

# **CULTURE, LEISURE AND TRANSPORTATION PORTFOLIO DECISION SCHEDULE**



**Tuesday 15<sup>th</sup> August, 2006**

**at 10 a.m.**

**in the Council Chamber**

Councillor Tumilty, Cabinet Member responsible for Culture, Leisure and Transportation will consider the following items.

**1. KEY DECISIONS**

No items

**2. OTHER ITEMS REQUIRING DECISION**

- 2.1 Outdoor Activities – Development and Staffing – *Director of Adult and Community Services*
- 2.2 Mountston Close Alleygate – *Head of Technical Services*
- 2.3 Serpentine Road Footpath Closure – Petition – *Head of Technical Services*
- 2.4 Objection to the Erection of Alleygates to the rear of Murray Street/Laburnum Street/Grosvenor Street Back Streets – *Head of Technical Services*
- 2.5 School Travel Plan Education and Enforcement Programme (School Gate Parking) – *Head of Technical Services*

**3. REPORTS FOR INFORMATION / DISCUSSION**

- 3.1 Adoption of Highways – Hartlepool Marina – *Head of Technical Services*
- 3.2 Neighbourhood Services Departmental Plan 2006/07 – 1<sup>st</sup> Quarter Monitoring Report – *Director of Neighbourhood Services*
- 3.3 Tendering of Supported Bus Services 2006/07 – *Head of Technical Services*

**4. REPORTS FROM OVERVIEW OF SCRUTINY FORUMS**

No items

## **CULTURE, LEISURE AND TRANSPORTATION PORTFOLIO**

Report To Portfolio Holder

15<sup>th</sup> August 2006



**Report of:** Director of Adult and Community Services

**Subject:** OUTDOOR ACTIVITIES – DEVELOPMENT  
AND STAFFING

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### **SUMMARY**

#### **1. PURPOSE OF REPORT**

To update the Portfolio Holder on the ongoing development of Outdoor Activities within the Sport and Recreation Service.

To seek approval for the establishment of a new post of Assistant Outdoor Activities Co-ordinator initially on a two-year fixed term contract that will enable the expansion and further development of the service.

#### **2. SUMMARY OF CONTENTS**

The Outdoor Activities Officer post and development programme was originally created and funded in 1998 via the Owton Rossmere Partnership. Such was the success of this 5 year programme that mainstream funding was secured via the 2003/2004 budgetary process to allow it to continue and expand on delivery across Hartlepool.

Since this time, the provision of Outdoor Activities has expanded significantly and offers a highly rated level of service heralded as a model of best practice. It operates under licence from the Adventurous Activity Licensing Authority and has the providership within Tees Valley for Mountain Leader Training Board courses as well as National Navigation Silver Awards. In 2005/06, nearly 4,500 individuals took part in activities and 58 people were successfully trained in gaining National Governing Body Awards allowing them to instruct in various activities.

The service is currently operated and managed by only one Officer supported by freelance instructors and now requires more staffing resource to allow for the appropriate support of what has become a rapidly expanding service. This report therefore proposes the creation of a new Assistant post to assist the work of this Officer, initially on a two-year fixed term contract. This it is suggested, will not require additional financial support from the Authority as it can be supported and sustained through activity income generation.

**3. RELEVANCE TO PORTFOLIO MEMBER**

Sport and Recreation is part of the Culture, Leisure and Transportation Portfolio.

**4. TYPE OF DECISION**

Non-Key

**5. DECISION MAKING ROUTE**

Culture, Leisure and Transportation Portfolio – 15<sup>th</sup> August 2006.

**6. DECISION(S) REQUIRED**

Approve the establishment of an Assistant Outdoor Activities Co-ordinator post for an initial period of two years.

Authorise the Director of Adult and Community Services to establish this as a permanent post should it prove to be financially viable at the end of the two year period.

**Report of:** Director of Adult and Community Services

**Subject:** OUTDOOR ACTIVITIES – DEVELOPMENT  
AND STAFFING

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**1. PURPOSE OF REPORT**

- 1.1 To update the Portfolio Holder on the ongoing development of Outdoor Activities within the Sport and Recreation Service.
- 1.2 To seek approval for the establishment of a new post of Assistant Outdoor Activities Co-ordinator initially on a two-year fixed term contract that will enable the expansion and further development of the service.

**2. BACKGROUND**

- 2.1 The Outdoor Activities Officer post and development programme was originally created and funded via the Owton Rossmere Partnership in 1998. Such was the success of this 5-year programme that mainstream funding was secured through the 2003/2004 budgetary process to allow for the continuation of the service and its expansion across Hartlepool.
- 2.2 To offer this type of service, Hartlepool Borough Council is required to hold an Adventurous Activities Licence that is currently renewable annually and it is a legal requirement to hold such a licence if specific activities are to be offered to the public, particularly those off-site and taking place in remote environments.
- 2.3 To ensure compliance with the stringent requirements of the licence, the service is subject to an annual inspection by the Adventurous Activity Licensing Authority (AALA). This includes an audit of equipment and the management of its upkeep, as well as keeping a database of all instructors and their qualifications. Risk assessments of each activity and the type of client group participating are also required to be kept.
- 2.4 The licence has been the basis for the delivery of Outdoor Activities across the authority and covers services and equipment from within Youth Services and Schools. As a result, the Outdoor Activities Co-ordinator is required to sit on the Authority's Educational Visits Panel as a specialist adviser. In return for this, Children's Services Department contribute £2,000 annually towards the post.



### **3. CURRENT SITUATION**

- 3.1 During 2005 / 2006 when a new Officer was appointed to the post, the Outdoor Activities Programme expanded significantly. This was largely due to the knowledge and experience of the Officer concerned. In March 2005 for example, the post of Countryside Health and Sports Officer funded by Sport England's Active Communities Development fund and the Tees Forest ended, leaving a successful walking programme with an uncertain future. This was successfully integrated into the Outdoor Activities Service and a comprehensive "Walks for All" programme including trips away are now offered.
- 3.2 During this year, Sport and Recreation also successfully acquired the providership for the Mountain Leader Training Board courses for Tees Valley as well as National Navigation Silver Awards and at a local level, nearly 4,500 individuals took part in activities (the first quarter for 2006 / 2007 already stands at 2,248 individuals). 58 people were also successful in gaining Outdoor Activity National Governing Body allowing them to instruct in various activities.
- 3.3 New activities have been introduced such as Trail Cycling and angling and the service is increasingly being asked to deliver activities to outside bodies and organisations. During 2005 / 2006 for example a 5 day package of multi-activities was delivered to the Queen's Royal Lancers whose regiment is based at Catterick Garrison, as part of their in-service training.
- 3.4 Whilst the focus of our work is most certainly on the delivery of activities to local residents and developing new instructors, this highlights the potential of the service and the standards to which it currently operates.

### **4. STAFFING PROPOSAL**

- 4.1 The demands on the Outdoor Activity Co-ordinator have been significant as the service has developed and whilst his role is largely one of coordination and management, the postholder does not have any permanent staff to allocate work to. This has implications for the service when the Co-ordinator is on leave or is away from the area on residential trips or educational site visits (as with his role on the Educational Visits Panel). Of greater concern are the implications of losing the AALA licence should the postholder ever leave the Authority.

- 4.2 As a result it is proposed to therefore create an Assistant's post to support the work of the Officer concerned. This would be a Scale 4 post, initially on a fixed term contract for two years. This would also significantly enhance the service being offered with a larger number of opportunities being available and additionally would allow for some expansion of the service. More importantly, it would safeguard the provision of the AALA licence and the subsequent cessation of a large number of our activities should it be lost.

## **5. FINANCIAL IMPLICATIONS**

- 5.1 The creation of a new Assistant's post would not bring any direct financial implications for the Authority as Officers are confident that the costs of £20,081 (Scale 4, Spinal Point 18, including on-costs) will be supported through income generation.
- 5.2 During 2005 / 2006 income generated by outdoor activities amounted to approximately £24,800. Confirmed activity to date for 2006 / 2007 should generate £25,400 with a projected income outturn for the full year £35,000. Allowing for expenditure of approximately £15,000 during the year on freelance instructors, the proposed post should therefore be sustainable within existing revenue resources.
- 5.3 As a safeguard to this proposal, the service also still has some residual external funding of £10,500 available from the Active Communities Development fund to support this post should it become absolutely necessary. However, it is not felt that this will be needed and can be invested in the development of our service delivery.
- 5.4 As the Portfolio Holder will note, it is proposed to initially create the post for a fixed term period of two years with a view to making it a permanent position after this period should it prove sustainable.

## **6. RECOMMENDATIONS**

- 6.1 The Portfolio Holder is requested to: -
- i) Approve the establishment of a Scale 4 Assistant Outdoor Activities Co-ordinator post for an initial period of two years.
  - ii) Authorise the Director of Adult and Community Services to establish this as a permanent post should it prove to be financially viable at the end of the two year fixed term period.

CONTACT OFFICER: Pat Usher, Sport and Recreation Manager

### Background Papers

None.

## **CULTURE, LEISURE AND TRANSPORTATION PORTFOLIO**

Report to Portfolio Holder  
15 August 2006



**Report of:** Head of Technical Services

**Subject:** MOUNTSTON CLOSE ALLEYGATE

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### SUMMARY

#### **1. PURPOSE OF REPORT**

- 1.1 To provide an update after the public meeting held on 26 July 2006.

#### **2. SUMMARY OF CONTENTS**

- 2.1 Details of recent public meeting and further consideration of issues

#### **3. RELEVANCE TO PORTFOLIO HOLDER**

- 3.1 It is the responsibility of the Portfolio Member.

#### **4. TYPE OF DECISION**

- 4.1 This is a non-key decision.

#### **5. DECISION MAKING ROUTE**

- 5.1 Previously reported to meeting on 18 July 2006.

#### **6. DECISION(S) REQUIRED**

- 6.1 That the gate at Mountston Close be retained and that Officers work closely with the residents at the other end of the estate to address their issues in a mutually agreeable way.

**Report of:** Head of Technical Services

**Subject:** MOUNTSTON CLOSE ALLEYGATE

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**1. PURPOSE OF REPORT**

- 1.1 To provide an update after the public meeting held on 26 July 2006.

**2. BACKGROUND**

- 2.1 At the meeting of the Culture, Leisure and Transportation Portfolio held on 18 July 2006 a report was submitted relating to the alleygate that was installed at Mountston Close on a twelve-month trial basis in June 2005
- 2.2 The report detailed the results of a consultation exercise carried out with residents of the whole estate that indicated that the majority of those who had replied, (52%), were in favour of the retention of the gate.
- 2.3 However a significant number of residents, (42% of those that replied), wanted the gate to be removed as the problems of anti-social behaviour had been moved to the other end of the estate since the erection of the gate. A number of these residents attended the meeting to express their views to the Portfolio Holder.
- 2.4 As no representation was made at this meeting from residents in favour of the retention of the gate, and in order to be able to have a balance view before making a decision, the Portfolio Holder instructed that a public meeting be arranged and invites extended to all residents of the estate and that, until this time, the gate be unlocked and the path made available to the general public.
- 2.5 The gate was unlocked on 24 July and the public meeting held on 26 July at the Central Library.
- 2.6 The meeting was Chaired by the Portfolio Holder and was very well attended, with 88 people signing the attendance sheet. Representation was made from residents from all of the estate and the Portfolio Holder received a very comprehensive indication as to the strength of feeling on both sides.

### **3. CONSIDERATION OF ISSUES**

- 3.1 Since the erection of the gate in June 2005 the problem of anti-social behaviour at the Mountston Close end of the estate has reduced significantly, hence the strong support for its retention by those residents who were affected by this prior to this time.
- 3.2 There is also no doubt that there has been a significant increase in anti-social activities at the Saddleston Close end of the estate since the gate was erected. These generally revolve around school children from High Tunstall School using this route on a lunchtime and clientele from the new public house on Dunston Road returning home via this route on a night time.
- 3.3 Neighbourhood Services Enforcement Team have been working closely with the new Head Mistress of the school on the children issue and, from the beginning of the new school year, the school will instigate measure to try to prevent children using this route to gain access to the shops on Wiltshire Way.
- 3.4 If the existing gate were to be removed then it is likely that problems of anti social behaviour will recur at this end of the estate. The night-time problem at the Saddleston Close end of the estate will remain regardless of whether the gate is removed or not, as this is the shortest route from the pub back onto the estate.
- 3.5 There is, undoubtedly, a significant problem at the Saddleston Close end of the estate that needs to be addressed to return residents quality of life to an acceptable standard. It is not believed that the removal of the existing gate will be the solution. Alternative means of resolving this problem need to be considered in conjunction with the residents through further meetings with them.

### **4. FINANCIAL IMPLICATIONS**

- 4.1 If the gate remains there are no financial implications. Removal of the gate would be of minimal cost and would be paid for from existing highway budgets.

### **5. RECOMMENDATIONS**

- 5.1 That: -
- The existing gate remains in place and that the legal order facilitating this be made permanent.
  - That Officer continue to work closely with the residents affected by the anti-social activities in the Saddleston Close area to try to achieve a mutually agreeable solution to their problems.

## **CULTURE, LEISURE AND TRANSPORTATION PORTFOLIO**

Report to Portfolio Holder

15 August 2006



**Report of:** Head of Technical Services

**Subject:** SERPENTINE ROAD FOOTPATH CLOSURE -  
PETITION

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### **SUMMARY**

#### **1. PURPOSE OF REPORT**

- 1.1 To advise the Portfolio Holder of the receipt of a petition against the closure of the above footpath, which was agreed in principal at a previous Portfolio meeting.

#### **2. SUMMARY OF CONTENTS**

- 2.1 A brief history of the situation and details of the petition.

#### **3. RELEVANCE TO PORTFOLIO HOLDER**

- 3.1 The Portfolio Holder has responsibility for traffic and transportation issues.

#### **4. TYPE OF DECISION**

- 4.1 This is a non-key decision.

#### **5. DECISION MAKING ROUTE**

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

#### **6. DECISION(S) REQUIRED**

- 6.1 That the Portfolio Holder notes receipt of the petition against the possible closure of the footpath on Serpentine Road that runs between Wooler Road and St Bega's Glade.

**Report of:** Head of Technical Services

**Subject:** SERPENTINE ROAD FOOTPATH CLOSURE -  
PETITION

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**1. PURPOSE OF REPORT**

- 1.1 To advise the Portfolio Holder of the receipt of a petition against the closure of the above footpath, which was agreed in principal at a previous Portfolio meeting.

**2. BACKGROUND**

- 2.1 At the meeting of the Culture, Leisure and Transportation Portfolio held on 20 June 2006 the Portfolio Holder approved, in principal and subject to further consultation, the installation of gates on the footpath that runs between Wooler Road and St Bega's Glade.
- 2.2 The consultation process will start shortly but, prior to this, a petition has been received from residents of Creswell Court objecting to any proposed closure.
- 2.3 The petition, (copy to be made available at the meeting), is signed by 14 residents and the objection is made on the grounds that the footpath *"is a well used public right of way from the Creswell area to Hart Lane and that the alternative is a long distance"*.

**3. CONSIDERATION OF ISSUES**

- 3.1 The Portfolio Holder has previous agreed the principal of the erection of gates on this footpath, but subject to further consultation with residents of the immediate and surrounding area.

**4. FINANCIAL IMPLICATIONS**

- 4.1 There are no financial implications at this time.

**5. RECOMMENDATION**

- 5.1 That the Portfolio Holder notes receipt of the petition and that the comments contained therein are added to those received during the formal consultation process.

## **CULTURE, LEISURE AND TRANSPORTATION PORTFOLIO**

Report to Portfolio Holder  
15 August 2006



**Report of:** Head of Technical Services

**Subject:** OBJECTION TO THE ERECTION OF  
ALLEYGATES TO THE REAR OF MURRAY  
STREET/LABURNUM STREET/GROSVENOR  
STREET BACK STREETS

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### **SUMMARY**

#### **1. PURPOSE OF REPORT**

- 1.1 To seek a decision from the Portfolio Holder on the erection of alleygates to the above location taking into account objections received during the consultation process.

#### **2. SUMMARY OF CONTENTS**

- 2.1 The report will detail the history of the situation and summarise and quantify responses to the consultation exercise undertaken with residents directly affected.

#### **3. RELEVANCE TO PORTFOLIO HOLDER**

- 3.1 The Portfolio Holder has responsibility for traffic and transportation issues.

#### **4. TYPE OF DECISION**

- 4.1 This is a non-key decision.

#### **5. DECISION MAKING ROUTE**

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

#### **6. DECISION(S) REQUIRED**

- 6.1 That approval be granted for the erection of alleygates at locations detailed in this report.



**Report of:** Head of Technical Services

**Subject:** OBJECTION TO THE ERECTION OF  
ALLEYGATES TO THE REAR OF MURRAY  
STREET/LABURNUM STREET/GROSVENOR  
STREET BACK STREETS

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**1. PURPOSE OF REPORT**

- 1.1 To seek a decision from the Portfolio Holder on the erection of alleygates to the above location taking into account objections received during the consultation process.

**2. BACKGROUND**

- 2.1 For a considerable amount of time this particular alleygate scheme has been subject to consultation with the residents and businesses that will be directly affected by it.
- 2.2 Two written consultations and a public meeting have taken place to ascertain where the preferred location of the gates would be.
- 2.3 After the public meeting, which was well attended by both residents and businesses, the scheme as identified in **Appendix 1** was agreed and a further consultation undertaken on this basis with all residents in the area.
- 2.4 During that process a further objection was received and, as is current policy, this is now being reported for the Portfolio Holder's consideration.

**3. CONSIDERATION OF ISSUES**

- 3.1 Four of the proposed six gates are already in place and it is the location of the two remaining gates that have been the subject of debate with those directly affected.
- 3.2 The original scheme proposed gates to be erected across the end of Laburnum Street, but this was unacceptable as there would be no turning facility for any vehicle entering Laburnum Street from Sandringham Road, requiring them to reverse out of the street.

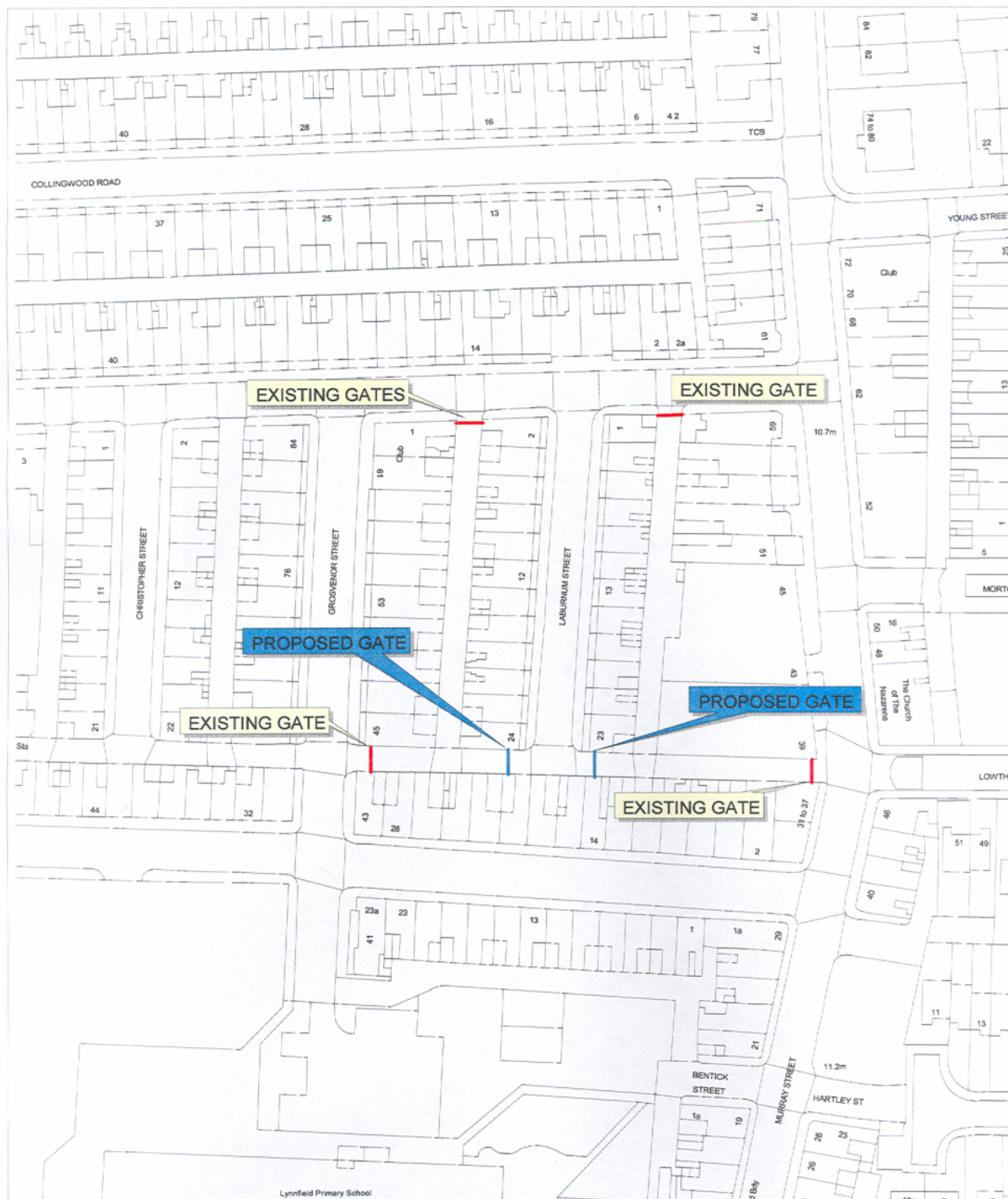
- 3.3 Suggestions were also made that the gates should be erected at the south end of both back streets, but this would have caused problems with refuse collection, as the vehicles would not be able to manoeuvre along these streets, and would have also excluded all of the properties in Sheriff Street and make two of the existing gates defunct.
- 3.4 The preferred locations of the two remaining gates are as indicated in **Appendix 1**, as agreed at the public meeting, and it was on this basis that the latest consultation was carried out. This location would allow vehicles to turn at the top of Laburnum Street and permit unrestricted access to refuse vehicles. Although it excludes three properties from Sheriff Street these can be offered additional security works to their rear walls to compensate.
- 3.5 The results of the consultation exercise were as follows:
- 58 questionnaires issued
  - 25 replies received back (43%)
  - 24 In favour of proposals
  - 1 Objection to proposals
- 3.6 The objector's comments were: *"The gates at the side are what I object to- for the third time"*
- 3.7 As previously explained the proposed locations of the two remaining gates will be the optimum positions to cater for vehicular movements by both residents and refuse vehicles.

#### 4. FINANCIAL IMPLICATIONS

- 4.1 The gates are part of the overall scheme which is funded by New Deal for Communities

#### 5. RECOMMENDATION

- 5.1 That approval be given for the erection of the two remaining alleygates in this area in the locations identified in **Appendix 1** of this report.



## LABURNUM STREET PROPOSED GATES

HARTLEPOOL BOROUGH COUNCIL  
DEPARTMENT OF THE ENVIRONMENT  
HEAD OF TECHNICAL SERVICES - ALISTAIR SMITH

VIEW 1

DATE: 11/04/2006

Scale 1:1000

DRAWING NO. AG00230

## **CULTURE, LEISURE AND TRANSPORTATION PORTFOLIO**

Report to Portfolio Holder  
15 August 2006



**Report of:** Head of Technical Services

**Subject:** SCHOOL TRAVEL PLAN EDUCATION &  
ENFORCEMENT PROGRAMME (SCHOOL  
GATE PARKING)

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### **SUMMARY**

#### **1. PURPOSE OF REPORT**

- 1.1 To implement an education and enforcement programme in schools, which have an authorised school travel plan, to address inconsiderate school gate parking.

#### **2. SUMMARY OF CONTENTS**

- 2.1 This includes information on the proposed programme of education and enforcement.

#### **3. RELEVANCE TO PORTFOLIO MEMBER**

- 3.1 It is the responsibility of the Portfolio Member.

#### **4. TYPE OF DECISION**

- 4.1 This is a non-key decision.

#### **5. DECISION MAKING ROUTE**

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

#### **6. DECISION(S) REQUIRED**

- 6.1 To approve the delivery of an education and enforcement programme at schools which have an authorised school travel plan.

**Report of:** Head of Technical Services

**Subject:** SCHOOL TRAVEL PLAN EDUCATION &  
ENFORCEMENT PROGRAMME (SCHOOL  
GATE PARKING)

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**1. PURPOSE OF REPORT**

- 1.1 To implement an education and enforcement programme in schools which have an authorised school travel plan, to address inconsiderate school gate parking.

**2. BACKGROUND**

- 2.1 A school travel plan (STP) is a document that is produced in partnership between the school and the Local Authority, which sets out to increase travel choice. This includes encouraging walking and cycling to school, safety on the school journey and reducing problems caused by parents making the 'school run'. In simple terms a travel plan is an active document of initiatives and projects setting out the best way of increasing safe, healthy and sustainable journeys to and from school.
- 2.2 Schools that develop a travel plan, which meets the government criteria, are eligible to receive a capital grant to allow them to undertake sustainable travel projects identified within their travel plan. In addition to the Government capital grant, Hartlepool Borough Council run a School Travel Plan Awards Scheme that allows schools with travel plans to bid for capital funding to install infrastructure at their school to support sustainable travel projects identified within their travel plan. Schools have used this funding for secure cycle storage, parent waiting shelters and improving pedestrian access into schools.
- 2.3 There are currently 23 schools in the town with an authorised STP and established school travel working groups. Feedback from working group meetings has identified parking problems outside of the schools, despite general awareness raising activities. Schools have requested a specific enforcement campaign to compliment all of the work undertaken as part of their travel plan. A programme has been devised to include all of the relevant schools (See Appendix 1).
- 2.4 Reactive enforcement will still be undertaken at hot spot schools/areas to address specific issues as they arise. The Education and Enforcement Programme will run in parallel.

### **3. CONSIDERATION OF ISSUES**

- 3.1 Schools with a school travel plan have an established framework to promote more sustainable travel to and from schools and offer greater travel choice through walking buses, park and stride schemes, cycling to school and promotion of car sharing. This provides a greater opportunity to reduce the numbers of pupils travel to and from school by car and thus reduce the level of inconsiderate parking outside of STP schools.
- 3.2 Following the initial pilot at St Helen's Primary School an evaluation of the first school will be undertaken with the School and the Enforcement Officers. It will be amended to reflect any recommendations made.
- 3.3 The effectiveness of the overall programme will be monitored through the monitoring and evaluation review of the school travel plan. Where possible the initiative will be pupil centred and engage young people in decision making to ensure awareness is raised with parents.

### **4. CONSULTATION**

- 4.1 To ensure the views of all stakeholders are incorporated into the STP a school travel working group is established. This usually comprises of representatives from parents, staff, governors, school-crossing patroller and school council representatives. The school coordinator and the working group are the driving force in developing and implementing the sustainable school travel projects.
- 4.2 Extensive consultation has been undertaken with a selection of STP schools to identify the most appropriate method for addressing issues of school gate parking. It was felt that a combine education and enforcement programme would be the most effective strategy to help address the problems outside of the schools.
- 4.3 It was suggested by the schools that the school travel working group would coordinate the education and awareness element as part of the STP action plan of projects (See Appendix 2).

### **5. FINANCIAL IMPLICATIONS**

- 4.1 The Enforcement Officer's time to undertake the enforcement outside of the schools and to attend each school, to work with the School Council.

### **6. OFFICER ADVICE**

- 6.1 The portfolio holder approves the delivery of an education and enforcement programme at schools in the town with an authorised school travel plan.



## Appendix 1

**School Travel Plan  
Education & Enforcement Programme 2006 / 2007**

Enforcement to be undertaken during the identified months	Schools where education is undertaken	Date of Assembly	Date attending School Council	Schools where enforcement is undertaken	Date Enforcement Undertaken			
					1st Visit (date & time)	2nd Visit (date & time)	3rd Visit (date & time)	4th Visit (date & time)
Jul	St Helen's							
Sept / Oct	St John Vianney			St Helen's				
	Kingsley			Undertake evaluation of pilot with Enforcement Coordinator				
	Clavering							
	St Bega's							
Nov / Dec	Barnard Grove			St John Vianney				
	Hart			Kingsley				
	Rossmere			Clavering				
	Lynnfield			Lynnfield				
Jan / Feb	Elwick Hall			Barnard Grove				
	Throston			Hart				
	Greatham			Rossmere				
	Rift House			Lynnfield				
Mar / Apr	West View			Elwick Hall				
	Dyke House			Throston				
	High Tunstall			Greatham				
	St Aidan's			Rift House				
May	St Cuthbert's			West View				
	Sacred Heart			Dyke House				
	Ward Jackson			High Tunstall				
	Holy Trinity			St Aidan's				
Jun / Jul	West View			St Cuthbert's				
	Fens			Sacred Heart				
	Seaton Nursery			Ward Jackson				
Aug/ Sept	Undertaken							
	Evaluation of 1st year's programme							



# SCHOOL TRAVEL PLANS

## ACTION PLAN

### Parking Education & Enforcement

#### St Helen's Primary School



**Objective :** To reduce the level of congestion by reducing the number of cars parked inconsiderately outside of the school.

**SMART Target:** To reduce the number of cars parked on Durham Street between 2.55pm and 3.15pm by 5 cars, by 1<sup>st</sup> March 2007

<b>Ideas / Proposed Measures</b> (Actions that will help the school to achieve the above target.)	<b>Description of Action Required</b>	<b>Target Group</b> (e.g. parents, pupils, staff)	<b>Timescales for implementation</b> (Including target completion date)	<b>Person responsible for project</b> (e.g. member of travel group)	<b>Cost &amp; potential sources of funding.</b> (If funding is required)
Establish baseline data	Count the number of cars parked outside of the school at the end of the school day.	N/a	10 <sup>th</sup> Sept 2006	HBC	Nil
Raise awareness with parents	Send out letter to all parents informing them of the aims of the programme and the month when the enforcement is to take place.	Parents	By the 10th Sept 2006	STP Co-ordinator	Printing costs
Raise awareness with pupils	Conduct an assembly on the issues of unsafe parking and the role of the enforcement co-ordinators. Explain that enforcement will soon be taking place at the school.	Pupils / Parents	By the 31 <sup>st</sup> Sept 2006	Head Teacher / Enforcement Coordinator	Nil
Engage the school council	Members of the school council are to design posters to illustrate their concerns. Enforcement co-ordinator invited by the school council to attend a school council meeting and to discuss issues identified.	Pupils / Drivers	By 31 <sup>st</sup> Sept 2006 to be displayed Oct 2006	School Council / HBC	Laminating costs

Revised July 2007





# SCHOOL TRAVEL PLANS

## ACTION PLAN

### Parking Education & Enforcement

#### St Helen's Primary School



**Objective : To reduce the congestion by reducing the number of cars parked inconsiderately outside of the school (cont.)**

**SMART Target: To reduce the number of cars parked on Durham Street between 2.55pm and 3.15pm by 5 cars, by 1<sup>st</sup> Nov 2006**

<b>Ideas / Proposed Measures</b> (Actions that will help the school to achieve the above target.)	<b>Description of Action Required</b>	<b>Target Group</b> (e.g. parents, pupils, staff)	<b>Timescales for implementation</b> (Including target completion date)	<b>Person responsible for project</b> (e.g. member of travel group)	<b>Cost &amp; potential sources of funding.</b> (If funding is required)
Distribute leaflets	HBC to provide leaflets for school to distribute to parents/carers who park outside of the school.	Parents / Drivers	To distribute throughout Oct 2006	STP Co-ordinator	Nil
Enforcement	Enforcement to be carried out by HBC enforcement team. Enforcement banner to be displayed at school on specified dates.	Parents / Drivers	Oct 2006	HBC Enforcement Team	Nil
Car Count	Count the number of cars parked outside of the school at the end of the school day.	N/a	1 <sup>st</sup> Nov 006	HBC	Nil

Revised July 2007

## **CULTURE, LEISURE AND TRANSPORTATION PORTFOLIO**

Report to Portfolio Holder

15 August 2006



**Report of:** Head of Technical Services

**Subject:** ADOPTION OF HIGHWAYS HARTLEPOOL  
MARINA

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### SUMMARY

#### **1. PURPOSE OF REPORT**

- 1.1 To advise on discussions with the Developer and Stakeholders in respect of the proposed adoption of the highways on Hartlepool Marina.

#### **2. SUMMARY OF CONTENTS**

- 2.1 A history of negotiations with the landowners and stakeholders, financial implications and future maintenance implications of adopting the highways.

#### **3. RELEVANCE TO PORTFOLIO HOLDER**

- 3.1 The Portfolio Holder has responsibility for traffic and transportation issues.

#### **4. TYPE OF DECISION**

- 4.1 This is a non-key decision.

#### **5. DECISION MAKING ROUTE**

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

#### **6. DECISION(S) REQUIRED**

- 6.1 That the report be noted.

**Report of:** Head of Technical Services

**Subject:** ADOPTION OF HIGHWAYS HARTLEPOOL  
MARINA

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## **1. PURPOSE OF REPORT**

- 1.1 To advise on discussions with the Developer and Stakeholders in respect of the proposed adoption, through delegated powers of the Head of Technical Services, of the highways on Hartlepool Marina.

## **2. BACKGROUND**

- 2.1 At the time that works started on the development of Hartlepool Marina the developer, Mandale Group, decided that they wished the internal roads to remain privately owned and maintained, which at that time was quite acceptable to the Authority.
- 2.2 As the Marina grew in size and stature it became apparent that the maintenance and cleansing of the area was not to a standard that was deemed acceptable to members of the public and those stakeholders that either owned or rented properties there. This resulted in many complaints to the Authority, which were then passed onto the Developer to be actioned.
- 2.3 In 2002 the developer made initial approaches to the Council with regard to the possibility of the roads becoming adopted highway.
- 2.4 At this stage the relationship between the developer and the businesses and property owners on the development had deteriorated to such an extent that cleansing and maintenance works had stopped completely with the consequence that the Council were receiving more and more complaints from the public about the condition of the area in general.
- 2.5 It was at this time that initial talks began with the developer over the possibility of the roads becoming adopted and thus maintained by the Council.
- 2.6 Since that time the Council has facilitated several meetings with the developer and stakeholders which have resulted in an agreed way forward which will hopefully result in the adoption of the roads and footways, (Harbour Walk and Navigation Point), as well as the large car park at Navigation Point.

- 2.7 The developer is currently undertaking remedial works to the area that it is intended to adopt and the other stakeholders have all agreed to an apportionment of this cost which was calculated by an independent surveyor commissioned by the Council.
- 2.8 Upon completion of these remedial works, and the establishment of legal agreements relating to sewers and other utilities located within the proposed adopted area, it is intended that the developer will dedicate the highways to the Council as adopted highway.

### **3. CONSIDERATION OF ISSUES**

- 3.1 When the developer originally constructed the roads on this part of the Marina they were not built to an adoptable standard. In order to bring them up to this standard a substantial amount of money would be required which would make the adoption unviable for the developer.
- 3.2 Because of the strategic importance of the Marina in terms of business, leisure, tourism, links to Victoria Harbour and, more recently, the announcement that the town will host the Tall Ships Race in 2010, it is vital that the Council obtain control of the maintenance and cleansing of the area in order to ensure that it is maintained to the highest standards possible.
- 3.3 To this end an agreement has been reached with the developer for the payment of a commuted sum to the Council, to be paid over a five year period, that will be used solely for the maintenance of this part of the Marina.
- 3.4 Upon adoption of the roads it is intended to introduce traffic management measures to regulate the amount of traffic that currently uses Harbour Walk, (Garlands area), by preventing through traffic. This will reduce the amount of wear and tear that this section of road currently experiences that has resulted in damage in the past.

### **4. FINANCIAL IMPLICATIONS**

- 4.1 Once adopted the responsibility, and thus cost, of all future maintenance and cleansing of the area will fall on the Council. As previously indicated a commuted sum will be paid to cover some of these costs, over and above this maintenance will be undertaken through current revenue budgets.

### **5. RECOMMENDATION**

- 5.1 That the report be noted.

## **CULTURE LEISURE & TRANSPORTATION PORTFOLIO**

Report to Portfolio Holder  
15th August 2006



**Report of:** Director of Neighbourhood Services

**Subject:** NEIGHBOURHOOD SERVICES  
DEPARTMENTAL PLAN 2006/07 – 1ST  
QUARTER MONITORING REPORT

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### **SUMMARY**

#### **1. PURPOSE OF REPORT**

To inform the Portfolio Holder of the progress made against the Neighbourhood Services Departmental Plan 2006/07 in the first quarter of the year.

#### **2. SUMMARY OF CONTENTS**

The progress against the actions contained in the Neighbourhood Services Departmental Plan 2006/07 and the first quarter outturns of key performance indicators.

#### **3. RELEVANCE TO PORTFOLIO MEMBER**

The Portfolio Member has responsibility for culture, leisure and transportation issues.

#### **4. TYPE OF DECISION**

Non-key.

#### **5. DECISION MAKING ROUTE**

Portfolio Holder meeting 15 August 2006.

#### **6. DECISION REQUIRED**

Achievement on actions and indicators be noted

**Report of:** Director of Neighbourhood Services

**Subject:** NEIGHBOURHOOD SERVICES  
DEPARTMENTAL PLAN 2006/07 – 1ST  
QUARTER MONITORING REPORT

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### **PURPOSE OF REPORT**

1. To inform the Portfolio Holder of the progress made against the key actions identified in the Neighbourhood Services Departmental Plan 2006/07 and the progress of key performance indicators for the period up to 30 June 2006.

### **BACKGROUND**

2. The Culture, Leisure & Transportation Holder agreed the Neighbourhood Services Departmental Plan in June 2006.
3. The Portfolio Holder for Culture, Leisure and Transportation has responsibility for part of the Neighbourhood Services Departmental Plan.
4. The Neighbourhood Services Departmental Plan 2006/07 sets out the key tasks and issues along with an Action Plan to show what is to be achieved by the department in the coming year.
5. The Council recently introduced an electronic performance management database for collecting and analysing performance. In 2006/07 the database will collect performance information detailed in the Corporate Plan, the five Departmental Plans and the Services Plans of the Neighbourhood Services Department.
6. Each section within the department produces a Service Plan, detailing the key tasks and issues facing them in the coming year. Each plan contains an actions, detailing how each individual section contributes to the key tasks and priorities contained within the Neighbourhood Services Departmental plan and ultimately those of the Corporate plan.

### **FIRST QUARTER PERFORMANCE**

7. This section looks in detail at how the Neighbourhood Services Department have performed in relation to the key actions and performance indicators that were included in the Neighbourhood Services Departmental Plan 2006/07 and which the Portfolio Holder for Culture, Leisure & Transportation has responsibility for.

8. On a quarterly basis officers from across the department are asked, via the Performance Management database, to provide an update on progress against every action contained in the performance plans and, where appropriate, every performance indicator.
9. Officers are asked to provide a short commentary explaining progress made to date, and asked to traffic light each action based on whether or not the action will be, or has been, completed by the target date set out in the plans. The traffic light system has been slightly adjusted in 2006/07, following a review of the system used previously. The traffic light system is now: -

<b>Red</b>	- Action/PI not expected to meet target
<b>Amber</b>	- Action/PI expected to be meet target
<b>Green</b>	- Action/PI target achieved

10. Within the Neighbourhood Services Departmental Plan there are a total of 95 actions and 119 Performance Indicators identified. The Portfolio Holder for Culture, Leisure & Transportation has responsibility for 16 of these actions and 22 of these performance indicators. Table 1, below, summarises the progress made, to the 30 June 2006, towards achieving these actions and performance indicators.

Table 1 – Neighbourhood Services progress summary

	Departmental Plan		Culture, Leisure & Transportation Portfolio	
	Actions	PIs	Actions	PIs
<b>Green</b>	16	15	2	2
<b>Amber</b>	74	63	12	3
<b>Red</b>	4	3	2	-
<b>Annual</b>	1	38	-	17
<b>Total</b>	95	119	16	22

11. Two of the actions for which the Portfolio Holders has responsibility have already been completed, and a further 12 are on target to be completed by the target date. However, a further 2 actions have been highlighted as not being on target. More information on these actions can be found in table 2 below.

Table2: Actions not completed on target/not on target

Ref	Action	Milestone	Comment
NS043	Improve utilisation of the Council fleet and greater efficiencies in transport provision	June 06	Standalone fleet management software systems have been considered and evaluated. It has been decided not to progress this avenue, but to enhance the Councils in-house Integra system to meet the needs of the section. Telematics systems have been initiated through a trial, which is envisaged to end December 2006. Vehicle scheduling software is pending legal agreements with software manufactures and other Tees Valley authorities which will lead to best practice.
NS045	To co-ordinate the delivery of the Councils Dial a Ride service in conjunction with the Councils community transport services, providing greater efficiencies in vehicle utilisation and an enhanced Dial a Ride service.	Jul 06	Delays in the procurement of vehicle scheduling software system have effected the implementation date – as detailed in NS043 above. It is expected that these will be rectified in the next quarter.

12. It can also be seen that 3 of the Performance Indicators have been highlighted as being expected to hit the target and a further 2 indicators currently being highlighted as having achieved the target. The remaining 17 indicators are only collected on an annual basis and therefore no updates are available for those at present.

13. Within the first quarter the Neighbourhood Services Department completed a number of actions for which the Portfolio Holder has responsibility for, including: -

- Parking patrol officers working in partnership with the police, ensuring concentrated enforcement action at several school locations. The provision of scooters has allowed greater geographical locations to be covered.
- A road safety plan has been completed to facilitate the delivery of road safety education, training and publicity.

### Recommendations

14. It is recommended that achievement of key actions and first quarter outturns of performance indicators are noted.



## **CULTURE, LEISURE AND TRANSPORTATION REPORT TO PORTFOLIO HOLDER**

15th August 2005



**Report of:** Head of Technical Services

**Subject:** Tendering of Supported Bus Services 2006/07

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### **SUMMARY**

#### **1. PURPOSE OF REPORT**

- 1.1 To inform the Portfolio Holder about the tendering of new Borough Council supported bus contracts in the summer of 2007, and the process leading up to that event.

#### **2. SUMMARY OF CONTENTS**

- 2.1 This report provides an outline of the tendering process and the issues involved.

#### **3. RELEVANCE TO PORTFOLIO MEMBER**

- 3.1 It is the responsibility of the Portfolio Holder.

#### **4. TYPE OF DECISION**

- 4.1 This is not a key decision.

#### **5. DECISION MAKING ROUTE**

- 5.1 This report is for information only.

#### **6. DECISION(S) REQUIRED**

That the Portfolio holder notes this report.

**Report of:** Head of Technical Services

**Subject:** Tendering of Supported Bus Services 2006/07

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**1. PURPOSE OF REPORT**

- 1.1 To inform the Portfolio Holder about the tendering of new Borough Council supported bus contracts in the summer of 2007, and the process up to that event.

**2. BACKGROUND**

- 2.1 The Borough Council provides financial support to a number of supported bus contracts. These contracts provide socially necessary bus services, which would not otherwise run if provided on a commercial basis.
- 2.2 The contracts provide vital access to education, employment and health facilities, and are a vital element of the Hartlepool bus network, complementing the existing commercial bus network.

**3. CONSIDERATION OF THE ISSUES**

- 3.1 The bulk of the supported bus contracts consist of one large block tender. A block tender is a group of contracts provided at a discounted price. The current block contract was last tendered in 2002 and is due to end on 25<sup>th</sup> August 2007. A list of the contracts involved may be found in Table 1.

**Table 1 Current Block Bus Contract August 2006**

<b>Service Number</b>	<b>Route</b>
3A	Marina – West Park
501/521	Throston Grange – Seaton Carew
501	Throston Grange – Seaton Crew
503	Fens – Throston Grange
504	Hart Station - Fens
506	Fens – Claveing
506/512	Fens – Middlegate
507/508	Fens – Midlegate
512	Seaton Carew – Middlegate
515	Marina – Seaton Carew
517/526	Greatham – Dalton Piercy
822	Seaton Carew – Manor/Brierton School
823	Middlegate – St Hilds School
824	Town Centre – High Tunstall School
826	Throston Grange – English Martyrs School
828/829	Seaton Carew - English Martyrs School
830	Town Centre - High Tunstall School
980	Middlegate – Tofts

Although new contracts will be awarded in twelve months time, a significant amount of work is required. The main stages include:

- ◆ Initial analysis of cost and patronage of supported services
- ◆ Consultation to refine proposed options
- ◆ Detailed analysis of proposed options
- ◆ Consultation on the options
- ◆ Portfolio/ cabinet approvals
- ◆ Preparation of service specifications
- ◆ Tendering of services
- ◆ Portfolio/cabinet approvals
- ◆ Registration of services

Further reports will be provided to inform the Portfolio Holder and secure required approvals throughout the planning of the new supported bus tenders.

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

- 4.1 The current annual price of the block contract is £297,721. However costs in the bus industry have risen significantly in the past five years, particularly in the areas of fuel, labour and insurance, it is anticipated that the new contract prices will show a significant above inflation increase. This issue has already been identified as a budgetary pressure for 2007/08.
- 4.2 As part of the process of planning new supported bus tenders, the council will identify innovative and cost effective ways of providing a supported bus network.

#### **5. OFFICER ADVICE**

It is recommended that the Portfolio Holder notes the contents of this report.