirmed that the final document had just been received, and she would ensure that both Lucia and Nicola receive a copy.
- It was agreed that an action plan, together a timetable for completion, would be drawn up for consideration at the next meeting. This will also need to identify what resources would be required to complete the action plan.

9. **Date and Time of Next Meeting**

Tuesday 14 March 2006 from 12 noon to 2.00 pm in Committee Room A.

Action

PGC

PGC

PGC

CULTURE, HOUSING AND TRANSPORTATION

Report to Portfolio Holder

24th March 2006



Report of: Head of Technical Services

Subject: SUPPORTED BUS SERVICES
5 AND 822/828

SUMMARY

1. PURPOSE OF REPORT

To seek approval from the Portfolio Holder to tender for a new supported bus service 5, and to seek costs for a revised supported bus service 822/828.

2. SUMMARY OF CONTENTS

This report provides an update to issues relating to services 822/828, and service 5.

3. RELEVANCE TO PORTFOLIO MEMBER

It is the responsibility of the Portfolio Holder.

4. TYPE OF DECISION

This is not a key decision.

5. DECISION MAKING ROUTE

This is report is for information only.

6. DECISION(S) REQUIRED

Approval to tender for a new supported bus service 5 and to seek costs for a revised supported bus service 822/828

Report of: Director of Neighbourhood Services

Subject: SUPPORTED BUS SERVICES
5 AND 822/828

1. PURPOSE OF REPORT

To seek approval from the Portfolio Holder to tender for a new supported bus service 5, and to seek costs for a revised supported bus service 822/828.

2. BACKGROUND

Service 5 (West View to the Headland)

The Stagecoach commercial service 5 was withdrawn between the Headland and Hart Station from 21st March 2005. This was due to poor patronage over a period of time, making the service non commercial. The withdrawal of this service coincided with a general revision of Stagecoach services made at that time. At the same time the council supported evening service 505/555 was also withdrawn following the ending of the Government's Urban Bus Challenge grant.

Since the withdrawal of the Stagecoach commercial service 5 a new health centre has been developed on the Headland, and local health facilities relocated from West View. Significant numbers of people now need to travel from the Hart station area and points in between to this new health facility. Representations have been made for the service 5 to be reinstated to provide bus links for West View to this new health facility.

Below is the timetable of the former service 5 prior to withdrawal.

Middlegate	0905	0935	1015	Then at	35	05		1635	1705
Brus Arms	0912	0942	1012	These times	42	12	Until	1642	1712
Bournemouth Drive	0916	0946	1016		46	16		1646	1716

Bowes Green	0917	0947	1017	Then at	47	17		1647	1717
Brus Arms	0921	0951	1021	These times	51	21	Until	1651	1721
Middlegate	0928	0958	1028		58	28		1658	1728

The route of the former service 5 is as follows:

Northgate, West View Road, Brus Arms, West View Road, King Oswy Drive, West View Road, Brus Arms, West View Road, Durham Street, Middlegate.

School Services 828/829 (Hucklehoven Way/Burbank Street)

As a result of revised Stagecoach bus timetables introduced from 20th March 2005 the commercial service 3 was revised resulting in the loss of services operating along Hucklehoven Way.

Ward councillors have expressed concern that school pupils from the Burbank Street area do not have access to a local bus service to and from school, particularly those attending Brierton and English Martyrs. Hucklehoven Way was the nearest street to Burbank Street where a bus service could be accessed for school pupils.

Existing Council supported bus services operate from Seaton Carew to the two schools. This includes services 822, 828 and 829.

- Service 828 links Seaton Carew with Brierton and English Martyrs in the morning and afternoon
- Service 822 returns children from Brierton in the afternoon terminating in Seaton Carew
- Service 829 provides two morning journeys from Seaton Carew to Brierton and English Martyrs, and one return journey in the afternoon

This matter was reported to the Portfolio Holder in October 2005. At this time it was requested that Stagecoach be approached to see if some service 3 journeys be diverted via Hucklehoven Way to serve the school pupils. However due to scheduling problems a diversion of some service 3 journeys was not possible.

After further discussions between Stagecoach and Borough Council officers, an alternative solution was presented to the October meeting, which involved the modification of existing school services listed above. This would appear to offer the best solution. As outlined in the previous report, an additional factor has been the time changes at Brierton School, which the solutions worked out with Stagecoach would help to address.

3. CONSIDERATION OF THE ISSUES

Service 5

If service 5 were to be reinstated the basic timetable would have to be extended in the morning to cover Health Centre opening hours. This would mean starting the service around 0800, which could have cost implications.

There have also been requests from some councillors for an evening service 5, in addition to an enhanced daytime service. An evening service can be

included as one of the options in the tendering process. Evening services between the Headland and Hart Station were formerly provided by the Borough Council supported service 505/555, this was funded by the Government's Urban Bus Challenge scheme. This service was withdrawn when government funding ended at the end of March 2005. The route of the 505/555 varied from that of the service 5 in the respect that it served the University Hospital on a circular route.

Time Scale for Reinstatement

Under the 1985 Transport Act services of this type must be put out to open tender by law. The tendering process would take around one month followed by a period of time for the Portfolio decision making process. The service would then have to be registered by the successful operator, giving 56 days notice to the traffic commissioner (in some circumstances the 56 day may wavered, but this is at the discretion of the Traffic Commissioner, and there are no guarantees this would be granted). The reinstatement process would thus take up to 3 months from the start of the tendering process to the commencement of the service.

School Services 822/828

The following options address the school time changes at Brierton, while still catering for the school pupils in the Burbank Street area. The options are as follows.

Option 1

An additional service 822 journey operating from Huckelhoven Way at 08:00 picking up at the following points:

Hucklehoven Way	0800
Wainwright Walk	0804
Seaton Carew	0806
Elizabeth Way	0808
Golden Flatts School	0811
Owton Lodge	0812
Brierton School	0820

The existing afternoon 822 journey from Brierton which departs at 15:18, is extended from the existing terminus at Wainwright Walk in Seaton Carew to Huckelhoven Way. (Note: although Brierton's finishing time has been brought forward to 2:30pm, the school have made provisions for pupils to remain on the school premises until the 3:18pm bus is due to depart)

Option 2

To cater for pupils attending English Martyrs School living in the Burbank Street area, the 08:25 Service 828 departure from Wainwright Walk would start from Huckelhoven Way, with the 15:38 departure from English Martyrs

being extended from Wainwright Walk to Hucklehoven Way. These journeys formerly catered for Brierton and English Martyrs pupils but, since the school time changes, would only be suitable for English Martyrs pupils.

There are no pupils living in the Burbank Street/Huckelhoven area who are entitled to free school travel to any school. However, a small number of pupils attending Brierton and English Martyrs reside in the area who are not entitled to free travel, but may want to use fare paying school bus services. There are 88 school pupils in Seaton Carew entitled to free school travel to English Martyrs school, but none to Brierton. It is anticipated that the above changes should not cause any overcrowding on any of the service 822 and 828 journeys.

4. FINANCIAL IMPLICATIONS

Service 5

The cost of reinstating the commercial service 5 as previously operated by Stagecoach is estimated to be approximately £40,000 per annum at 2006 prices. If an enhanced service was operated with an earlier start to cover Health Centre opening times an extra vehicle would be required to cover peak operating requirements this could rise to as much as £75,000.

Service 828/829

The financial cost to these changes was estimated in as follows:

- ◆ **Option1** £9,360 per school year
- ◆ **Option 2** £3,510 per school year
- ◆ **Option 1+2** £12,870 per school year

However these costs are based on those provided by Stagecoach in October 2005, and may well have changed, so it will be necessary to confirm these amounts with Stagecoach.

The Mayor has made financial provision for a revived service 5 in the 2006/07, if tender costs for the service 5 are under budget, the surplus funds could be used for the revisions on services 828/829.

5. OFFICER ADVICE

It is recommended that tenders are let for a new service 5, and confirmation of costs are sought from Stagecoach for revised school services 822/828.

CULTURE, HOUSING AND TRANSPORTATION PORTFOLIO

Report To Portfolio Holder
24th March 2006



Report of: Head of Technical Services

Subject: STOCKTON ROAD/RUSSELL WALK PARKING
IMPROVEMENTS

SUMMARY

1. PURPOSE OF REPORT

- 1.1 To seek approval for a parking improvements scheme at Stockton Road/Russell Walk

2. SUMMARY OF CONTENTS

- 2.1 The report outlines the background to the scheme, the detailed proposals, consultation and likely timescale.

3. RELEVANCE TO PORTFOLIO HOLDER

- 3.1 The Portfolio Member has responsibility for Traffic and Transportation issues.

4. TYPE OF DECISION

- 4.1 Non key decision

5. DECISION MAKING ROUTE

- 5.1 This is an executive decision by the Portfolio Member.

6. DECISION(S) REQUIRED

- 6.1 To seek approval for a parking improvements scheme at Stockton Road/Russell Walk.

Report of: Head of Technical Services

Subject: STOCKTON ROAD/RUSSELL WALK PARKING IMPROVEMENTS

1. PURPOSE OF REPORT

- 1.1 To seek approval for a parking improvements scheme at Stockton Road/Russell Walk.

2. BACKGROUND

- 2.1 Funding has been allocated from New Deal for Communities programme to enhance the viability of local businesses in this area of Stockton Road. One of the main concerns expressed by businesses was lack of available car parking for both customers and staff, and proposed scheme has subsequently been developed.

3. PROPOSALS

- 3.1 The scheme comprises the provision of parking areas to both the front and rear of Stockton Road (see Appendix 1).
- 3.2 The area to the rear would see the creation of a parking area of approximately 22 spaces within an extended alleygated area. This would be of great benefit to nearby businesses, and would also greatly reduce the road safety risk which currently exists on Russell Walk, outside of Stranton Primary School, due to the number of parked vehicles.
- 3.3 The gates would remain locked for the majority of the day with access for key holders only, whilst the school have agreed that the caretaker will open and close the gates for around half an hour on a morning and again on an after noon, to cater for school time parking.
- 3.4 On Stockton Road itself, a parking area will be created to the north of the Russell Walk junction to cater for approximately 7 cars, and a second area will be provided opposite the junction with Cornwall Street.
- 3.5 The width of the road and the presence of double yellow lines on the west side, means that it is possible to create a larger parking area than was originally thought possible, without causing congestion on a main road. To ensure this, double yellow lines will be placed around the junction with Russell Walk, so that through traffic can pass vehicles waiting to turn right into Westbourne Road.

4 CONSULTATION

- 4.1 Letters were sent to all neighbouring residents and businesses advising them of the scheme and inviting them to attend public consultation events. These were held in the Stranton Community Learning Centre over two separate days, to give people as much opportunity as possible to attend. A third consultation event was also held at a later date following changes to the scheme, which arose from the initial consultation.
- 4.2 The local residents' group were also consulted and the Head Teacher of Stranton Primary School has also written a letter in support of the scheme.
- 4.3 The consultation highlighted that local people are very much in favour of the scheme and helped with getting the operational details right to suit people's needs. Concerns were expressed relating to the security of the Russell Walk parking area, which led to the scheme being amended and developed into the final proposals, which incorporate the car park within the alleygated area.

5 FINANCIAL IMPLICATIONS

- 5.1 The scheme is estimated to cost in the region of £60,000 and is being funded by New Deal for Communities. It is anticipated that the scheme will be implemented during the 2006 school summer holidays.

6. RECOMMENDATIONS

- 6.1 That the proposed parking improvements in Stockton Road and Russell Walk be approved for implementation.



CULTURE, HOUSING AND TRANSPORTATION PORTFOLIO

Report To Portfolio Holder
25th March 2006



Report of: Head of Technical Services

Subject: REVISED FARES LEVEN VALLEY SUPPORTED
BUS CONTRACTS

SUMMARY

1. PURPOSE OF REPORT

- 1.1 To seek approval from the Portfolio Holder to apply revised fares on the Borough council supported Leven Valley service 518 bus contract.

2. SUMMARY OF CONTENTS

- 2.1 Details of revised fares on Leven Valley service 518.

3. RELEVANCE TO PORTFOLIO MEMBER

- 3.1 It is the responsibility of the Portfolio Holder

4. TYPE OF DECISION

- 4.1 This is a non-key decision.

5. DECISION MAKING ROUTE

- 4.2 This is an executive decision of the Portfolio Holder.

6. DECISION(S) REQUIRED

- 6.1 Approval to apply revised fares on the Borough Council supported Leven Valley service 518 bus contract..

Report of: Head of Technical Services

Subject: REVISED FARES LEVEN VALLEY SUPPORTED
BUS CONTRACTS

1. PURPOSE OF REPORT

- 1.1 To seek approval from the Portfolio Holder to apply revised fares on the Borough council supported Leven Valley service 518 bus contract.

2. BACKGROUND

- 2.1 Leven Valley Coaches operate one supported bus contract for Hartlepool Borough Council. This is the evening service 518 from Hartlepool Marina to Elwick via Dalton Piercy. This service is entirely funded by the Government's Rural Bus Subsidy grant.
- 2.2 In August 2005 Stagecoach Hartlepool implemented a fares rise on their commercial services, and also on their supported bus contracts (following permission from the Portfolio Holder). Leven Valley Coaches held their fares at pre August 2005 levels, but now due to increasing cost pressures, needs to implement a fares rise from 27th March 2006 to bring fares in line with other bus operators. A revised fare scale is shown in the table below

Revised Fares Scale Leven Valley Coaches

Current Fare	Revised Fare
45	50
65	75
75	85
90	100
95	105
100	110
105	115

3 FINANCIAL IMPLICATIONS

- 3.1 There are no financial implications to the Borough Council as a result of the proposed fare rise.

4 RECOMMENDATIONS

It is recommended that approval be given to apply a fares increase on the Borough Council supported Leven Valley service 518.