

REGENERATION SERVICES COMMITTEE AGENDA



Thursday 31 July 2014

at 9.30 am

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

MEMBERS: REGENERATION SERVICES COMMITTEE

Councillors S Akers-Belcher, Cook, Cranney, Dawkins, Hargreaves, Morris and Payne.

- 1. APOLOGIES FOR ABSENCE**
- 2. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**
- 3. MINUTES**
 - 3.1 To receive the minutes of the meeting held on 24 July 2014 (*previously published*)
- 4. BUDGET AND POLICY FRAMEWORK ITEMS**
 - 4.1 Revision to the Local Development Scheme – *Assistant Director, Regeneration*
- 5. KEY DECISIONS**
 - 5.1 Adult Education Fees – *Assistant Director, Regeneration*
- 6. OTHER ITEMS REQUIRING DECISION**
 - 6.1 Food Law Enforcement Service Plan 2014/15 – *Director of Public Health*



- 6.2 Free Junior Swim Initiative – Summer 2014 – *Director of Public Health*
- 6.3 Regeneration of Church Street – Creative Industries Strategy – *Assistant Director, Regeneration*
- 6.4 Progress on Bombardment Memorial – *Assistant Director, Regeneration*
- 6.5 Mobile Library Service Review – *Assistant Director, Regeneration*

7. ITEMS FOR INFORMATION

- 7.1 Tees Valley Jobs and Investment Scheme (TVJIS) – *Assistant Director, Regeneration*
- 7.2 Updated Planning Policy Framework Justification May 2014 – *Assistant Director, Regeneration*
- 7.3 Hartlepool Regeneration Masterplan Appointment – *Assistant Director, Regeneration*
- 7.4 Quarterly Housing Report January to March 2013/14 – *Assistant Director, Regeneration*
- 7.5 Culture and Information Services Progress Report – January – March 2014 – *Assistant Director, Regeneration*
- 7.6 Sport and Physical Activity Team – Six Monthly Progress Report – *Director of Public Health*
- 7.7 Sport and Recreation Service – Outcome of Grant Funding Bids, Brierton Third Generation Pitch and Service Accreditation – *Director of Public Health*
- 7.8 Estates Excellence Initiative – *Director of Public Health*
- 7.9 Quarterly Update Report for Public Protection – *Director of Public Health*

7. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT

8. LOCAL GOVERNMENT (ACCESS TO INFORMATION) (VARIATION) ORDER 2006

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) (Variation) Order 2006

9. KEY DECISIONS

- 9.1 Proposed Compulsory Purchase of Empty Residential Dwelling – Property 003 – *Assistant Director, Regeneration (Para. 3)*

FOR INFORMATION:

Date of next meeting – 14 August, 2014 at 9.30 am in the Civic Centre, Hartlepool.



REGENERATION COMMITTEE

31st July 2014



Report of: Assistant Director (Regeneration)

Subject: REVISION TO THE LOCAL DEVELOPMENT SCHEME

1. TYPE OF DECISION/APPLICABLE CATEGORY

- 1.1 The Local Development Scheme, forms part of the Hartlepool Local Development Framework which is part of the Budget and Policy Framework.

2. PURPOSE OF REPORT

- 2.1 To seek approval for a revision to the current Local Development Scheme (LDS) which is necessary to take account of the withdrawal of the submitted Local Plan and the recently agreed timetable for delivering a new Local Plan. It also updates the LDS regarding the planning system at the national level and changing circumstances locally.

3. BACKGROUND

- 3.1 The preparation of a Local Development Scheme is a requirement under the planning system. Its main purpose is to identify a rolling programme for the Council's proposals for producing planning policy documents over the next three years and to highlight the stages in the preparation of planning policy documents particularly with regard to public participation with the community and major stakeholders.

4 REVISIONS TO THE LOCAL DEVELOPMENT SCHEME

- 4.1 It is important that the Local Development Scheme is kept up to date and is revised periodically to ensure that it is rolled forward and that milestones are as realistic as possible.

- 4.2 The LDS should be a definitive programme management document which should only be departed from in exceptional circumstances or as agreed in response to the Authorities Monitoring Report. As mentioned in paragraph 2.2, there has been a tendency to revise the LDS annually in response to changing circumstances at national and local level. Some of these changes have been simply amendments to the projected timescales for completion, but others have resulted from Council approvals to prepare additional SPDs e.g. the Green Infrastructure SPD.
- 4.3 The fundamental reason for reviewing and revising the LDS this time resulted from the Council decision to withdraw the Submitted Local Plan and to begin work on a new Local Plan for the Borough. The Regeneration Committee agreed a timetable to deliver the new Local Plan for the Borough on the 20th February 2014 and the LDS reflects this agreed timetable.
- 4.4 Technically, Supplementary Planning Documents do not need to be included within the LDS, and have therefore been removed from this LDS. This will help reduce the frequency of updating the LDS, allowing Planning Officers more time to concentrate on other tasks.
- 4.5 A revised LDS which incorporates the proposed changes outlined above is attached as **Appendix 1**.

5. RISK IMPLICATIONS

- 5.1 The LDS is a programme management document that simply sets out the timetable and milestones for delivering planning policy documents and principally the Local Plan. Therefore there are negligible risks associated with the amendments to the LDS.

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

- 6.1 There are no relevant considerations.

7. FINANCIAL CONSIDERATIONS

- 7.1 There are no financial implications relating to the proposed LDS amendments.

8. EQUALITY AND DIVERSITY CONSIDERATIONS

- 8.1 There are no equality or diversity implications.

9. LEGAL CONSIDERATIONS

- 9.1 There is a statutory duty on the Local Authority to have an up-to-date LDS.

10. RECOMMENDATIONS

- 10.1 The committee is requested to approve the amendments to LDS.

11. REASONS FOR RECOMMENDATIONS

- 11.1 The LDS, forms part of the Hartlepool Local Development Framework. There is a statutory duty on the Local Authority to have an up-to-date LDS and it provides a definitive project management for the planning policy documents over coming years.

12. CONTACT OFFICERS

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1. INTRODUCTION

- 1.1 This Local Development Scheme sets out a rolling programme for the preparation of documents relating to forward planning in Hartlepool. It is specifically concerned with documents being prepared over the next three years or so. The scheme will be reviewed as necessary as circumstances change (see section 10).
- 1.2 Hartlepool's Local Development Scheme was first published in March 2005. It was subsequently reviewed in July 2006 to take account of the proposal to prepare joint Minerals and Waste Development Plan Documents and also to exclude from the programme, the Hartlepool Local Plan, which had been adopted in April 2006. The 2008 review related to changes to the timetable for the preparation of the Planning Obligations SPD and the preparation of a new SPD on Transport Assessment & Travel Plan Guidance. The 2009 review took account of the need to include several new documents including the Affordable Housing Development Plan Document and the Victoria Harbour Supplementary Planning Document. The reasons for the 2010 update included that the Affordable Housing DPD was incorporated into the Core Strategy and also that a Housing Allocations DPD would not be produced as it was adequately covered by the housing policies within the emerging Core Strategy at the time.
- 1.3 The 2011 update was necessary due to delays in the production of the Core Strategy Publication stage as a result of high levels of representations to the 2nd Preferred Options Stage and ongoing uncertainty around national and regional policy. Work continued on the draft Local Plan (formerly referred to as the Core Strategy) and it was submitted to the Secretary of State in 2012 and examined in public at a hearing held in January/February and September 2013. The LDS was amended in November 2012 to reflect the dates for the Local Plan inquiry that was held in January and February 2013.
- 1.4 This 2014 review has been triggered by the Council's decision on October 17th 2013 to withdraw the submitted Local Plan that had been through public examination. Work has now started on a new Local Plan for the Borough.
- 1.5 The Local Development Scheme acts as the starting point for the community, key stakeholders and others with an interest in the development process, who wish to find out about the status of existing and emerging planning policies. It sets out the timetable and highlights the key stages for the preparation of new policy documents and when they are proposed to be, subject to public consultation. Acronyms and terminology used in this document are explained in Appendix 1.
- 1.6 Statutory planning policies for Hartlepool are presently set out in the saved policies of the Hartlepool Local Plan (adopted 2006 with certain policies saved beyond 13 April 2009) and the Tees Valley Minerals and Waste DPD which was formally adopted on the 15th September 2011.
- 1.7 The Planning and Compulsory Purchase Act 2004 resulted in major changes to the way the planning policy system operates and how planning documents will be prepared. Local Development Documents (LDDs)

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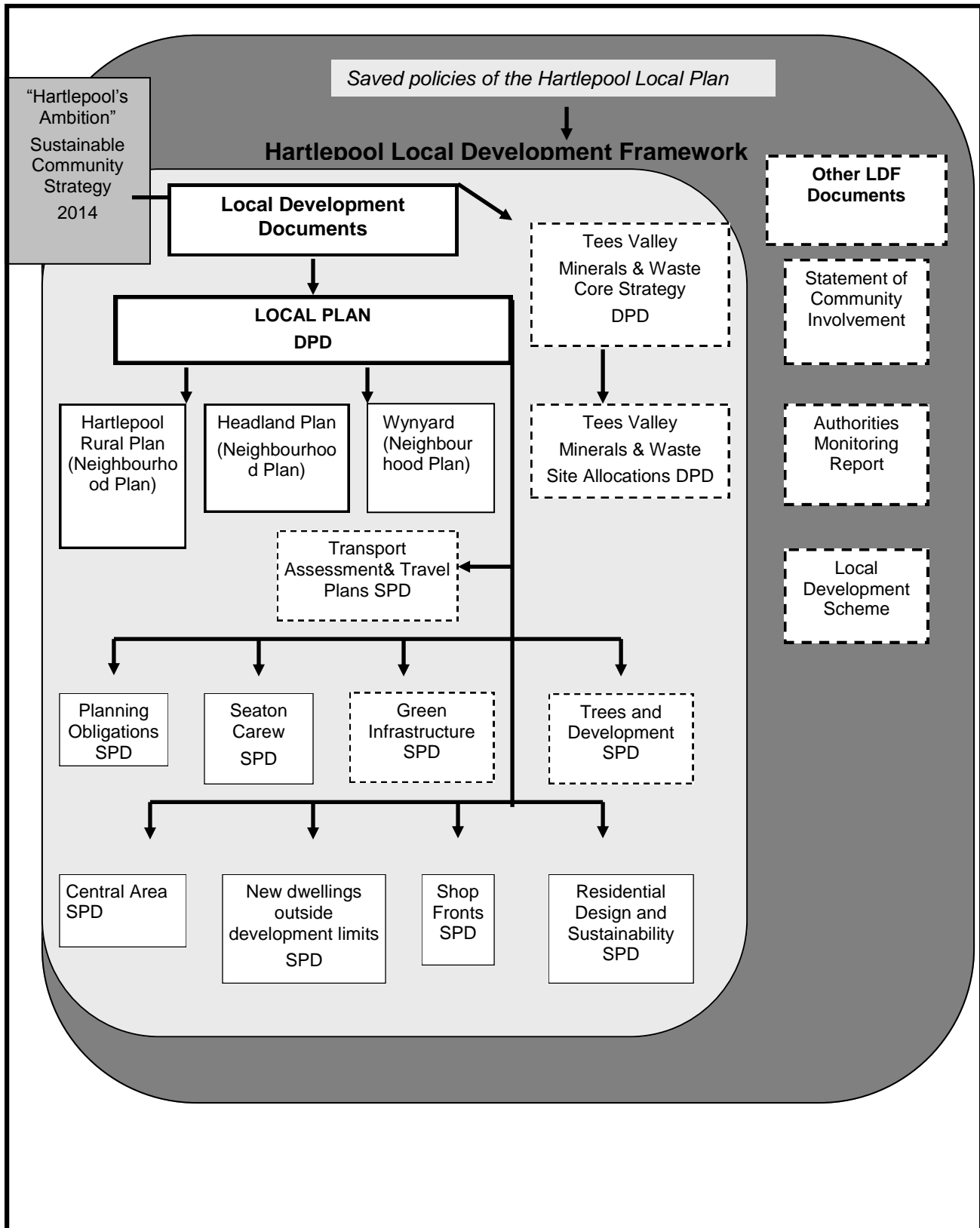
contained within Local Development Frameworks (LDF) were progressively replacing the Local Plans and Supplementary Planning Guidance. Since the introduction of the changes to the planning system under the 2004 Act further revisions in procedures and requirements have been brought in under the Planning Act 2008 and associated regulations.

- 1.8 Things have changed again with the enactment of the Localism Act, the publication of the National Planning Policy Framework and the coming into force of The Town and Country Planning Regulations 2012 the system has now been simplified and the Regional tier abolished. The system is now focused on a local plan for each Local Planning Authority Area. A new tier of planning was created by these changes called Neighbourhood Planning. Neighbourhood plans are not the responsibility of a Local Authority to produce but instead a parish council or constituted community forum. A neighbourhood plan should support the strategic development needs set out in the Local Plan and plan positively to support local development.
- 1.9 The Local Development Scheme describes the main features of the planning system and then sets out the programme for the production of future planning policies. Important aspects related to the process for the development of planning policies are highlighted in sections 4 to 8 of the Scheme and the final section identifies circumstances in which the scheme will be reviewed.

2. THE DEVELOPMENT PLANNING SYSTEM FOR HARTLEPOOL

- 2.1 The local planning system brings together and integrates policies for the use and development of land with other policies and programmes which influence the nature of places and how they function. Documents within what is known as the “Local Development Framework” (LDF) will ensure the most efficient use of land by balancing competing demands in accordance with a clear, distinctive and realistic vision of how the area will develop and change within a demonstrable context of sustainable development.
- 2.2 The Local Development Framework will comprise a number of documents as shown in Diagram 1 below. These documents known as Development Plan Documents (DPD’s) and Supplementary Planning Documents (SPD’s) form the statutory Development Plan for Hartlepool and will essentially replace the 2006 Hartlepool Local Plan.
- 2.3 The Development Plan Documents establish the main policy framework and includes:
- A Local Plan setting out the spatial vision, spatial objectives and core strategic policies and allocations for the area;
 - Tees Valley Joint DPDs containing waste and minerals policies;
 - Neighbourhood Plans; and
 - A Proposals Map which will be updated as each DPD is adopted.
- 2.4 Currently the Borough Council is working on a number of additional documents within its LDF which are intended to provide further advice and information to developers and decision makers, and are not intended as an undue burden upon development. These include:
- Planning Obligations SPD
 - Residential Design and Sustainability SPD
 - Seaton Carew Regeneration SPD
 - Central Area Regeneration SPD
 - New Dwellings outside of development limits SPD
 - Shop Fronts SPD
- 2.5 The Borough Council has already adopted the following documents within its LDF:
- Transport Assessments & Travel Plans SPD (January 2010)
 - Statement of Community Involvement (SCI) (January 2010)
 - Local Development Scheme (LDS) (January 2012)
 - Authorities Monitoring Report (AMR) (December 2013)
 - Tees Valley Joint Minerals & Waste DPDs (September 2011)
 - Green Infrastructure SPD (February 2014)
 - Trees and Development SPD 2013

Diagram 1: Hartlepool Local Development Framework (Hashed boxes indicate that they are adopted)



2.2 Other documents that comprise the Local Development Framework include:

- This document – the **Local Development Scheme** (LDS) – sets out the details of each of the Local Development Documents to be commenced over the next three years or so and the timescales and arrangements for their preparation.
- **Authorities Monitoring Report** – assessing the implementation of the Local Development Scheme and the extent to which policies in Local Development Documents are being achieved.
- **Neighbourhood Plans** – Any Neighbourhood Plans that are adopted by the Council become part of the Local Development Framework. These documents must be in general conformity with the Local Plan. Currently there are neighbourhood plans in production for the Rural Area, the Headland and Wynyard. The first two plans are wholly within the Borough of Hartlepool with the Wynyard one being cross boundary with Stockton on Tees Borough.
- **Statement of Community Involvement** (SCI) – this sets out the policy for involving the community and key stakeholders both in the preparation and revision of local development documents and with respect to planning applications.

3. THE LOCAL DEVELOPMENT SCHEME

- 3.1 The first Local Development Scheme was prepared by the Council in March 2005 with reviews approved in subsequent years as outlined in paragraph 1.2.
- 3.2 This further review of the scheme sets out the revised programme for the Local Plan. Diagram 2 provides an overview of the timetable for the production of the Local Plan.
- 3.3 Further details on the role and content of the Local Plan, key dates relating to its production, arrangements for its preparation and review and monitoring are set out in Table 1.

Saved Policies

- 3.4 The 2004 Act allows policies in Local Plans to be ‘saved’ for a period of at least three years from the date the Act came into force (September 2004) or in the case of plans adopted after then, from the date the plan is adopted (i.e. April 2006 for the Hartlepool Local Plan). New policies in development plan documents will progressively replace those saved in the Local Plan.
- 3.5 Appendix 2 lists the policies of the 2006 Hartlepool Local Plan which the Secretary of State has made a direction to save. These saved policies will thus continue to remain effective until the new Local Plan policies are adopted. The Minerals and Waste policies were superseded by the policies contained in the Tees Valley Joint Minerals and Waste DPD’s in 2011.
- 3.6 The status of Supplementary Planning Guidance following the commencement of the new planning system remains the same as long as relevant saved policies are in place. It will continue to be a material consideration in terms of determining planning applications. The only currently adopted Supplementary Planning Guidance is the Greatham Village Design Statement. This is included in the 2006 Hartlepool Local Plan as a Supplementary Note and is saved as part of that plan.

Statement of Community Involvement

- 3.7 The Borough Council’s first document prepared under the new planning system was the Statement of Community Involvement (SCI). The SCI document sets out how the Council intends to involve the community and other interested parties in the new planning system and provide standards for involving the community in all the different stages of the planning policy process and in the determination of planning applications.
- 3.8 All other local development documents will be prepared in accordance with the arrangements set out in the SCI.
- 3.9 The first SCI was submitted to the Secretary of State in January 2006 and was adopted on 26th October 2006. A review of the SCI was undertaken and

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the revised SCI was adopted in January 2010. The Council will review the SCI again in 2014 to reflect changes in legislation.

Development Plan Documents

- 3.10 The Borough Council commenced the preparation of Development Plan Documents despite the 2006 Hartlepool Local Plan still providing an appropriate spatial strategy. Furthermore the existing Local Plan has taken forward those elements of the Hartlepool Community Strategy and the Hartlepool Local Transport Plan that concern physical development and use of land.
- 3.11 This work commenced from 2008 to 2013 and culminated with a draft Local Plan being submitted to the Secretary of State in 2012 and examined in public at hearing held in January/February and September 2013.
- 3.12 At a meeting held on October 17th 2013 the Council made a decision to withdraw the submitted Local Plan that had just been through public examination. Subsequently and in light of this decision, the Planning Services Team produced a planning framework guide in November 2013 entitled 'Planning Policy Framework Justification'. This is to allow the Local Planning Authority to use the existing Local Plan 2006 where it is in compliance with the current National Planning Policy Framework (NPPF) regime.
- 3.13 Officers have now been instructed to begin work on a new Local Plan and associated Proposals Map for the Borough. A timetable was formulated for the production of a new local plan and this was agreed by committee on 20th February 2014.
- 3.14 **The Local Plan:** The Local Plan is the key element of the planning system for Hartlepool and any other development plan documents should be in conformity with it.
- 3.15 The Hartlepool Local Plan will be the key Development Plan Document setting out the spatial vision, strategic objectives and core policies for the Borough for the next 15 years. There is a statutory duty to prepare a Local Plan in accordance with the Planning and Compulsory Purchase Act 2004 (as amended). The Local Plan allocates land for development across the Borough, provides key infrastructure as well as protecting the most valuable environmental sites. The Local Plan will incorporate all land use policies apart from those covering minerals and waste.
- 3.16 **Proposals Map:** The Proposals Map for the 2006 Hartlepool Local Plan will be saved until the Local Plan is adopted. The proposal map demonstrates all the land allocations and policies on an OS base plan.

Joint Development Plan Documents

- 3.17 There was a need to update the waste policies contained in the 2006 Hartlepool Local Plan at an early date to reflect new priorities for sustainable waste management. Core Strategy and Site Allocations DPDs were adopted

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on the 15th September 2011 covering the 5 Tees Valley authorities. These superseded the saved policies covering Minerals and Waste in the 2006 Local Plan.

Supplementary Planning Documents

- 3.18 Existing supplementary planning guidance can be used as the basis for the preparation of new supplementary planning documents.
- 3.19 The Greatham Village Design Statement was adopted as supplementary planning guidance in 1999 and is included as a Supplementary Note in the 2006 Hartlepool Local Plan. There are a number of other supplementary notes in the local plan covering a range of topic areas including trees, conservation, wildlife, planning obligations and parking standards.
- 3.20 There are three Supplementary Planning Documents which have already been adopted, those being:
- The Transport Assessment and Travel Plans SPD 2010
 - Trees and Development SPD 2013
 - Hartlepool Green Infrastructure SPD 2014
- 3.21 Other Supplementary Planning Documents currently either in production or due to begin this financial year include the following:
- Planning Obligations SPD
 - Hartlepool Central Area SPD
 - Seaton Carew Regeneration SPD
 - Residential Design and Sustainability SPD
 - New Dwellings outside of development limits SPD
 - Shop Fronts SPD
- 3.22 Given it is not a statutory requirement to include the SPD's within the LDS the decision has been taken to include the timetables for these in a separate document which can be monitored and kept up to date without the need to review the whole LDS.

Diagram 2: Timetable of Local Plan Development Plan Document

Production stage	Date	Month
Evidence Base production	Nov 2013 – Nov 2014	1-13
Issues and Options	May 2014 – Dec 2014	9-14
Preferred Options	Jan 2015 – May 2015	15-19
Publication & Submission Stage*	June – July 2015	20-21
Inspector appointed and examination timetabled and prepared by Inspector	August 2015	22
Examination	Sept – Nov 2015	23-25
Inspector deliberations of examination	Dec – Feb 2015	26-28
Inspectors Findings and modifications	March 2016 – Sep 2016	29-35
Adoption	October 2016	36
Judicial Review Challenge Period	Dec 2016	37-38

Table 1: LOCAL PLAN DPD	
OVERVIEW	
Role and content	To set out the vision and spatial strategy for Hartlepool and the objectives and primary policies for meeting the vision.
Geographical Coverage	Borough-wide
Status	Development Plan Document
Conformity	Must reflect the Hartlepool Community Strategy and be in line with National Planning Policy Guidance and the Duty to Co-operate
TIMETABLE / KEY DATES	
Stage	Date
Evidence base Production	November 2013 - November 2014
Issues and Option Drafting stage	March - May 2014
Issues and Options extensive public consultation stage	May – July 2014
Preferred Options Drafting stage	August 2014 - January 2015
Preferred Options extensive public consultation stage	February – March 2015
Publication Stage (Reg. 19 Stage)	June 2015
Submission to Secretary of State (Reg. 22 Stage)	July 2015
Pre Inquiry Meeting	September/October 2015
Public Hearings (Reg. 24 Stage)	November 2015
Inspectors Report (Reg. 25 Stage)	May 2016
Redrafting Stage	June 2016
Consultation on Modifications	July/August 2016
Adoption (Reg. 26 Stage)	October 2016
ARRANGEMENTS FOR PRODUCTION	
Lead Organisation	Hartlepool Borough Council
Management arrangements	The management arrangements are set out in section 9. Key documents will be approved by the Regeneration Committee and ratified by full Council.
Resources Required	Primarily internal staffing resources with use of consultants if necessary for any special studies required
Community and Stakeholder Involvement	In accordance with the Statement of Community Involvement
POST PRODUCTION / REVIEW	

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The effectiveness of the primary policies in relation to the vision and objectives of the Local Plan will be assessed in the Authorities' Monitoring Report and where necessary reviewed. The Local Plan DPD will be reviewed as a whole in the following circumstances:

- A further review of the Community Strategy
- A significant amendment to the Council's Corporate Vision

4. SUSTAINABILITY APPRAISAL

- 4.1 The Planning and Compulsory Purchase Act requires that Local Development Documents should contribute to the achievement of sustainable development. Furthermore, European Union (Strategic Environmental Assessment) Directive 2001/42/EC requires that a formal strategic environmental assessment is carried out for certain plans and programmes likely to have a significant effect on the environment including planning and land use documents.
- 4.2 Most Local Development Documents will therefore be subject to a Sustainability Appraisal which will incorporate the requirements of the Sustainable Environment Assessment (SEA). This will be a continual and integrated process starting when a new (or revised) local development document is to be prepared. Appraisal at each stage of a document's preparation will inform the direction adopted at the next stage and sustainability appraisal reports will be subject to consultation alongside the document as it is developed.

5. APPROPRIATE ASSESSMENT

- 5.1 Under the Conservation (Natural Habitats Etc) (Amendment) Regulations 2007, Development Plan Documents are subject to Appropriate Assessment screening process to enable the Local Planning Authority to ascertain that any Development Plan Document will not adversely affect the integrity of a European protected site. In the event of the screening process stage highlighting the impact on the integrity of a European site a full Appropriate Assessment will be carried out to indicate mitigation or necessary compensatory measures required to minimise the effects on the relevant protected site. Should a full Appropriate Assessment be required the date of the final adoption of the DPD will need to be adjusted accordingly.

6. LINKS TO OTHER STRATEGIES

- 6.1 Local Development Documents contained within the Local Development Framework should reflect the land use and development objectives of other strategies and programmes. The 2006 Hartlepool Local Plan was developed in close collaboration with in particular the Hartlepool Community Strategy and the Hartlepool Local Transport Plan and gives spatial expression to the elements of these and other strategies that relate to the development and use of land.

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- 6.2 Development documents will also take account of and reflect other strategies programmes and guidance- local, sub-regional, regional and national. A list of such strategies and programmes currently in place which may be of relevance is attached at Appendix 3.

7. EVIDENCE BASE

- 7.1 Local planning authorities are required to keep under review the main physical, economic, social and environmental characteristics of their area in order to inform the development of planning policies. Tees Valley Unlimited maintains much base information on behalf of the constituent Borough Councils, including in particular information on the size, composition and distribution of population and other matters covered by the Census of Population and Employment. In addition Hartlepool Council maintains information on many other matters including the regular monitoring of housing and employment land availability and of new developments.
- 7.2 The planning system requires that Local Development Documents should be founded on sound and reliable evidence which will identify opportunities, constraints and issues in the area. Much of this evidence is already in place although it constantly needs to be updated to ensure soundness of the Development Documents.
- 7.3 As Hartlepool is at an early stage of producing a new local plan it is refreshing the key evidence base documents. This includes a full refresh of the Strategic Housing Land Availability Assessment 2010 and a new Open Space and Recreation Study, Employment Land Review and Gypsy and Traveller Accommodation Needs Assessment. Other work that will be undertaken will involve an updated Retail Study and various housing studies.
- 7.4 A list of current reports is attached at Appendix 4 as well as an indication of the reports that will be refreshed to ensure the evidence base for the new Local Plan is robust. The need for additional studies and updating of existing studies will be kept under review as part of the annual monitoring process.

8. MONITORING AND REVIEW

- 8.1 Monitoring and review are key aspects of the Government's "plan, monitor and manage" approach to planning and should be undertaken on a continuous basis.

Authorities Monitoring Report

- 8.2 A requirement of the new planning system is to produce an Authorities Monitoring Report to assess the implementation of the Local Development Scheme and the extent to which policies in Local

Development Documents are being met. The first Annual Monitoring Report (now known as an Authorities Monitoring Report) was published in December 2005 and subsequent reports issued in 2006, 2007, 2008, 2009, 2010, 2011, 2012 and most recently in December 2013.

- 8.3 The implementation of the Local Development Scheme is assessed in each authorities monitoring report in terms of the extent to which the targets and key dates (milestones) for the preparation of local development documents have been met and to ensure the reasons for any failure to meet these are explained. Any adjustments required to the key milestones for document preparation will need to be incorporated in a subsequent review of the local development scheme.
- 8.4 The Annual Monitoring Report 2005 & 2006 assessed the policies of the 1994 Hartlepool Local Plan. The subsequent Annual Monitoring Reports assessed the policies of the 2006 Local Plan from April 2006 particularly in relation to the indicators and targets contained within that plan.
- 8.5 As a result of the assessment of policies, the Authorities Monitoring Report may highlight areas where policy coverage is insufficient or ineffective or where it does not accord with the latest national or regional policy. In this event it will suggest action that needs to be taken such as the early review of existing documents or preparation of new documents. As a consequence the Local Development Scheme will be amended to reflect such action to amend the Local Development Framework.

9. MANAGING THE PROCESS

- 9.1 The Local Development Scheme has been drawn up having regard to resources (both staff and financial), Council processes and an assessment of the likely interest of key stakeholders and the community. Nevertheless there are risks that the timetables set out in this document may slip, for instance through the reduced Council financial and staff resources. The risks have been assessed in this respect but given the size of the authority and its resources not all can be readily overcome.

Staff Resources

- 9.2 The prime responsibility for delivering the Local Development Framework lies with a small Planning Policy team within the Department of Regeneration and Neighbourhoods. This team has close working relationships with, and makes full use of the expertise and experience of other sections of the division including development control, regeneration, housing renewal, landscape, ecology and conservation.
- 9.3 In addition, the Planning Policy team, as in the past, will continue to liaise closely with officers of other divisions and departments within the council including in particular Highways and Transportation, Countryside Services and the Community Strategy teams.

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- 9.4 Full use will be made of consultants to provide independent specialist advice or to undertake necessary studies contributing to the information base necessary for the preparation of local development documents.
- 9.5 An in-house multi-discipline team having expertise in the various aspects of sustainable development will carry out the sustainability appraisals although consideration will also be given in this respect to the use of consultants if necessary.

Financial Resources

- 9.6 Resources have been allocated within the Council's mainstream budget to cover the anticipated costs of initial work on local development documents. Provisional costs for future years have been factored into the Council's longer-term budget review.

Programme Management

- 9.7 The current arrangements for the management of the Development Plans production will continue. Basically this comprises regular meetings of the Planning Policy team and reporting to senior management as necessary.

Political Process

- 9.8 The planning system is increasingly being brought to the attention of Members with a view to their full involvement in the production of local development documents. This is being encouraged by the use of Seminars, regular reports to the Regeneration Services Committee and Council and a 6 weekly meeting with the Leader of the Council and other committee chairs.
- 9.9 Decisions at key stages during the preparation of all the Local Development Documents (including and prepared jointly by the five Tees Valley Authorities) will be made by the Regeneration Services Committee and ratified by full Council.

Risk Assessment and Contingencies

- 9.10 The programme for the preparation and production of the Local Plan set out in the Local Development Scheme is based on a realistic assessment of the capacity of the Council to undertake the work and of the extent and depth of the local community and stakeholder involvement and interest likely to be generated by each document. However, there are two main types of risk that could result in a failure to meet this programme. The first relates to resources (both human and financial) and the second to delays in the process primarily due to external factors.

- 9.11 As noted in paragraph 9.6 above, the Council has endeavoured to ensure that there will be sufficient financial resources made available within its budgetary framework. However, in view of the relatively small size of the Council and thus of its staff, the effect of, for example, redundancies as part of overall Council budget cuts, long-term sickness, of officers obtaining employment elsewhere or of other unforeseen work coming forward, is significant. Should any of these instances occur, whilst every effort would be made to meet the deadlines set, some delay may occur.
- 9.12 Account has been taken of the political process relating to the approval of planning documents at the various stages of production. Whilst the Council's formal scrutiny process provides an open forum for the consideration of issues, it is not possible to predict that Regeneration Services Committee recommendations will be endorsed at Full Council.
- 9.13 The potential for a delay due to the inability of the Planning Inspectorate to undertake the Examination of Development Plan Documents at the programmed time is minimised by the production of this Local Development Scheme and the associated service level agreement with the Inspectorate.
- 9.14 However, there are risks that adoption of a development plan document could be delayed if the Examination Inspector finds that it is unsound and recommends major changes, or if the Secretary of State intervenes on the basis that it raises issues of national or regional significance. The Council will therefore seek to ensure that the document is sound and conforms as necessary with national policy through close liaison with the Planning Inspectorate and the National Casework Office. The risk of a legal challenge to a document will be minimised by ensuring that it has been produced in accordance with the regulations.
- 9.15 There are also risks associated with changes to national planning guidance or the introductions of new legislation which must be accounted for during the process. This was apparent during the production of the previous submitted local plan which saw the enactment of the Localism Act and the introduction of the National Planning Policy Framework (2012) and Planning Policy for Traveller sites (2012) which caused delays in the process.

10. REVIEW OF THE LOCAL DEVELOPMENT SCHEME

10.1 The Local Development Scheme sets out the position with respect to the development of planning policies as it is envisaged at a particular point of time. It will normally be reviewed annually, but it can be readily reviewed when necessary. In particular it will need to be reviewed in the following circumstances:

- a slippage in the timetables caused by exceptional circumstances
- when a need is identified for a new local development document
- if monitoring establishes that an existing document should be reviewed.

APPENDIX 1

LIST OF ACRONYMS AND TECHNICAL TERMS USED IN THIS REPORT

Acronym	Expanded Name	Definition Explanation
AMR	Annual Monitoring Report	Report outlining the timescales for preparing the Local Development Framework and the extent to which policies are being achieved. Now called an Authorities Monitoring Report.
Circular		A government publication setting out policy approaches
Development Plan		Documents setting out the policies and proposals for the development and use of land and buildings. Under the new planning system it comprises the Regional Spatial Strategy and Development Plan Documents, whilst under the transitional arrangements it comprises the Structure Plan and Local Plan.
DPD	Development Plan Document	A local development document in the local development framework which forms part of the statutory development plan. The Local Plan is the key Development Plan Document.
LDD	Local Development Document	An individual document in the Local Development Framework. It includes Development Plan Documents, Supplementary Planning Documents and the Statement of Community Involvement.
LDF	Local Development Framework	The overarching term given to the collection of Local Development Documents which collectively will provide the local planning authority's policies for meeting the community's economic, environmental and social aims for the future of the area where this affects the development and use of land and buildings. The LDF also includes the Local Development Scheme and the Annual Monitoring Report.
LDS	Local Development Scheme	A public statement setting out the programme for the preparation of local development documents. Initially it will also identify the programme for the completion of the local plan and also which policies of the local and structure plan are to be saved and/or replaced.
Local Plan		The main Development Plan Document.
NPPF	National Planning Policy Framework	The NPPF provides the Governments planning policies for England and how these are expected to be applied.

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Acronym	Expanded Name	Definition Explanation
NPPG	National Planning Practice Guidance	National guidance to support the NPPF.
Proposals Map		Illustrating on an Ordnance Survey base the policies and proposals of development plan documents and any 'saved' policies of the local plan.
Saved Policies		Policies within the Local Plan that remain in force for a time period pending their replacement as necessary by the new Local Plan.
SA	Sustainability Appraisal	Identifies and evaluates social, environmental and economic effects of strategies and policies in a local development document from the outset of the preparation process. It incorporates the requirements of the Strategic Environmental Assessment (SEA) Directive.
SCI	Statement of Community Involvement	Sets out the standards to be achieved in involving the community and other stakeholders in the preparation, alteration and review of local development documents and in significant development control decisions
SEA	Strategic Environmental Assessment	A generic term used internationally to describe environmental assessment as applied to policies, plans and programmes
SPD	Supplementary Planning Document	A local development document providing further detail of policies in development plan documents or of saved local plan policies. They do not have development plan status.
The Act	Planning and Compulsory Purchase Act 2004	Government legislation introducing a new approach to development planning.
Transport Assessments		A process setting out transport issues relating to a proposed development identifying measures to be taken to improve accessibility and safety for all modes of travel, particularly alternatives to the car. Such as walking, cycling & public transport
Travel Plans		A package of measures to assist in managing transport needs of an organisation principally to encourage sustainable modes of transport and enable greater travel choice.
Transitional Arrangements		Government regulations describing the process of development plans begun before, and to be completed after, the Planning and Compulsory Purchase Act 2004

APPENDIX 2

Schedule of Hartlepool Local Plan Saved Policies

Direction Under Paragraph 1(3) of the Schedule to the Town & Country Planning Act 2004

Policies contained in the Hartlepool Local Plan including Waste & Minerals Policies

18 December 2008

GENERAL ENVIRONMENTAL PRINCIPLES

GEP1	General Environmental Principles
GEP2	Access for All
GEP3	Crime Prevention by Planning and Design
GEP7	Frontages of Main Approaches
GEP9	Developers' Contributions
GEP10	Provision of Public Art
GEP12	Trees, Hedgerows and Development
GEP16	Untidy Sites
GEP17	Derelict Land Reclamation
GEP18	Development on Contaminated Land

INDUSTRIAL AND BUSINESS DEVELOPMENT

Ind1	Wynyard Business Park
Ind2	North Burn Electronics Components Park
Ind3	Queens Meadow Business Park
Ind4	Higher Quality Industrial Estates
Ind5	Industrial Areas
Ind6	Bad Neighbour Uses
Ind7	Port-Related Development
Ind8	Industrial Improvement Areas
Ind9	Potentially Polluting or Hazardous Developments
Ind10	Underground Storage
Ind11	Hazardous Substances

RETAIL, COMMERCIAL AND MIXED USE DEVELOPMENT

Com1	Development of the Town Centre
Com2	Primary Shopping Area
Com3	Primary Shopping Area – Opportunity Site
Com4	Edge of Town Centre Areas
Com5	Local Centres
Com6	Commercial Improvement Areas
Com7	Tees Bay Mixed Use Site
Com8	Shopping Development
Com9	Main Town Centre Uses
Com10	Retailing in Industrial Areas
Com12	Food and Drink

APPENDIX 1

Com13	Commercial Uses in Residential Areas
Com14	Business Uses in the Home
Com15	Victoria Harbour/North Docks Mixed Use Site
Com16	Headland – Mixed Use

TOURISM

To1	Tourism Development in the Marina
To2	Tourism at the Headland
To3	Core Area of Seaton Carew
To4	Commercial Development Sites at Seaton Carew
To6	Seaton Park
To8	Teesmouth National Nature Reserve
To9	Tourist Accommodation
To10	Touring Caravan Sites
To11	Business Tourism and Conferencing

HOUSING

Hsg1	Housing Improvements
Hsg2	Selective Housing Clearance
Hsg3	Housing market Renewal
Hsg4	Central Area Housing
Hsg5	Management of Housing Land Supply
Hsg6	Mixed Use Areas
Hsg7	Conversions for Residential Uses
Hsg9	New Residential Layout – Design and Other Requirements
Hsg10	Residential Extensions
Hsg11	Residential Annexes
Hsg12	Homes and Hostels
Hsg13	Residential Mobile Homes
Hsg14	Gypsy Site

TRANSPORT

Tra1	Bus Priority Routes
Tra2	Railway Line Extensions
Tra3	Rail Halts
Tra4	Public Transport Interchange
Tra5	Cycle Networks
Tra7	Pedestrian Linkages: Town Centre/ Headland/ Seaton Carew
Tra9	Traffic Management in the Town Centre
Tra10	Road Junction Improvements
Tra11	Strategic Road Schemes
Tra12	Road Scheme: North Graythorp
Tra13	Road Schemes: Development Sites
Tra14	Access to Development Sites
Tra15	Restriction on Access to Major Roads
Tra16	Car Parking Standards
Tra17	Railway Sidings
Tra18	Rail Freight Facilities

Tra20 Travel Plans

PUBLIC UTILITY AND COMMUNITY FACILITIES

PU3 Sewage Treatment Works
 PU6 Nuclear Power Station Site
 PU7 Renewable Energy Developments
 PU8 Telecommunications
 PU10 Primary School Location
 PU11 Primary School Site

DEVELOPMENT CONSTRAINTS

Dco1 Landfill Sites

RECREATION AND LEISURE

Rec1 Coastal Recreation
 Rec2 Provision for Play in New Housing Areas
 Rec3 Neighbourhood Parks
 Rec4 Protection of Outdoor Playing Space
 Rec5 Development of Sports Pitches
 Rec6 Dual Use of School Facilities
 Rec7 Outdoor Recreational Sites
 Rec8 Areas of Quiet Recreation
 Rec9 Recreational Routes
 Rec10 Summerhill
 Rec12 Land West of Brenda Road
 Rec13 Late Night Uses
 Rec14 Major Leisure Developments

THE GREEN NETWORK

GN1 Enhancement of the Green Network
 GN2 Protection of Green Wedges
 GN3 Protection of Key Green Space Areas
 GN4 Landscaping of Main Approaches
 GN5 Tree Planting
 GN6 Protection of Incidental Open Space

WILDLIFE

WL2 Protection of Nationally Important Nature Conservation Sites
 WL3 Enhancement of Sites of Special Scientific Interest
 WL5 Protection of Local Nature Reserves
 WL7 Protection of SNCIs, RIGSs and Ancient Semi-Natural Woodland

CONSERVATION OF THE HISTORIC ENVIRONMENT

HE1 Protection and Enhancement of Conservation Areas
 HE2 Environmental Improvements in Conservation Areas
 HE3 Developments in the Vicinity of Conservation Areas
 HE6 Protection and Enhancement of Registered Parks and Gardens
 HE8 Works to Listed Buildings (Including Partial Demolition)

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HE12	Protection of Locally Important Buildings
HE15	Areas of Historic Landscape

THE RURAL AREA

Rur1	Urban Fence
Rur2	Wynyard Limits to Development
Rur3	Village Envelopes
Rur4	Village Design Statements
Rur5	Development At Newton Bewley
Rur7	Development in the Countryside
Rur12	New Housing in the Countryside
Rur14	The Tees Forest
Rur15	Small Gateway Sites
Rur16	Recreation in the Countryside
Rur17	Strategic Recreational Routes
Rur18	Rights of Way
Rur19	Summerhill- Newton Bewley Greenway
Rur20	Special Landscape Areas

APPENDIX 3**STRATEGIES AND PROGRAMMES TO BE CONSIDERED**

National Guidance, Plans, Policies and Strategies	Publisher	Year
National Planning Practice Guidance	CLG	2014
National Planning Policy Framework	CLG	2012
NPPF technical guidance	CLG	2012
Planning policy for traveller sites	CLG	2012

Relevant Regional Guidance, Plans, Policies and Strategies	Publisher	Year
The North East England Climate Change Adaptation Study	Climate NE	2008
Wind Farm Development and Landscape Capacity Studies: East Durham Limestone and Tees Plain	North East Regional Assembly	2007 (Addendum 2009)
River Tyne to Flamborough Head Shoreline Management Plan	North East Coastal Authorities Group	2008
Landscape Appraisal for Onshore Wind Farm Development	North East Assembly	2003
Economic and Regeneration Statement of Ambition	TVU	2010
Tees Valley Investment Plan (Draft)	TVU	2010
Creating Thriving Communities in Tees Valley: Tees Valley Living A strategy for housing regeneration in the Tees Valley 2010/2020 (Draft)	Tees Valley Living (TVL)	2010
Tees Valley Climate Change Strategy	Tees Valley Climate Change Partnership	2010
Tees Valley Housing Growth Point	TVU and TVL	2008

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Local Guidance, Plans, Policies and Strategies	Publisher	Year
Hartlepool Vision	HBC	2014
Hartlepool Economic Regeneration Strategy	HBC	2012
Hartlepool Housing Strategy	HBC	2010-2015
Hartlepool climate change strategy	HBC	2007-2012

APPENDIX 4**REPORTS CONTRIBUTING TO THE EVIDENCE BASE FOR
NEW LOCAL DEVELOPMENT DOCUMENTS**

Those documents shaded are or will be subject to a major refresh for the new Local Plan.

Local Evidence Base Documents	Year
Future Housing Provision in the Borough for the Next 15 Years	2013
Executive Housing Need in the Borough	2012
Hartlepool Local Infrastructure Plan	2012
Tees Valley Water Cycle Study	2012
Tees Valley Strategic Housing Market Assessment	2012
Locally Listed Buildings in Hartlepool	2012
Heritage at Risk in Hartlepool	2012
Hartlepool Strategic Sequential and Exceptions Test (Flooding)	2012
Renewable Energy Technical Paper	2010
Strategic Housing Land Availability Assessment	2010
Seaton Carew Coastal Strategy	2010

Hartlepool Strategic Flood Risk Assessment Level 1 & 2	2010
Hartlepool Affordable Housing Economic Viability Assessment	2009
North and South Tees Industrial Development Framework	2009
The Hartlepool Retail Study	2009
Tees Valley Gypsy and Traveller Accommodation Needs Assessment	2009
Tees Valley Strategic Housing Market Assessment	2009
Hartlepool Central Investment Framework	2008
PPG17 Open Space Assessment	2008
Southern Business Zone Study	2008
The Employment Land Review	2008
Hartlepool Strategic Housing Market Assessment	2007
Hartlepool landscape assessment	2000

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1. INTRODUCTION

- 1.1 This Local Development Scheme sets out a rolling programme for the preparation of documents relating to forward planning in Hartlepool. It is specifically concerned with documents being prepared over the next three years or so. The scheme will be reviewed as necessary as circumstances change (see section 10).
- 1.2 Hartlepool's Local Development Scheme was first published in March 2005. It was subsequently reviewed in July 2006 to take account of the proposal to prepare joint Minerals and Waste Development Plan Documents and also to exclude from the programme, the Hartlepool Local Plan, which had been adopted in April 2006. The 2008 review related to changes to the timetable for the preparation of the Planning Obligations SPD and the preparation of a new SPD on Transport Assessment & Travel Plan Guidance. The 2009 review took account of the need to include several new documents including the Affordable Housing Development Plan Document and the Victoria Harbour Supplementary Planning Document. The reasons for the 2010 update included that the Affordable Housing DPD was incorporated into the Core Strategy and also that a Housing Allocations DPD would not be produced as it was adequately covered by the housing policies within the emerging Core Strategy at the time.
- 1.3 The 2011 update was necessary due to delays in the production of the Core Strategy Publication stage as a result of high levels of representations to the 2nd Preferred Options Stage and ongoing uncertainty around national and regional policy. Work continued on the draft Local Plan (formerly referred to as the Core Strategy) and it was submitted to the Secretary of State in 2012 and examined in public at a hearing held in January/February and September 2013. The LDS was amended in November 2012 to reflect the dates for the Local Plan inquiry that was held in January and February 2013.
- 1.4 This 2014 review has been triggered by the Council's decision on October 17th 2013 to withdraw the submitted Local Plan that had been through public examination. Work has now started on a new Local Plan for the Borough.
- 1.5 The Local Development Scheme acts as the starting point for the community, key stakeholders and others with an interest in the development process, who wish to find out about the status of existing and emerging planning policies. It sets out the timetable and highlights the key stages for the preparation of new policy documents and when they are proposed to be, subject to public consultation. Acronyms and terminology used in this document are explained in Appendix 1.
- 1.6 Statutory planning policies for Hartlepool are presently set out in the saved policies of the Hartlepool Local Plan (adopted 2006 with certain policies saved beyond 13 April 2009) and the Tees Valley Minerals and Waste DPD which was formally adopted on the 15th September 2011.
- 1.7 The Planning and Compulsory Purchase Act 2004 resulted in major changes to the way the planning policy system operates and how planning documents will be prepared. Local Development Documents (LDDs)

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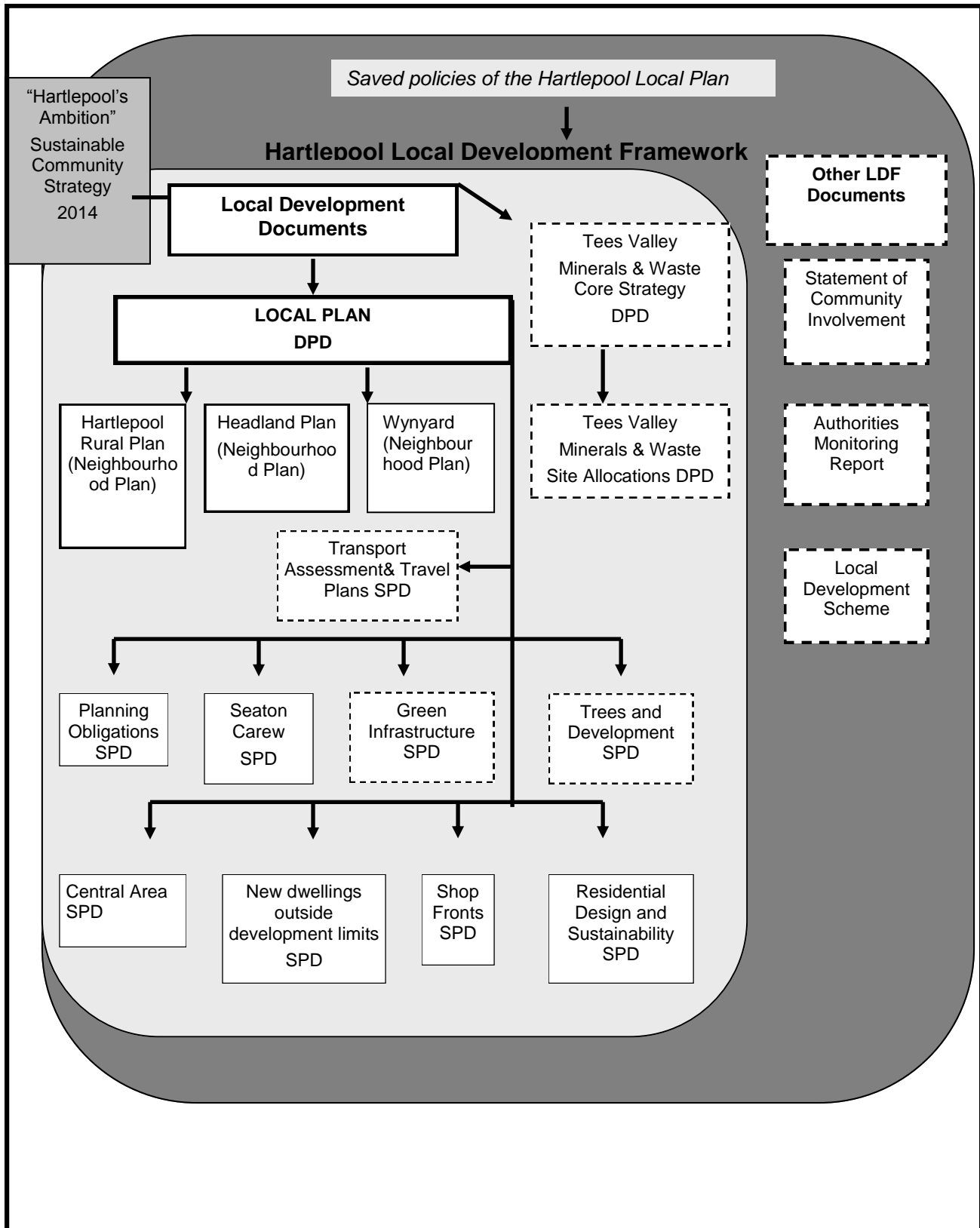
contained within Local Development Frameworks (LDF) were progressively replacing the Local Plans and Supplementary Planning Guidance. Since the introduction of the changes to the planning system under the 2004 Act further revisions in procedures and requirements have been brought in under the Planning Act 2008 and associated regulations.

- 1.8 Things have changed again with the enactment of the Localism Act, the publication of the National Planning Policy Framework and the coming into force of The Town and Country Planning Regulations 2012 the system has now been simplified and the Regional tier abolished. The system is now focused on a local plan for each Local Planning Authority Area. A new tier of planning was created by these changes called Neighbourhood Planning. Neighbourhood plans are not the responsibility of a Local Authority to produce but instead a parish council or constituted community forum. A neighbourhood plan should support the strategic development needs set out in the Local Plan and plan positively to support local development.
- 1.9 The Local Development Scheme describes the main features of the planning system and then sets out the programme for the production of future planning policies. Important aspects related to the process for the development of planning policies are highlighted in sections 4 to 8 of the Scheme and the final section identifies circumstances in which the scheme will be reviewed.

2. THE DEVELOPMENT PLANNING SYSTEM FOR HARTLEPOOL

- 2.1 The local planning system brings together and integrates policies for the use and development of land with other policies and programmes which influence the nature of places and how they function. Documents within what is known as the “Local Development Framework” (LDF) will ensure the most efficient use of land by balancing competing demands in accordance with a clear, distinctive and realistic vision of how the area will develop and change within a demonstrable context of sustainable development.
- 2.2 The Local Development Framework will comprise a number of documents as shown in Diagram 1 below. These documents known as Development Plan Documents (DPD`s) and Supplementary Planning Documents (SPD`s) form the statutory Development Plan for Hartlepool and will essentially replace the 2006 Hartlepool Local Plan.
- 2.3 The Development Plan Documents establish the main policy framework and includes:
- A Local Plan setting out the spatial vision, spatial objectives and core strategic policies and allocations for the area;
 - Tees Valley Joint DPDs containing waste and minerals policies;
 - Neighbourhood Plans; and
 - A Proposals Map which will be updated as each DPD is adopted.
- 2.4 Currently the Borough Council is working on a number of additional documents within its LDF which are intended to provide further advice and information to developers and decision makers, and are not intended as an undue burden upon development. These include:
- Planning Obligations SPD
 - Residential Design and Sustainability SPD
 - Seaton Carew Regeneration SPD
 - Central Area Regeneration SPD
 - New Dwellings outside of development limits SPD
 - Shop Fronts SPD
- 2.5 The Borough Council has already adopted the following documents within its LDF:
- Transport Assessments & Travel Plans SPD (January 2010)
 - Statement of Community Involvement (SCI) (January 2010)
 - Local Development Scheme (LDS) (January 2012)
 - Authorities Monitoring Report (AMR) (December 2013)
 - Tees Valley Joint Minerals & Waste DPDs (September 2011)
 - Green Infrastructure SPD (February 2014)
 - Trees and Development SPD 2013

Diagram 1: Hartlepool Local Development Framework (Hashed boxes indicate that they are adopted)



2.2 Other documents that comprise the Local Development Framework include:

- This document – the **Local Development Scheme** (LDS) – sets out the details of each of the Local Development Documents to be commenced over the next three years or so and the timescales and arrangements for their preparation.
- **Authorities Monitoring Report** – assessing the implementation of the Local Development Scheme and the extent to which policies in Local Development Documents are being achieved.
- **Neighbourhood Plans** – Any Neighbourhood Plans that are adopted by the Council become part of the Local Development Framework. These documents must be in general conformity with the Local Plan. Currently there are neighbourhood plans in production for the Rural Area, the Headland and Wynyard. The first two plans are wholly within the Borough of Hartlepool with the Wynyard one being cross boundary with Stockton on Tees Borough.
- **Statement of Community Involvement** (SCI) – this sets out the policy for involving the community and key stakeholders both in the preparation and revision of local development documents and with respect to planning applications.

3. THE LOCAL DEVELOPMENT SCHEME

- 3.1 The first Local Development Scheme was prepared by the Council in March 2005 with reviews approved in subsequent years as outlined in paragraph 1.2.
- 3.2 This further review of the scheme sets out the revised programme for the Local Plan. Diagram 2 provides an overview of the timetable for the production of the Local Plan.
- 3.3 Further details on the role and content of the Local Plan, key dates relating to its production, arrangements for its preparation and review and monitoring are set out in Table 1.

Saved Policies

- 3.4 The 2004 Act allows policies in Local Plans to be ‘saved’ for a period of at least three years from the date the Act came into force (September 2004) or in the case of plans adopted after then, from the date the plan is adopted (i.e. April 2006 for the Hartlepool Local Plan). New policies in development plan documents will progressively replace those saved in the Local Plan.
- 3.5 Appendix 2 lists the policies of the 2006 Hartlepool Local Plan which the Secretary of State has made a direction to save. These saved policies will thus continue to remain effective until the new Local Plan policies are adopted. The Minerals and Waste policies were superseded by the policies contained in the Tees Valley Joint Minerals and Waste DPD’s in 2011.
- 3.6 The status of Supplementary Planning Guidance following the commencement of the new planning system remains the same as long as relevant saved policies are in place. It will continue to be a material consideration in terms of determining planning applications. The only currently adopted Supplementary Planning Guidance is the Greatham Village Design Statement. This is included in the 2006 Hartlepool Local Plan as a Supplementary Note and is saved as part of that plan.

Statement of Community Involvement

- 3.7 The Borough Council’s first document prepared under the new planning system was the Statement of Community Involvement (SCI). The SCI document sets out how the Council intends to involve the community and other interested parties in the new planning system and provide standards for involving the community in all the different stages of the planning policy process and in the determination of planning applications.
- 3.8 All other local development documents will be prepared in accordance with the arrangements set out in the SCI.
- 3.9 The first SCI was submitted to the Secretary of State in January 2006 and was adopted on 26th October 2006. A review of the SCI was undertaken and

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the revised SCI was adopted in January 2010. The Council will review the SCI again in 2014 to reflect changes in legislation.

Development Plan Documents

- 3.10 The Borough Council commenced the preparation of Development Plan Documents despite the 2006 Hartlepool Local Plan still providing an appropriate spatial strategy. Furthermore the existing Local Plan has taken forward those elements of the Hartlepool Community Strategy and the Hartlepool Local Transport Plan that concern physical development and use of land.
- 3.11 This work commenced from 2008 to 2013 and culminated with a draft Local Plan being submitted to the Secretary of State in 2012 and examined in public at hearing held in January/February and September 2013.
- 3.12 At a meeting held on October 17th 2013 the Council made a decision to withdraw the submitted Local Plan that had just been through public examination. Subsequently and in light of this decision, the Planning Services Team produced a planning framework guide in November 2013 entitled 'Planning Policy Framework Justification'. This is to allow the Local Planning Authority to use the existing Local Plan 2006 where it is in compliance with the current National Planning Policy Framework (NPPF) regime.
- 3.13 Officers have now been instructed to begin work on a new Local Plan and associated Proposals Map for the Borough. A timetable was formulated for the production of a new local plan and this was agreed by committee on 20th February 2014.
- 3.14 **The Local Plan:** The Local Plan is the key element of the planning system for Hartlepool and any other development plan documents should be in conformity with it.
- 3.15 The Hartlepool Local Plan will be the key Development Plan Document setting out the spatial vision, strategic objectives and core policies for the Borough for the next 15 years. There is a statutory duty to prepare a Local Plan in accordance with the Planning and Compulsory Purchase Act 2004 (as amended). The Local Plan allocates land for development across the Borough, provides key infrastructure as well as protecting the most valuable environmental sites. The Local Plan will incorporate all land use policies apart from those covering minerals and waste.
- 3.16 **Proposals Map:** The Proposals Map for the 2006 Hartlepool Local Plan will be saved until the Local Plan is adopted. The proposal map demonstrates all the land allocations and policies on an OS base plan.

Joint Development Plan Documents

- 3.17 There was a need to update the waste policies contained in the 2006 Hartlepool Local Plan at an early date to reflect new priorities for sustainable waste management. Core Strategy and Site Allocations DPDs were adopted

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on the 15th September 2011 covering the 5 Tees Valley authorities. These superseded the saved policies covering Minerals and Waste in the 2006 Local Plan.

Supplementary Planning Documents

- 3.18 Existing supplementary planning guidance can be used as the basis for the preparation of new supplementary planning documents.
- 3.19 The Greatham Village Design Statement was adopted as supplementary planning guidance in 1999 and is included as a Supplementary Note in the 2006 Hartlepool Local Plan. There are a number of other supplementary notes in the local plan covering a range of topic areas including trees, conservation, wildlife, planning obligations and parking standards.
- 3.20 There are three Supplementary Planning Documents which have already been adopted, those being:
- The Transport Assessment and Travel Plans SPD 2010
 - Trees and Development SPD 2013
 - Hartlepool Green Infrastructure SPD 2014
- 3.21 Other Supplementary Planning Documents currently either in production or due to begin this financial year include the following:
- Planning Obligations SPD
 - Hartlepool Central Area SPD
 - Seaton Carew Regeneration SPD
 - Residential Design and Sustainability SPD
 - New Dwellings outside of development limits SPD
 - Shop Fronts SPD
- 3.22 Given it is not a statutory requirement to include the SPD's within the LDS the decision has been taken to include the timetables for these in a separate document which can be monitored and kept up to date without the need to review the whole LDS.

Diagram 2: Timetable of Local Plan Development Plan Document

Production stage	Date	Month
Evidence Base production	Nov 2013 – Nov 2014	1-13
Issues and Options	May 2014 – Dec 2014	9-14
Preferred Options	Jan 2015 – May 2015	15-19
Publication & Submission Stage*	June – July 2015	20-21
Inspector appointed and examination timetabled and prepared by Inspector	August 2015	22
Examination	Sept – Nov 2015	23-25
Inspector deliberations of examination	Dec – Feb 2015	26-28
Inspectors Findings and modifications	March 2016 – Sep 2016	29-35
Adoption	October 2016	36
Judicial Review Challenge Period	Dec 2016	37-38

Table 1: LOCAL PLAN DPD	
OVERVIEW	
Role and content	To set out the vision and spatial strategy for Hartlepool and the objectives and primary policies for meeting the vision.
Geographical Coverage	Borough-wide
Status	Development Plan Document
Conformity	Must reflect the Hartlepool Community Strategy and be in line with National Planning Policy Guidance and the Duty to Co-operate
TIMETABLE / KEY DATES	
Stage	Date
Evidence base Production	November 2013 - November 2014
Issues and Option Drafting stage	March - May 2014
Issues and Options extensive public consultation stage	May – July 2014
Preferred Options Drafting stage	August 2014 - January 2015
Preferred Options extensive public consultation stage	February – March 2015
Publication Stage (Reg. 19 Stage)	June 2015
Submission to Secretary of State (Reg. 22 Stage)	July 2015
Pre Inquiry Meeting	September/October 2015
Public Hearings (Reg. 24 Stage)	November 2015
Inspectors Report (Reg. 25 Stage)	May 2016
Redrafting Stage	June 2016
Consultation on Modifications	July/August 2016
Adoption (Reg. 26 Stage)	October 2016
ARRANGEMENTS FOR PRODUCTION	
Lead Organisation	Hartlepool Borough Council
Management arrangements	The management arrangements are set out in section 9. Key documents will be approved by the Regeneration Committee and ratified by full Council.
Resources Required	Primarily internal staffing resources with use of consultants if necessary for any special studies required
Community and Stakeholder Involvement	In accordance with the Statement of Community Involvement
POST PRODUCTION / REVIEW	

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The effectiveness of the primary policies in relation to the vision and objectives of the Local Plan will be assessed in the Authorities' Monitoring Report and where necessary reviewed. The Local Plan DPD will be reviewed as a whole in the following circumstances:

- A further review of the Community Strategy
- A significant amendment to the Council's Corporate Vision

4. SUSTAINABILITY APPRAISAL

- 4.1 The Planning and Compulsory Purchase Act requires that Local Development Documents should contribute to the achievement of sustainable development. Furthermore, European Union (Strategic Environmental Assessment) Directive 2001/42/EC requires that a formal strategic environmental assessment is carried out for certain plans and programmes likely to have a significant effect on the environment including planning and land use documents.
- 4.2 Most Local Development Documents will therefore be subject to a Sustainability Appraisal which will incorporate the requirements of the Sustainable Environment Assessment (SEA). This will be a continual and integrated process starting when a new (or revised) local development document is to be prepared. Appraisal at each stage of a document's preparation will inform the direction adopted at the next stage and sustainability appraisal reports will be subject to consultation alongside the document as it is developed.

5. APPROPRIATE ASSESSMENT

- 5.1 Under the Conservation (Natural Habitats Etc) (Amendment) Regulations 2007, Development Plan Documents are subject to Appropriate Assessment screening process to enable the Local Planning Authority to ascertain that any Development Plan Document will not adversely affect the integrity of a European protected site. In the event of the screening process stage highlighting the impact on the integrity of a European site a full Appropriate Assessment will be carried out to indicate mitigation or necessary compensatory measures required to minimise the effects on the relevant protected site. Should a full Appropriate Assessment be required the date of the final adoption of the DPD will need to be adjusted accordingly.

6. LINKS TO OTHER STRATEGIES

- 6.1 Local Development Documents contained within the Local Development Framework should reflect the land use and development objectives of other strategies and programmes. The 2006 Hartlepool Local Plan was developed in close collaboration with in particular the Hartlepool Community Strategy and the Hartlepool Local Transport Plan and gives spatial expression to the elements of these and other strategies that relate to the development and use of land.

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- 6.2 Development documents will also take account of and reflect other strategies programmes and guidance- local, sub-regional, regional and national. A list of such strategies and programmes currently in place which may be of relevance is attached at Appendix 3.

7. EVIDENCE BASE

- 7.1 Local planning authorities are required to keep under review the main physical, economic, social and environmental characteristics of their area in order to inform the development of planning policies. Tees Valley Unlimited maintains much base information on behalf of the constituent Borough Councils, including in particular information on the size, composition and distribution of population and other matters covered by the Census of Population and Employment. In addition Hartlepool Council maintains information on many other matters including the regular monitoring of housing and employment land availability and of new developments.
- 7.2 The planning system requires that Local Development Documents should be founded on sound and reliable evidence which will identify opportunities, constraints and issues in the area. Much of this evidence is already in place although it constantly needs to be updated to ensure soundness of the Development Documents.
- 7.3 As Hartlepool is at an early stage of producing a new local plan it is refreshing the key evidence base documents. This includes a full refresh of the Strategic Housing Land Availability Assessment 2010 and a new Open Space and Recreation Study, Employment Land Review and Gypsy and Traveller Accommodation Needs Assessment. Other work that will be undertaken will involve an updated Retail Study and various housing studies.
- 7.4 A list of current reports is attached at Appendix 4 as well as an indication of the reports that will be refreshed to ensure the evidence base for the new Local Plan is robust. The need for additional studies and updating of existing studies will be kept under review as part of the annual monitoring process.

8. MONITORING AND REVIEW

- 8.1 Monitoring and review are key aspects of the Government's "plan, monitor and manage" approach to planning and should be undertaken on a continuous basis.

Authorities Monitoring Report

- 8.2 A requirement of the new planning system is to produce an Authorities Monitoring Report to assess the implementation of the Local Development Scheme and the extent to which policies in Local

Development Documents are being met. The first Annual Monitoring Report (now known as an Authorities Monitoring Report) was published in December 2005 and subsequent reports issued in 2006, 2007, 2008, 2009, 2010, 2011, 2012 and most recently in December 2013.

- 8.3 The implementation of the Local Development Scheme is assessed in each authorities monitoring report in terms of the extent to which the targets and key dates (milestones) for the preparation of local development documents have been met and to ensure the reasons for any failure to meet these are explained. Any adjustments required to the key milestones for document preparation will need to be incorporated in a subsequent review of the local development scheme.
- 8.4 The Annual Monitoring Report 2005 & 2006 assessed the policies of the 1994 Hartlepool Local Plan. The subsequent Annual Monitoring Reports assessed the policies of the 2006 Local Plan from April 2006 particularly in relation to the indicators and targets contained within that plan.
- 8.5 As a result of the assessment of policies, the Authorities Monitoring Report may highlight areas where policy coverage is insufficient or ineffective or where it does not accord with the latest national or regional policy. In this event it will suggest action that needs to be taken such as the early review of existing documents or preparation of new documents. As a consequence the Local Development Scheme will be amended to reflect such action to amend the Local Development Framework.

9. MANAGING THE PROCESS

- 9.1 The Local Development Scheme has been drawn up having regard to resources (both staff and financial), Council processes and an assessment of the likely interest of key stakeholders and the community. Nevertheless there are risks that the timetables set out in this document may slip, for instance through the reduced Council financial and staff resources. The risks have been assessed in this respect but given the size of the authority and its resources not all can be readily overcome.

Staff Resources

- 9.2 The prime responsibility for delivering the Local Development Framework lies with a small Planning Policy team within the Department of Regeneration and Neighbourhoods. This team has close working relationships with, and makes full use of the expertise and experience of other sections of the division including development control, regeneration, housing renewal, landscape, ecology and conservation.
- 9.3 In addition, the Planning Policy team, as in the past, will continue to liaise closely with officers of other divisions and departments within the council including in particular Highways and Transportation, Countryside Services and the Community Strategy teams.

APPENDIX 1

- 9.4 Full use will be made of consultants to provide independent specialist advice or to undertake necessary studies contributing to the information base necessary for the preparation of local development documents.
- 9.5 An in-house multi-discipline team having expertise in the various aspects of sustainable development will carry out the sustainability appraisals although consideration will also be given in this respect to the use of consultants if necessary.

Financial Resources

- 9.6 Resources have been allocated within the Council's mainstream budget to cover the anticipated costs of initial work on local development documents. Provisional costs for future years have been factored into the Council's longer-term budget review.

Programme Management

- 9.7 The current arrangements for the management of the Development Plans production will continue. Basically this comprises regular meetings of the Planning Policy team and reporting to senior management as necessary.

Political Process

- 9.8 The planning system is increasingly being brought to the attention of Members with a view to their full involvement in the production of local development documents. This is being encouraged by the use of Seminars, regular reports to the Regeneration Services Committee and Council and a 6 weekly meeting with the Leader of the Council and other committee chairs.
- 9.9 Decisions at key stages during the preparation of all the Local Development Documents (including and prepared jointly by the five Tees Valley Authorities) will be made by the Regeneration Services Committee and ratified by full Council.

Risk Assessment and Contingencies

- 9.10 The programme for the preparation and production of the Local Plan set out in the Local Development Scheme is based on a realistic assessment of the capacity of the Council to undertake the work and of the extent and depth of the local community and stakeholder involvement and interest likely to be generated by each document. However, there are two main types of risk that could result in a failure to meet this programme. The first relates to resources (both human and financial) and the second to delays in the process primarily due to external factors.

- 9.11 As noted in paragraph 9.6 above, the Council has endeavoured to ensure that there will be sufficient financial resources made available within its budgetary framework. However, in view of the relatively small size of the Council and thus of its staff, the effect of, for example, redundancies as part of overall Council budget cuts, long-term sickness, of officers obtaining employment elsewhere or of other unforeseen work coming forward, is significant. Should any of these instances occur, whilst every effort would be made to meet the deadlines set, some delay may occur.
- 9.12 Account has been taken of the political process relating to the approval of planning documents at the various stages of production. Whilst the Council's formal scrutiny process provides an open forum for the consideration of issues, it is not possible to predict that Regeneration Services Committee recommendations will be endorsed at Full Council.
- 9.13 The potential for a delay due to the inability of the Planning Inspectorate to undertake the Examination of Development Plan Documents at the programmed time is minimised by the production of this Local Development Scheme and the associated service level agreement with the Inspectorate.
- 9.14 However, there are risks that adoption of a development plan document could be delayed if the Examination Inspector finds that it is unsound and recommends major changes, or if the Secretary of State intervenes on the basis that it raises issues of national or regional significance. The Council will therefore seek to ensure that the document is sound and conforms as necessary with national policy through close liaison with the Planning Inspectorate and the National Casework Office. The risk of a legal challenge to a document will be minimised by ensuring that it has been produced in accordance with the regulations.
- 9.15 There are also risks associated with changes to national planning guidance or the introductions of new legislation which must be accounted for during the process. This was apparent during the production of the previous submitted local plan which saw the enactment of the Localism Act and the introduction of the National Planning Policy Framework (2012) and Planning Policy for Traveller sites (2012) which caused delays in the process.

10. REVIEW OF THE LOCAL DEVELOPMENT SCHEME

10.1 The Local Development Scheme sets out the position with respect to the development of planning policies as it is envisaged at a particular point of time. It will normally be reviewed annually, but it can be readily reviewed when necessary. In particular it will need to be reviewed in the following circumstances:

- a slippage in the timetables caused by exceptional circumstances
- when a need is identified for a new local development document
- if monitoring establishes that an existing document should be reviewed.

APPENDIX 1

LIST OF ACRONYMS AND TECHNICAL TERMS USED IN THIS REPORT

Acronym	Expanded Name	Definition Explanation
AMR	Annual Monitoring Report	Report outlining the timescales for preparing the Local Development Framework and the extent to which policies are being achieved. Now called an Authorities Monitoring Report.
Circular		A government publication setting out policy approaches
Development Plan		Documents setting out the policies and proposals for the development and use of land and buildings. Under the new planning system it comprises the Regional Spatial Strategy and Development Plan Documents, whilst under the transitional arrangements it comprises the Structure Plan and Local Plan.
DPD	Development Plan Document	A local development document in the local development framework which forms part of the statutory development plan. The Local Plan is the key Development Plan Document.
LDD	Local Development Document	An individual document in the Local Development Framework. It includes Development Plan Documents, Supplementary Planning Documents and the Statement of Community Involvement.
LDF	Local Development Framework	The overarching term given to the collection of Local Development Documents which collectively will provide the local planning authority's policies for meeting the community's economic, environmental and social aims for the future of the area where this affects the development and use of land and buildings. The LDF also includes the Local Development Scheme and the Annual Monitoring Report.
LDS	Local Development Scheme	A public statement setting out the programme for the preparation of local development documents. Initially it will also identify the programme for the completion of the local plan and also which policies of the local and structure plan are to be saved and/or replaced.
Local Plan		The main Development Plan Document.
NPPF	National Planning Policy Framework	The NPPF provides the Governments planning policies for England and how these are expected to be applied.

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Acronym	Expanded Name	Definition Explanation
NPPG	National Planning Practice Guidance	National guidance to support the NPPF.
Proposals Map		Illustrating on an Ordnance Survey base the policies and proposals of development plan documents and any 'saved' policies of the local plan.
Saved Policies		Policies within the Local Plan that remain in force for a time period pending their replacement as necessary by the new Local Plan.
SA	Sustainability Appraisal	Identifies and evaluates social, environmental and economic effects of strategies and policies in a local development document from the outset of the preparation process. It incorporates the requirements of the Strategic Environmental Assessment (SEA) Directive.
SCI	Statement of Community Involvement	Sets out the standards to be achieved in involving the community and other stakeholders in the preparation, alteration and review of local development documents and in significant development control decisions
SEA	Strategic Environmental Assessment	A generic term used internationally to describe environmental assessment as applied to policies, plans and programmes
SPD	Supplementary Planning Document	A local development document providing further detail of policies in development plan documents or of saved local plan policies. They do not have development plan status.
The Act	Planning and Compulsory Purchase Act 2004	Government legislation introducing a new approach to development planning.
Transport Assessments		A process setting out transport issues relating to a proposed development identifying measures to be taken to improve accessibility and safety for all modes of travel, particularly alternatives to the car. Such as walking, cycling & public transport
Travel Plans		A package of measures to assist in managing transport needs of an organisation principally to encourage sustainable modes of transport and enable greater travel choice.
Transitional Arrangements		Government regulations describing the process of development plans begun before, and to be completed after, the Planning and Compulsory Purchase Act 2004

APPENDIX 2

Schedule of Hartlepool Local Plan Saved Policies

Direction Under Paragraph 1(3) of the Schedule to the Town & Country Planning Act 2004

Policies contained in the Hartlepool Local Plan including Waste & Minerals Policies

18 December 2008

GENERAL ENVIRONMENTAL PRINCIPLES

GEP1	General Environmental Principles
GEP2	Access for All
GEP3	Crime Prevention by Planning and Design
GEP7	Frontages of Main Approaches
GEP9	Developers' Contributions
GEP10	Provision of Public Art
GEP12	Trees, Hedgerows and Development
GEP16	Untidy Sites
GEP17	Derelict Land Reclamation
GEP18	Development on Contaminated Land

INDUSTRIAL AND BUSINESS DEVELOPMENT

Ind1	Wynyard Business Park
Ind2	North Burn Electronics Components Park
Ind3	Queens Meadow Business Park
Ind4	Higher Quality Industrial Estates
Ind5	Industrial Areas
Ind6	Bad Neighbour Uses
Ind7	Port-Related Development
Ind8	Industrial Improvement Areas
Ind9	Potentially Polluting or Hazardous Developments
Ind10	Underground Storage
Ind11	Hazardous Substances

RETAIL, COMMERCIAL AND MIXED USE DEVELOPMENT

Com1	Development of the Town Centre
Com2	Primary Shopping Area
Com3	Primary Shopping Area – Opportunity Site
Com4	Edge of Town Centre Areas
Com5	Local Centres
Com6	Commercial Improvement Areas
Com7	Tees Bay Mixed Use Site
Com8	Shopping Development
Com9	Main Town Centre Uses
Com10	Retailing in Industrial Areas
Com12	Food and Drink

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Com13	Commercial Uses in Residential Areas
Com14	Business Uses in the Home
Com15	Victoria Harbour/North Docks Mixed Use Site
Com16	Headland – Mixed Use

TOURISM

To1	Tourism Development in the Marina
To2	Tourism at the Headland
To3	Core Area of Seaton Carew
To4	Commercial Development Sites at Seaton Carew
To6	Seaton Park
To8	Teesmouth National Nature Reserve
To9	Tourist Accommodation
To10	Touring Caravan Sites
To11	Business Tourism and Conferencing

HOUSING

Hsg1	Housing Improvements
Hsg2	Selective Housing Clearance
Hsg3	Housing market Renewal
Hsg4	Central Area Housing
Hsg5	Management of Housing Land Supply
Hsg6	Mixed Use Areas
Hsg7	Conversions for Residential Uses
Hsg9	New Residential Layout – Design and Other Requirements
Hsg10	Residential Extensions
Hsg11	Residential Annexes
Hsg12	Homes and Hostels
Hsg13	Residential Mobile Homes
Hsg14	Gypsy Site

TRANSPORT

Tra1	Bus Priority Routes
Tra2	Railway Line Extensions
Tra3	Rail Halts
Tra4	Public Transport Interchange
Tra5	Cycle Networks
Tra7	Pedestrian Linkages: Town Centre/ Headland/ Seaton Carew
Tra9	Traffic Management in the Town Centre
Tra10	Road Junction Improvements
Tra11	Strategic Road Schemes
Tra12	Road Scheme: North Graythorp
Tra13	Road Schemes: Development Sites
Tra14	Access to Development Sites
Tra15	Restriction on Access to Major Roads
Tra16	Car Parking Standards
Tra17	Railway Sidings
Tra18	Rail Freight Facilities

Tra20 Travel Plans

PUBLIC UTILITY AND COMMUNITY FACILITIES

PU3 Sewage Treatment Works
 PU6 Nuclear Power Station Site
 PU7 Renewable Energy Developments
 PU8 Telecommunications
 PU10 Primary School Location
 PU11 Primary School Site

DEVELOPMENT CONSTRAINTS

Dco1 Landfill Sites

RECREATION AND LEISURE

Rec1 Coastal Recreation
 Rec2 Provision for Play in New Housing Areas
 Rec3 Neighbourhood Parks
 Rec4 Protection of Outdoor Playing Space
 Rec5 Development of Sports Pitches
 Rec6 Dual Use of School Facilities
 Rec7 Outdoor Recreational Sites
 Rec8 Areas of Quiet Recreation
 Rec9 Recreational Routes
 Rec10 Summerhill
 Rec12 Land West of Brenda Road
 Rec13 Late Night Uses
 Rec14 Major Leisure Developments

THE GREEN NETWORK

GN1 Enhancement of the Green Network
 GN2 Protection of Green Wedges
 GN3 Protection of Key Green Space Areas
 GN4 Landscaping of Main Approaches
 GN5 Tree Planting
 GN6 Protection of Incidental Open Space

WILDLIFE

WL2 Protection of Nationally Important Nature Conservation Sites
 WL3 Enhancement of Sites of Special Scientific Interest
 WL5 Protection of Local Nature Reserves
 WL7 Protection of SNCIs, RIGSs and Ancient Semi-Natural Woodland

CONSERVATION OF THE HISTORIC ENVIRONMENT

HE1 Protection and Enhancement of Conservation Areas
 HE2 Environmental Improvements in Conservation Areas
 HE3 Developments in the Vicinity of Conservation Areas
 HE6 Protection and Enhancement of Registered Parks and Gardens
 HE8 Works to Listed Buildings (Including Partial Demolition)

APPENDIX 1

HE12	Protection of Locally Important Buildings
HE15	Areas of Historic Landscape

THE RURAL AREA

Rur1	Urban Fence
Rur2	Wynyard Limits to Development
Rur3	Village Envelopes
Rur4	Village Design Statements
Rur5	Development At Newton Bewley
Rur7	Development in the Countryside
Rur12	New Housing in the Countryside
Rur14	The Tees Forest
Rur15	Small Gateway Sites
Rur16	Recreation in the Countryside
Rur17	Strategic Recreational Routes
Rur18	Rights of Way
Rur19	Summerhill- Newton Bewley Greenway
Rur20	Special Landscape Areas

APPENDIX 3**STRATEGIES AND PROGRAMMES TO BE CONSIDERED**

National Guidance, Plans, Policies and Strategies	Publisher	Year
National Planning Practice Guidance	CLG	2014
National Planning Policy Framework	CLG	2012
NPPF technical guidance	CLG	2012
Planning policy for traveller sites	CLG	2012

Relevant Regional Guidance, Plans, Policies and Strategies	Publisher	Year
The North East England Climate Change Adaptation Study	Climate NE	2008
Wind Farm Development and Landscape Capacity Studies: East Durham Limestone and Tees Plain	North East Regional Assembly	2007 (Addendum 2009)
River Tyne to Flamborough Head Shoreline Management Plan	North East Coastal Authorities Group	2008
Landscape Appraisal for Onshore Wind Farm Development	North East Assembly	2003
Economic and Regeneration Statement of Ambition	TVU	2010
Tees Valley Investment Plan (Draft)	TVU	2010
Creating Thriving Communities in Tees Valley: Tees Valley Living A strategy for housing regeneration in the Tees Valley 2010/2020 (Draft)	Tees Valley Living (TVL)	2010
Tees Valley Climate Change Strategy	Tees Valley Climate Change Partnership	2010
Tees Valley Housing Growth Point	TVU and TVL	2008

APPENDIX 1

Local Guidance, Plans, Policies and Strategies	Publisher	Year
Hartlepool Vision	HBC	2014
Hartlepool Economic Regeneration Strategy	HBC	2012
Hartlepool Housing Strategy	HBC	2010-2015
Hartlepool climate change strategy	HBC	2007-2012

APPENDIX 4**REPORTS CONTRIBUTING TO THE EVIDENCE BASE FOR NEW LOCAL DEVELOPMENT DOCUMENTS**

Those documents shaded are or will be subject to a major refresh for the new Local Plan.

Local Evidence Base Documents	Year
Future Housing Provision in the Borough for the Next 15 Years	2013
Executive Housing Need in the Borough	2012
Hartlepool Local Infrastructure Plan	2012
Tees Valley Water Cycle Study	2012
Tees Valley Strategic Housing Market Assessment	2012
Locally Listed Buildings in Hartlepool	2012
Heritage at Risk in Hartlepool	2012
Hartlepool Strategic Sequential and Exceptions Test (Flooding)	2012
Renewable Energy Technical Paper	2010
Strategic Housing Land Availability Assessment	2010
Seaton Carew Coastal Strategy	2010

Hartlepool Strategic Flood Risk Assessment Level 1 & 2	2010
Hartlepool Affordable Housing Economic Viability Assessment	2009
North and South Tees Industrial Development Framework	2009
The Hartlepool Retail Study	2009
Tees Valley Gypsy and Traveller Accommodation Needs Assessment	2009
Tees Valley Strategic Housing Market Assessment	2009
Hartlepool Central Investment Framework	2008
PPG17 Open Space Assessment	2008
Southern Business Zone Study	2008
The Employment Land Review	2008
Hartlepool Strategic Housing Market Assessment	2007
Hartlepool landscape assessment	2000

REGENERATION SERVICES COMMITTEE

31st July 2014



Report of: Assistant Director (Regeneration)

Subject: ADULT EDUCATION FEES

1. TYPE OF DECISION/APPLICABLE CATEGORY

This decision is a key decision - Key test (i) and (ii). Forward Plan Reference No. RN16/14.

2. PURPOSE OF REPORT

- 2.1 To consider the level of Adult Education fees for the academic year 1st August 2014 to 31st July 2015

3. BACKGROUND

- 3.1 The Adult Education service delivers provision funded through the Skills Funding Agency (SFA) and other income sources. This report relates to the main SFA funding streams i.e. Adult Skills (AS) and Community Learning (CL). However it should be noted that some Adult Education courses operate under funding received from other funding streams and these courses may be subject to different fee levels prescribed by the funding requirements. There are also separate arrangements for the higher level courses through the Advanced learning loans process.
- 3.2 In the level of funding which the SFA provides for Adult Skills, assumptions are made by the SFA about the level of income which providers will receive from fees. The following assumptions are made by the SFA in the grants which it makes to local authorities for the provision of SFA funded skills courses. At least 50% of the funding associated with the course is recovered in income from fees from learners or employers. There are exceptions to this for specific types of learners and courses where full fee remission is expected for example learners on Skills for Life courses and those on specific job related benefits

- 3.3 At present no specific income assumptions are made in relation to the CL although it is assumed by the SFA that those learners who are able to pay are charged an appropriate fee. Furthermore there is an assumption that income should be collected under the 'Pound Plus' guidance
- 3.4 The current fee schedule for Adult Education courses (2013/2014) is attached as at **Appendix 1**. The level of fees at present is different according to the SFA funding stream
- 3.5 At present Adult Education courses fall into 2 categories:
- Adult Skills courses (leading to a formal or work-related qualification);
 - Community Learning (such as Family Learning, Foreign Languages, Arts and Crafts, and other courses which are studied for leisure or which support Learning in Deprived Communities.
- 3.6 At present the funding for these different types of courses is set at different levels. No fees are charged for Family Learning, Family Literacy Language and Numeracy or for learning in deprived communities. These are seen as developmental courses to reach non-traditional learners
- 3.7 No fees are charged for those studying English and Maths. This is in line with Government guidelines.
- 3.8 No fees are charged to learners on Skills courses who fall within specific groups as defined by the SFA as eligible for full funding e.g. those on Job Seekers Allowance, 19-23 year olds and those who are unemployed seeking work and on any other state benefit.
- 3.9 Learners on Community Learning courses who qualify under these definitions are charged the remitted fee. Learners who do not qualify under these conditions are charged the full fee. The current remitted fees policy are also shown in **Appendix 1**
- 3.10 At present courses which lead to a vocational qualification attract a lesser enrolment fee than those which are studied purely for leisure
- 3.11 Because of the desire to encourage participation in adult learning, a combination of low fees and extensive remission of fees has meant that overall income for Adult Education courses has been relatively low, e.g. in the academic year 2013/2014 income from student fees is expected to be approximately 4% of the expenditure/budget. This has been supplemented by the provision of bespoke and private courses for organisations such as employers which are charged at the full cost rate.
- 3.12 With the introduction of the student loan system from 1st August 2013 for those aged 23 and over on higher level courses, these courses have been removed from the standard fee policy. The SFA had produced guidelines as to the maximum level of fees which should be charged for these higher level course. These higher level courses e.g. Level 3 and above each have a unique course fee which will depend on the length of the course and the size

of the qualification. These fees are published separately in the annual brochure.

- 3.13 At present the learners are not charged for the examination entry or registration fees. This has been included within the course fees. However there have been a number of cases where exam fees have been paid and then the learners have withdrawn. With decreasing budgets this is proving to be a drain on resources.

4. PROPOSALS

- 4.1 There are a number of options proposed which will need to satisfy the SFA guidance and expectations of fee remission and the need to collect sufficient fee income.

4.2 Skills Courses.

The first option would be to maintain the current fee rate for these types of courses. This would encourage participation and ensure that the service met its participation targets. However it could mean that the gap between fee income and assumed fee income would widen.

- 4.2.1 The second option would be to continue to raise the level of fees with effect from August 2014 to move towards the higher level of fees which is assumed in the SFA guidelines. This would mean a significant increase in fees which will disadvantage many learners. This option may provide a risk to sufficient recruitment of students which may lead to targets not being achieved.

- 4.2.2 The third option would be to increase fees by the small amount of 10p. per hour. This would give a rise of £6 per year for a 60 hour course taking the fee from £105 to £111. It is believed that this level of fee increase would generate additional income to cover increased costs and would move towards the required SFA fee increase levels in a gradual way. However this may provide a risk to sufficient recruitment of students which may lead to targets not being achieved.

4.3 Community Learning

- 4.3.1 The first option would be to maintain the current fee rate for all courses. This would mean, however, that the gap between fee income and course costs would widen as costs have risen by inflation. However if fees are increased there could be a risk of learners not being able to afford to participate in this type of provision, hence the preference to maintain fees at the present level.

- 4.3.2 The second option would be to increase the differential fee structure for CL classes. Courses categorized as CL courses would be subject to a larger increase of 5%. This equates to an increase of £7.50 i.e. £157.50 a year for a 30 week course. This equates to £2.62 per hour which is a rise of 12p per hour. It is believed that this level of fee increase would generate sufficient income to cover increased costs. However this would make us more

expensive than other local providers which could lead to a drop in numbers and the risk of not reaching the SFA targets.

- 4.3.3 The third option would be to increase fees by the small amount of 10p. per hour. This would give a rise of £6 per year for a 60 hour course taking the fee from £150 to £156. It is believed that this level of fee increase would generate additional income. However the increased costs could still put recruitment at risk and lead to a reduction in learner numbers.

4.4 Courses which attract no fee

- 4.4.1 The first option would be to introduce a fee structure to these classes which is consistent with the other types of courses. This would have a significant impact on those disadvantaged learners who are hard to reach.
- 4.4.2 The second option is to continue to give full fee remission for those classes which fall into developmental areas, i.e., Literacy and Numeracy, Family Learning, Family Literacy, Language and Numeracy and Learning in Deprived Communities. This would continue to support widening participation in line with government priorities.

4.5 Level of Remitted Fee

- 4.5.1 This is the fee charged to students eligible for fee remission.
- 4.5.2 At present the remitted fee for students who are eligible for fee remission is set as £10 per skills course and £15 per CL course.
- 4.5.3 The first option would be to keep this at the same level for the next academic year.
- 4.5.4 The second option would be to raise the remitted fee by the inflation rate. This would raise a very small amount of additional income, but this would be offset by the additional administrative costs of the charge.
- 4.5.5 The payment of the existing remitted fee does not seem to have presented barriers to access. Any individual cases of hardship would be considered confidentially.

4.6 Fee Remission Eligibility

- 4.6.1 The first option would be to come in line with the SFA guidelines on eligibility. This would reduce the number of learners who were eligible for fee remission. This would adversely affect some learners but would satisfy the SFA eligibility guidelines and therefore ensure the full income targets.
- 4.6.2 A second option would be to maintain the enhanced fee remission policy to include additional categories. This would include allowing fee remission to those on CL and Skills courses who are on any state benefit. It would also include the unemployed spouse/partner of learners who at present are not eligible under SFA guidelines. This would ensure that these courses were

still accessible for all but would mean that extra funding would need to be set aside from the existing budget to cover these costs.

4.7 Exam fees

There are a number of options possible relating to the payment of exam fees.

- 4.7.1 The first option would be to maintain the present system for all learners where all exam and registration fees are included in the course fee. This is very expensive for the service but represents good value for money for the learners.
- 4.7.2 The second option would be to charge all learners the exam fees. This may prove to be exclusive for some learners and is against the SFA guidelines for those on state benefits.
- 4.7.3 A third option would be to charge all learners the exam fees but refund those who completed the course. This would ensure that for those learners who withdraw the exam fees are still covered. This however may still deter some learners and it may prove expensive to administer.
- 4.7.4 A fourth option would be to charge all learners for the exam fees but to allow for full fee remission of exam fees in line with the fee remission policy. This would ensure that those on benefits would still be able to complete the course and achieve their qualification. The fee exam fees would be charged to those who are subject to the advanced level loans or who are paying the full course fee.

5. **FINANCIAL CONSIDERATIONS**

- 5.1 If Adult Education fees are set in accordance with SFA guidance, then there are no financial implications for the Council's budget as the level of fee increases will be sufficient to enable the Adult Education Service to operate SFA funded courses within the budget allocated by the SFA
- 5.2 Any significant increase in fees could result in a loss of student numbers which would put at risk the ability to reach the SFA income targets.

6. **EQUALITY AND DIVERSITY CONSIDERATIONS**

- 6.1 When considering the level of fees the service ensures that there are no groups or individuals who would be disadvantaged by the changes.
- 6.2 The wide ranging fee remission policy will ensure that the learning is accessible to all.

7. RECOMMENDATIONS

7.1 That the Committee approves the following recommendations:

- i. Adult Skills courses increase by 10p. per hour to £111 for a 60 hour course this equates to £1.85 per hour.
- ii. Community Learning courses increase by 10p. per hour to £156 for a 60 hour course; this equates to £2.60 per hour.
- iii. No course fees should be charged to students entitled under the SFA guidance on remitted fees;
- iv. The enhanced fee remission policy should be maintained to encourage participation. The full proposed policy and level of fees is given in **Appendix 2**;
- v. The remitted fee should remain at current levels i.e. £10 for Skills courses and £15 for Community Learning courses;
- vi. Exam fees should continue to be included in the course fees.
- vii. Courses which are not supported through SFA funding or other income streams will be delivered at the Full Cost rate;
- viii. The service will continue to operate the advanced learning loans process in line with the government regulations.

8. REASONS FOR RECOMMENDATIONS

The setting of Adult Education fees is a difficult task, involving a balance between the need to generate sufficient income to meet costs, while encouraging adult learners to participate. Any significant increase in fees is likely to be unpopular and could lead to some fall-off in student numbers. In the current climate the service wishes to support as many residents as possible to participate in learning and to improve their skills and therefore it is recommended that there is no increase in fees at the current time

9. CONTACT OFFICER

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APPENDIX 1

ADULT EDUCATION: FEE STRUCTURE 2013-2014

COURSE FEES

		2013-2014	
		Full	Remitted
Vocational and Non-Voc First Steps	30 weeks	£105	£10
PCDL	30 weeks	£150	£15

100 % fee remission will be given to students in the following categories at the time they enroll, **provided that they show documentary evidence at the time of enrolling or at the first class:-**

- Unemployed on active benefits
- In receipt of Employment Support Allowance (work related activity group)
- Aged 16-18 on 31st August 2013
- 19-23 studying for a first full level 2 or 3 qualification
- 19-23 studying for a level 1 qualification

100% fee remission will also be given to students on Vocational courses on any state benefit providing they are unemployed and seeking employment

No course fees will be charged for Hartlepool Borough resident students who:-

- enroll for basic skills courses i.e. literacy and numeracy
- enroll for certain designated courses as part of Widening participation and regeneration
- are part of a target client group on designated courses.

APPENDIX 2

ADULT EDUCATION: FEE STRUCTURE 2014-2015

COURSE FEES

		2013-2014		2014-2015	
		Full	Remitted	Full	Remitted
Adult Skills	30 weeks	£105	£10	£111	£10
Community Learning	30 weeks	£150	£15	£156	£15

100 % fee remission will be given to learners on Skills courses in the following categories at the time they enrol, **provided that they show documentary evidence at the time of enrolling or at the first class:-**

- Unemployed and on Job Seekers Allowance, Employment Support Allowance or Universal Credit
- Unemployed learners on state benefits other than those above and who want to use the new skills to enter employment.
- Aged 16-18 on 31st August 2014
- 19-23 studying for a first full level 2 or 3 qualification
- 19-23 studying for a level 1 qualification

Remitted fees will be charged to any learners the following categories

- On JSA, ESA or Universal Credit but wishing to enroll on a Community Learning course.
- On state benefits other than those mentioned above and who wish to study either a Skills based course or a Community Learning course.
- Unwaged spouse /partner of those eligible for no fee or remitted fee

No course fees will be charged for Hartlepool Borough resident students who:-

- (d) enroll for basic skills courses i.e. literacy and numeracy
- (e) enroll for certain designated courses as part of Widening participation and regeneration
- (f) are part of a target client group on designated courses.

REGENERATION SERVICES COMMITTEE

31 July 2014



Report of: Director of Public Health

Subject: FOOD LAW ENFORCEMENT SERVICE PLAN 2014/15

1. TYPE OF DECISION/APPLICABLE CATEGORY

Non-Key Decision

2. PURPOSE OF REPORT

2.1 To consider the Food Law Enforcement Service Plan for 2014/15

3. BACKGROUND

- 3.1 The Food Standards Agency has a key role in overseeing local authority enforcement activities. They have duties to set and monitor standards of local authorities as well as carry out audits of enforcement activities to ensure that authorities are providing an effective service to protect public health and safety.
- 3.2 On 4 October 2000, the Food Standards Agency issued the document "Framework Agreement on Local Authority Food Law Enforcement". The guidance provides information on how local authority enforcement service plans should be structured and what they should contain. Service Plans developed under this guidance will provide the basis on which local authorities will be monitored and audited by the Food Standards Agency.
- 3.3 The service planning guidance ensures that key areas of enforcement are covered in local service plans, whilst allowing for the inclusion of locally defined objectives.
- 3.4 The Food Law Enforcement Service Plan for 2014/2015 is available in **Appendix 1** and takes into account the guidance requirements. The Plan details the Service's priorities for 2014/15 and highlights how these priorities will be addressed.

4. PROPOSALS

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

4.2 The Plan covers the following:

(i) Service Aims and Objectives:

That the Authority's food law service ensures public safety by ensuring food, drink and packaging meets adequate standards.

(ii) Links with Community Strategy, Corporate and Departmental Plans:

How the Plan contributes towards the Council's main priorities (Jobs and the Economy, Lifelong Learning and Skills, Health and Wellbeing, Community Safety, Environment, Culture and Leisure and Community Learning and Strengthening Communities).

(iii) Legislative Powers and Other Actions Available:

Powers to achieve public safety include programmed inspections of premises, appropriate registration/approval, food inspections, provision of advice, investigation of food complaints and food poisoning outbreaks, as well as the microbiological and chemical sampling of food.

(iv) Resources, including financial, staffing and staff development.

(v) A review of performance for 2013/14.

5. SUMMARY OF MAIN ISSUES RAISED IN THE PLAN

5.1 During 2013/14 the service completed 100% of all programmed food hygiene, food standards and feed hygiene interventions planned for the year. In total 412 food hygiene interventions were completed, 267 food standards and 31 feed hygiene interventions.

5.2 In addition to the planned interventions 84 new food businesses were registered and inspected during the year.

5.3 As at the 1st April 2014, 97.7% of businesses in the borough were "Broadly Compliant" with food safety requirements (in 2013 the figure was 95.1%). For food standards 97.1% of businesses achieved broad compliance (in 2013 the figure was 97%). We aim to concentrate our resources to further increase our current rate by the end of 2014/15 however given the current financial climate this will be extremely challenging.

5.4 On 1st April 2012 Hartlepool Council migrated from the Tees Valley Food Hygiene Award scheme, which the Council has operated since 1 April 2007, to

the national Food Hygiene Rating Scheme (FHRS). The FHRS scheme was launched by the FSA in November 2010 as a FSA/local authority partnership initiative to help consumers choose where to eat out, or shop for food. It was developed with the aim that it would become the single national scheme for England, Wales and Northern Ireland.

5.5 The profile of premises is as follows:

Hygiene Rating	No of Premises @ 1.4.12	No of Premises @ 1.4.13	No of Premises @ 1.4.14
5 ('Very Good')	407 (59.1%)	434 (60.9%)	456 (66.7%)
4 ('Good')	139 (20.2%)	164 (23.0%)	149 (21.8%)
3 ('Generally Satisfactory')	86 (12.5%)	63 (8.9%)	63 (9.2%)
2 ('Improvement Necessary')	28 (4.1%)	22 (3.1%)	9 (1.3%)
1 ('Major Improvement Necessary')	12 (1.7%)	13 (1.8%)	7 (1.0%)
0 ('Urgent Improvement Necessary')	1 (0.1%)	0 (0%)	0 (0%)
'Awaiting Inspection'	16 (2.3%)	17 (2.4%)	0 (0%)
Total	689	713	684
'Exempt'	47	49	45
'Excluded'	7	9	10
Sensitive	0	32	32

- 5.6 The service is committed to focussing its resources on carrying out interventions at those businesses which are deemed not to be 'broadly compliant' and has liaised with businesses that have been awarded a hygiene rating of '2' or less offering advice and support. Where necessary enforcement action will be taken to secure compliance.
- 5.7 The team has continued to offer tailored advice and information on request with 88 advisory visits to businesses being carried out during the year (this equates to a fourfold increase on the previous year when 21 advisory visits were undertaken).
- 5.8 FSA Coaching Visits. During 2013/14 officers worked closely with the Food Standards Agency (FSA) to improve food hygiene standards in our lowest rated premises. In July, consultants appointed by the FSA visited twelve of these premises, all of which were cafes or takeaways rated as '2' or less according to the Food Hygiene Rating Scheme (FHRS). These coaching visits lasted up to 2 hours each and involved a thorough appraisal of the systems in place to ensure that food was prepared hygienically. Feedback reports were provided detailing areas of good and bad practice, along with the improvements recommended by the consultants.
- 5.9 Of these twelve premises, one closed down shortly afterwards but the remaining eleven all received follow-up visits by officers from the Public Protection Team, to assess whether these businesses had improved following

the coaching. Where an improvement was apparent, the business was re-inspected in accordance with the FHRS. The results were as follows:

- 5.10 Four businesses demonstrated a significant improvement in standards and were re-rated following an unannounced inspection. One increased from '2' to '5', one from '1' to '4', one from '1' to '3' and one from '2' to '3'.
- 5.11 Four businesses demonstrated some improvements; two of these did not want to apply for re-rating and both subsequently closed. The other two received unannounced inspections and both improved, one increasing their rating from '2' to '4' and one from '2' to '3'.
- 5.12 Three businesses had not improved significantly and their ratings did not change. Officers have continued to work closely with these businesses to produce the required improvements.
- 5.13 During 2013/14 no Hygiene Emergency Prohibition Notices nor any voluntary closures were agreed. Two Hygiene Improvement Notices were issued; both were served for the provision of a wash hand basin. No Simple Cautions were issued however a public house / restaurant was prosecuted for hygiene offences. The case was heard at Hartlepool Magistrates' Court on 8 April 2013.
- 5.14 The results of the food sampled as part of this years' sampling programme were generally satisfactory, with only 10/164 unsatisfactory results and 3 borderline results. The results from the environmental samples however were not as good with 7/32 being reported as unsatisfactory.
- 5.15 Overall the results of the food standard samples were generally satisfactory, with 115 out of 120 samples meeting statutory requirements. Some of the sampling was carried out as part of the grant funded Food Standards Agency National Coordinated Food Sampling Programme 2013-14.
- 5.16 Public Health Initiatives. Since the transition of the Public Protection team in to the Public Health department significant resources have been directed towards carrying out initiatives which will contribute to the Public Health Framework Outcomes.

During 2014/15 Public Protection plan to carry out the following initiatives:

1) Takeaways Project

We are acutely aware of the impact that access to unhealthy food is having on the rising rates of obesity and health inequalities. Research has shown that fast food takeaways provide a source of some of the unhealthiest food that is available in our communities.

As part of our Takeaways Project we plan to:

- i) Work with takeaway businesses and the food industry to make food healthier*

Through the use of interventions such as sampling, provision of information and advice and the supply of salt shakers which reduce the amount of salt dispensed we aim to support businesses to improve the healthiness of the food they offer while helping the business to save money.

- ii) *Explore and where possible use regulatory and planning measures to address the proliferation of hot food takeaway outlets*

We will work with other regulators, including colleagues in the Planning team to encourage good practice within the takeaway sector. In particular we wish to explore the use of planning measures to restrict the proliferation of hot food takeaways in areas of over concentration or where vulnerable groups of children and young people are a concern.

2) Campylobacter Awareness Campaign

Each year about a quarter of a million people are struck down by Campylobacter, which is the most common cause of food poisoning in the UK. The FSA is spearheading a campaign to bring together the whole food chain to tackle the problem. Farmers and producers will be asked to work harder to reduce the amount of bacteria on their raw poultry. We will aim to raise awareness of food safety by supporting campaigns such as the National Food Safety Week; the key message of which is not to wash raw chicken as germs can be spread to kitchen surfaces, clothing and utensils.

3) Allergy Awareness Campaign

We will use a range of interventions including sampling, provision of information and advice to raise awareness regarding allergens and forthcoming changes in food labelling legislation.

4) Hand washing Campaign

We plan to carry out a campaign to promote good hand washing technique amongst young children and their carers (e.g. nursery assistants etc) and food handlers to reduce the prevalence of food borne illness and viral infections.

- 5.17 During 2014/15 there are 320 programmed food hygiene interventions, 130 programmed food standards inspections and 46 feed hygiene inspections planned. (The number of premises liable for inspection fluctuates from year to year as the programme is based on the risk rating applied to the premises which determines the frequency of intervention). An estimated 115 re-visits and 120 additional visits to new/changed premises will be required during the year.

- 5.18 The Public Protection Section continues to face significant financial pressures due to ongoing Council savings and, as such, the need to prioritise service delivery and maximise effectiveness remains paramount.
- 5.19 We will update our Food and Feed Quality Management System and standard operating procedures to reflect changes in legislation and centrally issued guidance including codes of practice.

6 SECTION 17 OF THE CRIME AND DISORDER ACT 1998 CONSIDERATIONS

- 6.1 There are no implications under Section 17

7. RECOMMENDATIONS

- 7.1 That the Regeneration Services Committee approves the Food Law Enforcement Service Plan for 2014/15.

8. BACKGROUND PAPERS

- 8.1 There are no background papers.

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Hartlepool Borough Council

Food Law Enforcement Service Plan 2014/15

FOOD SERVICE PLAN 2014/15

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INTRODUCTION

This Service Plan details how the food law service will be delivered by Hartlepool Borough Council. The food law service covers both food and feed enforcement.

The Plan accords with the requirements of the Framework Agreement on Local Authority Food Law Enforcement, and sets out the Council's aims in respect of its food law service and the means by which those aims are to be fulfilled. Whilst focussing primarily on the year 2014/15, where relevant, longer-term objectives are identified. Additionally, there is a review of performance for 2013/14 and this aims to inform decisions about how best to build on past successes and address performance gaps.

The Plan is reviewed annually and has been approved by the Regeneration Services Committee.

1 SERVICE AIMS AND OBJECTIVES

1.1 Service Aims and Objectives

Hartlepool Borough Council aims to ensure:

- that food and drink intended for human consumption which is produced, stored, distributed, handled or consumed in the borough is without risk to the health or safety of the consumer;
- food and food packaging meets standards of quality, composition and labelling and reputable food businesses are not prejudiced by unfair competition; and
- the effective delivery of its food law service so as to secure appropriate levels of public safety in relation to food hygiene, food standards and feeding stuffs enforcement.

In its delivery of the service the Council will have regard to directions from the Food Standards Agency (FSA), Approved Codes of Practice, the Regulators' Compliance Code and other relevant guidance.

1.2 Links to Corporate Objectives and Plans

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

- Hartlepool's Community Strategy - the Local Strategic Partnerships (the Safer Hartlepool Partnership) and the Health and Wellbeing Board
- Public Protection Service Plan
- Food Law Enforcement Service Plan - sets out how the Council aims to deliver this statutory service and the Consumer Services section's contribution to corporate objectives.

Overall Aim / Vision

The Council's overall aim is:

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

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

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

The Council has adopted eight themes that the Partnership has agreed forms part of the sustainable Community Strategy:-

- Jobs and the Economy
- Lifelong Learning and Skills
- Health and Wellbeing
- Community Safety
- Environment
- Housing
- Culture and Leisure and Community Learning
- Strengthening Communities

The Council has a ninth theme, which covers what the Council is doing to sustain its capacity to deliver excellent, value for money services in the future:-

- Organisational Development

To contribute to the Council's overall aim/vision, through this Food Law Enforcement Service Plan, the Commercial Services team has made a commitment to ensure the safe production, manufacture, storage, handling and preparation of food and its proper composition and labelling.

This Food Law Service Plan contributes towards the main themes in the following ways:

- **Jobs and the Economy**

By providing advice and information to new and existing businesses to assist them in meeting their legal requirements with regard to food law requirements, and avoid potential costly action at a later stage;

- **Lifelong Learning and Skills**

By providing and facilitating training for food handlers on food safety as part of lifelong learning, and promoting an improved awareness of food safety and food quality issues more generally within the community;

- **Health and Wellbeing**

By ensuring that food businesses where people eat and drink, or from which they purchase their food and drink, are hygienic and that the food and drink sold is safe, of good quality and correctly described and labelled to inform choice;

- **Community Safety**

By encouraging awareness amongst food businesses of the role they can play in reducing problems in their community by keeping premises in a clean and tidy condition;

- **Environment**

By encouraging businesses to be aware of environmental issues which they can control, such as proper disposal of food waste;

- **Culture and Leisure and Community Learning**

By exploring ways to promote high standards of food law compliance in hotels, other tourist accommodation, public houses and other catering and retail premises.

- **Strengthening Communities**

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

- **Organisational Development**

To contribute towards the key outcomes of improving the efficiency and effectiveness of the organisation and to deliver effective customer focussed services, meeting the needs of diverse groups and maintaining customer satisfaction.

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

2 BACKGROUND

2.1 Profile of the Local Authority

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

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

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

The tourist industry impacts upon recreational opportunities, shopping facilities and leisure facilities, including the provision of food and drink outlets restaurants, bars and cafes. There are currently 803 food establishments in Hartlepool, all of which must be subject to intervention to ensure food safety and standards are being met.

2.2 Organisational Structure

Hartlepool Borough Council is a democratic organisation. Following a referendum held on 15th November 2012, Hartlepool Borough Council has agreed a revised Constitution which sets out how the Council operates, how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people.

The Council has moved from operating under an Elected Mayor and Cabinet model of governance to a new arrangement based on Committees of 32 elected Councillors who are responsible for agreeing policies about provision of services and how the Council's money is spent.

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

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

The Regeneration Services Committee provides political oversight for food law enforcement.

The Council is made up of four Departments:

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

The food law service is delivered through the Public Protection section of the Public Health Department.

2.3 Scope of the Food Service

The Council's Commercial Services team is a constituent part of the Public Health Department and is responsible for delivery of the food service. The food service covers both food and feed enforcement.

Service delivery broadly comprises:

- programmed interventions of premises for food hygiene, food standards and feed hygiene;
- registration and approval of premises;
- microbiological sampling and chemical analysis of food and animal feed;
- food & feed Inspection;
- checks of imported food/feed at retail and catering premises;
- provision of advice, educational materials and courses to food/feed businesses;
- investigation of food and feed related complaints;
- investigation of cases of food and water borne infectious disease, and outbreak control;
- dealing with food/feed safety incidents; and
- promotional and advisory work.

Effective performance of the food law service necessitates a range of joint working arrangements with other local authorities and agencies such as the Food Standards Agency (FSA), Public Health England (PHE), HM Revenue & Customs (HMRC), Department of Environment, Food & Rural Affairs (Defra), Animal Health Veterinary Laboratory Agency (AHVLA) & the Animal Medicines Inspectorate (AMI).

The Council aims to ensure that effective joint working arrangements are in place and that officers of the service contribute to the on going development of those arrangements.

The service is also responsible for the following:

- health and safety enforcement;
- the provision of guidance, advice and enforcement in respect of smoke free legislation;
- water sampling; including both private and mains supplies & bathing water;
- port health and

- provision of assistance for animal health and welfare inspections, complaint investigation and animal movement issues.

2.4 Demands on the Food Service

The Council is responsible for 770 food premises within the borough mostly comprising retailers, manufacturers and caterers. The food businesses are predominantly small to medium sized establishments and the majority of these are liable to food hygiene and food standards interventions.

In addition there are 87 registered feed businesses for which the Council is the enforcing authority.

The delivery point for the food enforcement service is at:

Civic Centre
Victoria Road
Hartlepool
TS24 8AY

Telephone: (01429) 266522

Members of the public and businesses may access the service at this point from 08.30 - 17.00 Monday to Thursday and 08.30 - 16.30 on Friday.

A 24-hour emergency call-out also operates to deal with Environmental Health emergencies which occur out of hours. Contact can be made on (01429) 869424.

2.5 Enforcement Policy

The Council has signed up to the Enforcement Concordat and has in place a Public Protection Enforcement Policy; which was approved by the Adult & Public Health Services Portfolio Holder in June 2011. The policy covers food law enforcement.

3 SERVICE DELIVERY

3.1.1 Interventions Programme

The Council has a wide range of duties and powers conferred on it in relation to food law enforcement. The Council must appoint and authorise inspectors, having suitable qualifications and competencies for the purpose of carrying out duties under the Food Safety Act 1990 and Regulations made under it and also specific food regulations made under the European Communities Act 1972, which include the Food Safety and Hygiene (England) Regulations 2013 and the Official Feed and Food Controls (England) Regulations 2009 (as amended).

Authorised officers can inspect food at any stage of the production, manufacturing, distribution and retail chain. The Council must draw up and implement an annual programme of risk-based interventions so as to ensure that food and feeding stuffs are inspected in accordance with relevant legislation, the Food Law Code of Practice and centrally issued guidance.

The Code allows local authorities to choose the most appropriate action to be taken to drive up levels of compliance with food law by food establishments. In so doing it takes account of the recommendations in the 'Reducing Administrative Burdens: Effective Inspection and Enforcement'.

Interventions are defined as activities that are designed to monitor, support and increase food law compliance within a food establishment. They include:

- Inspections / Audit;
- Surveillance / Verification;
- Sampling;
- Education, advice and coaching provided at a food establishment; and
- Information and intelligence gathering.

Other activities that monitor, promote and drive up compliance with food law in food establishments, for instance 'Alternative Enforcement Strategies' for low risk establishments and education and advisory work with businesses away from the premises (e.g. seminars/training events) remain available for local authorities to use.

3.1.2 Broadly Compliant Food Establishments

The Code established the concept of 'Broadly Compliant' food establishments. In respect of food hygiene, "broadly compliant", is defined as an establishment that has an intervention rating score of not more than 10 points under each of the following components;

- Level of (Current) Hygiene Compliance;
- Level of (Current) Structural Compliance; and
- Confidence in Management/Control Systems

"Broadly Compliant", in respect of food standards, is defined as an establishment that has an intervention rating score of not more than 10 points under the following:

- Level of (Current) Compliance
- Confidence in Management/Control Systems

Local Authorities are required to report the percentage of "Broadly Compliant" food establishments in their area to the FSA on an annual basis through the Local Authority Enforcement Monitoring System (LAEMS). The Agency will use this outcome measure to monitor the effectiveness of a local authority's regulatory service.

As at the 1st April 2014, 97.7% of businesses in the borough were “Broadly Compliant” with food safety requirements (in 2013/14 the figure was 95.1%). For food standards 97.1% of businesses achieved broad compliance (in 2013/14 the figure was 97%). We aim to concentrate our resources to increase our current rate by the end of 2014/15 however given the current financial climate this will be extremely challenging.

The Food Law Enforcement Plan will help to promote efficient and effective approaches to regulatory inspection and enforcement that will improve regulatory outcomes without imposing unnecessary burdens. The term enforcement does not only refer to formal actions, it can also relate to advisory visits and inspections.

3.2 Service Delivery Mechanisms

3.2.1 Intervention Programme

Local Authorities must document, maintain and implement an interventions programme that includes all the establishments for which they have food law enforcement responsibility.

Interventions carried out for food hygiene, food standards and for feeding stuffs are carried out in accordance with the Council’s policy and standard operating procedures on food/feed premises inspections and relevant national guidance.

Information on premises liable to interventions is held on the APP computerised system. An intervention schedule is produced from this system at the commencement of each reporting year.

The food hygiene, food standards and feeding stuffs intervention programmes are risk-based systems that accord with current guidance. The current premises profiles are shown in the tables below:

Food Hygiene:

Risk Category	Frequency of Inspection	No of Premises
A	6 months	1
B	12 months	17
C	18 months	270
D	24 months	190
E	36 months or other enforcement	292
Unclassified	Requiring inspection / risk rating	0
No Inspectable Risk (NIR)		0
Total		770

Food Standards:

Risk Category	Frequency of Inspection	No of Premises
A	12 months	0
B	24 months	148
C	36 months or other enforcement	622
Unclassified		0
No Inspectable Risk (NIR)		0
Total		770

Feed Hygiene:

Risk Category	Frequency of Inspection	No of Premises
A	12 months	1
B	24 months	22
C	60 months	64
Unclassified		0
Total		87

The intervention programme for 2014/15 comprises the following number of scheduled food hygiene and food standards interventions:

Food Hygiene:

Risk Category	Frequency of Inspection	No of Interventions
A	6 months	1
B	12 months	17
C	18 months	83
D	24 months	142
E	36 months or alternative enforcement strategy	77
Unclassified		0
Total		320

Food Standards:

Risk Category	Frequency of Inspection	No of Interventions
A	12 months	0
B	24 months	69
C	36 months or alternative enforcement	61
Unrated		0
Unclassified		0
Total		130

Approved Establishments:

There are 2 approved food establishments in the borough; a fishery products establishment and a manufacturer of food ingredients. These premises are subject to more stringent hygiene provisions than those applied to registered food businesses. These premises require considerably more staff resources for inspection, supervision and advice on meeting enhanced standards.

Primary Producers:

On 1 January 2006 EU food hygiene legislation applicable to primary production (farmers & growers) came into effect. On the basis that the local authority officers were already present on farms in relation to animal welfare and feed legislation, the responsibility was given to the Commercial Services team to enforce this legislation. The service has 68 primary producers.

Feed Hygiene Intervention Programme 2014/15:

The National Trading Standards Board (NTSB) is responsible for the co-ordination of grant funding allocations for the FSA Feed Delivery Programme. The NTSB has allocated the North East Trading Standards Association (NETSA) group funding to carry out work over a three year period. As a member of this group Hartlepool Council will receive funding to meet the costs of the following feed inspections:

Risk Category		No of Interventions
R07 Feed/Materials / Ingredients/Surplus Food		2
R10 On-farm Mixer (Additives)		1
R11 On Farm Mixer (Compound Additives)		2
R12 Co-Product Producer		1
R13 Livestock Farms		7
R14 Arable Farms		2
Total		15

An estimated 10% of all programmed interventions relate to premises where it is more appropriate to conduct visits outside the standard working time hours. Arrangements are in place to visit these premises out of hours by making use of the Council's flexible working arrangements, lieu time facilities and, if necessary, paid overtime provisions. In addition, these arrangements will permit the occasional inspection of premises which open outside of, as well as during standard work time hours. The Food Law Code of Practice requires inspections of these premises at varying times of operation.

As a follow-up to primary inspections, the service undertakes revisits in accordance with current policy. For the year 2014/15, the intervention programme is expected to generate an estimated 115 revisits. A number of these premises revisits will be undertaken outside standard working hours and arrangements are in place as described above to facilitate this.

It is anticipated that consistent, high quality programmed interventions by the service will, over time, result in a general improvement in standards, reducing the frequency for recourse to formal action. The performance against intervention targets for all food hygiene and food standards inspections is reported quarterly to the Regeneration Services Committee and recorded on Covalent.

Port Health

Hartlepool is a Port Health Authority although currently no food or feed enters the port. Work in relation to imported food control can therefore ordinarily be accommodated within the day-to-day workload of the service, however if circumstances were to change whereby food or feed was imported/exported additional resources would be required which would have an effect on the programmed intervention workload and other service demands.

Fish Quay

There is a Fish Quay within the Authority's area which provides a market hall although it is not currently operational and there are associated fish processing units, one of which is an approved establishment.

3.2.2 Registration and Approval of Premises

Food and feed business operators must register their establishments with the relevant local authority. This provision allows for the service to maintain an up-to-date premises database and facilitates the timely inspection of new premises and, when considered necessary, premises that have changed food/feed business operator or type of use.

The receipt of a food/feed premises registration form initiates an inspection of all new premises. In the case of existing premises, where a change of food/feed business operator is notified, other than at the time of a programmed intervention, an assessment is made of the need for inspection based on the date of the next programmed intervention, premises history, and whether any significant change in the type of business is being notified. It is anticipated that approximately 120 additional food premises inspections will be generated for new food businesses during 2014/15.

A competent authority must with some exceptions, approve food business establishments that handle food of animal origin. If an establishment needs approval, it does not need to be registered as well.

Food premises which require approval include those that are producing any, or any combination of the following; minced meat, meat preparations, mechanically separated meat, meat products, live bivalve molluscs, fishery products, raw milk (other than raw cows' milk), dairy products, eggs (not primary production) and egg products, frogs legs and snails, rendered animal fats and greaves, treated stomachs, bladders and intestines, gelatine and collagen and certain cold stores and wholesale markets.

The approval regime necessitates full compliance with the relevant requirements of Regulation (EC) No 852/2004 and Regulation (EC) 853/2004. There are 2 premises in the Borough which are subject to approval; a fishery products establishment and a manufacturer of food ingredients.

Since 1 January 2006 feed businesses have been required to be approved or registered with their local authority under the terms of the EC Feed Hygiene Regulation (183/2005). This legislation relates to nearly all feed businesses. This means, for example, that importers and sellers of feed, hauliers and storage businesses now require approval or registration. Livestock and arable farms growing and selling crops for feed are also within the scope of the provisions of the regulation.

3.2.3 Microbiological and Chemical Analysis of Food/Feed

An annual food/feed sampling programme is undertaken with samples being procured for the purposes of microbiological or chemical analyses. This programme is undertaken in accordance with the service's Food/Feed Sampling Policy.

All officers taking formal samples must follow the guidance contained in and be qualified in accordance with relevant legislative requirements and centrally issued guidance, including that contained in the Food Law Code of Practice/Feed Law Code of Practice and associated Practice Guidance. Follow-up action is carried out in accordance with the service's sampling policy.

Microbiological analysis of food and water samples is undertaken by the Public Health England's Food, Water & Environmental Laboratory based at York. Chemical analysis of informal food/feed samples is undertaken by Tees Valley Measurement (a joint funded laboratory based at Cannon Park, Middlesbrough) and formal samples are analysed by an appointed Public/Agricultural Analyst.

Since April 2005 sampling allocations from the Health Protection Agency (HPA), which is responsible for the appropriate laboratory facilities, have been based on a credits system dependant on the type of sample being submitted and examination required.

The allocation for Hartlepool is 8,300 credits for the year 2014/15. Points are allocated as follows:

Sample type	No of credits
Food Basic	25
Food Complex	35
Water Basic	20
Water Complex	25
Dairy Products	10
Environmental Basic	20
Environmental Complex	25
Certification	15

A sampling programme is produced each year for the start of April to assess the microbiological quality of food, water and environmental surfaces and composition and labelling of food,. The sampling programme for 2014/15 includes national and regional surveys and local interventions.

Sampling programmes have been agreed with the Food Examiners, Analysts and Tees Valley Measurement. These have regard to the nature of food/feed businesses in Hartlepool and will focus on locally manufactured/processed foods/feed and food/feed targeted as a result of previous sampling and complaints.

In 2007 the Food Standards Agency, the Local Authorities Coordinators of Regulatory Services (LACORS) and the Association of Port Health Authorities set a national target that imported food should make up 10% of the food samples taken by local and port health authorities. The service shall therefore aim to meet this target.

Microbiological Food Sampling Plan 2014/15

April Cream Cakes Survey	May Cream Cakes Survey	June Cream Cakes Survey Ice Cream Survey Hot hold survey Complex Equipment Survey XR20
July Ice Cream Survey Food Safety & Hygiene in Mobile Vendors XR18 Hot hold survey Spa Pools & Hot Tubs Survey XR21	August Ice Cream Survey XR18 Food Safety & Hygiene in Mobile Vendors XR18 Hot hold survey Complex Equipment Survey XR20	September Hot hold survey Food Safety & Hygiene in Mobile Vendors XR18 Complex Equipment Survey XR20
October Complex Equipment Survey XR20	November Complex Equipment Survey XR20	December Complex Equipment Survey XR20
January Complex Equipment Survey XR20 Hot hold survey	February Imported Foods Complex Equipment Survey XR20 Hot hold survey	March Bottled Water Complex Equipment Survey XR20 Hot hold survey

Composition and Labelling Sampling Plan 2014/15

MONTH	TEST	SAMPLES
April	No sampling	0
May	Heavy Metals in Imported Food	6
June	Meat Content of Locally Produced Pies	3
July	Meat Content of Locally Produced Pies FSA Lamb Takeaway Survey – Undeclared Meat Species	3 1
August	Meat Content of Locally Produced Pies FSA Survey - Shellfish – Biotoxins FSA Survey - Fish Sauce - Process Contaminants FSA Survey – Raw Mince – Labelling FSA Survey – Raw Meat - Species	3 3 1 3 2
September	Fish Content of Ready Meals	6
October	Meat Species in Cooked Takeaway Foods	10
November Nov/Dec/ Jan	Meat in Vegetarian Meals FSA Survey - Takeaway Meals – Meat Species FSA Survey Takeaway Meals - Fish Species (Crab) FSA Survey - Spices – Mycotoxins FSA Survey - Poppy Seeds – Mycotoxins FSA Survey Noodles – Irradiated Foods FSA Survey Basmati Rice - Adulteration FSA Survey Dried Fruit - Sulphites FSA Survey Non-pre packed foods - Lupin FSA Survey - Takeaway Meals – Nut Powders FSA Survey - Takeaway Meals – Southampton Colours	10 8 3 2 3 2 2 2 2 2 4 2
December	Adulteration of Marzipan Ground Nut/Minced Nut Species	6
January	Meat Species in Mince/Burgers etc	10
February	Heavy Metals in Imported Foods	6
March	Minerals in Bottled Water	12

FSA denotes sampling to be carried out as part of a regional survey, which is to be funded by the FSA.

Some of the above samples will be procured as formal samples, for example those taken as part of the FSA sampling programme or those taken to assess the implementation of advice given in relation to addressing adverse results.

Feeding Stuffs

At present feeding stuffs sampling is being given a low priority due to the lack of local manufacturers and packers. An annual feeding stuffs sampling plan however has been drawn up having regard to national enforcement priorities and to carry out sampling at the most appropriate time of the year in respect of farms, pet shops and other retail establishments. The Authority has secured funding from the NTSB to participate in a 3 year regional sampling programme. This funding will supplement our sampling budget.

During 2014/15 the following animal feeding stuffs samples will be taken:-

Feeding stuffs Sampling Plan 2014/15

April - June	No sampling planned
July - September	Heavy Metals in brewery grains (1)
October - December	Samples of former foodstuff from supermarkets (4)
January - March	Salmonella species in stored grain (2)

Private Water Supplies

A local brewery uses a private water supply in its food production. Regular sampling is carried out of this supply in accordance with relevant legislative regulations.

3.2.4 Food Inspection

The purpose of food inspection is to check that food complies with food safety requirements and is fit for human consumption, and is properly described and labelled. As such, the activity of inspecting food commodities, including imported food where relevant, forms an integral part of the food premises intervention programme. Food inspection activities are undertaken in accordance with national guidelines.

3.2.5 Provision of Advice and Information to Food/Feed Businesses

It is recognised that for most local food businesses contact with an officer of the service provides the best opportunity to obtain information and tailored advice on legislative requirements and good practice. Officers are mindful of this and aim to ensure that when undertaking premises interventions sufficient opportunity exists for food business operators to seek advice.

In addition, advisory leaflets including those produced by the Food Standards Agency are made available.

In February 2006 the Food Standards Agency introduced Safer Food Better Business (SFBB) aimed at assisting smaller catering businesses to introduce a documented food safety management system. Since this time significant

resources have been directed towards assisting businesses to fully implement a documented food safety management system.

Guidance is also prepared and distributed to food businesses relating to changes in legislative requirements. The service also encourages new food/feed business operators and existing businesses to seek guidance and advice on their business. It is estimated that 35 such advisory visits will be carried out during the year.

The Council operates the national Food Hygiene Rating Scheme whereby each business is awarded a rating which reflects the hygiene conditions found at the time of the primary inspection. The business' rating is made available to the public via the Food Standards Agency's website and the business is provided with a certificate and sticker to display on their premises. The service has made a commitment to work with businesses to improve their rating; in particular those awarded a rating of less than '3' (generally satisfactory).

A limited level of promotional work is also undertaken by the service on food safety, with minimal impact on programmed enforcement work. Feeding stuffs advice is available via the Council's web site.

3.2.6 Public Health Initiatives

Since the transition of the Public Protection team in to the Public Health department significant resources have been directed towards carrying out initiatives which will contribute to the Public Health Framework Outcomes.

During 2014/15 the Public Protection team plan to carry out the following initiatives:

1) Takeaways Project

We are acutely aware of the impact that access to unhealthy food is having on the rising rates of obesity and health inequalities. Research has shown that fast food takeaways provide a source of some of the unhealthiest food that is available in our communities.

As part of our Takeaways Project we plan to:

- i) *Work with takeaway businesses and the food industry to make food healthier*

Through the use of interventions such as sampling, provision of information and advice and the supply of salt shakers which reduce the amount of salt dispensed we aim to support businesses to improve the healthiness of the food they offer while helping the business to save money.

- ii) *Explore and where possible use regulatory and planning measures to address the proliferation of hot food takeaway outlets*

We will work with other regulators, including colleagues in the Planning team to encourage good practice within the takeaway sector. In particular we wish to explore the use of planning measures to restrict the proliferation of hot food takeaways in areas of over concentration or where vulnerable groups of children and young people are a concern.

2) Campylobacter Awareness Campaign

- i) Each year about a quarter of a million people are struck down by Campylobacter, which is the most common cause of food poisoning in the UK. The FSA is spearheading a campaign to bring together the whole food chain to tackle the problem. Farmers and producers will be asked to work harder to reduce the amount of bacteria on their raw poultry. We will aim to raise awareness of food safety by supporting campaigns such as the National Food Safety Week; the key message of which is not to wash raw chicken as germs can be spread to kitchen surfaces, clothing and utensils.

3) Allergy Awareness Campaign

- i) We will use a range of interventions including sampling, provision of information and advice to raise awareness regarding allergens and forthcoming changes in food labelling legislation.

4) Hand washing Campaign

- i) We plan to carry out a campaign to promote good hand washing technique amongst young children and their carers (e.g. nursery assistants etc) and food handlers to reduce the prevalence of food borne illness and viral infections.

3.2.7 Investigation of Food / Feed Complaints

The service receives approximately 55 complaints, each year concerning food/feed, all of which are subject to investigation. An initial response is made to these complaints within two working days. Whilst many complaints are investigated with minimal resource requirements, some more complex cases may be resource-intensive and potentially affect programmed intervention workloads.

All investigations are conducted having regard to the guidance on the 'Home Authority Principle'.

The procedures for receipt and investigation of food/feed complaints are set out in detailed guidance and internal policy documents.

3.2.8 Investigation of Cases of Food Poisoning and Outbreak Control

Incidents of food related infectious disease are investigated in liaison with the North East Public Health England Centre and in the case of outbreaks in accordance with the Outbreak Control Policy.

Where it appears that an outbreak exists the Commercial Services Manager or an EHO, will liaise with the local Consultant in Communicable Disease Control and the North East Public Health England Centre, to determine the need to convene an Outbreak Control Team. Further liaison may be necessary with agencies such as the Food Standards Agency, the York Public Health England Food, Water and Environmental Laboratory, Public Analyst, Hartlepool Water and Northumbrian Water.

It is estimated that between 100-150 food poisoning notifications are received each year, a large proportion of which are confirmed cases of Campylobacter.

As relatively little benefit has been demonstrated from the investigation of individual sporadic cases of Campylobacter only those who are food handlers or live/work in a residential care home are routinely investigated.

Any cluster or outbreak identified by the North East Public Health England Centre or Environmental Health will be investigated following the agreed outbreak investigation arrangements. In the event of any major food poisoning outbreak a significant burden is likely to be placed on the service and this would inevitably impact on the performance of the intervention programme.

3.2.9 Dealing with Food / Feed Safety Incidents

A national alert system exists for the rapid dissemination of information about food and feed hazards and product recalls, this is known as the food/feed alert warning system.

All food and feed alerts received by the service are dealt with in accordance with national guidance and internal quality procedures.

Food and feed alert warnings are received by the service from The Food Standards Agency via the electronic mail system, and EHCNet during working hours. Several officers have also subscribed to receive alerts via their personal mobile phones.

The Commercial Services Manager or, if absent, the Head of Public Protection ensures that a timely and appropriate response is made to each alert.

The out of hours contact telephone number for the service is 01429 869424.

In the event of a serious local incident, or a wider food safety problem emanating from production in Hartlepool, the Food Standards Agency will be alerted in accordance with guidance.

Whilst it is difficult to predict with any certainty the number of food safety incidents that will arise, it is estimated that the service is likely to be notified of 46 food alerts, product recalls or withdrawals during 2014/15, a small proportion of which will require action to be taken by the Authority. In addition we will receive approximately 70 allergy alerts. This level of work can

ordinarily be accommodated within the day-to-day workload of the service, but more serious incidents may require additional resources which may have an effect on the programmed intervention workload and other service demands.

3.2.10 Complaints relating to Food / Feed in Premises

The service investigates all complaints that it receives about food/feed safety and food standards conditions and practices in food/feed businesses. An initial response to any complaint is made within two working days. In such cases the confidentiality of the complainant is paramount. All anonymous complaints are also currently investigated.

The purpose of investigation is to determine the validity of the complaint and, where appropriate, to seek to ensure that any deficiency is properly addressed. The general approach is to assist the food/feed business operator in ensuring good standards of compliance, although enforcement action may be necessary where there is failure in the management of food/feed safety, or regulatory non-compliance.

Based on the number of complaints received during 2013/14 it is estimated that approximately 55 such complaints will be received in 2014/15.

3.3 Complaints against Our Staff

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

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

3.4 Liaison Arrangements

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

- Tees Valley Heads of Public Protection Group
- Tees Valley Food Liaison Group
- Tees Valley PHE/Local Authority Sampling Group
- Tees Valley Public Health Group
- North East Public Protection Partnership
- North East Trading Standards Liaison Group, which incorporates the
- North East Trading Standards Animal Feed Group (NETSA).

There is also liaison with other organisations including the Chartered Institute of Environmental Health, the Trading Standards Institute, Public Health England, Defra / Animal Health Veterinary Laboratory Agency (AHVLA), OFSTED and the Care Quality Commission.

Officers also work in liaison with the Council's Planning Services and Licensing teams.

3.5 Home Authority Principle / Primary Authority Scheme

The introduction of the Primary Authority Scheme in April 2009 under the provisions of the Regulatory Enforcement and Sanctions Act 2008 placed a statutory obligation on the Council to provide a significantly expanded range of Home Authority services to local businesses when requested by that business. There are opportunities for local authorities to recover costs from businesses to provide this premium service.

The Authority is committed to the LACORS Home Authority Principle, although at present there are no formal arrangements with food/feed businesses to act as a Primary Authority. The Authority does however act as Originating Authority for a brewery and a food manufacturer. Regular visits are made to these premises to maintain dialogue with management and an up to date knowledge of operations.

4 RESOURCES

4.1 Financial Resources

The annual budget for the Consumer Services section in the year 2014/15 is:

	£ 000.0
Employees	475.0
Other Expenditure	121.8
Income	(20.6)
Net Budget	576.2

This budget is for all services provided by this section including Health & Safety, Animal Health, Trading Standards and resources are allocated in accordance with service demands. The figures do not include the budget for administrative / support services which are now incorporated into the overall budget.

4.2 Staffing Allocation

The Director of Public Health has overall responsibility for ensuring the delivery of the Council's Public Protection service, including delivery of the food/feed law service, in accordance with the service plan.

The Head of Public Protection, with the requisite qualifications and experience, is designated as lead officer in relation to food safety and food standards functions and has responsibility for the management of the service.

The resources determined necessary to deliver the service in 2014/15 are as follows:

1 x 0.20 FTE Head of Public Protection (with responsibility also for Health & Safety, Licensing, Trading Standards & Environmental Protection)

1 x 0.35 FTE Commercial Services Manager (with responsibility also for Health & Safety and Animal Health)

3 x FTE EHO (with requisite qualifications and experience and with responsibility also for Health & Safety)

1 x 0.56 FTE Part-time EHO (with requisite qualifications and experience and with responsibility also for Health & Safety)

1 x FTE Technical Officer Food (with requisite qualifications and experience)

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

The Commercial Services Manager has responsibility for the day to day supervision of the Food/Feed Law Service, Health & Safety at Work, Public Health, Water Quality and Animal Health & Welfare. The Commercial Services Manager is designated as lead officer in relation to animal feed and imported food control.

The EHO's have responsibility for the performance of the food premises intervention programme as well as the delivery of all other aspects of the food law service, particularly more complex investigations. In addition these officers undertake Health & Safety at Work enforcement.

The Technical Officer (Food) is also responsible for interventions, including inspections as well as revisits, investigation of less complex complaints and investigation of incidents of food-borne disease.

Authorised Trading Standards Officers have responsibility for the performance of the feed premises intervention programme as well as the delivery of all other aspects of the feed law service.

Administrative support is provided by Support Services based within the department.

All staff engaged in food/feed safety law enforcement activity are suitably trained and qualified and appropriately authorised in accordance with guidance and internal policy.

Staff undertaking educational and other support duties are suitably qualified and experienced to carry out this work.

4.3 Staff Development

The qualifications and training of staff engaged in food/feed law enforcement are prescribed and this will be reflected in the Council's policy in respect of appointment and authorisation of officers.

It is a mandatory requirement for officers of the food/feed law service to maintain their professional competency by undertaking a minimum of 10 hours core training each year through attendance at accredited short courses, seminars or conferences. This is also consistent with the requirements of the relevant professional bodies.

The Council is committed to the personal development of staff and has in place Personal Development Plans for all members of staff.

The staff Personal Development Plan scheme allows for the formal identification of the training needs of staff members in terms of personal development linked with the development needs of the service on an annual basis. The outcome of the process is the formulation of a Personal Development Plan that clearly prioritises training requirements of individual staff members. The Personal Development Plans are reviewed six monthly.

The details of individual Personal Development plans are not included in this document but in general terms the priorities for the service are concerned with ensuring up to date knowledge and awareness of legislation, building capacity within the team with particular regard to approved establishments, the provision of food hygiene training, developing the role of the Food Safety Officer, and training and development of new staff joining the team.

Detailed records are maintained by the service relating to all training received by officers.

4.4 Equipment and Facilities

A range of equipment and facilities are required for the effective operation of the food/feed law service. The service has a documented standard operating procedure that ensures the proper maintenance and calibration of equipment and its removal from use if found to be defective.

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

5. QUALITY ASSESSMENT

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

A range of performance monitoring information will be used to assess the extent to which the food service achieves this objective and will include on-going monitoring against pre-set targets, both internal and external audits and stakeholder feedback.

Specifically the Commercial Services Manager will carry out accompanied visits with officers undertaking interventions, investigations and other duties for the purpose of monitoring consistency and quality of the inspection and other visits carried out as well as maintaining and giving feedback with regard to associated documentation and reports.

It is possible that the Food Standards Agency may at any time notify the Council of their intention to carry out an audit of the service.

6 REVIEW OF 2013/14 FOOD SERVICE PLAN

6.1 Review against the Service Plan

It is recognised that a key element of the service planning process is the rational review of past performance. In the formulation of this service plan a review has been conducted of performance against those targets established for the year 2013/14.

This service plan will be reviewed at the conclusion of the year 2014/15 and at any point during the year where significant legislative changes or other relevant factors occur during the year. It is the responsibility of the Public Protection Manager to carry out that review with the Director of Public Health.

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

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

6.2 Performance Review 2013/14

This section describes performance of the service in key areas during 2013/14.

6.2.1 Intervention Programme

Our target is to complete 100% of the intervention programme for food hygiene, food standards and feeding stuffs. These are extremely challenging targets.

During the year we successfully completed all planned food hygiene, food standards and feed hygiene interventions. In total 412 food hygiene interventions were completed, 267 food standards interventions and 31 feed hygiene interventions.

We met our 2 working day response time for all complaints.

6.2.2 Registration and Approval of Premises

During 2013/14 84 new food businesses were registered and inspected. Two premises subject to approval were inspected and given relevant guidance.

6.2.3 Food Sampling Programme

The food sampling programme for 2013/14 has been completed. This included sampling which was carried out in partnership with the other four Tees Valley Authorities as part of the Food Standards Agency National Coordinated Food Sampling Programme 2013-14. The group received £37,566 grant funding to carry out this work.

Results for Microbiological Sampling Programme 2013/14

<u>Bacteriological Surveys</u>	Total no. of samples	Number of Samples		Borderline
		Satisfactory	Unsatisfactory	
<u>Food Samples</u>				
<i>XR15 Take Away Premises Survey</i> Premises visited: 6	33	33	0	0
<i>FHR of 3 or less in any catering premises</i> Premises visited: 3	22	19	3	0
<i>Soda Water Survey</i> Premises visited: 7	12	9	3	0
<i>Grated Cheese Survey</i> Premises visited: 11	11	11	0	0
Imported Herbs & Spices Premises: 6	37	37	0	0
Saveloy, Pease Pudding & Stuffing Premises: 3	13	11	2	0
Pre-Packed Sandwiches Premises: 9	13	11	2	0
Imported Fruit & Vegetables Premises: 2	6	6	0	0
Ice Cream Premises: 4	7	4	0	3
<u>Environmental Samples</u>				
Food Contact Surfaces (Swabs) Premises: 11	28	24	4	0
Cloths Premises: 4	4	1	3	0
Total	196	176	17	3

*FSA denotes sampling carried out as part of a national programme, which is funded by the FSA.

The results of the food sampled as part of this years' sampling programme were generally satisfactory, with only 10/164 unsatisfactory results and 3 borderline results. The results from the environmental samples however were not as good with 7/32 being reported as unsatisfactory.

Some of the sampling focussed on hygiene and food safety in takeaway premises, with a Food Hygiene Rating of 3 or less. Swabs, cleaning cloths and a variety of hot and cold food samples were examined. The results of the food samples were generally satisfactory however several unsatisfactory results were obtained for the environmental samples. These were for cleaning cloths or contact surfaces that had not been cleaned effectively.

During this survey we implemented the use of the ATP monitor to assess the effectiveness of cleaning at the premises. Surfaces were swabbed before and after cleaning. The ATP monitor provides a visual demonstration of the efficacy of cleaning and was very popular with food businesses.

A survey of soda water from dispenser guns at public houses and restaurants was undertaken. Ten samples were taken, of which three were reported as unsatisfactory. Revisits to the relevant premises were undertaken and advice relating to the appropriate cleaning was given to the premises. Following these visits, satisfactory re-sample results were obtained.

We also took part in a cross regional survey which was to assess the microbiological quality of cheese grated on a premise with cheese purchased pre-grated. Ten samples were taken from sandwich shops and takeaway premises, all of which were found to be satisfactory.

A local survey of imported herbs and spices was carried out at retail premises. Thirty two samples were taken, all of which were found to be satisfactory.

Some ad hoc sampling gave unsatisfactory results for stuffing and Pease pudding, prepared at premises. Follow up visits demonstrated a lack of knowledge concerning the preparation of these foods. Advice was given and satisfactory results were obtained upon re-sampling.

A survey of thirteen pre-packed sandwiches on sale at retail premises was also undertaken. Two unsatisfactory results were obtained from sandwiches which had been prepared at a business in Middlesbrough. These results were notified to Middlesbrough Council for further investigation.

Ice-cream was sampled as part of the FSA funded survey. Of the four samples examined two produced borderline results. Advice relating to cleaning was given to the businesses. One of which took their ice cream machines out of use and a satisfactory result was obtained from the other premises upon re-sampling.

Samples were also taken to assess the presence of allergens, determine the meat species and identify miss-description and adulteration of food such as

orange juice, presence of added water in chicken and the authenticity of durum wheat.

The results of samples submitted for analysis for composition and labelling are shown below:

Results for Food Standards Sampling Programme 2013/14:

Nature of Sample	Reason for Sampling	Satisfactory	Unsatisfactory
Imported Dried Fruit	Heavy metals	4	0
Cheese	Moisture and fat content	9	0
Fish	Species	13	0
Potatoes	Species *	1	0
Fitness & Health Bars	Salt Content	11	0
FSA Survey Processed Meats	Labelling – Meat species	4	0
	Allergens	4	0
	Species	4	0
	Adulteration of Chicken	2	0
Prepared Meals	Fat & Salt Content	5	1
Soft Drinks / Fruit Juice	Vitamin C Content	12	0
FSA Survey – Orange Juice	Miss-description / Adulteration	2	0
FSA Survey - Durum Wheat	Miss-description / adulteration	4	0
FSA Survey Contact Materials - Food Utensils	Primary Aromatic Amines (PAAs)	2	1
FSA Survey – Rye Based Products	Mycotoxins	5	0
Chips from Takeaway Premises	Inorganic Contaminants	2	0
Canned Meats	Heavy Metals	6	0
Soft drinks/fruit juice	Added Sugar	14	0
Vodka	Authenticity	0	2
Cereal Bars	Salt Content	11	1
	Total	115	5

Overall the results of the food standard samples were generally satisfactory, with 115 out of 120 samples meeting statutory requirements. Some of the sampling was carried out as part of the grant funded Food Standards Agency National Coordinated Food Sampling Programme 2013-14.

Imported dried fruit has been sampled for the presence of heavy metals. Also the fat and salt levels of soft cheeses have been checked. All labelling and compositional standards were met.

Thirteen samples of Cod, from takeaways or restaurants, were taken and sent for analysis for fish species. All samples were deemed to be satisfactory. The sampling had been planned for later in the year but was brought forward following complaints relating to fish species.

A local survey looked at salt levels in cereal bars. Of the twelve samples analysed one was found to have a greater than declared amount of salt. This matter was referred to the responsible home authority. The salt content of eleven fitness & health bars was also analysed; all were reported to be satisfactory.

A local survey looking at fat and salt in ready meals found no issues with declared fat and salt. However, one donner kebab meal was found to have insufficient meat. This was referred to the responsible home authority.

All but one of the samples taken as part of the FSA funded survey was found to be satisfactory. The unsatisfactory result was associated with a survey to investigate the chemical migration of substances (formaldehyde and primary aromatic amine (PAA's)) from materials and articles in contact with food.

Many PAAs are considered toxic and some are considered to be possible causes of cancer in humans. There have been many notifications issued in recent years, via the Rapid Alert System for Food and Feed (RASFF), indicating that PAAs are transferring to food from nylon kitchen utensils, particularly those imported from the Far East.

Of the three nylon kitchen utensils sampled one failed to meet the required standard regarding the detection limits for PAA. The FSA was immediately notified and a RASFF notification was issued to ensure that non-compliant goods were withdrawn from the market. A visit to the retailer confirmed no other similar products were on sale.

Twelve soft drinks were sent for analysis for levels of Vitamin C. All but one sample was found to have satisfactory levels of declared Vitamin C. The unsatisfactory sample result was referred to the home authority. A further fourteen drinks that were labelled as 'no sugar added' were sampled to ensure that this was correct. All the samples examined were deemed to be satisfactory.

During 2013/14 Trading Standards officers seized bottles of two brands of vodka which were suspected to be counterfeit. Both were analysed and found to be under strength indicating that the vodka was counterfeit. This matter is still under investigation.

Two samples of animal feeding stuffs were examined and the results are given overleaf.

Results of the Feed Sampling Programme 2013/14

Sample	Reason for sampling	Result
Dried Sugar Beet	Presence of Dioxins/PCBs	Satisfactory
Wheat treated with propcorn	Undesirable substances and content of Propcorn	Satisfactory

6.2.4 Food Inspection

The service undertook no formal seizure of unfit food in the year.

6.2.5 Promotional Work

Food safety promotion whether by advice, education, training or other means is a key part of the food team's strategy in changing behaviour and increasing compliance in businesses.

In February 2006 the Food Standards Agency introduced Safer Food Better Business (SFBB) aimed at assisting smaller catering businesses to introduce a documented food safety management system. Since this time our resources have been directed towards continuing to assist businesses to fully implement a documented food safety management system.

The team has continued to offer tailored advice and information on request with 88 advisory visits to businesses being carried out during the year (this equates to a fourfold increase on the previous year when 21 advisory visits were undertaken).

A variety of information leaflets, some in foreign languages, are available. Circular letters are issued as required to inform food business operators of food safety matters relevant to their operations e.g. changes in legislation, food alerts.

6.2.6 Food Hygiene Rating Scheme

Since 1st April 2007 Hartlepool Council has operated a food hygiene rating scheme known as the 'Tees Valley Food Hygiene Award Scheme'. The scheme was operated in conjunction with the four other Tees Valley Local Authorities (Middlesbrough, Stockton, Redcar & Cleveland and Darlington Borough Councils).

On 1st April 2012 Hartlepool Council migrated to the 'Food Hygiene Rating Scheme' (FHRS); a FSA / local authority partnership initiative to help consumers choose where to eat out, or shop for food.

The 'Food Law Code of Practice', requires that a risk rating is undertaken which is used to determine the frequency of intervention for the business. The hygiene rating is derived from the risk rating which is given to a business following every 'primary' inspection.

Of the seven main categories used to determine the overall rating score the following three factors are used to create a hygiene rating:

1. Food Hygiene and Safety
2. Structure and Cleaning
3. Management and Control

These ratings are the only ones that are directly controllable by the business and are the reason they have been used to obtain the food business' hygiene rating.

The total score from the 3 categories is then used to derive the hygiene rating ranging from '0' ('Urgent improvement necessary') through to '5' ('Very Good'). The profile of premises is as follows:

Hygiene Rating	No of Premises @ 1.4.12	No of Premises @ 1.4.13	No of Premises @ 1.4.14
5 ('Very Good')	407 (59.1%)	434 (60.9%)	456 (66.7%)
4 ('Good')	139 (20.2%)	164 (23.0%)	149 (21.8%)
3 ('Generally Satisfactory')	86 (12.5%)	63 (8.9%)	63 (9.2%)
2 ('Improvement Necessary')	28 (4.1%)	22 (3.1%)	9 (1.3%)
1 ('Major Improvement Necessary')	12 (1.7%)	13 (1.8%)	7 (1.0%)
0 ('Urgent Improvement Necessary')	1 (0.1%)	0 (0%)	0 (0%)
'Awaiting Inspection'	16 (2.3%)	17 (2.4%)	0 (0%)
Total	689	713	684
'Exempt'	47	49	45
'Excluded'	7	9	10
Sensitive	0	32	32

It is very pleasing to note that 97.7% of premises inspected during 2013/14 received a hygiene rating of '3' and above.

The service is committed to focussing its resources on carrying out interventions at those businesses which are deemed not to be 'broadly compliant' and has liaised with businesses that have been awarded a hygiene rating of '2' or less offering advice and support. Where appropriate, enforcement action has been taken to secure compliance.

Under the FHRS there is a procedure which affords food business operators the opportunity to request a re-visit inspection once they have taken action to rectify non-compliances identified during an inspection. At the re-visit the establishment may be re-assessed and given a new hygiene rating.

During the year 13 businesses submitted applications for a re-rating. Further information is provided in **6.2.7**.

The food hygiene ratings are published online at www.food.gov.uk/ratings

In total 55 establishments were considered to be 'exempt' (45) or 'excluded' (10) from the scope of the FHRS and as such they may not be rated. These are those who either do not supply food directly to consumers e.g. manufacturers or packers, or 'low risk establishments' which are not generally recognised by consumers as being a food business e.g. establishments like chemists or newsagents selling pre-packed confectionery amongst a range of goods.

Under the FHRS exempt businesses can elect to 'opt in' to the scheme if the food business operator considers that consumers perceive their establishment to be a food business. This option is not available to excluded businesses. The FSA has indicated its intention to consult on extending the scope of the scheme to include such businesses.

Certain establishments operating from private addresses are classed as 'sensitive'. These are mainly childminders, but can include other establishments where caring services are being provided in the home environment as part of a family unit (as opposed to residential care). These establishments should not be rated. They can, however, opt in, in which case they can be given a rating which they can share with potential users of their service but no information should be published online. Thirty two childminders have opted in and all have received the maximum rating of '5'.

6.2.7 FSA Coaching Visits

During 2013/14 officers worked closely with the Food Standards Agency (FSA) to improve food hygiene standards in our lowest rated premises. In July, consultants appointed by the FSA visited twelve of these premises, all of which were cafes or takeaways rated as '2' or less according to the Food Hygiene Rating Scheme (FHRS). These coaching visits lasted up to 2 hours each and involved a thorough appraisal of the systems in place to ensure that food was prepared hygienically. Feedback reports were provided detailing areas of good and bad practice, along with the improvements recommended by the consultants.

Of these twelve premises, one closed down shortly afterwards but the remaining eleven all received follow-up visits by officers from the Public Protection Team, to assess whether these businesses had improved following the coaching. Where an improvement was apparent, the business was re-inspected in accordance with the FHRS. The results were as follows:

Four businesses demonstrated a significant improvement in standards and were re-rated following an unannounced inspection. One increased from '2' to '5', one from '1' to '4', one from '1' to '3' and one from '2' to '3'.

Four businesses demonstrated some improvements; two of these did not want to apply for re-rating and both subsequently closed. The other two received unannounced inspections and both improved, one increasing their rating from '2' to '4' and one from '2' to '3'.

Three businesses had not improved significantly and their ratings did not change. Officers have continued to work closely with these businesses to produce the required improvements.

6.2.8 Food / Feed Complaints

During the year the service dealt with 17 complaints relating to the condition of food premises and/or food handling practice. In addition, 21 complaints were received regarding unfit or out of condition food or extraneous matter and 17 complaints concerning the composition or labelling of food items. No complaints were received regarding animal feeding stuffs.

Investigations into the above were undertaken within our target of 2 working days.

6.2.9 Food Poisoning

The service received 111 notifications of food borne illness during the year. The majority (86) of these notifications related to cases of *Campylobacter*; all of which appeared to be sporadic (isolated) cases. *Campylobacter* is the most common bacterial cause of food poisoning in England and Wales. National data shows that while the incidence of *Salmonella* infections has steadily declined since the late 1990s those caused by *Campylobacter* are showing an upward trend.

6.2.10 Food Safety Incidents

The Service received 8 Food Alerts for Action, 27 Product Recall Notices and 1 Product Withdrawal and a number of Allergy Alerts from the Food Standards Agency during the year. All Food Alerts requiring action were dealt with expeditiously.

The Service also receives reports from the FSA regarding incidents involving food fraud, which may present a risk to health and require immediate investigation. Many of these relate to illicit alcohol due to the chemicals used as a substitution for genuine alcohol. In addition intelligence is received from HM Revenue & Customs (HMRC) regarding counterfeit alcohol.

In response to a complaint Trading Standards officers seized some vodka, which was subsequently examined and found to be counterfeit. Investigations are ongoing.

6.2.11 Enforcement

During 2013/14 no Hygiene Emergency Prohibition Notices were served on businesses nor any voluntary closures agreed.

Two Hygiene Improvement Notices were issued; both were served for the provision of a wash hand basin. No Simple Cautions were issued however a public house / restaurant was prosecuted for hygiene offences. The case was heard at Hartlepool Magistrates' Court on 8 April 2013.

6.2.12 Complaints against Our Staff

No complaints were made against our staff during 2013/14.

6.2.13 Compliments About Our Staff

The Public Protection Service regularly consults with users of the Service to establish whether the contact had been helpful and fair.

In 2013/14 the final satisfaction figure was 85% (in 2012/2013 the figure was 81%). As a figure of 100% would mean every customer being very satisfied with both the fairness and helpfulness of the officer concerned a final figure of 85% is a very good result and a testament to the work of the team.

6.2.14 Improvement Proposals/Challenges 2013/14

The following areas for improvement/challenges were identified in the 2013/14 Food Service Plan:

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

We aim to make best use of our resources by

- Carrying out combined interventions wherever possible
- Targeting interventions according to risk
- Using staff flexibly across teams

Whilst officers attained the 100% target to complete all food hygiene, food standards and feed hygiene interventions it was not possible to complete all planned health and safety interventions. The outstanding interventions will be added to the intervention programme for 2014/15.

2. During 2013/14 we will continue to carry out work with colleagues to secure improvement in Public Health through the Health Protection and Improvement Elements of the Core Public Health Strategy.

In particular we will target our resources effectively using a range of interventions, including sampling, with the aim of influencing behaviours and improving the management of food safety risks which will have impact on wider public health outcomes. We plan to continue a programme of sampling to monitor and raise awareness in relation to the presence of allergens, salt content etc and to explore funding streams available to support this area of work.

In August 2013 Public Protection joined the Public Health Department. As part of the transition we had discussions with colleagues in other teams to identify areas to target to secure improvements in Public Health.

We also had discussions with external colleagues at various liaison meetings so as to identify work being carried out by others which could be replicated.

7. KEY AREAS FOR IMPROVEMENT & CHALLENGES 2014/15

In addition to committing the service to specific operational activities such as performance of the intervention programme, the service planning process assists in highlighting areas where improvement is desirable. Detailed below are specifically identified key areas for improvement that are to be progressed during 2014/15.

1. We plan to update our Quality Management System/Standard Operating Procedures for Food and Feed to reflect changes in legislation and centrally issued guidance including Codes of Practice.
2. We will continue to identify additional income streams to supplement our budget. We have expressed an interest in contributing to a number of grant funded projects which relate to the FSA Feed Delivery Programme 2014-15. These include carrying out a review to ascertain levels of imported animal feed entering the region's ports and considering a strategy to ensure that there are sufficient suitably qualified and competent officers available as defined in the revised Feed Code of Practice.

REGENERATION SERVICES COMMITTEE

31 JULY 2014



Report of: Director of Public Health

Subject: FREE JUNIOR SWIM INITIATIVE - SUMMER 2014

1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Non key decision.

2. PURPOSE OF REPORT

2.1 The purpose of this report is to inform and update Members with details of the proposed free junior (under 16's) swim initiative which will run on weekdays from Monday 4th August to Friday 29th August 2014, excluding the August Bank Holiday, Monday 25th August.

3. BACKGROUND

3.1 Over the years, the Council has been able to offer a number of successful free swimming schemes at Mill House Leisure Centre. These have been financially supported either directly by the Council or as a result of external partnership funding support.

3.2 The most recent one held and funded by the Council was specifically aimed at under 16 year olds and was held weekday mornings during the school summer holidays of 2013. For the first time however, the scheme also included an option of free transport to and from Mill House Leisure Centre from various locations in the town and whilst accompanying adults could also make use of the free transport available, there was an expectation that they paid for their swim session.

3.3 The scheme was very popular and the following table indicates the take-up of the offer over the 28 day period.

	ADULTS	JUNIORS	ADULTS	JUNIOR	UNDER 4'S	TOTAL
	FREE BUS USE	FREE BUS USE	WALK IN *	WALK IN *	FREE SWIM	
TOTALS	339	4197	1277	2714	67	8594
AVERAGE PER DAY	12	150	46	97	2	307

* Individual swam but did not use free transport

The overall cost of the scheme over the 28 day period was £34,122.

4. PROPOSED FREE JUNIOR SWIM INITIATIVE - AUGUST 2014

- 4.1 Following on from the success of the 2013 scheme and at the request of Members, it is proposed to run a similar initiative this summer during the school holidays on weekdays from Monday 4th August to Friday 29th August excluding August Bank Holiday, Monday 25th August 2014.
- 4.2 Feedback was taken from customers at the time of the 2013 scheme and as such, it is proposed to adjust the timing of the swimming sessions slightly to 10.00am until 12.30pm to accommodate needs more appropriately. Free transport will again be provided with two bus runs across the three routes and the specific timetable details of these are attached at **Appendix 1**.
- 4.3 Adults will again be able to avail themselves of the free transport (but will be expected to pay normal swimming charges) and an additional staff member will be on board to assist passengers. Mobility travel access will also be made available via a booking service.
- 4.4 Members will note that this year's timetable has been expanded to include more school pick up and drop off points in a response to specific requests from the public.
- 4.5 It must be noted however that due to the changes in the pool configuration at Mill House Leisure Centre, initially bus capacity will be reduced to 40 participants per bus allowing a maximum of 120 swimmers per session. This is because the 20m pool (which will be the most popular to use) now has a maximum capacity of 80 swimmers following the alterations. Whilst the learner pool has a capacity of 50 and the 25m pool 95 which allows for a maximum bathing load of 230 participants, not all of the available space is in swallow water thus this needs to be managed and monitored carefully.
- 4.6 It is envisaged however that should Officers feel it is safe to do so, bus capacities will be increased. It is imperative however that as this will be the first time we have operated a popular free scheme within the new water space that staff can do so in a safe and controlled manner.

5. FINANCIAL CONSIDERATIONS

- 5.1 It is difficult at this stage to calculate the overall cost of the proposed scheme as whilst some costs will be fixed, the main one in order to offset loss of income at Mill House Leisure Centre will be dependent on actual throughput.
- 5.2 Officers have therefore provided the following estimate cost based on the average daily attendances experienced in 2013. In addition to this, the number of days that it is proposed to run the initiative this year will be less than in 2013 thus the estimate appears to be lower at present:

	£'000	
Mill House LC loss of income	18	Estimated
Transport	6	Fixed
Transport Assistants	3	Fixed
Estimated Total Cost	27	

- 5.3 In terms of funding the overall cost of the scheme, Members previously agreed at a meeting of the Finance and Policy Committee on March 28th 2014 and full Council on 3rd April to make provision of up to £34,000 (based on the costs of the 2013/14 scheme) for this from the proceeds of selling the Council's financial interest in The Domes, Seaton Carew. Committee agreed that this would be then subject to approval by the specific decision making Committee of the detailed spend.
- 5.4 It had been envisaged that the monies from selling the financial interest in the Domes would have been received by now. However, these monies have not yet been received as the legal agreements between the Domes current owner and the new owners have not yet been completed. In order to enable the free swims to progress a fall back funding position is needed. Therefore, as part of the Medium Term Financial Strategy report considered by the Finance and Policy Committee on 30th June 2014 it was recommended that as a fall back these costs may need to be a first call on the 2014/15 outturn. This was approved as part of the Budget and Policy Framework at Council on 3 July 2014.

6. SUMMARY

- 6.1 This report highlights the success of last year's free junior swim initiative and its associated costs. It also provides information on the proposed scheme for this summer and an estimate of costs.

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

- 7.1 There are no implications under Section 17.

8. RECOMMENDATIONS

- 8.1 That the Regeneration Service Committee notes the content of the report and approves the detail of the proposed free swimming initiative for the summer of 2014.
- 8.2 Notes it has been agreed as part of the Budget and Policy Framework that as a fall back position the costs of the free swims will be funded from 2014/15 outturn, but only in the event that the Domes proceeds are not received.

9. REASONS FOR RECOMMENDATIONS

- 9.1 The ongoing contribution of sport and physical activity participation initiatives to the Council's strategic priorities, particularly concerning Public Health.

10. BACKGROUND PAPERS

- 10.1 Finance and Policy Committee – 28th March 2014 – “Clawback – The Domes, Tees Road, Seaton Carew, Hartlepool”.

11. CONTACT OFFICER

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FREE SWIM SESSION

SOUTH BUS TIMETABLE

School	Pick up/drop off point	Estimated Pick up time	Estimated Drop off time	Estimated Pick up time	Estimated Drop off time
Holy Trinity School	Bus stop at the end of Crawford Street	09:10		10:24	
Golden Flatts School	Seaton lane (outside School)	09:14		10:28	
Greatham School	Bus stop (Opposite Hope and Anchor)	09:20		10:34	
Fens School	Mowbray Road	09:26		10:40	
Manor College / Grange School	Bus stop opposite St Patricks Church	09:29		10:43	
Owton Manor School	Eskdale Road (outside school gate)	09:32		10:46	
Rossmere and St Teresas School	Calendar Road (layby outside Rossmere School)	09:35		10:49	
St Aidans School	Bus stand Stockton Road	09:38		10:52	
St Cuthberts School	Stratford Road – Bus stand	09:40		10:54	
Kingsley School	Kinsley Avenue (Outside School gate)	09:42		10:56	
Rift House School	Masefield Road (outside school)	09:44		10:58	
English Martyrs School / Catcote School	Bus stand no 1 outside EMS school	09:48		11:02	
Mill House Leisure Centre			09:52		11:06
Mill House Leisure Centre		11:15		12:25	
English Martyrs School / Catcote School			11:19		12:29
Rift House School			11:24		12:33
Kingsley School			11:26		12:35
St Cuthberts School			11:28		12:37
St Aidans School			11:30		12:39
Rossmere and St Teresas School			11:33		12:42
Owton Manor School			11:36		12:45
Manor College/Grange School			11:39		12:48
Fens School			11:42		12:51
Greatham School			11:48		12:57
Golden Flatts School			11:54		13:03
Holy Trinity School			11:58		13:07

Route

Lynn Street Depot			
A178 Seaton			
Holy Trinity School	Pick up	09:10	10:24
The Front			
Station Lane			
Seaton lane			
Golden Flatts School	Pick up	09:14	10:28
Setaon Lane			
Stockton Road			
A689			
Second entrance into Greatham (past Sappers Corner)			
High Street Greatham			
Bus stop opposite Hope and Anchor	Pick up	09:20	10:34
Stockton Road			
Truro Drive			
Catcote Road			
Mowbray Road			
Fens School	Pick up	09:26	10:40
Mowbray Road			
Owton Manor Lane			
Bus stop opposite St Patricks Church	Pick up	09:29	10:43
Kilmarnock Road			
Eskdale Road			
Owton Manor School	Pick up	09:32	10:46
Brierton Lane			
Catcote Road			
Callendar Road			
St Teresas and Rossmere School	Pick up	09:35	10:49
Balmoral Road			
Rossmere Way			
Stockton Road			
St Aidan's School	Pick up	09:38	10:52
Stockton Road			
Stratford Road			
St Cuthberts School	Pick up	09:40	10:54
Caledonian Road			
Westbrooke Avenue			
Kingsley Avenue			
Kingsley School	Pick up	09:42	10:56
Oxford Road			
Catcote Road			
Marlowe Road			
Masefield Road			
Rift House School	Pick up	09:44	10:58
Catcote Road			
English Martyrs School	Pick up	09:48	11:02
Catcote School	Pick up	09:48	11:02
Elwick Road			
York Road			
Mill House Leisure Centre	Drop off	09:52	11:06

 Contact office with patronage figures

40 Patrons per vehicle – please radio if numbers are at or close to 40

FREE SWIM SESSION**NORTH BUS TIMETABLE****Vehicle checks 08:45**

School	Pick up/drop off point	Estimated Pick up time	Estimated Drop off time	Estimated Pick up time	Estimated Drop off time
Hart School	Front Street (bus stop)	09:20		10:35	
Clavering School	Clavering Road (layby near school entrance)	09:24		10:39	
Barnard Grove School	King Oswy Drive (bus stop)	09:26		10:41	
St John Vianney School/St Hilds	King Owsy Drive (opposite St Hilds School))	09:28		10:43	
West View School	Davison Drive (school entrance)	09:32		10:47	
Springwell School	Wiltshire way (Opposite Plymouth Grove)	09:35		10:50	
Throston School	Throston Grange Lane (opposite Anglesey Grove)	09:37		10:52	
St Begas School	Thorpe Street	09:43		10:58	
St Helens School	Corporation Road (next to fire station)	09:44		10:59	
Dyke House Academy	Milbank Road (Bus stop)	09:52		11:07	
Brougham School	Brougham Terrace – Opposite junction of Milbank Road	09:53		11:08	
Mill House Leisure Centre			09:55		11:10
Mill House Leisure Centre		11:15		12:25	
Brougham School			11:17		12:27
Dyke House Academy			11:19		12:29
St Helens School			11:27		12:37
St Begas School			11:28		12:38
Throston School			11:34		12:44
Springwell School			11:36		12:46
West View School			11:39		12:49
St John Vianney School/ St Hilds			11:43		12:53
Barnard Grove School			11:45		12:55
Clavering School			11:47		12:57
Hart School			11:51		13:01

Depot 13:15

Route

Lynn Street Depot		
Front Street, Hart village		
Bus stop – Opposite Community Centre	Pick up	09:20 10:35
A179		
Bamburgh Road		
Clavering School	Pick up	09:24 10:39
Clavering Road		
Woodstock Way		
King Oswy Drive		
Barnard Grove School	Pick up	09:26 10:41
King Oswy Drive – Opposite St Hilds		
St Hilds/ St John Vianney	Pick up	09:28 10:43
King Oswy Drive		
Davison Drive		
West View School	Pick up	09:32 10:47
Warren Road		
Easington Road/A179		
Throston Grange Lane		
Wiltshire Way		
Springwell – Opposite Plymouth Grove	Pick up	09:35 10:50
Wiltshire Way / TGL		
Throston – Opposite Angelsey Grove	Pick up	09:37 10:52
Throston grange Lane		
Easington Road		
Powlett Road		
Corporation Road		
Thorpe Street		
St Begas School	Pick up	09:43 10:58
Marine Drive		
Corporation Road		
St Helens	Pick up	09:44 10:59
Northgate		
Cleveland Road		
Powlett Road		
Milbank Road		
Dyke House – Bus stop Milbank Rd	Pick up	09:52 11:07
Milbank Road		
Brougham Terrace		
Brougham – Opposite Milbank Junction	Pick up	09:53 11:08
Brougham Terrace (Church)		
Lancaster Road		
Museum Road		
Mill House Leisure Centre	Drop off	09:55 11:10



Call in with Patronage numbers

40 Patrons per vehicle – please radio in if numbers are at or close to 40

REGENERATION SERVICES COMMITTEE

31st July 2014



Report of: Assistant Director (Regeneration)

Subject: REGENERATION OF CHURCH STREET -
CREATIVE INDUSTRIES STRATEGY

1. TYPE OF DECISION/APPLICABLE CATEGORY

Non Key decision.

2. PURPOSE OF REPORT

- 2.1 The purpose of the report is to inform the Regeneration Services Committee of the Creative Industries Strategy that has been developed for the Church Street area of Hartlepool with support from the Local Government Associations (LGA's) Economic Growth Adviser Programme. The Committee is requested to endorse the strategy.
- 2.2 The report also provides details of a bid to the Coastal Communities Fund as a result of the strategy which aims to nurture and develop new business start-ups and improve the provision of specialist support and advice for the creative industries sector in Hartlepool.
- 2.3 The report also provides an update on the application to the Coastal Communities Fund for the Hartlepool STEM Centre.

3. BACKGROUND

- 3.1 As reported to the Regeneration Services Committee on the 16th January 2014, the regeneration of Church Street and the surrounding area has been identified by the Council and other key stakeholders as a key priority given its potential to contribute towards the economic growth of the town.
- 3.2 The Hartlepool Vision recognises the importance of regenerating Church Street with an aspiration that "Church Street will be at the heart of a vibrant Innovation and Skills Quarter, its cafe culture and thriving daytime economy centered around the creative industries will provide a dynamic link between the town centre and waterfront".

- 3.3 With support from the LGA's Economic Growth Adviser Programme, the Council secured funding to develop a strategy and action plan for the area. The aim of the project was to test and develop the proposition that the economic prospects of Church Street can be enhanced through the creation of a cluster of businesses focused around creative, digital and media industries, whilst offering graduates from Cleveland College of Art and Design and Hartlepool College of Further Education the opportunity to establish their own businesses.
- 3.4 The focus on Church Street is aimed at establishing a new role and changing the perception of the area which in turn will help to drive investment and demand. Creative industries have widely been recognised as a driving force for the regeneration of underperforming areas and Church Street has a number of physical and economic assets that can be used to revitalise the area.

4. CREATIVE INDUSTRIES STRATEGY

- 4.1 The Creative Industries Strategy, see **Appendix 1**, was developed through an extensive programme of consultation with local creative businesses, Cleveland College of Art and Design (CCAD), Hartlepool College of Further Education (HCFE), Digital City and other key stakeholders.
- 4.2 The strategy is based upon a review of best practice, an assessment of a series of projects that can contribute towards the development of a sustainable creative industries quarter and an action plan for the implementation of the strategy.
- 4.3 The strategy identifies that the creative sector in Hartlepool is a much smaller component of the local economy compared to other areas in the Tees Valley, despite the fact that the creative sector is growing in the Tees Valley and is one of the UK's leading industrial sectors.
- 4.4 The small scale of the sector makes forming a creative industries cluster more challenging however there are a number of assets within the Church Street area that could be used to increase the sectors contribution to the economy.
- 4.5 The strengths include the significant supply of creative talent generated from CCAD and HCFE, CCAD's internationally recognised specialism in art and design, the development of student accommodation within the area, CCAD's aspiration to double the number of HE students, Hartlepool Art Gallery which is an important visitor attraction, the Studio and a number of creative groups, societies and businesses within the area.
- 4.6 There are also a number of physical assets such as Church Street's pivotal location between the Marina and town centre, excellent access to public transport, the scale and quantum of potential development sites and the

architecture and heritage of the area which provide character for a specialist town centre quarter.

- 4.7 All of these opportunities provide a critical mass of facilities to attract new trade and enterprise. The strategy identifies that capitalising on the education and skills resource located in the area and realising the creative talent from the two colleges should provide the focus for a creative cluster programme, with an emphasis on supporting entrepreneurship. There should also be a focus upon supporting existing creative businesses.
- 4.8 90% of the graduates from CCAD are currently from the Tees Valley with many of them going on to become freelance and establishing small businesses elsewhere. By providing the right conditions and support there's an opportunity to encourage them to stay in Hartlepool.
- 4.9 Clustering is beneficial for the growth of the sector and provides complementary opportunities for new and existing businesses. It is important that the cluster is developed in a sustainable way so that it does not have to be sustained by public sector funds. The strategy therefore identifies that an incremental approach to the development of the cluster is required.
- 4.10 The strategy provides a vision that "the creative and cultural strengths of the town will be a catalyst for change and provide the over-arching framework for the Church Street Action Plan..." Three overarching themes of "Creative Competitiveness", "Creative Design" and "Creative Destination" are identified.
- 4.11 A series of actions have been developed around each theme based upon current activities and best practice from elsewhere. Further work and consultation will be required to test, prioritise and develop the actions in further detail.
- 4.12 The "Creative Competitiveness" theme is based upon increasing the contribution of the creative sector as an economic driver to grow the economic base of the town and provide higher value jobs for local people.
- 4.13 Actions within this theme include the establishment of a creative network to support and develop the creative and cultural sector, the creation of a centre for entrepreneurs to support and showcase new enterprises, the development of a Creative Mentors scheme, specialist business support for the creative sector, the creation of affordable workspace, the development of incubation units for new creative and cultural businesses and the establishment of a Creative Fund to offer grants and loans to creative businesses within the Church Street area to encourage clustering and the conversion of vacant premises.
- 4.14 The "Creative Destination" theme is based around broadening the towns appeal throughout the year by developing new festivals and events and extending the reach of facilities like the Art Gallery and Studio. Actions include developing a programme of events around the Church Street area, ascertaining the potential for developing Live/Work units and launching a

pop-up shop programme to support the temporary conversion of vacant space.

- 4.15 The “Creative Design” theme is based around improvements to the streetscape and the quality of design to bring economic, social and environmental benefits. Actions include environmental and public realm improvements to Church Street, a branding programme and the encouragement and support for additional public art.

5. HARTLEPOOL REGENERATION MASTERPLAN

- 5.1 The strategy will help to guide the Hartlepool Regeneration Masterplan which will set out a site specific vision for the Innovation and Skills Quarter. The Masterplan will consider a number of catalyst projects in the area such as the relocation of the Council’s depot facilities to a more suitable location and the redevelopment of the site with an innovative mixed use development scheme.
- 5.2 The Masterplan will investigate a number of the physical schemes including the provision of Live/Work units, the development of workspace for creative industries, the location and provision of additional student accommodation and public realm improvements. The Masterplan will also provide the opportunity to develop the Innovation and Skills Quarter concept further and will identify any additional regeneration opportunities.
- 5.3 The Masterplan will build upon the work undertaken in the 2011 Creative Industries Managed Workspace Feasibility study when an incubation scheme was previously being considered for the former Crown House site on Surtees Street.
- 5.4 It is important that education and creative uses are encouraged within the Church Street area so that the added value and benefits from clustering can be attained. The Masterplan will ensure that the economic benefits of the projects are maximised through a coordinated approach.
- 5.5 The redevelopment of the Council’s Lynn Street Depot is vital to improving and sustaining the economy of Church Street whilst relocating the Depot to a more suitable site. Increasing footfall and vibrancy in Church Street is fundamental to the sustainable regeneration of the area.

6. CREATIVE CLUSTER PARTNERSHIP GROUP

- 6.1 A Creative Cluster Partnership group has been established to take ownership of the strategy, to develop new ideas and oversee the implementation of the action plan. The group has been formed from a range of Creative Industries businesses who were involved in the development of the strategy in addition to a number of stakeholders including HCFE, CCAD, UK Trade and Investment and Digital City.

7. COASTAL COMMUNITIES FUND APPLICATION- HARTLEPOOL CREATIVE INDUSTRIES

- 7.1 The Creative Industries Strategy has enabled a bid to be submitted to the Coastal Communities Fund in order to start to deliver the action plan. The Coastal Communities Fund (CCF) aims to encourage the economic development of UK Coastal communities by awarding funding to create sustainable economic growth and jobs. Funding awards in excess of £50k are available for a wide range of organisations and projects which benefit coastal communities. Only projects that are fully developed and are able to spend their funding before the 31st December 2016 can apply in the current round of the CCF.
- 7.2 Applicants must demonstrate that their proposal fits with the broad economic priorities of the local area, linking to a wider economic vision which has private sector commitment and support from the community.
- 7.3 Hartlepool's CCF bid is based on activities to increase the contribution of the creative sector as an economic driver by completing actions to nurture and develop new business start-ups, strengthen creative enterprises and improve the provision of specialist support and advice for the sector. A bid for £425K has been submitted to the CCF.
- 7.4 The CCF application is based upon facilitating the development of a Creative Network and would provide:
- Business support to existing businesses in the sector to enable them to grow and develop.
 - A creative industries start-up programme targeted at retaining graduates in the area upon completion of Higher Education courses, including "test trading" opportunities.
 - A mentoring scheme specific to the Creative Industries.
 - Enhancements to Hartlepool Art Gallery's community education programme and its ability to act as a hub for the local creative industries through minor physical improvements.
 - In conjunction with local landlords developing pilot "pop up" studio space in close proximity to CCAD and the Art Gallery.
 - Specialist technical equipment and support for creative businesses to encourage clustering.
 - A programme of events to allow owner/makers opportunities to offer their products to the wider public.
 - A wider programme of open events, symposia, exhibitions, masterclasses and talks promoting awareness of the creative industries and the opportunities for jobs and businesses.
- 7.5 The CCF application process is a multi-stage process. A decision will be made by mid July 2014 on whether Hartlepool will be invited to submit a full stage two application. The deadline for submitting a stage two application is October 2014. The funding awards will be announced in February 2015.
- 7.6 The application states that if successful the Council will provide match funding to establish a creative loan fund to offer grants and loans to the

creative sector to address the lack of finance and investment which has been identified as a barrier to growth. The fund would also be used to support the conversion and refurbishment of existing buildings to accommodate creative businesses as the returns from the conversion of property in the area is a challenge. A match funding contribution was not essential however it has been included to strengthen the case given that the fund is open to organisations nationally on a competitive basis.

- 7.7 A match funding contribution of £50k has been identified from previously approved funds from the Council's Capital Fund. If the application is successful a further report will be presented to the Regeneration Services Committee to consider the approval of the match funding.

8. STEM CENTRE

- 8.1 An application was previously submitted to an earlier round of the Coastal Communities Fund for the Hartlepool STEM Centre. The application was invited to the second stage, however the project could not meet the timescales outlined in the CCF conditions as only projects that can immediately start on site are able to continue with the application process.
- 8.2 The Coastal Communities Fund have been supportive of the project and have encouraged the Council to resubmit an application to a future funding round once further development work has been completed. The professional advisers will therefore examine the STEM Centre during the early stages of the Masterplan so that the project is in a position to proceed as soon as funding opportunities allow.
- 8.3 It is important that further development work is undertaken on the STEM Centre to create a strong and sustainable business plan that will enable its long term success.

9. FINANCIAL IMPLICATIONS AND RISK

- 9.1 There are no financial implications or risk as this report only relates to the adoption of the Creative Industries Strategy and the submission of a bid to the Coastal Communities Fund.
- 9.2 The approval for funding and the development of projects outlined within the action plan will be the subject of future reports.
- 9.3 If successful the Coastal Communities bid could provide £425k for the actions detailed within paragraph 7.4. A further report will be presented to the Regeneration Services Committee if the application is successful.

10. EQUALITY AND DIVERSITY CONSIDERATIONS

- 10.1 There are no equality or diversity implications.

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

- 11.1 The projects will be designed with the reduction of crime and anti social behaviour in mind.

12. RECOMMENDATIONS

- 12.1 The Regeneration Services Committee are recommended to:
- Endorse and adopt the Hartlepool Creative Industries Strategy as a Regeneration Strategy for Church Street.
 - Recommend that officers explore funding opportunities and develop projects relating to the findings of the Creative Industries Strategy.
 - Note the submission of bid to round three of the Coastal Communities Fund for the Hartlepool Creative Industries project, including the potential requirement for match funding.
 - Note the update on the Hartlepool STEM Centre.
 - Note the contents of the report

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HARTLEPOOL BOROUGH COUNCIL

Creative Industries Strategy

Church Street Hartlepool

Rubicon Regeneration

March 2014

A strategy and action plan for the development of a creative industries cluster of businesses within the Church Street Area of Hartlepool building on the academic strengths and opportunities of Hartlepool College of Further Education and Cleveland College of Art and Design.

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1. Introduction

The regeneration of Church Street and the surrounding area in Hartlepool has been identified by Hartlepool Borough Council and other key stakeholders as a key priority. Church Street has struggled to find a role since the relocation of the main retail core to Middleton Grange Shopping Centre and is currently dominated by a large number of vacant premises and a failing night-time economy. The street, particularly at the southern end, presents a poor image with low vitality due to the lack of daytime uses.

The area has the potential to contribute towards the economic growth of the town. The learning-base and student activity generated by Hartlepool College of Further Education (HCFE) and Cleveland College of Art and Design (CCAD) are cornerstones of economic activity in Hartlepool. Their location, operation and areas of expertise in the creative sector provide opportunities to enhance the area's potential as an economic growth area for the town.

The Hartlepool VISION¹ recognises the critical link provided through Church Street and Church Square to the town centre and Hartlepool Waterfront. The vision is that:

“Church Street will be at the heart of a vibrant Innovation and Skills Quarter. Its cafe culture and thriving daytime economy centred around the creative industries will provide a dynamic link between the town centre and Waterfront.”

With support from the Local Government Association's (LGA) Economic Growth Adviser programme, the Council secured resources to assist develop a strategy and action plan for the area. **The aim of the project is to test and develop the proposition that the economic prospects of Church Street can be enhanced through the creation of a cluster of businesses focussed around creative, digital and media industries, whilst offering graduates from Hartlepool College of Further Education and Cleveland College of Art and Design the opportunity to establish their own business.**

The objective is to create a strategy for the development of a creative industries cluster of businesses within the Church Street Area of Hartlepool building on the academic strengths and opportunities of HCFE and CCAD.

¹ Hartlepool Vision, February 2014

This report is based on:

- A review of best practice;
- An assessment of a series of projects that can contribute to the development of a sustainable creative industries quarter;
- The identification of potential delivery models and funding streams, and
- The production of an action plan for the implementation of the strategy

The intention is that the Strategy and Action Plan will complement and help guide the Town Centre Masterplan, which aims to set out a site-specific vision for the delivery of a connected and prosperous Town Centre and Marina.

The Strategy and Action Plan has involved an extensive programme of consultation with both representatives of public and private sector stakeholders within the area.

The report is structured as follows:

Section 2 outlines the physical assets and constraints of the area;

Section 3 summarises the creative sector, specifically as an economic driver, at a national, regional and sub-regional level;

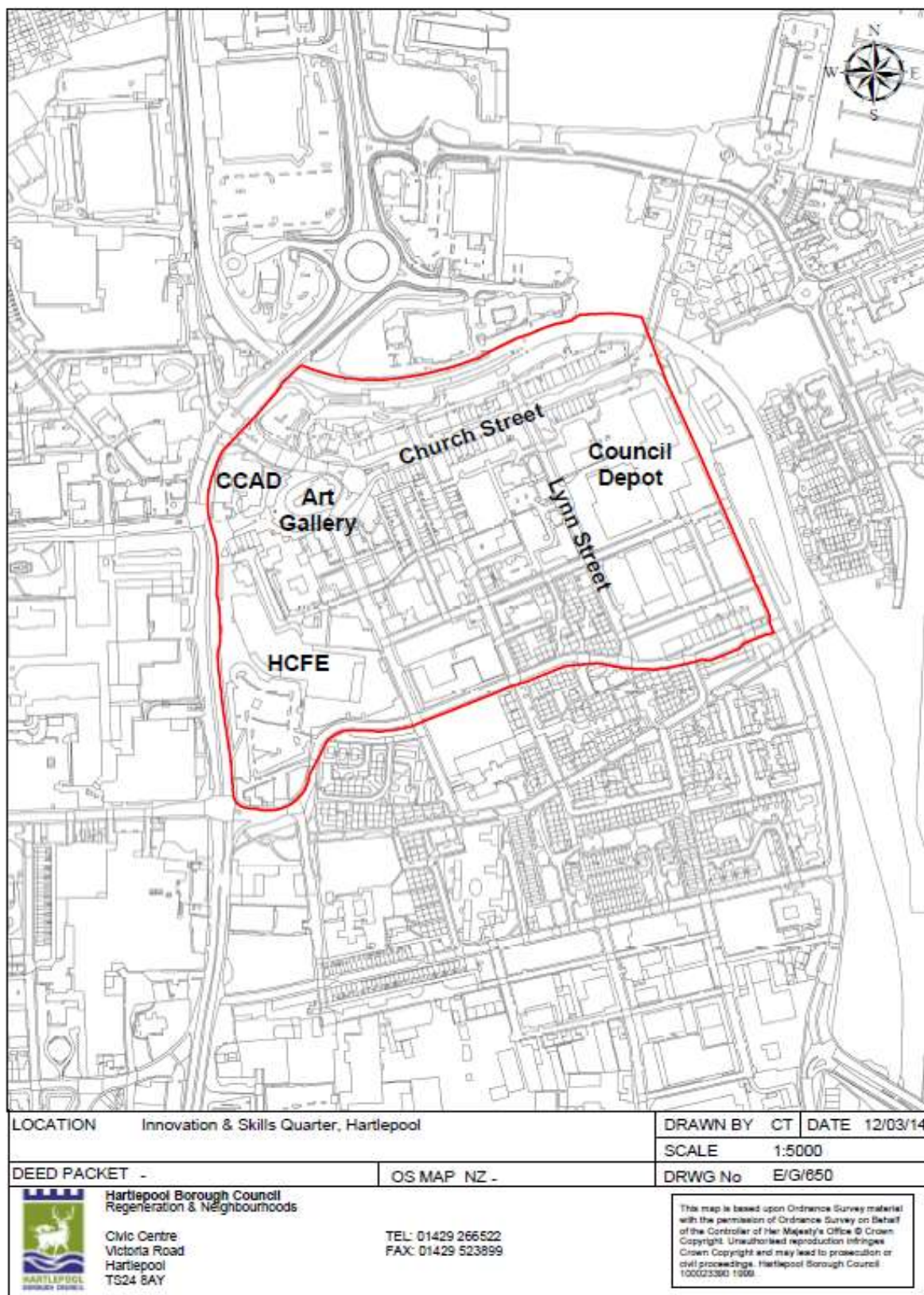
Section 4 describes some examples of good practice where the creative sector has been used to drive forward local regeneration activities;

Section 5 sets out a proposed vision and strategy for the area;

Section 6 outlines a suggested Action Plan and

Section 7 sets out potential delivery and funding mechanisms to drive forward the plan.

Figure 1: Innovation and Skills Quarter



2. Church Street: an area of opportunity?

2.1 Background

Historically, the area around Church Street was the vibrant centre of Hartlepool, supporting the port area to the north and east and the rest of the town wrapping around to the south and west. Church Street formed one of the principal streets in the new West Hartlepool in the mid-nineteenth century in response to the economic stimulus created by the harbour and docks to the north.

In the post war period, Church Street changed dramatically due to a combination of economic decline arising from the shift in trading patterns, the decline in shipbuilding and national economic and social changes.

The physical and economic decline continued to affect Church Street and the surrounding area. The decision to create Middleton Grange shopping centre in the 1970's coupled with the decline in the port related industry reduced the vitality of the area, particularly Lynn Street and accelerated the decline of the area.

Church Street, Hartlepool



There are still remnants of the Victorian street pattern, although only a few original buildings and functions remain. Most of the older properties have

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been demolished and the high density that created footfall has been largely lost, specifically in the south and east, which are the furthest points away from the current town centre.

The public policy response was to raise the status of Church Street by its declaration as a Conservation Area in 1985 and to apply public funding programmes in the form of the Urban Programme and the later City Challenge (1993-98). As well as building repairs and improvement grants, environmental improvements were carried out along the length of Church Street; the most notable investment being the pedestrianisation to Upper Church Street and to the front of Christ Church, increasing vibrancy with its new use as an art gallery and tourist information centre.

Today, the Church Street area is identified as a key night-time destination. Despite a decline in the numbers of pubs and nightclubs, the area is important in supporting the night time economy of the town.

Connectivity within the area is poor, despite the fact that it is a relatively compact area. The dual carriageway servicing the Marina and Victoria Harbour via Stockton Street has effectively created a by-pass for the area and severs Church Street and the eastern area from the rest of the town. The railway line forms an east-west barrier dividing the area from the Marina.

The main footfall from the town is to upper Church Street via Victoria Road and Middleton Grange. The deterioration of the area is concentrated in the south and east, which are the furthest points away from the current town centre.

2.2 Assets and Opportunities

Despite the decline and deterioration of the area, the area does include a number of physical and economic 'assets', which collectively provide opportunities for the future revitalisation of the area.

The student base and activity generated by HCFE and CCAD are cornerstones of economic activity in Hartlepool, including supporting the day time economy. The colleges help to establish a critical mass of activity to enhance the town's offer and attract new trade and enterprise.

Hartlepool College of Further Education

HCFE has approximately 8,000 students, with a mix of FE and higher education and a strong focus on vocational skills. 100 students per annum currently study creative design. The HCFE campus is highly visible and occupies an extremely important 'gateway' site. CCAD is the only specialist art and design college in the North East. It has a range of courses including photography, textiles, graphic design, costume design and surface design, which it has an international reputation. The Church Street campus is one of two college campuses, accommodating approximately undergraduates 600 degree students with plans to expand further. The College estimates that approximately 90% of graduates are local to the Tees Valley and 60% of graduates become freelance, however the majority of these move onto other locations away from Hartlepool after graduating.

An important part of CCAD's growth strategy is the opening of new student accommodation for students in September 2014 on the site of the former Crown House building in Surtees Street. This is a major development expansion for HE provision towards its ambition to become its own awarding body by 2016. The £2.2m development by the Vela Group housing association will accommodate 56 students and provide a new lease of life for the area.

Church Street and its surroundings form a pivotal location between the retail core and the marina providing the opportunity to 'tie together' the key features of the Central Area. It's proximity to the Central Area's key assets (retail and

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marina) representing a potentially attractive location for businesses/employees and other users.

Church Street includes the town's railway station and public transport interchange, which provides sustainable public transport access. The £4m investment in 2010 was completed in time for the Tall Ships' Race. Unfortunately, not all bus and coach services use the facility, with many preferring to serve the shops and at the Marina.

There is a scale/quantum of potential development sites to support the delivery of a mix of uses and both large and small scale users. The Council's depot site on Lynn Street (including the former Focus store) in regeneration terms represents the primary strategic development site. Subject to a successful relocation of the existing depot facility, the site is sufficient in scale to accommodate a range of uses.

There remain remnants of fine grain architecture and heritage assets which provide character upon which to develop a distinct quarter of the town. For example, the former post office sorting depot (now Chicago Rock / Shout) on Whitby Street is a fine Grade II listed building.

Cleveland College of Art and Design- Municipal Buildings, Church Square



2.3 Issues

Despite these assets, there continue to be a number of issues that need to be addressed, specifically the concentrations of prominent empty properties, building maintenance, shop front shutters and advertising and general maintenance of street environmental works which impact upon the vibrancy and image of the area.

The prominent buildings include the Grade II Listed former General Post Office Building on Whitby Street. The ground floor of the building is currently in use as a nightclub however the large upper floors have been vacant over over 25 years and require substantial refurbishment work.

Vacant Property- Church Street



Shades Hotel on the corner of Church Street and Lynn Street is a further vacant Grade II Listed building. The building has been vacant for a number of years and the fabric of the building is noticeably deteriorating. This is a priority building to address.

There are a number of other vacant buildings of various sizes throughout Church Street and the surrounding area including the former Yorkshire Bank

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and Scarlets which offer opportunities for conversion to add to the mix of uses within the area.

The streets surrounding Church Street, within the Innovation and Skills Quarter, are also characterised by an increasing number of vacant properties. Streets such as Scarborough Street, which is known for the location of professional services, and has always been well occupied, are beginning to show signs of a weakening market.

Aerial Photograph, Innovation and Skills Quarter



Regardless of improvements in the economic climate, discussions with local property agents confirm that market viability is a real deterrent to development and take-up of available office space in the area. There has been some movement in the residential market, but the commercial market remains sluggish. The returns from the conversion of properties in the area are a challenge.

3. The Creative Industries Sector

3.1 Creative clusters

The (creative) sector is an “economic powerhouse”...outperforming larger and more prominent areas, such as financial services

Culture Secretary Maria Miller, January 2014

The creative cluster in the UK is a key contributor to the creative economy and can be defined as “those industries which have their origin in individual creativity, skill and talent and which have a potential for wealth and job creation through the generation and exploitation of intellectual property.”² The creative cluster cuts across multiple economic sectors and does not constitute a cohesive or discrete sector in the traditional sense of an industry cluster. However, it is possible to categorise the creative industries into 3 broad groups:

- **Arts and Culture:** performing arts, visual arts, literary arts, photography, crafts, museums, galleries, performing arts sites, festivals and arts supporting enterprises
- **Design:** advertising, architectures, web and software, graphics, industrial product, fashion, communications, interior, environmental
- **Media:** broadcast, digital media, film and video, recorded music and publishing

In recent years, a number of influential studies have confirmed that vital linkages exist between a vibrant culture and a dynamic economy. The common factor is creativity. The new creative industries are now in the vanguard of international economic change and trends. The role of the arts and cultural industries in regional development has come increasingly to the forefront of the public policy agenda. At local, national, UK and European levels of government there is increased awareness that culture is a major sector in its own right, and greater recognition of the value of the arts to social inclusion and of the importance of culture to regional distinctiveness and identity. Since 1997, the UK Government has strongly promoted the cultural sector, setting up the Creative Industries Task Force, and fostering growth in the creative industries as one of the key policy objectives for the Department

² UK Creative Industries Taskforce, November 1998

for Culture, Media and Sport. The rise of the creative industries can be traced to a number of long-term social and economic trends:

- growth in leisure time;
- increasing levels of education, and
- rises in disposable income

... all leading to increased consumption of cultural, leisure and “symbolic” goods. A mass customer market has developed for a wide range of diverse and highly differentiated products connected to the creative industries.

3.2 The national picture

The creative industries form one of the UK’s leading industrial sectors. Official statistics published in January 2014 reveal that the UK’s creative Industries, which includes the film, television and music industries, are now worth £71.4 billion per year to the UK economy – generating just over £8 million pounds an hour³.

The UK creative industries are renowned across the globe driving growth, investment and tourism. The Creative Industries Economic Estimates are official statistics used to measure the direct economic contribution of the Creative Industries to the UK economy; providing an analysis of the contribution made by the Creative Industries to UK Employment, Gross Value Added (GVA) and Exports of Services.

Key findings include:

- GVA (gross value added) of the Creative Industries was £71.4 billion in 2012 and accounted for 5.2 per cent of the UK Economy.
- GVA of the Creative Industries has increased by 15.6 per cent since 2008, compared with an increase of 5.4 per cent for the UK Economy as a whole.
- GVA of the Creative Industries increased by 9.4 per cent between 2011 and 2012, higher than for any of the other main UK industry sectors.
- The Creative Industries accounted for 1.68 million jobs in 2012, 5.6 per cent of the total number of jobs in the UK.
- Employment in the Creative Industries increased by 8.6 per cent between 2011 and 2012 a much higher rate than for the UK Economy as a whole (0.7%).
- The value of services exported by the Creative Industries was £15.5 billion in 2011, 8.0 per cent of total UK service exports.

³ www.gov.uk/.../creative-industries

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- Between 2009 and 2011 the value of service exports from the Creative Industries increased by 16.1 per cent. This compares with an increase of 11.5 per cent for total UK service exports.

The Creative Industries Strategy 2013-2016 prepared by the Technology Strategy Board⁴ highlighted a number of major trends affecting the industry:

- continued digitalisation
- fragmentation of audiences
- changing user behaviours
- convergence – the need for services to work across different devices and environments
- disintermediation – cutting out the need for the middleman

Key data for three areas of economic contribution of the creative sector are included in Appendix 1 specifically Employment, GVA and Exports of Services.

3.3 The creative sector in the Tees Valley and Hartlepool

There is a lack of intelligence regarding the creative sector in the Tees Valley and Hartlepool.

The digital technologies sector has been identified as a growing sector within Tees Valley and a priority sector for TVU. Growth has been driven by Digital City, a major partnership initiative, creating a vibrant cluster based on digital technologies. The initiative is spread across the Tees Valley with projects based at Teesside University, the Middlesbrough Boho Zone, Redcar and Cleveland, Darlington and Stockton. The Institute of Digital Innovation at Teesside University has a global reputation for its work on 3d animation and is one of the top 20 places in the world for studying animation. The digital sector has grown across Tees Valley, with over 200 innovative digital firms created, supplying services across the globe to the likes of Nickelodeon, Pearson, Superdry, Google and Sony Playstation.

Recent engagement with Tees Valley's digital businesses has highlighted their main obstacles to growth as; inability to recruit experienced staff; poor access to angel/venture capital investment to grow a digital business; lack of collaborative opportunities; need for specialist digital business support; and the requirement for bespoke business accommodation.

⁴ Creative Industries Strategy 2013-2016 TSB January 2014

In addition, Tees Valley also has a growing creative sector ranging from established creative and digital businesses to sole traders. This is across the animation, fashion, textiles, film and photography spheres amongst others, and is supported by key training providers, such as Cleveland College of Art and Design. The area has a range of creative assets supporting and creating employment, such as the Palace Hub in Redcar, the Green Dragon Yard in Stockton and the Forum in Darlington, and the Tees Valley hosts international arts and creative events, such as the Stockton International Riverside Festival, Middlesbrough Mela and Folklore Festivals.

The area has a vibrant visitor economy, which attracts visitors from across the country and abroad to its cultural and heritage assets, from visitor attractions such as theatres, museums, art galleries, collections and sporting venues. These cultural assets create high quality jobs, generate significant economic impact and provide training and apprenticeships for young people. There are opportunities to use these assets as a springboard to further grow the visitor economy. Key assets in the Tees Valley include; the Head of Steam railway museum, Crown Street Library and Civic Theatre in Darlington; Hartlepool Maritime Experience, Historic Headland, Hartlepool Art Gallery and Town Hall Theatre in Hartlepool; the Middlesbrough Institute of Modern Art (mima), Capital Cook Birthplace and Dorman Museums, Temenos, Middlesbrough FC and Town Hall in Middlesbrough; Cleveland Ironstone Mining Museum, Guisborough Museum, Kirkleatham Museum and Zetland Lifeboat Museum in Redcar and Cleveland; and Preston Hall Museum, Georgian Theatre, ARC and Billingham Forum in Stockton (to be supplemented by the redevelopment of the grade II listed Globe Theatre).

There is limited intelligence and information regarding the creative sector in Hartlepool. A mapping exercise undertaken by Trends Business Research (TBR) for the Department of Culture and Sport in 2010 identified 81 creative businesses in Hartlepool, employing 775 people. The majority of businesses were architectural practices, arts and craft enterprises and software companies.

A review of ONS BRES Employment data – workplace jobs using a more narrowly defined definition shows that between 2009-12, the average number of people in creative industries within Hartlepool is 180. This covers principally publishing, film, TV & Sound recording, creative arts and advertising.

Jobs in BRES are classified by the industry of employer rather than the job itself; this means that some of these jobs aren't necessarily creative in themselves (could be a secretary or cleaner, but work for a creative sector company), but on the other hand, this won't include creative staff employed by

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companies in other sectors e.g. many sorts of companies might employ a graphic designer.

In theory, the 2011 Census should have data on people employed by Industry and Occupation. However, only data on residents rather than workers has been published so far, and the data on industry of employment has very little detail. The data on working resident's occupations shows the following for Hartlepool:

Creative Occupations in Hartlepool	
Media Professionals:	47
Artistic, Literary & Media:	161
Design Occupations:	73
Total	281
source: Census 2011	

The creative and broader cultural sector is made up of a lot of small companies. Research indicates that 85% of companies in the sector employ fewer than 4 people; 14% employ 5-50 and only 1% employs more than 50 people⁵. An important characteristic of the creative sector is the large number of self-employment in the sector; over 34% of the creative and cultural footprints describe themselves as self-employed, compared to 14% across other sectors⁶. Freelancing is increasingly important in the sector. An analysis of self-employment in Hartlepool shows that the area has much lower levels of self-employment than other areas in the Tees Valley.

Self employment in Hartlepool-

Area	June 2013		September 2013		Change
	%	Number	%	Number	
Hartlepool	7.8	2,800	7.5	2,800	-
Middlesbrough	8.7	4,800	9.6	5,400	+600
Stockton	11.2	9,800	11.5	10,300	+500
Darlington	14.0	6,300	13.7	6,300	-
Redcar	10.7	6,000	10.6	5,800	-200
Tees Valley	10.6	29,700	10.8	30,700	+1,000
North East	10.4	120,600	10.6	121,600	+1,000
Great Britain	14.2	4,078,200	14.2	4,101,400	+23,200

⁵ Department for Culture, Media and Sport 2011.

⁶ Sector Skills Assessment for the Creative Industries in the UK, skillset 2012

3.4 Creative clustering opportunities

The issue is whether a sufficient critical mass of creative ‘agglomeration’ exists within the local area to make it a driver for local growth. Despite the importance of the digital sector to the region, local intelligence indicates that the creative sector is not a key component of the Hartlepool economy; indeed, it is a much smaller component of the local economy compared to other areas in the Tees Valley. The Digital Sector Mapping currently being undertaken by Digital City will hopefully provide further intelligence about the local creative and digital sector in Hartlepool.

However, in terms of creative ‘assets’, the area does have a significant supply of creative talent generated from both HCFE and CCAD. Building clusters from scratch is notoriously difficult; a far better approach is to identify whether there are any latent clusters ‘hidden’ that would benefit from support, networking and awareness raising. Capitalising on the education and skills resource located in the area and realising the creative talent from the two institutions should provide the focus for a creative cluster programme, with an emphasis on supporting entrepreneurship.

Clustering is beneficial for the growth of the sector and provides complementary opportunities for new and existing businesses. It is important that the cluster is developed in a sustainable way so that it does not have to be sustained by public funds. An incremental approach to the development of the cluster is therefore required.

4. Best Practice

4.1 Background

Creative industries have been widely hailed as a driving force for the transformation of run-down cities and towns. The general shift in advanced economies from manufacturing to service industries emphasised close attention to customers' needs. This has led to the development of the 'new economy', which was seen to be about innovation, creativity, flexibility, reflexivity, responsiveness – those qualities exemplified in the cultural industries. At the same time, there was a proliferation of new technologies and business models in the creation, distribution and consumption of cultural goods. This transformation has given rise to the renaming of the cultural industries as 'creative industries', which are seen as having a driving role in supporting smart, sustainable and inclusive growth.

Creativity is now acknowledged as a central component in the new knowledge and innovation driven economy, adding value to processes, products and services.

This section outlines examples of good practice, showcasing a number of practical initiatives implemented in cities and towns that aim to unlock the potential of cultural and creative cities. The examples demonstrate the diverse possibilities for developing creative industries in Hartlepool, encompassing topics from finance, business support and capacity, enhancing demand for creative industries and developing creative spaces and districts.

Burslem Street Creative Hub, Stoke-on-Trent

£1.6m scheme to transform an area in Burslem, Stoke-on-Trent into a centre for creative young entrepreneurs looking to start out in business.

Led by Midlands Heart, the regeneration of Queen Street began in 2005 and has converted a row of long-standing derelict buildings in the heart of Burslem into a modern hub of creative design and energy. The completion of the scheme has led to 17 new properties having been created, with the help of £1.2m funding from the Housing Association, North Staffordshire Regeneration Zone, Advantage West Midlands and the Heritage Lottery (Townscape Heritage Initiative).

An important feature of the scheme has been the development of six live/work units, which combine a professional work area with a living space under one roof, allowing entrepreneurs to start-up in business from around £270 per month. The units are aimed at creative people who have recently started, or are planning to start a new creative business as well as being aimed at local art, design and technology students and graduates who intend to establish a business within the creative sector. To date, the scheme has supported photographers, graphic designers and ceramic artists within the first group of units.

The Queen Street scheme has transformed Victorian town-centre properties into hi-tech units and is the first housing association live/work development in the Stoke-on-Trent area.

The completion of the £1.6m scheme, next to Burslem School of Art, is a landmark achievement in Burslem's long association with the creative industries sector.

Some lessons

- Involvement of Housing Association in creating creative spaces for young entrepreneurs;
- Importance of offering financially viable options by providing affordable combined living and working accommodation for young creatives;
- Importance of ensuring that priority is given to applicants who want to locate creative businesses in the locality;
- The local area has a long association with the creative sector, specifically ceramics;

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- Project links with the aspiration to develop a tourism hub of heritage, art and design;
- Support infrastructure and network in place (Creative Stoke) to advice and assist the creative sector in Stoke-on-Trent (www.creativestoke.org.uk)



Folkestone Creative Quarter

The Creative Quarter is an area of Folkestone developed by the Creative Foundation to regenerate Folkestone through the arts, the creative industries and education. Funded by the Roger De Haan Charitable Trust, the Creative Quarter is populated by artists, independent retailers and creative businesses plus a number of cafes and restaurants.

Roger De Haan, the former chairman of Saga, set up a charitable trust and placed a significant investment into a new charity, the Creative Foundation (www.creativefoundation.org.uk), designed to restore the area's vitality by encouraging creative enterprise.

At its heart lies an intervention by the Trust to purchase and refurbish a number of run-down properties and pass them to the Creative Foundation on 125 year peppercorn leases so that they can be let at affordable rents to artists, craft workers and other small creative businesses. Some £50m has been set aside to purchase and refurbish run-down and often derelict buildings. Prior to this intervention, much of the property in the area had been severely neglected and its refurbishment would not have been attractive to commercial investors.

The Trust is committed to delivering both environmental and socio-economic regeneration and has funded significant education and community initiatives to bring young people and adult learning into the quarter. By working in partnership with education and development organisations, the scope has been expanded to house a university centre, an adult education centre, a new academy and a purpose-built performance space and business centre. The Creative Foundation also manages a range of arts projects in Folkestone, including the Folkestone Triennial, the Folkestone Book Festival and its own performing arts centre, Quarterhouse. Over 300 jobs have been created in businesses or activities that have arisen from the Creative Foundation's intervention; it is now one of Folkestone's largest sources of employment. Since the Quarter was established, Folkestone has enjoyed a greater number of visitors from London and the relocation of creative businesses from London and the rest of Kent.

It is an ambitious attempt to use 21st century philanthropy to stimulate inclusive and 'bottom-up' regeneration based around small businesses and individual imagination and skill. The area has become a prime visitor attraction for Folkestone and is seen as an example of best practice for creatively-led regeneration

Some lessons

- Initial Arts Council grant was important, contributing over £600k towards the cost of refurbishing two groups of buildings into studio space;
- Work in progress: recognition that long-term commitment required to bring about creative-led regeneration (de Haan Trust is able and willing to provide long-term commitment);
- Ultimate success will be dependent on holistic regeneration of Folkestone, specifically the surrounding harbour area;
- Unique regeneration model: regeneration led by philanthropic motives and not the public sector. Indeed, after a shaky start, the Council only now fully supports the initiative and recognises its wider benefits for the whole of Folkestone;
- Advantage of this approach is that the Trust / Creative Foundation can make its own choices and implement its ideas. Flexibility is important;
- Subsequent development of the Creative Quarter has been achieved in association with various statutory organisations;
- Quality of design and development important in promoting a distinctive style and character;
- High level of service and cheap and peppercorn rents are key drivers in acting as catalysts for regeneration.

Newly Refurbished “The Wedge”, Folkestone Creative Quarter



Nottingham Creative Quarter: The Pop-Up Centre

Pop-up boutique department store launched by Nottingham's Creative Quarter in conjunction with Nottingham Trent University.

In conjunction with the Hive (www.ntu.ac.uk/hive) Nottingham Trent University's centre for entrepreneurship and enterprise, Nottingham's Creative Quarter opened 10 Fletcher Gate as the Pop-Up Centre, which featured 30 independent local retailers, over a third of which are from the Hive. The initiative offered space free-of-charge to both established businesses, young start-ups and emerging retailers. It is part of a programme of support that the Creative Quarter Company is offering to address vacant units in the city and provide support for new businesses.

Products have included furniture, boutique fashion, accessories, food and drink, music, books, crafts etc. The Pop-Up Centre was also supported by property development company Bildurn (who own the building), which is working with the City Council to bring vacant properties back into use.

Estimates suggest that the City Centre Pop-Up Centre attracted over 10,000 shoppers and took more than £34,000 in sales.

Some lessons

- Importance of free-of-charge space has enabled young entrepreneurs to test emerging retail product ideas;
- Pop-Up Centre has created retail 'vibe' and vibrancy, supporting a range of independent retailers in the city;
- Seen as being a success enabling small and new businesses to see what trading on the high street could do for them.

Creative Quarter Loan Fund

Loans of up to £25,000 at a special rate to support new start-ups and existing businesses based in the Creative Quarter in Nottingham.

As part of the national City Deal initiative, more than £40m is being spent on developing the Creative Quarter in Nottingham. The Creative Quarter is the flagship project within the city's Economic Growth Plan. Businesses located within the Quarter will be supported through a mix of financial incentives, physical assets and business support structures. A specific £1m Creative Quarter Loan Fund has been established to create a high-value clustering effect building on the key creative and digital media sector in the city. Nottingham City Council has teamed up with First Enterprise Business Agency to offer loans of up to £25,000 at a special rate to new start-ups and existing businesses based in the Creative Quarter. Loans can be used to:

- Secure services
- Purchase equipment
- Meet a shortfall in funding for specific new projects.

Up to £25,000 can be repaid over a period of up to 5 years at an interest charged at 6% and an arrangement fee of 2%.

To be eligible, businesses have to be located in the Creative Quarter, demonstrate business viability and job creating / safeguarding potential.

The city is already home to many creative industries. Well known during the industrial revolution for its lace-making industry, the city is now better known for a number of design icons including Speedo, Paul Smith, Games Workshop and Serif. A Creative Quarter Community Interest Group (CIC) has been formed to oversee the development of the Quarter and to fully develop its stated aims, business plan and strategy. The Creative Quarter Company is a separate identity, which reports to the Economic Growth Board for Nottingham.

Some lessons

- Although at an early stage, the Loan Fund is already attracting businesses to the Creative Quarter;
- Easy and flexible application process important;
- Additional advice and support infrastructure for start-ups seen as important running alongside loan scheme;
- Existing creative industry cluster important in driving growth and development of creative sector as is presence of two universities;
- Important part of the overall strategy is the need to bring vacant properties back into use.

5. Vision, Strategy and Objectives

Despite the current low economic value of the creative sector in Hartlepool, a review of the town's assets and opportunities reveals a potential reservoir of creative talent as well as some other assets:

- CCAD has an internationally recognised specialism in art and design;
- As well as an impressive physical gateway to Church Street, HCFE provides a range of creative courses, which have strong local demand;
- The two academic institutions generate a ready and healthy supply of job ready, adaptable skilled workers;
- The Hartlepool Art Gallery provides gallery space for contemporary and fine art, photography, crafts and works of national, regional and local importance;
- The town is the home for a number of creative groups and societies and a number of professional artists and creative individuals live in the town;
- The town hosts a range of distinctive events for both visitors and the local community.

The vision is that the creative and cultural strengths of the town will be a catalyst for change and provide the over-arching framework for the Church Street Action Plan.

Creativity can be at the heart of a new identity for the area and a driver for the physical masterplan through building on the creative strengths and opportunities in its broadest sense, including:

Creative Competitiveness

The economic base of the town needs to grow and provide higher value jobs for local people. There is the potential to diversify and increase the contribution of the creative sector as an economic driver. Actions are needed to nurture and develop new start ups, strengthen cultural enterprises (including 'culturepreneurs') and improving the provision of specialist support and advice. At a practical level, studio and workspace need to be developed in the town to support creative enterprises and individuals, particularly spin-outs from CCAD. There may also be potential for the town to benefit from the significant regional growth of Digital City.

Creative Design

The urban landscape can influence people's perceptions and behaviours. Innovative improvements to the streetscape, specifically towards the lower end of Church Street and the quality of design and development can bring real economic, social and environmental benefits to the town. At a practical level, the creativity of local people needs to be utilised in decision-making and implementation of the masterplan e.g. through support for public art.

Creative Destination

Creative Hartlepool offers the potential to develop thematic and new innovative products and brands to create interest and marketing platforms to broaden the town's appeal throughout the year, particularly to growing, higher spend sectors. There is a need for improvements in the cultural infrastructure in the town and extend the reach of facilities like the Art Gallery and the Studio. There is also an opportunity to develop new festivals / events to exploit future market opportunities in the Church Street area.

Vintage Village Fair 2013, Church Square, Hartlepool



Creative Hartlepool could be a key component of a wider physical, economic and social strategy and action plan with quality and creativity at its core.

6. Action Plan

6.1 Developing new strategic partnerships

In terms of growing the sector, a new partnerships and trading relationships need to be developed with a number of organisations / agencies including the local authority, HCFE, CCAD, TVU, Digital City etc.

Creative businesses and individuals in the area need to be aware of the various support programmes and initiatives that are available in the area and the various delivery vehicles responsible for operating the programmes.

6.2 Local Actions

The programme ideas set out in this section build on current activities and ideas and best practice elsewhere. Further work will be required to test and develop the proposals in partnership with the private sector.

Creative Competitiveness		
Intervention	Description	Lead
Hartlepool Creative Network	<p>Establishing a Hartlepool Creative Network, which will act as conduit to link local creative industries to sub regional projects and programmes? In addition, the network would devise a series of focused projects to support the development of the creative and cultural sector within the area.</p> <p>Although industry representation would include the many facets of the creative sector, a focal point would be the art, media and design sub sectors.</p> <p>We suggest that a local Creative Symposium is organised to launch the network, the focus of which would be twofold:</p> <ul style="list-style-type: none"> • to explore barriers and development concerns from a business perspective and • to showcase the breadth of creative activity in the area. <p>An important role of the Creative Network will be to facilitate links between businesses and the colleges.</p>	HBC / CCAD / HCFE

Creative Competitiveness		
Intervention	Description	Lead
Centre for Creative Entrepreneurs	<p>Enterprise starts with creativity and innovation but relies on a very strong business sense to make it work. This proposal recommends establishing a physical ‘hub’ of activity to help young entrepreneurs develop their own ideas and opportunities and drive them forward. This could be an extension of the Hartlepool Enterprise Centre with a focus on supporting and showcasing creative enterprises. It would also link with CCAD outreach activities to support students, e.g. folio.</p> <p>Any future programmes will provide a coherent and effective support offer by complementing the services of creative sector support hubs already in place at the sub regional and regional level. Support is likely to include:</p> <ul style="list-style-type: none"> • support and advice for new and young businesses • networking and events • incubator space • property search • access-to-finance • marketing <p>This could include the design and delivery of a range of short courses to inform and enable creative entrepreneurs to broaden and deepen their professional skills.</p> <p>An important element of support will be alumni support, where enterprising young people will be linked up with similar ex-students, who can help them fulfil their ambition.</p>	HBC / CCAD / Digital City

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Creative Competitiveness		
Intervention	Description	Lead
Access to creative equipment and technical advice	<p>In some instances, early start-up businesses in the creative sector don't just require studio space; in many instances, what is required is access to equipment and technical advice that is not affordable until the business is well established. Building on current support and 'support infrastructure' provided within CCAD, a menu of equipment and technical information and advice services will be developed and promoted for use by creative enterprises.</p> <p>This could be accommodated within the centre for creative entrepreneurs.</p>	CCAD

Creative Competitiveness		
Intervention	Description	Lead
Hartlepool Creative Fund	<p>A number of grant and loans schemes are already in place within the area to support businesses to start up and grow (e.g. support through Digital City). The lack of finance and investment is a barrier to creative businesses. Work is required to investigate the potential of developing a specific Creative Loan Fund to create a high-value clustering effect building on the key creative and digital sector in Hartlepool. This could be based on the model set up by Nottingham City Council and First Enterprise Business Agency, which offers loans of up to £25,000 at a special rate to new start-ups and existing businesses based in the Creative Quarter. Loans can be used to:</p> <ul style="list-style-type: none"> • Secure services • Purchase equipment • Meet a shortfall in funding for specific new projects. <p>In addition, the fund could be extended to support the conversion / refurbishment of existing buildings to accommodate enterprises.</p> <p>To be eligible, businesses would have to be located in the town (preferably in the Church Street area), demonstrate business viability and job creating / safeguarding potential.</p> <p>Funding could be provided through the Growth Fund or new round of European Funding (2014-2020)</p>	HBC / Digital City / TVU

6.3 Appendix 1

Creative Competitiveness		
Intervention	Description	Lead
Business management and marketing skills	<p>There is a need to ensure that the current local business support offer (start-up, micro support and enterprise development) provides high quality business support services to firms in key sub sectors within the creative sector.</p> <p>The focus of activity needs to be on:</p> <ul style="list-style-type: none"> enhancing business and operational skills in cultural enterprises, including business planning, financial management and marketing; a cultural / creative business mentors scheme, linking experienced individuals with those seeking support and advice in early stages of their careers. 	HBC / Digital City

Creative Competitiveness		
Intervention	Description	Lead
Creative Workspace	<p>Even in creative industries, the physical fabric of facilities and the built environment remain an essential ingredient in business success. The lack of appropriate and affordable workspace is identified as a barrier for creative firms wishing to set up, grow and expand.</p> <p>The activity will include research to investigate the potential development of incubation units for new creative / cultural businesses (building on the feasibility study commissioned by the Council) . The focus is likely to be on the re-use / conversion of existing premises to provide space for creative enterprises (start-ups and established enterprises looking to expand.</p>	HBC

6.3 Appendix 1

Creative Competitiveness		
Intervention	Description	Lead
New talent, new business	<p>A bespoke programme – “Culturepreneurs” – could be developed, to provide a creative industries start-up programme (targeted towards young people) offering business skills workshops, courses in business creativity (linked to TVU) and business planning and specialist consultancy support.</p> <p>The intention would be to develop a model programme aimed at retaining creative talent in the area and attracting new talent.</p>	HBC (Hartlepool Enterprise Centre) / CCAD / Prince’s Trust

Creative Competitiveness		
Intervention	Description	Lead
Mapping the Creative Sector	<p>There is a lack of knowledge and intelligence regarding the value and volume of creative enterprises within the Hartlepool area. Further mapping and engagement with creative enterprises is required to improve intelligence about the sector as well as involving enterprises in the development of the Action Plan.</p> <p>The mapping could be undertaken in collaboration with Digital City.</p>	HBC / Digital City

Creative Destination		
Intervention	Description	Lead
Enhancing the role of Hartlepool Art Gallery as a creative attraction	<p>Hartlepool Art Gallery is an important visitor attraction, providing a changing exhibition programme of contemporary and fine art, photography, crafts and work of national, regional and local importance as well being the location of the Tourist Information Office.</p> <p>A Business Plan needs to be developed to ensure that the facility to increase visitors and maximise the opportunities arising from the creative assets in the locality. The plan would need to explore a number of areas, e.g.:</p> <ul style="list-style-type: none"> • financial, operational and management review • develop further links education, specifically local schools and colleges • provide additional events and activities (entertainment, which could complement the Studio and Town Hall Theatre programme) • spatial and physical planning, including improved signage 	HBC / private sector

Hartlepool Art Gallery, Church Square



6.3 Appendix 1

Creative Destination		
Intervention	Description	Lead
Enhancing the cultural offer	<p>There is the potential to strengthen links between the Art Gallery, Town Hall Theatre and Studio to act as focal points to enhance the town's cultural offer. The objective is to improve the cultural offer for both the people of Hartlepool and visitors and promote the value of cultural and creative activity in addressing the wider agenda of health, education and economic regeneration.</p> <p>This could be included as a specific element of the Business Plan for the Art Gallery.</p>	HBC / the Studio

Creative Destination		
Intervention	Description	Lead
Live/work units	<p>Further work needs to be undertaken to ascertain the potential for developing Live / Work units in the Church Street area; specifically:</p> <ul style="list-style-type: none"> • identify if there is a need and demand for Live / Work units • identify potential sites • consider whether the creative cluster provides a potential type / theme for businesses to be located in the units • consider delivery strategies 	HBC / Housing Association

Creative Destination		
Intervention	Description	Lead
Events programme	<p>Hartlepool already has a programme of events, which enhances the town's tourism offer, profile and economic impact. There is the potential to develop and programme additional events utilising the space at the various venues (Art Gallery, Studio, colleges etc) as well as using outdoor space at Upper Church Street and HCFE.</p> <p>In the short term, a promotional plan and events programme needs to be developed that delights both residents and visitors, animates public space and offers the best value for money. This could include:</p> <ul style="list-style-type: none"> • craft events • art and cultural events • sport <p>The Hartlepool Creative Network could take 'ownership' of the plan to develop ideas and oversee implementation.</p>	HBC / Hartlepool Creative Network

Hartlepool Christmas Light Switch-On 2013, Church Square



6.3 Appendix 1

Creative Destination		
Intervention	Description	Lead
Pop-up shop	<p>There are a number of empty properties within the Church Street area. The potential exists to make temporary use of space through providing short term retail space (pop-up retail).</p> <p>The council, in partnership with the Creative Network, would launch a Pop up Shop programme, to support the temporary conversion of vacant space for retail premises, extending shopper activity down Church Street. The suggestion would be to test and develop the concept through a pilot pop-up shop programme.</p> <p>Further advice is available from the Empty Shops Network.</p>	HBC / Creative Network / private landlords

6.3 Appendix 1

Creative Design		
Intervention	Description	Lead
Branding and Public Realm programme	<p>The area needs to design and develop a new brand and makeover as part of the drive to promote the creative theme and make the area more popular for visitors and local people. The brand proposition would be used to market and promote the area to investors, visitors and businesses. This could include developing an on-line presence.</p> <p>Building on this new brand vision, the area needs to design and develop a clear public realm programme, which aims to improve and create attractive public spaces and places, specifically around the Art Gallery and transport hub. The approach should encourage artists, design, and planning and construction professionals to influence and create a shared vision for public space planning and high quality design.</p> <p>The approach should encourage and support more public art (sculpture, photographs, street furniture, lighting, projection) made by local artists, art practitioners or craftspeople.</p>	HBC / Hartlepool Creative Network

Creative Design		
Intervention	Description	Lead
Further pedestrianisation of Church Street	<p>The pedestrianised space at the upper end of Church Street is a pleasant and vibrant area, linking with the main shopping area of the town centre. As part of the masterplan programme, it is recommended that further work is undertaken to investigate the potential of extending pedestrianisation specifically between the Art Gallery and transport interchange.</p>	HBC through the masterplan programme

6.3 Business Plan

The next stage will be the preparation of a detailed business plan to include specification and prioritisation of projects for implementation and preparation of a funding strategy..

6.4 Catalyst Projects

In addition to the Acton Plan, there are a number of 'catalyst projects', which have the potential to transform and drive forward the regeneration of Church Street. Many of these projects will be subject to review and development within the Hartlepool Regeneration Masterplan, including establishing funding and delivery mechanisms.

6.4.1 Lynn Street Depot

The council is keen to explore the potential of utilising the land and assets that it owns to realise its regeneration objectives. Key to Church Street will be the relocation of the Council's depot facility to a more suitable location and the redevelopment of the existing site. The creation of an innovative, mixed-use development together with the incorporation of quality public realm, will contribute to future economic growth and encourage vibrancy and increased footfall in this area. A range of options will need to be explored, including the potential for expanding education provision in the area (particularly if CCAD is looking to expand post 2018) as well as a range of housing options, including live work units, creative workspace and ground floor retail / A3 use.

As set out in the Masterplan Brief, the key principle underpinning investment within the Lynn Street Depot is that *"new, large scale developments at either end of the area (Hartlepool College of Further Education being the other) will increase footfall and help to establish a high quality mixed environment that will significantly enhance the image of the area."*

6.4.2 Expanding HE and FE provision in Hartlepool

CCAD and HCFE have significant breadth and depth in teaching portfolio and delivery to cater for the wide range of learner interest and needs. Both institutions are key catalysts for economic growth in Hartlepool. The Council and other stakeholders need to support both institutions, including supporting any expansion of provision in Hartlepool. Further work is needed to better connect the institutions to businesses, to ensure that future skills needs are

met and also ensure that employers are supported in their efforts to innovate and bring business growth to the region and Hartlepool.

6.4.3 Environmental Improvements

Church Street must improve its offer to visitors and residents. A creative and innovative programme of public realm and environmental improvements needs to be developed and implemented to build on what makes Church Street distinctive, specifically:

- improving buildings of distinction (e.g. former Yorkshire Building and Scarlets);
- improving traffic management;
- improving connections (specifically with the town centre and the marina)

6.4.4 Property Improvement programme

Market viability is a real deterrent to development and take-up of available office space in the area. Despite some movement in the residential market, the commercial market remains sluggish. The return from the conversions of properties in the area is a challenge. The Council needs to work with developers and local landowners to encourage re-use and redevelopment of redundant buildings. Landlords are crucial to the future regeneration of Church Street. Further work is needed to explore appropriate options to encourage landowners to invest in redundant properties, including working with landlords to explore funding mechanisms, e.g. creating incentives to encourage landlords to re-use / re-develop properties.

7. Delivery

7.1 The Four-Point Approach

The Action Plan sets out an ambitious framework and programme to transform the area. The key to the strategy's successful implementation will lie in a genuine partnership and multi-agency approach involving public agencies, private sector and education and voluntary organisations. Building on international best practice (particularly from the USA) and High Street revitalisation projects in the UK, the Main Street Four-Point Approach⁷ provides a useful foundation for prioritising local actions to revitalise Church Street. The priorities are set out below.

Organisation

Clearly, the Council will continue to be the driver for engaging stakeholders and partners, developing the action plan and implementing (in the short term) selective actions. Organisation establishes consensus and cooperation by building partnerships among the various groups that have a stake in Church Street. Establishing the Hartlepool Creative Network will provide the conduit to create ownership to the regeneration programme and link creative industries into the process. By getting everyone working toward the same goal, the Network programme can provide effective, ongoing management and advocacy for the Church Street district.

Promotion and branding

Promotion and branding take many forms, but the goal will be to create a positive image that will rekindle community pride and improve consumer and investor confidence in the area. Advertising, retail promotions, special events, and marketing campaigns can help sell the image and generate footfall and vibrancy. A clear 'creative' brand proposition needs to be developed to communicate the area's unique characteristics, business establishments, and activities to shoppers, investors, potential business and property owners, and visitors.

Design

Design means getting Church Street into top physical shape and creating a safe, inviting environment for residents, shoppers, workers, and visitors. Building on the brand proposition, design will need to take advantage of the

⁷ <http://www.preservationnation.org/main-street/>

visual opportunities inherent in the area: public and private buildings, shop fronts, signs, public spaces, parking areas, street furniture, public art, landscaping and promotional materials. Design activities also include instilling good maintenance practices, enhancing physical appearance through the rehabilitation of historic buildings, encouraging appropriate new construction, developing sensitive design management systems, educating business and property owners about design quality, and long-term planning.

Economic Restructuring

The focus on all activities will be to support and encourage targeted investment into the Church Street area to create a vibrant creative and innovation quarter. The economic restructuring programme will strengthen the existing economic assets, specifically learning and skills, while diversifying its economic base and growing the creative economy. The goal is to build a creative commercial district that responds to the needs of today's consumers, which will act as an economic driver for Hartlepool.

7.2 Funding

Despite a significant reduction in regeneration funding, a number of funding opportunities do exist, which will require further assessment during the business planning / implementation phase.

The digital and creative sector is a growing key sector within Tees Valley and it is likely that further intervention funding will be available via the LEP. The Tees Valley European Structural & Investment Funds Strategy (2014-2020) outlines the strategic priorities for the £173m ERDF and ESF allocation to support the Tees Valley's economic growth. The strategy has a specific focus on innovation, increasing SME competitiveness, the low carbon economy, employment, skills and social inclusion. The creative industries sector has been identified as offering growth potential; 52% of ERDF funding is allocated to Thematic Objective 3, *Enhancing the competitiveness of small and medium enterprises*, which is likely to include a number of programme themes relevant to developing the creative cluster in Church Street, e.g. targeted business support, business accommodation, entrepreneurship etc. Funding is expected to become available from early 2015.

Similarly, the Tees Valley Strategic Economic Plan (March 2014) sets out a future vision and ambition for the region, including a priority to create a more diversified and inclusive economy. The strategy, which will form the foundation for the 'growth deal' with government, includes a number of interventions which are relevant to Church Street creative cluster, e.g. building

6.3 Appendix 1

on creative assets and opportunities, town centre development, improving housing, developing the visitor economy etc.

Church Street has been identified by the Council as an area priority within the town's wider regeneration. The Hartlepool masterplan will explore the full spatial and economic potential of the area. It is important that the principles and actions set out in this strategy and action plan are incorporated within the regeneration masterplan. The Council will need to investigate how it can use its assets and resources, specifically in the short term, to take forward some of the delivery priorities set out in 7.1. This is not just about funding interventions but also how to maximise its assets in the area, e.g. the Art Gallery, Lynn Street Depot etc.

Digital City has been a recipient of external funding in recognition of the sector's potential for economic growth and has designed a number of programmes to support the digital / creative sector. Partners will need to collaborate with Digital City to ensure that it benefits from existing programmes and also in the design of future interventions.

An important element of the Strategy and Action Plan is to provide and promote a vision for the future, which can be used to attract private sector investment in the future. Targeted interventions from the public sector will need to be used to lever-in and secure private sector investment into the area.

Appendix 1: Value of the Creative Sector in the UK**Creative Economy Employment (2011 – 2012)**

- The Creative Economy accounted for 2.55 million jobs in 2012, or 1 out of every 12 jobs in the UK.
- IT, software and computer services was the largest Creative Economy group, with employment of 791 thousand in 2012 (31% of employment in the Creative Economy).
- Employment within the Creative Economy grew by 143 thousand (6.0%) between 2011 and 2012, a higher rate than for the UK Economy as a whole (0.7%).

Creative Industries Employment (2011 – 2012)

- The Creative Industries accounted for 1.68 million jobs in 2012, 5.6 per cent of the total number of jobs in the UK.
- Employment in the Creative Industries increased by 8.6 per cent between 2011 and 2012, a higher rate than for the UK Economy as a whole (0.7%).

Gross Value Added (GVA) (2008 – 2012)

- Gross Value Added (GVA) is measured in current prices (i.e. they do not account for inflation).
- GVA of the Creative Industries was £71.4 billion in 2012 and accounted for 5.2 per cent of the UK Economy.
- GVA of the Creative Industries has increased by 15.6 per cent since 2008, compared with an increase of 5.4 per cent for the UK Economy as a whole.
- GVA of the Creative Industries increased by 9.4 per cent between 2011 and 2012, higher than for any Blue Book industry sector in the National Accounts.

Exports of Services (2009 – 2011)

- Exports of Services are measured in current prices (i.e. they do not account for inflation).
- The value of services exported by the Creative Industries was £15.5 billion in 2011, 8.0 per cent of total UK service exports.
- Between 2009 and 2011 the value of service exports from the Creative Industries increased by 16.1 per cent. This compares with an increase of 11.5 per cent for total UK service exports

REGENERATION SERVICES COMMITTEE

31st July 2014



Report of: Assistant Director (Regeneration)

Subject: PROGRESS ON BOMBARDMENT MEMORIAL

1. TYPE OF DECISION/APPLICABLE CATEGORY

This report is for a non-key decision.

2. PURPOSE OF REPORT

- 2.1 The purpose of the report is to advise Members on progress of the Bombardment Memorial and to lay out the timetable for the completion of the project. It is to request that Members selected an option from the three available.

3. BACKGROUND

- 3.1 Description of Memorial and costs.
The proposed Memorial to be constructed from granite cladding sections around a solid core or solid granite sections. It will feature four bronze panels, three depicting scenes from the James Clarke Bombardment Painting and the fourth with the following words:

This memorial commemorates all those across the Borough of Hartlepool who were killed or wounded due to the naval bombardment of the 16th December 1914.

At least 114 civilians, 9 soldiers and 7 sailors were killed, with 500 others being seriously wounded. Contemporaries truthfully stated that no local family was untouched by the events of that day.

The scenes depicted on the sides are taken from local artist James Clark's painting "The Bombardment of the Hartlepoons"(1915), which portrays the attack as it occurred close to this spot. The figures symbolise those who found themselves caught up in the attack, young and old, civilian or military.

"We will remember them".

It was erected in 2014 to mark the 100th Anniversary of the Bombardment.

- 3.2 The memorial will be topped by a granite feature echoing the lighthouse from the painting. It will also have badges from the Services who lost personnel during the military action on 16th December 1914. These are: The Royal Regiment of Artillery; The Royal Navy; The Royal Engineers; and The Durham Light Infantry.
- 3.3 There are optional plans to landscape the area and provide seating.
- 3.4 Costs (stone and masonry work, the foundation, a hard surfaced surround, four panels – fixed proud not recessed, all anticipated contractor site costs, design and supervision costs, and a 10% contingency)

Memorial	£55,600
Geophysical survey	£900
Lighting option	£3,000
Site landscaping	£3,000
Total	£62,500

- 3.5 **Site of Memorial**
The proposed site of the Bombardment Memorial is on land behind the Sebastopol Cannon adjacent to the Heugh Gun Battery on the Headland. It already benefits from access provision thus reducing additional costs to provide suitable access. A geophysical survey has been undertaken to determine the suitability of this site (please see section 3.3).
- 3.6 **Geophysical Survey**
A geophysical survey was undertaken in April to ascertain whether there were any issues with the proposed site in terms of archaeological material or previous building work on the site. The full report was received in May.
- 3.7 **Funding/sponsorship**
A funding provision of £60,000 was included within the 2013/14 outturn to underwrite the cost of the Bombardment Memorial so that work can commence with an expectation that the cost can be covered by commercial sponsorship. In the event that this funding provision is not needed the release of these resources will be considered by the Finance and Policy Committee as part of the Reserves Review being undertaken as part of the 2015/16 budget process.
- 3.8 **Consultation**
The public consultation took place on 18th June and was attended by 70-80 people, others made written and email submissions. Those attending were offered three options along with putting forward ideas of their own (copies will be on display in Committee Room B on 31st July 2014):
- Option 1: Flat top with a height of 3.375 metres.
Option 2: Tapered top with height of 2.55 metres.
Option 3: Lighthouse-style top with height of 3.35 metres.

- 3.9 Option 3 was the most popular, although more people would like to see a version of the Seaham Harbour Memorial but featuring the sailor and the child from the Clark painting.

4. TIMETABLE

4.1	Agreement by Regeneration Committee to proceed	Feb 14
	Draft plans drawn up	Mar 14
	Site identified	Mar 14
	Painting photographed in high definition	Mar 14.
	Geophysical Survey undertaken	April 14
	Plans submitted to One Stop Shop	April 14
	Geophysical Survey Report	May 14
	Wording for panel	May 14
	Design agreed	June 14
	Public consultation day	18 th June 14
	Design agreed by Committee	July 14
	Planning permission application	July 14
	Procurement process for monument and panels	July 14
	Order placed for work	August 14
	Work commences	August 14
	Work completed	Nov 14
	Official unveiling	16 th Dec 14

5. SUMMARY

- 5.1 Although the statue ideas was popular and has merits it would not be possible to deliver this in time or on budget.

6 EQUALITY AND DIVERSITY

6.1 There are no equality or diversity implications.

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

7.1 There are no implications under Section 17.

8. RECOMMENDATIONS

8.1 It is requested that the Regeneration Services Committee consider the three options put before them.

9. REASONS FOR RECOMMENDATIONS

9.1 A decision would enable the delivery of an appropriate memorial to those who lost their lives on 16th December 1914.

10. CONTACT OFFICER

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REGENERATION SERVICES COMMITTEE

31st July 2014



Report of: Assistant Director (Regeneration)

Subject: MOBILE LIBRARY SERVICE REVIEW

1. TYPE OF DECISION/APPLICABLE CATEGORY

Non Key Decision.

2. PURPOSE OF REPORT

- 2.1 The purpose of this report is to advise members of the Regeneration Services Committee of the procurement options for a replacement Mobile Library vehicle.
- 2.2 The report will inform the Committee of the timeframe for the procurement of a replacement public access vehicle and seek approval for the procurement of a replacement vehicle/s.

3. BACKGROUND

- 3.1 The Regeneration Service Committee approved the implementation of Option 1 as set out in the Library Service Review Report of the 5th December 2013. Namely: -
 - (a) The cessation of the Community Outreach Service element delivered by the Mobile Library vehicle from April 2014 and the disposal of current vehicle.
 - (b) The implementation of alternative service delivery model, including the purchase of a much smaller vehicle and an associated staff restructure to provide improved Community Outreach Services.

However guidance was provided to indicate that the preferred option for the replacement vehicle would be one which still enabled library customers to 'board' the vehicle in a similar way to a traditional mobile library vehicle.

- 3.2 The key implications of implementing this option are;
 - The ability to retain a 'street stop' service.

- The retention of 'on board' mobile service to schools.
- Scope for supporting other service providers to deliver information and guidance services into the community.
- The financial costs associated with procuring a public access vehicle are £71k.
- Timeframe for the design and procurement of a suitable public access vehicle is a minimum 12 weeks from placement of order.
- There is a continued requirement for drivers to hold a Class C driving licence and as such there is a time implication for the training of appropriate staff.

3.3 The proposed public access vehicle is not suitable for all aspects of the outreach services as proposed in the original report, e.g. enhanced services to schools, community venue activities and Home Library Service development.

4. PROPOSALS

4.1 To procure an adapted public access vehicle.

Procurement will be undertaken by Fleet Management and the vehicle leased to the Library Service. The lease will be for a period of 10 years. This time period will minimize the annual revenue costs and reduce budget pressures.

4.2 Provision of an interim Mobile Library service.

Approval was given to dispose of the current Mobile vehicle. Although increasingly unreliable the vehicle is capable of providing an interim service until a new vehicle can be procured and staff training is undertaken.

It is proposed an interim mobile service be continued until a new vehicle is procured.

4.3 Members are asked to consider the leasing of an additional small vehicle to deliver on the approved Library outreach services which cannot be achieved through a public access vehicle, this will provide;

- enhanced curriculum-based service to schools.
- additional capacity for Home Library Service.
- community venue activities e.g. linked working with health clinics.

5. FINANCIAL CONSIDERATIONS

5.1 The financial cost associated with the procurement of a vehicle with public access is approx £71,000. The annual revenue cost for the proposed vehicle is £14,700. This is based on a lease period of 10 years. This results in an ongoing budget pressure of £3000 pa.

- 5.2 The cost for retaining the existing mobile to provide an interim service will be managed within existing budgets and/or from the sale of the vehicle within the financial year 2014/15.
- 5.3 The existing Home Library vehicle is leased from Fleet Management. It is no longer in a finance agreement and is scheduled for replacement. To retain this vehicle alongside its replacement will cost an additional £2,500pa. This proposal will result in a total ongoing budget pressure of £4,300 pa.

6. EQUALITY CONSIDERATIONS

- 6.1 An Equality Impact Assessment (EIA) was undertaken as part of the Library Service Review of the 5th December 2013.
- 6.2 The procurement of a public access vehicle and the subsequent retention of a 'street-stop' service reduce the impact to those library members who are unable to access static library services or are not eligible for the Home Library Service.

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

- 7.1 There are no Section 17 Implications relating to this report.

8. RECOMMENDATIONS

- 8.1 It is recommended that Committee approve the purchase of a public access vehicle and the continuation of an interim service from the current Mobile Library vehicle.
- 8.2 It is requested that members of the Committee consider the lease of an additional delivery vehicle to enable the all aspects of library outreach to be achieved as outlined in the original Library Service Review of the 5th December 2013.
- 8.3 That any associated budget pressures be addressed within Departmental Resources.

9. REASONS FOR RECOMMENDATIONS

- 9.1 The Regeneration Services Committee [5th December 2013] indicated the preferred replacement for the existing mobile library vehicle be a public access vehicle. Such a vehicle will enable the;
- retention of the more popular street stops and sheltered housing visits.
 - relocation of some street stops to more visible sites to encourage use.
 - introduction of new street stops and sheltered housing visits.

- retention of ‘on board’ mobile service to schools.
- 9.2 An additional ‘delivery’ vehicle will enable all aspects of the Library Outreach services as approved in the Library Service Review Report of the 5th December 2013.
- 9.3 Many outreach services require a ‘delivery’ style van to transport boxes of stock. In addition a delivery vehicle will offer increased capacity for;
- reminiscence activities in care homes
 - deposit collections to homes and sheltered accommodation
 - improved delivery of literacy development programmes to schools and nurseries
 - provide scope for future development of outreach services
- 9.4 Financial savings associated with the 2013 Library Service Review were removed from the Library Service’s budget for 2014/15. The savings were based on the procurement of a ‘delivery’ style vehicle rather than a public access vehicle.

The purchase of a new public access vehicle will therefore result in an ongoing pressure on the Library Service’s budget which will require Corporate Finance intervention to address the deficit.

10. BACKGROUND PAPERS

- Regeneration Services Committee: 5th Dec 2013.
- Library Service Review – Future Service Delivery Options.

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REGENERATION SERVICES COMMITTEE

31st JULY 2014



Report of: Assistant Director (Regeneration)

Subject: TEES VALLEY JOBS AND INVESTMENT SCHEME (TVJIS)

1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 For information only.

2. PURPOSE OF REPORT

2.1 To update Members on the progress of the Tees Valley Jobs and Investment Scheme (TVJIS) since the scheme was reported to this Committee on the 10th April 2014.

3. BACKGROUND

3.1 In March 2013, Tees Valley Unlimited (TVU) submitted an application to Round 4 of the Regional Growth Fund for TVJIS. Although the full application was not supported, the Department for Business, Innovation and Skills (BIS) awarded funding to an element of the programme.

3.2 TVJIS was therefore announced in July 2013 with an allocation of £7million to create 700 jobs across the Tees Valley and will also lever in at least £11.7m from private sector investment. There were significant delays in TVU receiving the contract; however the scheme is now being implemented and progressing well across the sub region.

3.3 TVJIS offers a generous incentive to employers, particularly those from growth sector areas, who are located in the Tees Valley including: -

- A wage subsidy payable to (non-public sector) businesses, who agree to create new (or safeguard existing) jobs for a period of 2 years. The scheme will encourage companies to take on additional employees, e.g. apprentices/ graduates, of variable levels as befits their business/sector. In return, TVU will pay (as grant) a wage subsidy for the first year, up to a maximum grant of 50% salary (or £11,000 if lower).
- There is also a small Flexible Fund to assist with additional targeted training or other alternative intervention where that is a barrier.

- 3.4 All SMEs in the Tees Valley potentially can be supported with a focus on key sectors including advanced manufacturing, process industry and renewables. To access TVJIS All companies have to be based in the Tees Valley and not be from the-public sector. Also, companies need to undertake a minimum of 50% of their work with other businesses.

4. PROGRESS TO DATE

- 4.1 404 applications have been received up to 13th June 2014, of these 109 applications have either been withdrawn, or identified as not meeting the criteria and therefore deemed ineligible for grant funding.

Contracted	Expenditure	Outputs	Private Sector Match
Wage Subsidy	6,450,000	700	11,700,000
167 Applications Approved to 3.6.14.	3,724,778	511	12,578,308
5 Applications withdrawn	-129,056	-22	-387,169
Approved to 13.6.14.	3,595,722	489	12,191,139
Pipeline Applications	2,629,349	391	9,400,346
Remaining to achieve	224,929	-180	-9,891,485

- 4.2 **Approved applications broken down by Local Authority Area and Sector:**

	No of apps	Jobs Created	Job S/guarded	50% subsidy	Private Match 3:1
Darlington					
Digital	3	4	1	48,500	151,500
Engineering	8	33	1	268,516	1,026,884
Logistics	1	10	0	75,000	225,000
Other	2	3	0	19,750	59,250
Supporting	10	14	3	143,594	430,782
Total	24	64	5	555,360	1,893,416
Hartlepool					
Digital	3	5	0	44,800	154,400
Engineering	12	57	0	368,067	1,275,294
Logistics	1	5	0	42,000	130,000
Manufacturing	1	7	0	54,000	198,000
Other	2	3	0	17,253	51,760
Supporting	10	18	0	125,770	377,311
Total	29	95	0	651,891	2,186,766
Middlesbrough					
Digital	7	17	1	179,450	658,350
Engineering	15	25	0	192,983	620,281
Health	1	3	0	23,238	69,715
Logistics	2	13	0	115,000	410,000
Other	1	1	0	11,000	40,016

	No of apps	Jobs Created	Job S/guarded	50% subsidy	Private Match 3:1
Supporting	13	25	1	223,533	746,399
Total	39	84	2	745,204	2,544,761
Redcar					
Chemical	5	12	0	91,052	580,884
Digital	2	5	0	54,000	190,000
Engineering	6	30	0	200,662	637,487
Logistics	1	16	0	157,032	471,096
Other	1	1	0	11,000	33,000
Supporting	2	5	0	28,788	86,364
Total	17	69	0	542,534	1,998,831
Stockton					
Chemical	1	2	0	6,201	18,603
Digital	4	18	0	147,500	512,500
Engineering	21	77	1	414,039	1,246,118
Health	1	2	0	11,246	33,738
Logistics	6	15	0	108,636	325,908
Other	2	12	1	125,921	471,763
Supporting	18	42	0	287,188	958,733
Total	53	168	2	1,100,732	3,567,364
Grand Total	162	480	9	3,595,722	12,191,139

4.3 Applications in the Pipeline

Darlington	No of Apps	Priority Sector	Job Created	Job S/guarded	50% subsidy	Private Match 3:1
Priority	5	Engineering	5	1	35,560	106,680
	1	Logistics	11	0	84,562	253,687
Other	4		5	1	40,959	122,878
Supporting	9		18	0	156,870	505,650
Darlington Total	19		39	2	317,952	988,896
Hartlepool		Priority Sector	Job Created	Job S/guarded	50% subsidy	Private Match 3:1
Priority	3	Digital	4	5	61,532	202,596
	5	Engineering	9	0	39,313	117,939
	1	Logistics	1	0	9,500	28,500
Other	5		12	1	89,467	297,395
Supporting	11		61	4	221,234	737,699
Hartlepool Total	25		87	10	421,046	1,384,129

Middlesbrough		Priority Sector	Job Created	Job S/guarded	50% subsidy	Private Match 3:1
Priority	3	Digital	9	0	91,500	303,300
	6	Engineering	13	0	66,351	225,054
	1	Logistics	7	0	62,070	192,210
Other	7		14	1	107,830	323,490
Supporting	5		35	20	434,064	1,436,702
M'brough Total	22		78	21	761,816	2,480,756
Redcar		Priority Sector	Job Created	Job S/guarded	50% subsidy	Private Match 3:1
Priority	1	Digital	0	1	6,000	18,000
	4	Engineering	14	0	124,715	442,146
	2	Health	8	0	66,000	198,000
	1	Logistics	1		9,250	27,750
Other	7		9	1	57,072	171,217
Supporting	11		22	0	166,098	£602,296
Redcar Total	26		54	2	429,136	1,459,410
Stockton		Priority Sector	Job Created	Job S/guarded	50% subsidy	Private Match 3:1
Priority	1	Digital	2		22,000	86,000
	12	Engineering	32	0	289,089	1,721,267
	1	Logistics	1	0	10,750	32,250
	1	Health	1	0	10,000	30,000
Other	10		16	1	92,094	319,243
Supporting	13		30	15	275,464	898,392
Stockton Total	38		82	16	699,397	3,087,152
Grand Total	130		340	51	2,629,348	9,400,345

- 4.4 In summary Hartlepool has achieved 95 new jobs representing 19.8% of all jobs created to date and for pipeline projects Hartlepool has a projected 87 new jobs representing a 25.6% share of the estimated new jobs.

5. LEGAL AND FINANCIAL IMPLICATIONS

- 5.1 There are no specific legal or financial implications for the purposes of this report.

6. IMPACT ON CHILD / FAMILY POVERTY

- 6.1 The scheme will positively contribute to tackling the longer term causes and consequences of child and family poverty by driving up economic growth and supporting working age adults into sustained employment which is the only way of moving a family out of poverty.

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

- 7.1 The scheme will positively contribute to Section 17 by providing employment routeways for economically inactive residents including young people.

8. EQUALITY AND DIVERSITY CONSIDERATIONS

- 8.1 The service provides universal access for all, but also targets specific groups that have multiple barriers to achieving economic participation and often have multiple barriers to progressing into education, training, employment and enterprise.

**9. CONTRIBUTION TO OTHER COUNCIL PROJECTS AND
PERFORMANCE INDICATORS**

- 9.1 This funding will benefit other Council business and employment initiatives and will also support a broad range of key Council partners including the voluntary and community sector. The project will positively contribute to the following indicators;

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

10. RECOMMENDATIONS

- 10.1 That Members note the contents of this report and in particular Hartlepool's successful engagement with the programme and the Council will continue to promote the scheme to local smes.

11. BACKGROUND PAPERS

- 11.1 None

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REGENERATION SERVICES COMMITTEE

31st July 2014



Report of: Assistant Director (Regeneration)

Subject: UPDATED PLANNING POLICY FRAMEWORK
JUSTIFICATION MAY 2014

1. TYPE OF DECISION/APPLICABLE CATEGORY

This report is for information.

2. PURPOSE OF REPORT

- 2.1 To update the Regeneration Services Committee on the significant change to the five year land supply situation in the Borough.

3. BACKGROUND

- 3.1 This information is presented as an update to the Planning Policy Framework Justification November 2013 and is based on recently updated supporting evidence. The November Planning Policy Framework Justification was approved by the Regeneration Services Committee on 5th December 2013.
- 3.2 This document was produced to highlight policies in the adopted local plan and whether they comply with the NPPF and has been used since its approval to support the determination of planning applications.
- 3.3 The document also stated that the Council could not demonstrate a 5 year housing land supply and therefore all policies relating to the supply of housing were considered to be out of date. This in effect meant that the NPPF 'presumption in favour of sustainable development' potentially allows housing to be progressed in areas which otherwise may not have been deemed as acceptable, for instance those outside of development limits.
- 3.4 Planning Officers have recently reviewed the 5 year land supply following the end of year housing monitoring (2013-2014) and have taken into consideration planning permissions that have been granted since December 2013. In the last financial year alone the Council has granted permission for

1,347 new dwellings. This new information will form part of the emerging evidence base for the new Local Plan. The 5 year land supply has been recalculated and has significantly improved from the 3.5 year supply reported in the November 2013 document.

4. UPDATED PLANNING POLICY FRAMEWORK JUSTIFICATION MAY 2014

4.1 This update to the November 2013 document only makes factual changes regarding the recent publication of Planning Practice Guidance (April 2014) and critically updates Section 4 (pages 7-12) of the document regarding the 5 year land supply. The rest of the document is unchanged as the information is still considered to be up to date and robust.

4.2 The five year land supply has significantly improved since November 2013 and Hartlepool now has a 4.6 year supply of deliverable housing sites. (May 2014).

5. EQUALITY AND DIVERSITY CONSIDERATIONS

5.1 There are no equality or diversity implications.

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

6.1 There are no Section 17 Implications.

7. RECOMMENDATIONS

7.1 That the Regeneration Services Committee notes the content of the report.

8 APPENDICIES

8.1 A copy of the updated Planning Policy Framework Justification May 2014 is appended to this report.

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Saved Policies 2006 Hartlepool Local Plan

Planning Policy Framework Justification

May 2014



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1. INTRODUCTION

- 1.1 The purpose of this document is to demonstrate the current planning policy framework with regard to making decisions on planning applications currently and in the future.
- 1.2 This document should be used by all relevant parties to gain an understanding of the current planning policy situation for Hartlepool in which saved policies in the Adopted 2006 Local Plan, the National Planning Policy Framework, National Planning Practice Guidance and other material considerations should be used to make decisions with specific regard to determining planning applications in the future.

2. BACKGROUND

- 2.1 The reason for this statement arises from a series of events which took place since 2008. They are illustrated in the subsequent paragraphs below.

2006 Local Plan

- 2.2 The 2006 Local Plan was prepared in order to replace the then existing 1994 Local Plan. The 2006 Local Plan identified strategic land allocations to meet the demand and needs for new and existing housing, employment, retail, leisure etc and sought to guide and control development in the borough up to 2016. The 2006 Local Plan was prepared in accordance with the Town and Country Planning (Transitional Arrangements) (England) Regulations 2004 and not the Town and Country Planning (Regional Planning) (England) Regulations 2004.

Saved Policies of the 2006 Local Plan

- 2.3 Under the Planning and Compulsory Purchase Act 2004, unless expressly replaced by a `new` policy, `old` policies of an adopted Local Plan were automatically saved for three years from the date the Local Plan was adopted. On 13th April 2009 the Council saved the vast majority of the policies included in the 2006 Local Plan as they were assessed as being relevant and did not repeat national planning guidance at the time. The saved policies of the 2006 Local Plan were subsequently used as a basis alongside national planning policy to determine planning applications.

2013 Local Plan

- 2.4 The Council started the preliminary work of preparing a new Local Plan in January 2007 by starting to assemble an evidence base. In October 2007 The Council published an Issues & Options document and moved to Preferred Options in January 2010. A further Preferred Options document was produced in April 2010 before a Publication document was produced in February 2012.
- 2.5 At Publication stage the Council started to implement certain policies contained in the 2013 Local Plan where they held significantly more weight than existing policies in the 2006 Local Plan and/or the 2006 Local Plan was silent on the issue; including issues such as affordable housing and renewable energy provision.
- 2.6 The Local Plan was submitted to the Secretary of State in June 2012 and subject to public Hearings in January 2013 running to September 2013. The public hearings resulted in a situation where the Planning Inspector found the Local Plan sound subject to modifications.
- 2.7 At a meeting held on 17th October 2013 the Council resolved to withdraw the Local Plan under Section 22(1) of the Planning and Compulsory Purchase Act, 2004, as amended by Schedule 25 Part 17 of the Localism Act, 2011. The Council also resolved to cease to make any documents relating to the withdrawn Local Plan available.

The Current Situation

- 2.8 The withdrawal of the 2013 Local Plan placed the Council in a situation where the planning policy framework consists of saved 2006 Local Plan policies which are consistent with national policy, the guidance contained in the National Planning Policy Framework and other material considerations.

3. NATIONAL PLANNING POLICY FRAMEWORK & GUIDANCE

- 3.1 The National Planning Policy Framework (NPPF) was published in March 2012 along with the Planning Policy for Traveller Sites. It is a key element of the Government's reforms to make the planning system less complex and more accessible, by combining the majority of existing guidance within one overarching document. It replaced all Planning Policy Statements (PPSs), Planning Policy Guidance (PPGs) and Circulars, with the exception of PPS10 (Waste). Whilst the NPPF does not affect the status of development plans as the starting point for considering planning applications, local authorities have been encouraged to review existing Local Plans and other planning documents to ensure that they have a high level of consistency with the NPPF.
- 3.2 From the date of its publication, the policies contained in the NPPF have been a material consideration that local authorities need to take into account when making development decisions, and in the preparation of local planning documents. To allow for a period of transition, Councils can give weight to relevant policies adopted since 2004, even if there is a limited degree of conflict with the NPPF. Published alongside the NPPF is the National Planning Practice Guidance (NPPG) which gives further clarity to the policies and considerations contained in the NPPF. The NPPG is a material consideration along side the NPPF when making development decisions.
- 3.3 With regard to this NPPF paragraph 214 states:
- “For 12 months from the day of publication, decision-takers may continue to give full weight to relevant policies adopted since 2004* (*In development plan documents adopted in accordance with the Planning and Compulsory Purchase Act 2004 or published in the London Plan) even if there is a limited degree of conflict with this Framework.”*
- 3.4 As previously stated in section 2, the 2006 Local Plan was prepared in accordance with the Town and Country Planning (Transitional Arrangements) (England) Regulations 2004 and not the Town and Country Planning (Regional Planning) (England) Regulations 2004. As a result the Council cannot give full weight to the saved policies in the 2006 Local Plan.
- 3.5 However NPPF paragraph 215 goes further to state:
- “In other cases and following this 12-month period, due weight should be given to relevant policies in existing plans according to their degree of consistency with this framework (the closer the policies in the plan to the policies in the Framework, the greater the weight that may be given).”*

- 3.6 The Council's current situation therefore falls into the "in other cases" category. Paragraph 215 states that "due weight" should be given to "relevant" policies in existing plans according to their degree of consistency with the NPPF. Paragraph 215 offers a mechanism whereby the 2006 Local Plan can still be given due weight dependant upon the consistency of the policies with the NPPF.
- 3.7 Section 5 of this document demonstrates the 2006 Local Plan saved policies consistency with the NPPF bearing in mind the current situation in the borough.
- 3.8 NPPF paragraph 196 further states:

"The planning system is plan-led. Planning law requires that applications for planning permission must be determined in accordance with the development plan, unless material considerations indicate otherwise. The NPPF is a material consideration in planning decisions"

- 3.9 Bearing in mind NPPF paragraph 196 it is considered that other material considerations can be taken into account alongside relevant policies in the development plan (2006 Local Plan) and the NPPF. Taking this into consideration, the borough has specific policy areas where the 2006 Local Plan is silent and/or the relevant policies are out-of-date. These other material considerations, as illustrated in section 4, should be given due weight in decision making; with specific regard to determining planning applications.

4. SPECIFIC MATERIAL CONSIDERATIONS

- 4.1 The borough has specific policy areas where the 2006 Local Plan is silent and/or the relevant policies are out-of-date and the NPPF delegates the decision making to the development plan. The policy areas are set out below:

- Demonstrating a 5 Year Supply of Deliverable Housing Sites
- Affordable Housing
- Renewable Energy

These other material considerations should be given due weight in decision making; with specific regard to determining planning applications.

Demonstrating a 5 Year Land Supply of Deliverable Housing Sites

- 4.2 The Council cannot effectively demonstrate a 5 year supply of deliverable housing sites. This is a crucial consideration in establishing the future planning framework to be used in decision making, with particular regard to determining planning applications. The following paragraphs outline the Councils position with regard to the 5 year supply of deliverable housing sites.

- 4.3 The NPPF places great importance in the delivery of a wide choice of high quality homes. NPPF paragraph 47 states:

“To boost significantly the supply of housing, local planning authorities should:

- *Use their evidence base to ensure that their Local Plan meets the full, objectively assessed needs for market and affordable housing in the housing market area, as far as is consistent with the policies set out in this Framework, including identifying key sites which are critical to the delivery of the housing strategy over the plan period;*
- *Identify and update annually a supply of specific deliverable sites sufficient to provide five years worth of housing against their housing requirements with an additional buffer of 5% (moved forward from later in the plan period) to ensure choice and competition in the market for land. Where there has been a record of persistent under delivery of housing, local planning authorities should increase the buffer to 20% (moved forward from later in the plan period) to provide a realistic prospect of achieving the planned supply and to ensure choice and competition in the market for land;*
- *Identify a supply of specific, developable sites or broad locations for growth, for years 6-10 and, where possible, for years 11-15;”*

- 4.4 NPPF paragraph 48 states:

“Local planning authorities may make an allowance for windfall sites in the five-year supply if they have compelling evidence that such sites have consistently become available in the local area and will continue to provide a reliable source of supply. Any allowance should be realistic having regard to the Strategic Housing Land Availability Assessment, historic windfall delivery rates and expected future trends, and should not include residential gardens.”

- 4.5 Bearing in mind paragraphs 47 and 48 the Council has a requirement to identify a supply of deliverable sites sufficient to provide five years worth of housing against their housing requirements. As discussed in section 2, the Council submitted to the Secretary of State in June 2012 its new Local Plan and it was subject to public Hearings in January 2013 running to September 2013. The public hearings resulted in a situation where the Planning Inspector found the Local Plan sound subject to modifications.
- 4.6 As the Local Plan was withdrawn prior to adoption any policies contained in the plan are deemed to hold no weight, this includes any housing allocations contained in the Local Plan. As a result no housing allocations contained in the withdrawn Local Plan are to be included in the 5 year supply demonstration.
- 4.7 The former emerging Local Plan sought to meet a housing need established in the evidence base document “*Future Housing Provision in the Borough for the Next 15 Years*” which was published in April 2013 and as a result was not part of the actual Local Plan. Whilst the Local Plan was withdrawn the evidence behind the Local Plan was not withdrawn and is still robust and a material consideration. The “*Future Housing Provision in the Borough for the Next 15 Years*” document is a source of evidence independent of the Local Plan as a result this holds significant weight in assessing what the housing needs are over the next 15 years in the absence of an up to date Local Plan which includes appropriate housing provision.
- 4.8 In suggesting modifications to the withdrawn Local Plan, the Planning Inspector sought to assemble housing sites to broadly accord with the quantum of development proposed in the “*Future Housing Provision in the Borough for the Next 15 Years*” document. The document identified a future housing need in the borough over the next 15 years for approximately 4,800 net additional dwellings equating to an average net additional dwelling requirement of 320.
- 4.9 The “*Future Housing Provision in the Borough for the Next 15 Years*” document has been updated in May 2014 to reflect the changes in completions and demolitions that have taken place since April 2013 base date. The updated document can be downloaded from the Council’s website and should be read as a companion piece to this report. The broad findings and crucially the net additional dwelling target of 4,800 over 15 years is unchanged.
- 4.10 As a result the Council are satisfied that the 4,800 net additional dwellings equating to an average net additional dwelling requirement of 320 over 15 years is a robust and appropriate requirement. This is essentially the standard housing requirement scenario.
- 4.11 In accordance with NPPF paragraph 47 the Council accepts that there has been a record of persistent under delivery of housing. As a result there is a requirement to increase the provision over the first 5 years by an additional 20% (moved forward from later in the plan period). This is scenario 2 and is the housing requirement against which the Council is seeking to demonstrate a 5 year supply of deliverable housing sites. Table 1 illustrates the requirement scenarios.

Table 1: Housing Requirement Scenarios

	1st 5 years	2nd 5 Years	3rd 5 Years	Total
Scenario 1 Standard	320 Annual 1,600 Total	320 Annual 1,600 Total	320 Annual 1,600 Total	4,800
Scenario 2 20% Frontloaded	384 Annual 1,920 Total	288 Annual 1,440 Total	288 Annual 1,440 Total	4,800

4.12 Scenario 2 is the most robust and appropriate housing requirement against which the Council will demonstrate the 5 year supply of deliverable sites.

4.13 In identifying sites that contribute towards meeting a 1st 5 year supply the Council has only included deliverable (meeting the definition in NPPF footnote 11) housing sites in the borough which already benefit from a residential planning permission including those where development has commenced but with further dwellings still to complete on-site. No other sites have been included; only sites which benefit from planning permission. Notwithstanding this some sites which benefit planning permission have subsequently not been included in the 1st 5 years as they have specific delivery problems with:

- Physical site constraints
- Low demand housing offer planned (including flats)
- Economically unviable in current housing market conditions

Where sites with planning permission have not be included in the 1st 5 years due to issues with regard to deliverability they have been discounted or identified for development in the 2nd and 3rd 5 year periods, when it is more likely that development could occur.

4.14 As the new Local Plan was withdrawn no strategic sites outside of current development limits (such as the South West Extension) can be included in the identified supply.

4.15 Table 2 and graph 1 summarise all of the sites which contribute towards the 5 year supply.

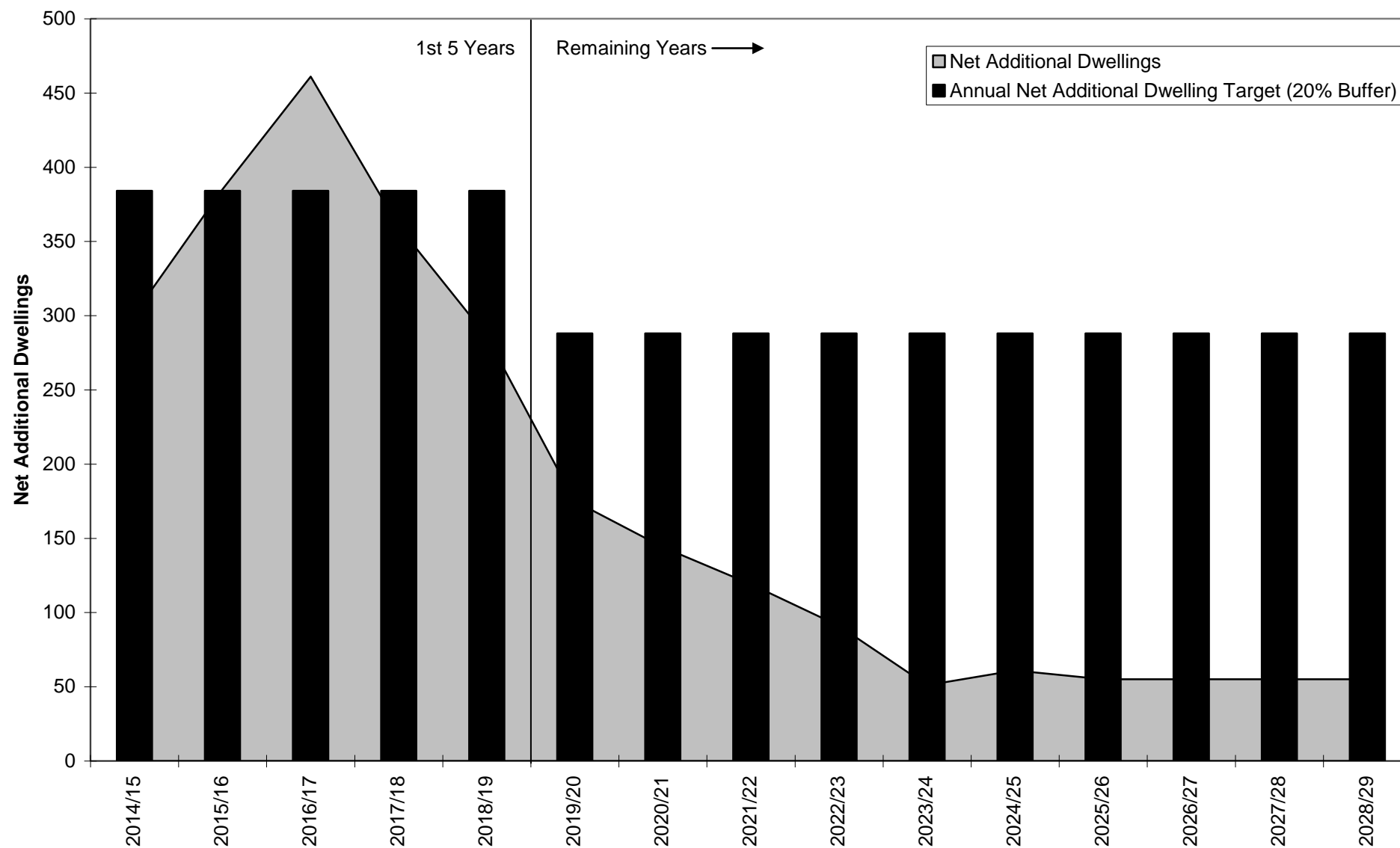
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Table 2: Summary of Demonstrating a 5 Year Supply of Deliverable Housing Sites

Housing Provision Source	Remaining	2014/15 Completed	2014/15 Remaining	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Total
Extant Planning Permissions	3194	37	354	495	501	385	311	200	169	144	116	76	86	80	80	80	80	3194
Total Gross Delivery	3194		391	495	501	385	311	200	169	144	116	76	86	80	80	80	80	3194
Projected Demolitions	-540		-90	-110	-40	-25	-25	-25	-25	-25	-25	-25	-25	-25	-25	-25	-25	-540
Total Net Delivery	2654		301	385	461	360	286	175	144	119	91	51	61	55	55	55	55	2654
Scenario 1 Net Additional Dwelling Provision Requirement			320	320	320	320	320	320	320	320	320	320	320	320	320	320	320	4800
Accordance			-19	65	141	40	-34	-145	-176	-201	-229	-269	-259	-265	-265	-265	-265	-2225
5 Year Accordance			+193					-1020					-1319					-2146
Scenario 2 Net Additional Dwelling Provision Requirement			384	384	384	384	384	288	288	288	288	288	288	288	288	288	288	4800
Accordance			-83	1	77	-24	-98	-113	-144	-169	-197	-237	-227	-233	-233	-233	-233	-83
5 Year Accordance			-127					-860					-1159					-2146

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Graph 1: Current Housing Trajectory



- 4.15 Table 2 and graph 1 reveals a situation where the Council cannot demonstrate a 5 year supply of deliverable housing sites to meet the housing requirement over the next 5, 10 and 15 years (scenario 2) when considering the projected gross housing delivery and the projected demolitions in the borough. Currently the Council is approximately 127 dwellings short of demonstrating a 5 year supply, which equates to a 4.6 year supply of deliverable housing sites.
- 4.16 It must be appreciated that the 5 year land supply situation has significantly improved since the last report in November 2013. In November 2013 the Council was approximately 587 dwellings short of demonstrating a 5 year supply, which equated to a 3.5 year supply of deliverable housing sites. In the year 2013/14 the Borough Council granted permission for 1,347 additional dwellings. This significant uplift in planning permissions, in greenfield, desirable and deliverable locations has significantly boosted the potential supply of housing in the Borough in the short to medium term.
- 4.17 With specific regard to the Council not being able to demonstrate a 5 year supply of deliverable housing sites NPPF paragraph 49 states:
- “Housing applications should be considered in the context of the presumption in favour of sustainable development. Relevant policies for the supply of housing should not be considered up-to-date if the local planning authority cannot demonstrate a five-year supply of deliverable housing sites.”*
- 4.18 The inability of the Council to demonstrate a 5 year supply of deliverable housing sites means that, in accordance with NPPF paragraph 49, any saved policies included in the 2006 Local Plan regarding the supply of housing should not be considered up-to-date.

Affordable Housing Provision

- 4.19 There is an existing and future need for additional affordable housing in the borough to be delivered. The need for additional affordable housing is a material consideration in decision making.
- 4.20 The evidence base for the affordable housing provision in the borough is detailed in the *“Tees Valley 2012 Strategic Housing Market Assessment Final Report”* which was published in May 2012 with specific regard to tables 4.20 and 4.23. In Hartlepool there is an overall need for approximately 88 affordable dwellings each year. When matched against the proposed total net annual dwelling target of 320 dwellings, this equates to a “need” delivery of 27.5%.
- 4.21 Although the evidence identifies a significant level of affordable housing need, the Council appreciates that providing an element of affordable housing as part of private development affects the economic viability of schemes. Bearing this in mind it is necessary to ensure that affordable housing is provided at a level that is economically viable and does not prevent development from taking place.

Renewable Energy

- 4.22 The Council are committed to delivering sustainable development and will seek to ensure that new development has regard to the need to reduce CO₂ emission and mitigate against the impacts of climate change through providing a minimum of 10% of the developments energy needs from renewable and/or decentralised resources.
- 4.23 In November 2010 the Council produced an evidence paper called “*Energy Supply from Decentralised and Renewable or Low Carbon Sources*” which relates to providing an on site energy supply from decentralised and renewable or low carbon sources. The evidence paper reviews European, National, Regional and local guidance along with particular reports that formed part of the Regional Spatial Strategy evidence base, to ascertain the overarching aim of RSS policy 38 and why the 10% requirement on major developments was originally set.
- 4.24 The background paper concluded that the RSS evidence and policy which was tested at examination in public in 2006 were justifiable and that a similar approach was appropriate within Hartlepool. The Council consider that the application of the 10% requirement should only apply to major applications, some smaller scale developers may see the requirement as an undue burden, however major developments that are more likely to have a significant increase in CO₂ emissions are likely to have greater profit margins and therefore the 10% requirement is considered acceptable as it should not have a significant financial impact upon build costs that can not be off set against profit margins. As indicated in European Directive 2001/77/EC as more renewable energy technologies are used, the price will fall due to economies of scale.
- 4.25 NPPF paragraphs 93, 94, 95 96 and 97 are paramount in ensuring that development meets the challenge of climate change. The on site renewable energy requirement is part of the Council’s proactive strategy to mitigate and adapt to climate change as required by NPPF paragraph 94, furthermore the on site renewable energy provision ensures that Hartlepool takes responsibility and contributes to meeting EU and government targets in providing energy from renewable or low carbon sources as per NPPF paragraph 97.
- 4.26 Notwithstanding the above where it can be proven that it is not viable and would place undue burden on the development to derive a minimum of 10% of the energy needs from renewable and/or decentralised resources, a lower percentage may be considered acceptable and/or the development should seek to make up any shortfall through additional energy efficiency measures in building construction and layout.

5. 2006 LOCAL PLAN POLICIES NPPF CONSISTENCY

- 5.1 Table 3 below summarises the saved 2006 Local Plan policies and illustrates their consistency with the National Planning Policy Framework (NPPF) in terms of full, partial or not consistent. The full discussion of the policies is contained in appendix 1.

Table 3: 2006 Local Plan Saved Policies NPPF Consistency

Policy	Full	Partial	Not
Gen Environmental			
GEP1		x	
GEP2	x		
GEP3	x		
GEP7	x		
GEP9		x	
GEP10	x		
GEP12	x		
GEP16	x		
GEP17	x		
GEP18	x		
Industry & Business			
IND1	x		
IND2			x
IND3	x		
IND4		x	
IND5		x	
IND6	x		
IND7			x
IND8	x		
IND9	x		
IND10	x		
IND11	x		
Retail & Commercial			
COM1	x		
COM2	x		
COM3	x		
COM4	x		
COM5	x		
COM6	x		
COM7			x
COM8			x
COM9		x	
COM10		x	
COM12	x		
COM13		x	
COM14	x		
COM15		x	
COM16	x		

Policy	Full	Partial	Not
Tourism			
TO1	x		
TO2	x		
TO3	x		
TO4	x		
TO6	x		
TO8	x		
TO9	x		
TO10	x		
TO11	x		
Housing			
HSG1	x		
HSG2			x
HSG3			x
HSG4			x
HSG5			x
HSG6			x
HSG7			x
HSG9		x	
HSG10	x		
HSG11	x		
HSG12	x		
HSG13			x
HSG14			x
Transport			
TRA1	x		
TRA2	x		
TRA3	x		
TRA4	-	-	-
TRA5	x		
TRA7	x		
TRA9	x		
TRA10	x		
TRA11		x	
TRA12		x	
TRA13		x	
TRA14		x	
TRA15	x		
TRA16	x		
TRA17	x		
TRA18	x		
TRA20	x		

Policy	Full	Partial	Not
Public & Community			
PU3	x		
PU6	x		
PU7	x		
PU10	-	-	-
PU11	-	-	-
Dev Constraints			
DCO1	x		
Recreation & Leisure			
REC1	x		
REC2	x		
REC3	x		
REC4	x		
REC5	x		
REC6	x		
REC7	x		
REC8	x		
REC9		x	
REC10	x		
REC12	x		
REC13	x		
REC14	x		
Green Network			
GN1	x		
GN2	x		
GN3	x		
GN4	x		
GN5	x		
GN6	x		
Wildlife			
WL2	x		
WL3	x		
WL5	x		
WL7	x		
Historic Environment			
HE1	x		
HE2	x		
HE3	x		
HE6	x		
HE8	x		
HE12	x		
HE15	x		

Policy	Full	Partial	Not
Rural Area			
RUR1		x	
RUR2		x	
RUR3		x	
RUR4	x		
RUR5		x	
RUR7	x		
RUR12			x
RUR14	x		
RUR15	x		
RUR16	x		
RUR17	x		
RUR18	x		
RUR19	x		
RUR20	x		
Minerals			
MIN1	-	-	-
MIN2	-	-	-
MIN3	-	-	-
MIN4	-	-	-
MIN5	-	-	-
Waste			
WAS1	-	-	-
WAS2	-	-	-
WAS3	-	-	-
WAS4	-	-	-
WAS5	-	-	-
WAS6	-	-	-

APPENDIX 1

- 5.2 Of the 136 saved policies in the 2006 Local Plan the vast majority of the policies were assessed to be in full or partial consistency with the NPPF with only 13 found to not be consistent with the NPPF. The following paragraphs identify the specific chapters in the 2006 Local Plan and illustrate their overall consistency with the NPPF.

General Environmental Principles

- 5.3 All of the GEP policies are in full or partial consistency with the NPPF. The main issue is regard to policy GEP1 is whereby it seeks to restrict development to within the urban limits, this is not a requirement of the NPPF. Furthermore the Council cannot currently demonstrate a 5 year supply of deliverable housing sites (see section 4) in accordance with NPPF paragraph 47, therefore until such a time that a 5 year land supply can be demonstrated, full weight cannot be given to policies which seek to restrict additional housing provision based upon the extent of the urban fence.
- 5.4 Policy GEP9 is only partially consistent with the NPPF. The policy is not fully consistent with the NPPF as it is seeking to secure contributions towards acquisition and demolition of surplus housing stock and housing improvements in low demand housing areas in accordance with policy Hsg5. Hsg5 is not in conformity with the NPPF and as a result this type of contribution cannot be secured. However with regard to all other contributions advocated in the policy there securing is consistent with the NPPF.

Industrial and Business Development

- 5.5 All of the IND policies are in full or partial consistency with the NPPF in general with the exception of policies IND2 relating to the allocation at North Burn and IND7 relating to North of Seaton Channel which are not consistent with the NPPF.

Retail, Commercial and Mixed Use Development

- 5.6 All of the COM policies are in full or partial consistency with the NPPF in general with the exception of policies COM7 relating to Tees Bay and COM8 relating to shopping development which are not consistent with the NPPF and COM9 which is substantially not consistent.
- 5.7 Policy COM9 which concerns main town centre uses is substantially not consistent with the NPPF with the exception of the hierarchy of centres proposed and the references to travel plans. As a result NPPF paragraphs 24, 25, 26 and 27 should be used to determine planning applications relating for main town centre uses based on the hierarchy of centres established in policy COM9, with weight given to the need to prepare Travel Plans and Planning Conditions where relevant.

Tourism

- 5.8 All TO policies are consistent with the NPPF.

Housing

- 5.9 A high number of the HSG policies are not consistent with the NPPF as the Council cannot currently demonstrate a 5 year supply of deliverable housing sites in accordance with NPPF paragraph 47; as a result weight cannot be given to policies which seek to restrict additional housing provision.
- 5.10 The Council's situation with regard to the 5 year land supply is illustrated in section 4 and in appendix 1. As a result the NPPF as a whole should be used as a basis to determine future additional housing applications in the borough alongside 2006 Local Plan policies HSG9, HSG10, HSG11 and HSG12, which purely relate the design of additional housing development. Other 2006 Local Plan policies will apply depending upon the site specifics and location of the proposed development.

Transport

- 5.11 All TRA policies are fully or partially consistent with the NPPF. The only issue with regard to partially consistent policies is the references made in the policies to employment allocations which themselves are partially or not consistent with the NPPF.

Public Utility and Community Facilities

- 5.12 PU policies are consistent with the NPPF with the exception of policies PU10 and PU11 which are no longer applicable as the site has been fully developed in accordance with the policy criteria.

Development Constraints

- 5.13 The DCO policy is consistent with the NPPF.

Recreation and Leisure

- 5.14 REC policies are consistent with the NPPF in general with the exception of policy REC9 which is partially consistent as it does not give any flexibility to allow proposals which may bring significant other benefits, for example in terms of economic development.

The Green Network

- 5.15 All GN policies are consistent with the NPPF.

Wildlife

- 5.16 All the WL policies are consistent with the NPPF.

Conservation of the Historic Environment

- 5.17 All the HE policies are consistent with the NPPF.

The Rural Area

- 5.18 Many of the RUR policies are not consistent with the NPPF as the Council cannot currently demonstrate a 5 year supply of deliverable housing sites (see section 4) in accordance with NPPF paragraph 47; full weight cannot be given to policies which seek to restrict additional housing provision.

- 5.19 The Council's situation with regard to the 5 year land supply is illustrated in section 4 and in appendix 1. As a result the NPPF as a whole should be used as a basis to determine future additional housing applications in the borough, with particular regard to the countryside and rural area alongside 2006 Local Plan policies HSG9, HSG10, HSG11 and HSG12, which purely relate the design of additional housing development. Other 2006 Local Plan policies will apply depending upon the site specifics and location of the proposed development.

Minerals

- 5.20 The MIN policies are no longer applicable as the policies have been superseded by the policies contained in the Tees Valley Minerals and Waste Development Plan Documents.

Waste

- 5.21 The WAS policies are no longer applicable as the policies have been superseded by the policies contained in the Tees Valley Minerals and Waste Development Plan Documents.

2006 Local Plan Policies NPPF Consistency Conclusion

- 5.22 As illustrated in table 3 the majority of the policies contained in the 2006 Local Plan are fully or partially consistent with the NPPF. Where policies are fully consistent they are to be given full weight in decision making, however where policies are partially consistent due weight will be given having regard to relevant paragraphs in the NPPF. Where policies are not consistent with the NPPF they are given no weight in decision making and the relevant paragraphs in the NPPF will be used to determine planning applications.
- 5.23 As a result where decision making is required in most cases a combination of the existing 2006 Local Plan and the relevant paragraphs in the NPPF will be used as a policy framework until the Council moves forward the preparation of a new Local Plan to a sufficient stage where emerging policies can be given due weight. Bearing this in mind, this document will be regularly updated to take into consideration any relevant changes.

6. PLANNING FRAMEWORK CONCLUSION

6.1 The withdrawal of the 2013 Local Plan placed the Council in a situation where the planning framework consists of:

- Saved 2006 Local Plan policies,
- Guidance contained in the National Planning Policy Framework, and;
- Other material considerations.

Saved 2006 Local Plan Policies & National Planning Policy Framework

6.2 Table 3 illustrates the saved 2006 Local Plan policies and their consistency with regard to the National Planning Policy Framework (NPPF) with appendix 1 detailing each saved policy and guidance relating to its consistency with the NPPF. In instances where the plan is not fully consistent with the NPPF appendix 1 outlines which NPPF paragraph numbers should be used in decision making with specific regard to determining planning applications.

Material Planning Considerations

6.3 The borough has specific policy areas where the 2006 Local Plan is silent and/or the relevant policies are out-of-date and the NPPF delegates the decision making to the development plan. These other material considerations are:

- **Demonstrating a 5 Year Supply of Deliverable Housing Sites**
The inability of the Council to demonstrate a 5 year supply of deliverable housing sites means that, in accordance with NPPF paragraph 49, any saved policies included in the 2006 Local Plan regarding the supply of housing should not be considered up-to-date.
- **Affordable Housing**
There is a need to deliver 27.5% affordable housing as part of residential developments.
- **Renewable Energy**
There is a need to provide a minimum of 10% of the developments energy needs from renewable and/or decentralised resources.

Summary Conclusion

6.3 As a result, where decision making is required, in most cases a combination of the existing 2006 Local Plan, the relevant paragraphs in the NPPF and other material considerations will be used as a planning framework until the Council moves forward the preparation of a new Local Plan to a stage where emerging policies can be given due weight.

6.4 Bearing this in mind, this document will be regularly updated to take into consideration any relevant changes.

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Appendix 1: 2006 Local Plan Saved Policies / NPPF Accordance

Table A: General Environmental Principles

2006 LP Saved Policy	Full	Partial	Not	Relevant NPPF Paragraph	Comments
General Environmental Principles					
GEP1		x		6, 7, 8, 9, 10, 14, 15, 17, 30, 32, 34, 35, 37, 43, 49, 50, 53, 55, 56, 57, 58, 60, 61, 63, 64, 65, 67, 69, 70, 72, 73, 75, 93, 94, 95, 99, 100, 101, 102, 103, 104, 109, 110, 111, 112, 114, 115, 116, 117, 118, 119, 120, 121, 123, 124, 125, 126, 128, 129, 131, 132, 133, 135, 136, 137, 138, 139, 140, 144, 148, 149, 150, 151, 152, 154, 156, 157, 203, 204, 205.	<p>The policy seeks to contribute towards sustainable development. The policy covers a lot of key areas that all seek to provide sustainable development, the policy seeks to ensure that development is located in the right place and is of high quality design and does not have a detrimental impact upon amenity.</p> <p>The policy is only partially compliant as it seeks to restrict development to within the urban limits, this is not a requirement of the NPPF. Furthermore the Council cannot currently demonstrate a 5 year supply of deliverable housing sites in accordance with NPPF paragraph 47, therefore until such a time that a 5 year land supply can be demonstrated, full weight cannot be given to policies which seek to restrict additional housing provision based upon the extent of the urban fence.</p>
Access For All					
GEP2	x			6, 7, 8, 9, 10, 14, 15, 17, 29, 30, 31, 32, 34, 35, 37, 39, 40, 49, 50, 56, 57, 58, 64, 67, 69, 70, 75, 95, 150, 151, 152,	The policy seeks to contribute towards sustainable development. The policy seeks to ensure that all development is accessible to all users in particular those with disabilities and the less able bodies, thus ensuring that development is sustainable as it provides for the population now and in the future.
Crime Prevention by Planning and Design					
GEP3	x			6, 7, 8, 9, 10, 14, 15, 17, 20, 21, 49, 50, 55, 56, 57, 58, 61, 64, 67, 69, 70, 150, 151, 152.	The policy seeks to contribute towards sustainable development. The policy seeks to ensure that development does not lead to an increase in crime and anti social behaviour and where possible it should reduce such instances. The policy states that safety should be taken into account when designing a scheme.

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Frontage of Main Approaches					
GEP7	x			6, 7, 8, 9, 10, 14, 15, 17, 20, 21, 29, 30, 31, 41, 49, 56, 58, 61, 64, 70, 93, 150, 151, 152,	The policy seeks to contribute towards sustainable development. The policy seeks to protect and enhance the main approaches within the borough, to assist in improving the overall quality of the borough. The policy sets out key main approaches that are of particular importance to Hartlepool.
Developers Contributions					
GEP9		x		6, 7, 8, 9, 10, 14, 15, 17, 150, 151, 152, 203, 204, 205.	<p>The policy is partially consistent with the NPPF. The policy seeks contributions from developers for the provision of additional works deemed to be required as a result of the development. The policy sets out the types of contributions which may be required. All of these, with the exception of one, are in conformity with the NPPF.</p> <p>The policy however is not in accordance with the NPPF where it requests contributions for:</p> <p>i) The acquisition and demolition of surplus housing stock and housing improvements in low demand housing areas (see policies Hsg6 and Hsg5) – As these two policies are not in conformity with the NPPF, this element of GEP9 is therefore not compliant.</p>
Provision of Public Art					
GEP10	x			6, 7, 8, 9, 10, 14, 15, 17, 21, 49, 56, 57, 58, 60, 63, 69, 151, 152	The policy seeks to contribute towards sustainable development. The policy seeks to add to the overall quality and distinctiveness of the borough through the provision of bespoke public art.
Trees, Hedgerows and Development					
GEP12	x			6, 7, 8, 9, 14, 15, 17, 20, 49, 50, 56, 57, 58, 61, 64, 69, 70, 93, 114, 150, 151, 152, 203, 206.	The policy seeks to contribute towards sustainable development. The policy seeks to protect trees and hedgerows that currently add to the quality of the environment. The policy also encourages further tree planting as part of a scheme.
Untidy Sites					
GEP16	x			6, 7, 8, 9, 10, 14, 15, 17, 20, 21, 57, 150, 151, 152, 207	The policy seeks to contribute towards sustainable development. The policy sets out Council's desires and powers but it does not specifically link to development proposals. The overall aim of the policy is in accordance with the thread of the NPPF that is to create sustainable development and thus quality environments.

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Derelict Land Reclamation					
GEP17	x			6, 7, 8, 9, 10, 14, 15, 17, 20, 21, 109, 111, 150,151,152,	The policy seeks to contribute towards sustainable development. The policy sets out Council's desires but it does not specifically link to development proposals. The overall aim of the policy is in accordance with the thread of the NPPF that is to create sustainable development and thus quality environments.
Development on Contaminated Land					
GEP18	x			6,7,8 9, 14, 15, 17, 109, 110, 111,120,121,122, 150,151,152,	The policy seeks to contribute towards sustainable development. The policy encourages development on contaminated land as it is a positive measure to remove the contamination.

7.2 APPENDIX 1

Table B: Industrial and Business Development

2006 LP Saved Policy	Full	Partial	Not	Relevant NPPF Paragraph	Comments
Wynyard Business Park					
IND1	x			6, 7, 8, 9, 10, 14, 15, 17, 18, 19, 20, 21, 22, 36, 57, 58, 109, 126 150, 151, 152, 203, 204, 205.	<p>The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. It allocates land for a prestige business park that supports sustainable economic growth. This site is fully committed for this use with a full planning permission for business use for the full site. The wider Wynyard Park area has a proven track record of attracting inward investment and development. (meets paragraphs 18, 19, 20, 21, 22).</p> <p>The policy also provides criteria to protect areas of historic and natural interest (109 and 126) , to provide high quality landscaping and or woodland planting (57), high quality design (57 and 58), the landscaping of car parking areas and that travel plans should be prepared (36).</p>
North Burn Electronics Components Park					
IND2			x	6, 7, 8, 9, 10, 14, 15, 17, 18, 19, 20, 21, 22, 31, 36, 57, 58, 109, 126 150, 151, 152, 203, 204, 205.	The policy is not consistent with the NPPF. It allocates land for a prestige business park there is currently no planning permission in place and there is substantial infrastructure costs associated with developing the site. In this respect the site does not meet paragraph 22 as, on current evidence, there is no reasonable prospect on the site being developed.
Queens Meadow Business Park					
IND3	x			6, 7, 8, 9, 10, 14, 15, 17, 18, 19, 20, 21, 22, 36, 57, 58 150, 151, 152, 203, 204, 205.	<p>The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. It allocates land for a business park that supports sustainable economic growth. The business park has attracted development over the years and is a key part of the portfolio of the sites that make up the Boroughs employment land offer (the policy meets paragraphs 18, 19, 20, 21, 22).</p> <p>The policy also provides criteria to ensure high quality landscaping and or woodland planting (57), high quality design (57 and 58), the landscaping of car parking areas and that travel plans should be prepared (36).</p>

7.2

APPENDIX 1

2006 LP Saved Policy	Full	Partial	Not	Relevant NPPF Paragraph	Comments
Higher Quality Industrial Estates					
IND4		x		6, 7, 8, 9, 10, 14, 15, 17, 18, 19, 20, 21, 22, 36, 57, 58, 61 150, 151, 152, 203, 204, 205.	<p>The policy seeks to contribute towards sustainable development. The policy is partially consistent with the NPPF. It allocates three sites for higher quality industrial development that supports sustainable economic growth.</p> <p>Two of the sites, Sovereign Park and Park View West have attracted development over the years and are an important part of the portfolio of the sites that make up the Boroughs employment land offer. They meet paras 18.19, 20, 21 and 22. However the site at Golden Flatts has no planning permission and has had no developer interest and thus does not meet paragraph22. The Golden Flatts site was recommended for de-allocation in the Employment Land Review 2008 for this reason.</p> <p>The policy also provides criteria to ensure landscaping is provided, particularly on road frontages (57 and 58), that buildings are provided with a high quality finish (61), the landscaping of car parking areas and that travel plans should be prepared (36).</p>

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2006 LP Saved Policy	Full	Partial	Not	Relevant NPPF Paragraph	Comments
Industrial Areas					
IND5		x		6, 7, 8, 9, 10, 14, 15, 17, 18, 19, 20, 21, 22, 57, 58, 150, 151, 152, 203, 206.	<p>The policy seeks to contribute towards sustainable development. The policy is partially consistent with the NPPF. It allocates eleven sites for employment/industrial development that supports sustainable economic growth. The following sites are fully committed or are developing and building out and meet all requirements of NPPF (18, 19, 20, 21, 22):</p> <ul style="list-style-type: none"> • Oaksway, • Longhill/Sandgate, • Usworth Road, • Brenda Road East, • South works • Tofts Farm East/Hunter House • Brenda Road West • Graythorpe Industrial Estate • Graythorpe Yard • Zinc Works Road • Former Centura Foods site <p>However the former centura foods site has now been cleared and there is little reasonable prospect of this site being used for employment uses, particularly given the constraints associated with the site and therefore not consistent with paragraph 22.</p> <p>The policy also provides criteria to ensure a high quality of design and landscaping is provided for development fronting main approach roads and estate roads (57 and 58).</p>

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Bad Neighbour Uses					
IND6	x			6, 7, 8, 9, 10, 14, 15, 17, 18, 19, 20, 123, 150, 151, 152,	The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF (18, 19, 20, 123). The policy seeks to identify an area for bad neighbour uses in order to prevent the spread of untidy uses into more sensitive industrial areas.
Port Related Development					
IND7			x	6, 7, 8, 9, 10, 14, 15, 17, 18, 19, 20, 21, 22, 109, 113, 114, 117, 118, 150, 151, 152,	<p>The policy is not consistent with the NPPF and allocates a site at North of Seaton Channel for Port Related Development. Work on the emerging local plan led to this land being re-allocated to general employment land as it was deemed unsuitable (objections from Natural England) for Port Related due to effects on the SPA if it was to be used for port related uses (jetties would need to be constructed on the SPA mudflats) (does not comply with 109 and 114).</p> <p>Also there is no planning permission on any part of the site and there has been no developer interest in the site. (does not comply with 22).</p>
Industrial Improvement Areas					
IND8	x			6, 7, 8, 9, 10, 14, 15, 17, 19, 20, 21, 58, 150, 151, 152,	The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF and looks to improve the environment of industrial areas.
Potentially Polluting or Hazardous Developments					
IND9	x			6, 7, 8, 9, 10, 14, 15, 17, 18, 19, 20, 21, 22, 113, 114, 117, 118 120, 122, 124, 150, 151, 152,	<p>The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF (18, 19, 20, 21, 22). It allocates land for potentially polluting or hazardous developments that supports sustainable economic growth. Two of the sites are fully committed for this use and the third one North of Graythorp is partially developed. Some of the bodies referenced in the policy text are out of date i.e English Nature is now Natural England and the Nuclear Installations Inspectorate is now Office for Nuclear Regulation.</p> <p>The policy also cross references to the criteria of policy WL2 and this element is also compliant with NPPF (113, 114, 117 & 118)</p>

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Underground Storage					
IND10	x			6, 7, 8, 9, 10, 14, 15, 17, 18, 19, 109, 113, 114, 117, 118 120, 122, 124, 150, 151, 152,	<p>The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. The policy is concerned with underground storage in disused brine cavities. Some of the bodies referenced in the policy text are out of date i.e. English Nature is now Natural England and the Nuclear Installations Inspectorate is now Office for Nuclear Regulation.</p> <p>The policy also cross references to the criteria of policy WL2 and this element is also compliant with NPPF (113, 114, 117 & 118) and to protect the aquifer and watercourses (109).</p>
Hazardous Substances					
IND11	x			6, 7, 8, 9, 10, 14, 15, 17, 18, 19, 113, 114, 117, 118, 120, 121, 122, 124, 150, 151,152,	<p>The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF and is concerned with proposals that involve hazardous substances.</p> <p>The policy also cross references to the criteria of policy WL2 and this element is also compliant with NPPF (113, 114, 117 & 118).</p>

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Table C: Retail, Commercial and Mixed Use Development

2006 LP Saved Policy	Full	Partial	Not	Relevant NPPF Paragraph	Comments
Development in the Town Centre					
COM1	x			6, 7, 8, 9, 10, 14, 15, 17, 23, 150, 151, 152, 156	The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. The policy establishes a hierarchy of centres and defines the extent of the town centre.
Primary Shopping Area					
COM2	x			6, 7, 8, 9, 10, 14, 15, 17, 23, 56, 57, 61, 150, 151, 152, 156	The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. The policy defines the primary shopping area.
Primary Shopping Area – Opportunity Site					
COM3	x			6, 7, 8, 9, 10, 14, 15, 17, 23, 56, 57, 61, 150, 151, 152, 156, 203, 204, 205.	The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF.
Edge of Town Centres					
COM4	x			6, 7, 8, 9, 10, 14, 15, 17, 23, 56, 57, 61, 123, 150, 151, 152, 156	The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. The policy establishes a hierarchy of centres and defines the edge of centre areas.
Local Centres					
COM5	x			6, 7, 8, 9, 10, 14, 15, 17, 23, 56, 57, 61, 123, 150, 151, 152, 156	The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. The policy establishes a hierarchy of centres and defines the local centres in the borough.
Commercial Improvement Areas					
COM6	x			6, 7, 8, 9, 10, 14, 15, 17, 20, 56, 57, 58, 61, 69, 123, 150, 151, 152,	The policy is consistent with the NPPF. The policy seeks to contribute towards sustainable development in the commercial areas through seeking to improve the built environment of the commercial areas.

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2006 LP Saved Policy	Full	Partial	Not	Relevant NPPF Paragraph	Comments
Tees Bay Mixed Use Site					
COM7			x	6, 7, 8, 9, 10, 14, 15, 17, 21, 23, 24, 30, 32, 150, 151, 152, 203, 204, 205.	<p>The policy is not consistent with the NPPF. The policy establishes Tees Bay as being outside the hierarchy of centres but plans to support the existing business sectors already located there. The policy is not consistent as it is seeking to:</p> <p>(i) Ensure development should accord with policy COM8 which is considered as not consistent with the NPPF.</p> <p>As a result it is considered that the policy is not used to determine planning applications relating to the Tees Bay.</p>
Shopping Development					
COM8			x	6, 7, 8, 9, 10, 14, 15, 17, 23, 24, 25, 26, 27, 30, 32, 150, 151, 152, 203, 204, 205, 206	<p>The policy is not consistent with the NPPF as it seeks to:</p> <p>(i) Make the primary shopping area more sequentially preferable than the town centre. (ii) Require an applicant to demonstrate retail need. (iii) Require an applicant to undertake a retail impact assessment on all retail developments in excess of 2,500sqm.</p> <p>As a result NPPF paragraphs 24, 25, 26 and 27 should be used to determine planning applications relating to retail development.</p>

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2006 LP Saved Policy	Full	Partial	Not	Relevant NPPF Paragraph	Comments
Main Town Centre Uses					
COM9		x		6, 7, 8, 9, 10, 14, 15, 17, 23, 24, 25, 26, 27, 30, 31, 150, 151, 152, 203, 204, 205, 206	<p>The policy seeks to contribute towards sustainable development. The policy is partially consistent with the NPPF. The policy establishes a hierarchy of centres in accordance with the NPPF. The only weight given to the policy should relate to the hierarchy of centres that is established which is in accordance with paragraph 23 along with the references to Travel Plans and Planning Conditions.</p> <p>The policy is not consistent as it is seeking to:</p> <p>(i) Only allow main town centre uses outside of the town centre where need is demonstrated. (ii) Ensure development should accord with policy COM8 which is considered as not consistent with the NPPF.</p> <p>As a result NPPF paragraphs 24, 25, 26 and 27 should be used to determine planning applications relating for main town centre uses based on the hierarchy of centres established in policy COM9, with weight given to the need to prepare Travel Plans and Planning Conditions where relevant.</p>
Retailing in Industrial Areas					
COM10		x		6, 7, 8, 9, 10, 14, 15, 17, 17, 22, 23, 24, 26, 27, 123, 150, 151, 152,	<p>The policy seeks to contribute towards sustainable development. The policy is partially consistent with the NPPF. The policy reinforces the hierarchy of centres in accordance with the NPPF and seeks to deliver retailing in industrial areas in a sustainable manner taking into consideration the potential impacts on the local area by nature of the use proposed.</p> <p>The policy is not consistent as it is seeking to:</p> <p>(i) Ensure development should accord with policy COM8 which is considered as not consistent with the NPPF.</p> <p>As a result it is considered that the policy is used to determine planning applications relating to retail in industrial areas with the exception of the accordance to policy COM8.</p>

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Food and Drink					
COM12	x			6, 7, 8, 9, 10, 14, 15, 17, 56, 57, 61, 123, 150, 151, 152, 203, 204, 205.	The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. The policy seeks to deliver food and drink development in a sustainable manner taking into consideration the potential impacts on the local area by nature of the use proposed.
Commercial Uses in Residential Areas					
COM13		x		6, 7, 8, 9, 10, 14, 15, 17, 22, 23, 24, 26, 27, 56, 57, 61, 123, 150, 151, 152,	<p>The policy seeks to contribute towards sustainable development. The policy is partially consistent with the NPPF. The policy reinforces the hierarchy of centres in accordance with the NPPF and seeks to deliver retailing in residential areas in a sustainable manner taking into consideration the potential impacts on the local area by nature of the use proposed.</p> <p>The policy is not consistent as it is seeking to:</p> <p>(i) Ensure development should accord with policy COM8 which is considered as not consistent with the NPPF.</p> <p>As a result it is considered that the policy is used to determine planning applications relating to retail in residential areas with the exception of the accordance to policy COM8.</p>
Business Uses in the Home					
COM14	x			6, 7, 8, 9, 10, 14, 15, 17, 56, 57, 61, 123, 150, 151, 152,	The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. The policy seeks to allow business uses in the home in a sustainable manner taking into consideration the potential impacts on the local area by nature of the use proposed.

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Victoria Harbour / North Docks Mixed Use Site					
COM15		x		6, 7, 8, 9, 10, 14, 15, 17, 17, 21, 22, 56, 57, 61, 100, 103, 123, 150, 151, 152,	<p>The policy seeks to contribute towards sustainable development. The policy is partially consistent with the NPPF. The policy reinforces the hierarchy of centres in accordance with the NPPF and seeks to deliver a mixed of uses in an industrial area in a sustainable manner taking into consideration the potential impacts on the local area by nature of the uses proposed.</p> <p>The policy is not consistent as it is seeking to:</p> <p>(i) Ensure development should accord with policy COM8 which is considered as not consistent with the NPPF.</p> <p>As a result it is considered that the policy is used to determine planning applications relating to mixed uses in the Victoria Harbour / North Docks area with the exception of the accordance to policy COM8.</p>
Headland – Mixed Use					
COM16	x			6, 7, 8, 9, 10, 14, 15, 17, 14, 17, 19, 20, 21, 123, 126, 128, 129, 131, 137, 150, 151, 152,	<p>The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. The policy seeks to allow mixed uses in the Headland area in a sustainable manner taking into consideration the potential impacts on the local area by nature of the use proposed.</p>

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Table D: Tourism

2006 LP Saved Policy	Full	Partial	Not	Relevant NPPF Paragraph	Comments
Tourism Development in the Marina					
TO1	x			6, 7, 8, 9, 10, 14, 15, 17, 18, 19, 21, 23, 24, 26, 27, 100, 106, 107, 108, 150, 151, 152, 186	<p>The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. The policy promotes the use of the Marina for Tourism which is in conformity with a number of the elements of the NPPF which seek to promote economic development in sustainable locations. The NPPF also highlights the need for Coastal Change Management Plans which the authority is working on and will complement policies related to the coastal margins.</p> <p>Paragraph 23 seeks to allocate tourism development within town centres, however paragraph 24 sets out the sequential tests to apply and given the Marina is an edge of centre location, identified as a suitable for such uses, it is therefore also in accordance in this respect.</p>
Tourism at the Headland					
TO2	x			6, 7, 8, 9, 10, 14, 15, 17, 150, 151, 152, 18, 19, 21, 23, 26, 27, 100, 106, 107, 108, 115, 126, 128, 129, 131, 137, 186	<p>The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. The policy promotes the use of the Headland for Tourism developed in a sensitive way to reflect the character and maritime and Christian Heritage which is in conformity with a number of the elements of the NPPF which seek to promote economic development in sustainable locations. The NPPF also highlights the need for Coastal Change Management Plans which the authority is working on and will complement policies related to the coastal margins.</p> <p>Paragraph 23 seeks to allocate tourism development within town centres, however paragraph 24 sets out the sequential tests to apply and given the Headland is locally identified as a suitable location for such uses is therefore also in accordance in this respect.</p>

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2006 LP Saved Policy	Full	Partial	Not	Relevant NPPF Paragraph	Comments
Core Area of Seaton Carew					
TO3	x			6, 7, 8, 9, 10, 14, 15, 17, 150, 151, 152, 18, 19, 21, 23, 26, 27, 100, 106, 107, 108, 186	<p>The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. The policy promotes the use of the Seaton Carew for Commercial and Leisure developments which are sympathetic to the character of the area and in keeping with a seaside resort and is in conformity with a number of the elements of the NPPF which seek to promote economic development in sustainable locations. The NPPF also highlights the need for Coastal Change Management Plans which the authority is working on and will complement policies related to the coastal margins.</p> <p>Paragraph 23 seeks to allocate tourism development within town centres, however paragraph 24 sets out the sequential tests to apply and given Seaton Carew is locally identified as a suitable location for such uses is therefore also in accordance in this respect.</p>
Commercial Development Sites at Seaton Carew					
TO4	x			6, 7, 8, 9, 10, 14, 15, 17, 18, 19, 21, 23, 24, 26, 27, 100, 106, 107, 108, 150, 151, 152, 186	<p>The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. This policy identifies individual sites in Seaton Carew which are suitable for certain types of commercial and recreational facilities. It is in conformity with a number of the elements of the NPPF which seek to promote economic development in sustainable locations. The NPPF also highlights the need for Coastal Change Management Plans which the authority is working on and will complement policies related to the coastal margins.</p> <p>Paragraph 23 seeks to allocate tourism development within town centres, however paragraph 24 sets out the sequential tests to apply and given Seaton Carew is locally identified as a suitable location for such uses is therefore also in accordance in this respect.</p>
Seaton Park					
TO6	x			6, 7, 8, 9, 10, 14, 15, 17, 150, 151, 152, 26, 27, 69, 70, 73, 74, 171, 186	<p>The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. It promotes the development of additional recreational facilities in Seaton Park to enhance it's attractiveness to users. This aim is in line with a number of elements of the NPPF.</p>

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Teesmouth National Nature Reserve					
TO8	x			6, 7, 8, 9, 10, 14, 15, 17, 109, 113, 118, 150, 151, 152, 186	The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. It promotes the Teesmouth National Nature Reserve as a tourist attraction by encouraging its enhancement and encouraging sustainable green tourism. This aim is in line with a number of elements of the NPPF.
Tourism Accommodation					
TO9	x			6, 7, 8, 9, 10, 14, 15, 17, 18, 19, 23, 24, 26, 27, 100, 106, 107, 108, 150, 151, 152, 186	The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. The Policy links to GEP1 which is also considered to be consistent. Paragraph 23 seeks to allocate tourism / commercial development within town centres, however paragraph 24 sets out the sequential tests to apply and given The Marina, Seaton Carew and the Headland are locally identified as a suitable location for such uses is therefore also in accordance in this respect.
Touring Caravan Sites					
TO10	x			6, 7, 8, 9, 10, 14, 15, 17, 19, 28, 61, 64, 109, 110, 186, 150, 151, 152,	The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. The policy supports the development of touring caravan sites where they meet a number of criteria.
Business Tourism and Conferencing					
TO11	x			6, 7, 8, 9, 10, 14, 15, 17, 19, 20, 21, 150, 151, 152, 186,	The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. The policy seeks to encourage and promote business tourism and conferencing. The Policy links to GEP1 which is also considered to be consistent.

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Table E: Housing

2006 LP Saved Policy	Full	Partial	Not	Relevant NPPF Paragraph	Comments
Housing Improvements					
HSG1	x			6, 7, 8, 9, 10, 14, 15, 17, 51, 56, 57, 61, 69, 150,151,152, 156, 157	The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. The policy seeks to improve the physical environment of the existing housing stock in the borough.
Selective Housing Clearance					
HSG2			x	6, 7, 8, 9, 10, 14, 15, 17, 51, 56, 57, 61, 69, 150,151,152, 156, 157	<p>The policy seeks to improve the physical environment through selective demolitions of the existing housing stock in the borough. The policy is not consistent with the NPPF as:</p> <p>(i) The Council cannot currently demonstrate a 5 year supply of deliverable housing sites in accordance with NPPF paragraph 47. As a result weight cannot be given to policies which seek to restrict additional housing provision.</p> <p>As a result the NPPF as a whole should be used as a basis to determine future additional housing applications in the borough alongside 2006 Local Plan policies HSG9, HSG10, HSG11 and HSG12, which purely relate the design of additional housing development. Other 2006 Local Plan policies will apply depending upon the site specifics and location of the proposed development.</p>

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Housing Market Renewal					
HSG3			x	6, 7, 8, 9, 10, 14, 15, 17, 51, 56, 57, 61, 69, 150, 151, 152, 153, 156, 157, 174	<p>The policy seeks to improve the physical environment of the existing housing stock in the borough. The policy is not consistent with the NPPF as:</p> <p>(i) The Council cannot currently demonstrate a 5 year supply of deliverable housing sites in accordance with NPPF paragraph 47. As a result weight cannot be given to policies which seek to restrict additional housing provision.</p> <p>As a result the NPPF as a whole should be used as a basis to determine future additional housing applications in the borough alongside 2006 Local Plan policies HSG9, HSG10, HSG11 and HSG12, which purely relate the design of additional housing development. Other 2006 Local Plan policies will apply depending upon the site specifics and location of the proposed development.</p>
Central Area Housing					
HSG4			x	6, 7, 8, 9, 10, 14, 15, 17, 24, 25, 26, 27, 150, 151, 152,	<p>The policy is not consistent with the NPPF as it seeks to:</p> <p>(i) Make an exception on the hierarchy of centres and their sequential preference for uses that are classed as “local services”.</p> <p>As a result NPPF paragraphs 24, 25, 26 and 27 should be used to determine planning applications relating for main town centre uses based on the hierarchy of centres established in policy COM9. If the development is acceptable in Locational terms policy COM13 in the 2006 Local Plan should be used to determine planning applications relating to retail in residential areas with the exception of the accordance to policy COM8.</p>

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Management of Housing Land Supply					
HSG5			x	6, 7, 8, 9, 10, 14, 15, 17, 49, 150, 151, 152, 156, 157, 203, 204, 205,	<p>The policy is not consistent with the NPPF as:</p> <p>(i) The Council cannot currently demonstrate a 5 year supply of deliverable housing sites in accordance with NPPF paragraph 47. As a result weight cannot be given to policies which seek to restrict additional housing provision.</p> <p>As a result the NPPF as a whole should be used as a basis to determine future additional housing applications in the borough alongside 2006 Local Plan policies HSG9, HSG10, HSG11 and HSG12, which purely relate the design of additional housing development. Other 2006 Local Plan policies will apply depending upon the site specifics and location of the proposed development.</p>
Mixed Use Areas					
HSG6			x	6, 7, 8, 9, 10, 14, 15, 17, 49, 51, 56, 57, 61, 100, 103, 123, 150, 151, 152, 156, 157	<p>The policy seeks to deliver additional housing provision in the borough. The policy is not consistent as it is seeking to:</p> <p>(i) promote additional housing provision on specific land subject to any detrimental effect on the strategic housing requirement set out in the policy. As the Council cannot currently demonstrate a 5 year supply of deliverable housing sites in accordance with NPPF paragraph 47, weight cannot be given to policies which seek to restrict additional housing provision.</p>
Conversions for Residential Uses					
HSG7			x	6, 7, 8, 9, 10, 14, 15, 17, 14, 29, 30, 37, 51, 56, 57, 150, 151, 152, 156, 157	<p>The policy seeks to control conversions for residential uses, which relates to housing supply in the borough. The policy is not consistent with the NPPF as:</p> <p>(i) The Council cannot currently demonstrate a 5 year supply of deliverable housing sites in accordance with NPPF paragraph 47. As a result weight cannot be given to policies which seek to restrict additional housing provision.</p> <p>As a result the NPPF as a whole should be used as a basis to determine future additional housing applications in the borough alongside 2006 Local Plan policies HSG9, HSG10, HSG11 and HSG12, which purely relate the design of additional housing development. Other 2006 Local Plan policies will apply depending upon the site specifics and location of the proposed development.</p>

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New Residential Layout – Design and Other Requirements					
HSG9		x		6, 7, 8, 9, 10, 14, 15, 17, 29, 30, 37, 49, 56, 57, 58, 69, 93, 109, 110, 121, 123, 150, 151, 152, 157, 203, 204, 205,	<p>The policy seeks to contribute towards sustainable development. The policy is partially consistent with the NPPF. The policy seeks to deliver additional housing provision in the borough that is appropriately designed. The policy is not consistent as it is seeking to:</p> <p>(i) Restrict potential additional housing provision by virtue of the accordance with policies HSG5 and HSG6 which relate to the location and provision of additional housing. As the Council cannot currently demonstrate a 5 year supply of deliverable housing sites in accordance with NPPF paragraph 47, weight cannot be given to policies which seek to restrict additional housing provision.</p> <p>(ii) Restrict the density of additional housing provision. As the Council cannot currently demonstrate a 5 year supply of deliverable housing sites in accordance with NPPF paragraph 47, full weight cannot be given to policies which seek to restrict additional housing provision.</p> <p>As a result it is considered that the policy is used to determine planning applications relating to additional housing provision purely relating to the design of the development but explicitly excluding the references to policies HSG5 and HSG6 and to net density.</p>
Residential Extensions					
HSG10	x			6, 7, 8, 9, 10, 14, 15, 17, 56, 57, 150, 151, 152, 157	The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. The policy seeks to improve the physical environment of the existing housing stock in the borough specifically taking into consideration residential extensions.
Residential Annexes					
HSG11	x			6, 7, 8, 9, 10, 14, 15, 17, 17, 56, 57, 150, 151, 152, 157, 203, 204	The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. The policy seeks to improve the physical environment of the existing housing stock in the borough specifically taking into consideration residential annexes; delivering sustainable development.

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Homes and Hostels					
HSG12	x			6, 7, 8, 9, 10, 14, 15, 17, 29, 30, 37, 56, 57, 123, 150, 151, 152, 156, 157	The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. The policy seeks to deliver additional housing provision in the borough specifically taking into consideration homes and hostels.
Residential Mobile Homes					
HSG13			x	6, 7, 8, 9, 10, 14, 15, 17, 22, 29, 30, 37, 49, 56, 57, 58, 69, 70, 123, 150, 151, 152, 156, 157	<p>The policy is not consistent with the NPPF. The policy seeks to control the delivery of additional housing provision in the form of residential mobile homes in the borough. The policy is not consistent as:</p> <p>(i) The Council cannot currently demonstrate a 5 year supply of deliverable housing sites in accordance with NPPF paragraph 47. As a result weight cannot be given to policies which seek to restrict additional housing provision.</p> <p>As a result the NPPF as a whole should be used as a basis to determine future additional housing applications in the borough alongside 2006 Local Plan policies HSG9, HSG10, HSG11 and HSG12, which purely relate the design of additional housing development. Other 2006 Local Plan policies will apply depending upon the site specifics and location of the proposed development.</p>

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Gypsy Site					
HSG14			x	<p>Planning Policy for Traveller Sites</p> <p>6, 7, 8, 9, 10, 11, 14, 15, 17, 150, 151, 152,</p>	<p>The policy is not consistent with the NPPF. The policy sets out criteria under which an application will be assessed, the policy applies a set of criteria relating to controlling the supply of gypsy sites within the borough.</p> <p>(i) The Council cannot currently demonstrate a 5 year supply of deliverable housing sites in accordance with NPPF paragraph 47. As a result weight cannot be given to policies which seek to restrict additional housing provision.</p> <p>As a result the NPPF as a whole along with Planning Policy for Traveller Sites (2012) should be used as a basis to determine future additional housing applications in the borough alongside 2006 Local Plan policies HSG9, HSG10, HSG11 and HSG12, which purely relate the design of additional housing development. Other 2006 Local Plan policies will apply depending upon the site specifics and location of the proposed development.</p>

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Table F: Transport

2006 LP Saved Policy	Full	Partial	Not	Relevant NPPF Paragraph	Comments
Bus Priority Routes					
TRA1	x			6, 7, 8, 9, 10, 14, 15, 17, 29, 30, 35, 150, 151, 152, 156, 186,	The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. The policy supports the development of bus priority routes and is in line with the sustainable transport policies within the NPPF.
Railway Line Extensions					
TRA2	x			6, 7, 8, 9, 10, 14, 15, 17, 29, 30, 31, 35, 150, 151, 152, 156, 157, 186	The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. The policy safeguards land for a future rail line extension, supporting sustainable transport both to the potential benefit of the public the industrial area in the south of the town. The policy is in line with the sustainable transport policies within the NPPF.
Rail Halts					
TRA3	x			6, 7, 8, 9, 10, 14, 15, 17, 29, 30, 31, 35, 150, 151, 152, 156, 157, 186	The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. The policy supports improvements to the local rail network and encourages the provision of new rail halts along the corridor, supporting sustainable transport both to the potential benefit of the public the industrial area in the south of the town. The policy is in line with the sustainable transport policies within the NPPF.
Public Transport Interchange					
TRA4	-	-	-	6, 7, 8, 9, 10, 14, 15, 17, 29, 30, 32, 35, 150, 151, 152, 156, 157, 186	It must be noted that the policy is no longer applicable as the site has been developed in accordance with the policy criteria.

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Cycle Networks					
TRA5	x			6, 7, 8, 9, 10, 14, 15, 17, 150, 151, 152,	The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. The policy supports improvements to the cycle network and sets out a range of corridors where improvements are needed, supporting sustainable transport to the benefit of the public and the town. The policy is in line with the sustainable transport policies within the NPPF.
Pedestrian Linkages: Town Centre / Headland / Seaton Carew					
TRA7	x			6, 7, 8, 9, 10, 14, 15, 17, 29, 30, 34, 35, 41, 156, 157, 150, 151, 152, 186	The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. The policy supports improvements to the pedestrian network and sets out a range of corridors where improvements are needed, supporting sustainable transport to the benefit of the public, the town and the economy. The policy is in line with the sustainable transport policies within the NPPF.
Traffic Management in the Town Centre					
TRA9	x			6, 7, 8, 9, 10, 14, 15, 17, 29, 150, 151, 152, 156, 157	The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. The policy supports improvements to the traffic network in the central area to improve the environment for users and residential properties. The policy is in line with the sustainable transport policies within the NPPF.
Road Junction Improvements					
TRA10	x			6, 7, 8, 9, 10, 14, 15, 17, 29, 30, 32, 35, 41, 150, 151, 152, 156, 157, 186	The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. The policy supports improvements to junctions on the A689 which will aid access into the town centre and help to support the economy. The policy is in line with the sustainable transport policies within the NPPF.

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Strategic Road Schemes					
TRA11		x		6, 7, 8, 9, 10, 14, 15, 17, 18, 19, 21, 22, 28, 29, 30, 31, 32, 34, 37, 95, 110, 150, 151, 152, 156, 157, 160, 162, 173, 197, 216,	The policy seeks to contribute towards sustainable development. The policy is partially consistent with the NPPF. The policy safeguards land for three potential future road improvement schemes. The main driver behind these schemes relates to improving the ability of the network to cope with developments in the future, such as a potential new nuclear power station and as such, and considering their location in central Hartlepool on routes served by public transport schemes B and C are considered compliant with the NPPF. Scheme A is contained to provide access to the North Burn employment site (Policy Ind2). Paragraph 22 of the NPPF seeks to avoid the long term protection of land for employment when there is no reasonable prospect of a site being used for that purpose. For this reason and given the cost (deliverability under paragraph 173) of the proposal, this element is not compliant. It should also be noted that it is not compliant in terms of remote location or lack of public transport serving the location.
Road Schemes: North Graythorp					
TRA12		x		6, 7, 8, 9, 10, 14, 15, 17, 18, 19, 21, 22, 28, 29, 30, 31, 32, 34, 37, 41, 95, 110, 150, 151, 152, 156, 157, 160, 173, 197, 216,	The policy seeks to contribute towards sustainable development. The policy is partially consistent with the NPPF. The policy seeks to safeguard land for the construction of a link road in the North Graythorp Industrial Estate. Whilst this would help the businesses in the area and stimulate the economy in the area, the costs would be significant, and therefore unlikely to comply with paragraphs 22, 31, 41 and 173 which notes that plans should be deliverable.
Road Schemes: Development Sites					
TRA13		x		6, 7, 8, 9, 10, 14, 15, 17, 18, 19, 21, 22, 28, 29, 30, 31, 32, 34, 37, 95, 110, 150, 151, 152, 156, 157, 160, 173, 197, 216,	<p>The policy seeks to contribute towards sustainable development. The policy is partially consistent with the NPPF. The policy seeks to safeguard land for the construction of two roads at Merlin Way and Middleton Beach Road. The Merlin Way road is the spine road at Middle Warren and has been implemented.</p> <p>The Middleton Beach Road was included as part of the proposals for Victoria Harbourn which was a mixed use development. This would support the economy and help in the development of the site. It is also brownfield land.</p>

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Access to Development Sites					
TRA14		x		6, 7, 8, 9, 10, 14, 15, 17, 18, 19, 21, 22, 28, 29, 30, 31, 32, 34, 37, 95, 110, 150, 151, 152, 156, 157, 160, 173, 196, 197, 216,	<p>The policy seeks to contribute towards sustainable development. The policy is partially consistent with the NPPF. The policy seeks to safeguard land for the construction of two primary access roads at Victoria Harbour and Golden Flatts. The Victoria Harbour access would support the economy and help in the development of the site. It is also brownfield land.</p> <p>In terms of the access at Golden Flatts, the site was de-allocated as part of Local Plan which has just been withdrawn on the evidence within the Employment Land Review. No planning permission exists for employment on the site and it has been vacant for many years. This element is therefore not considered in conformity.</p>
Restriction on Access to Major Roads					
TRA15	x			6, 7, 8, 9, 10, 14, 15, 17, 32, 150, 151, 152, 154	<p>The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. The policy seeks to restrict new access to or the intensification of junctions on major roads with the exception of schemes outlined in other transport policies to serve development sites. The policy is in line with the sustainable transport policies within the NPPF and will ensure the future safety of the highway network.</p>
Car Parking Standards					
TRA16	x			6, 7, 8, 9, 10, 14, 15, 17, 29, 30, 34, 35, 36, 39, 40, 150, 151, 152, 156, 196	<p>The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. The policy sets out car parking standards, requires major developments to undertake a Travel Plan to reduce the need for parking and to promote sustainable modes of travel. It sets local car parking standards for the town centre aimed at encouraging sustainable travel. The policy is in line with the sustainable transport policies within the NPPF.</p>
Railway Sidings					
TRA17	x			6, 7, 8, 9, 10, 14, 15, 17, 18, 19, 21, 29, 30, 31, 35, 93, 95, 150, 150, 151, 152, 156, 157, 196	<p>The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. The policy seeks to facilitate the transport of goods by rail and encourages new railway sidings into industrial land to facilitate this. This is in line with the aspirations set out in paragraphs 31, 156 and 157 of the NPPF. The policy is in line with the sustainable transport policies within the NPPF.</p>
Rail Freight Facilities					
TRA18	x			6, 7, 8, 9, 10, 14, 15, 17, 18, 19, 21, 29, 30, 31, 35, 56, 65, 93, 95, 123, 150, 151, 152, 156, 157, 196	<p>The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. The policy notes the criteria which should be considered in assessing proposals for rail development of existing or new sidings to form freight handling facilities. The criteria covered relate to paragraphs 56, 65 and 123 of the NPPF. The policy is in line with the sustainable transport policies within the NPPF.</p>

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Travel Plans				
TRA20	x		6, 7, 8, 9, 10, 14, 15, 17, 29, 32, 36 150, 151, 152, 203, 204, 205.	The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. The Policy requires developments likely to lead to an increase in travel to produce a travel plan. This is in line with paragraph 36 of the NPPF which requires the use of Travel Plans to make travel more sustainable.

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Table G: Public Utility and Community Facilities

2006 LP Saved Policy	Full	Partial	Not	Relevant NPPF Paragraph	Comments
Sewage Treatment Works					
PU3	x			6, 7, 8, 9, 10, 14, 15, 17, 56, 57,58, 109, 150, 151, 152, 156, 157, 162	The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. The policy seeks to maintain and extend where relevant additional sewage treatment work provision in the borough. The provision of adequate sewage infrastructure is crucial to meet the needs of the current borough and also facilitate future sustainable development.
Nuclear Power Station Site					
PU6	x			6, 7, 8, 9, 10, 14, 15, 17, 29, 56, 57, 58, 109, 150, 151,152, 156, 157, 162	The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. The policy seeks to safeguard land for and to guide development of a new nuclear power station in the borough. The provision of adequate power supply is crucial to meet the needs of the current borough (and wider national grid) and also facilitate future sustainable development.
Renewable Energy Developments					
PU7	x			6, 7, 8, 9, 10, 14, 15, 17, 18, 56, 57,58, 93, 94, 96, 97, 98, 109, 150,151,152, 156,162	The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. The policy seeks to support additional renewable energy developments in the borough which contribute to moving to a low carbon future which helps mitigate against and adapt to climate change (paragraph 97).
Primary School Location					
PU10	-	-	-	n/a	The policy seeks to contribute towards sustainable development. The policy is no longer applicable as the site has been developed in accordance with the policy criteria.
Primary School Site					
PU11	-	-	-	n/a	The policy seeks to contribute towards sustainable development. The policy is no longer applicable as the site has been developed in accordance with the policy criteria.

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Table H: Development Constraints

2006 LP Saved Policy	Full	Partial	Not	Relevant NPPF Paragraph	Comments
Landfill Sites					
DCO1	x			6, 7, 8, 9, 10, 14, 15, 17, 120, 121, 122, 150, 151, 152, 203, 204, 205, 206	The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. The policy seeks to allow only appropriate development on sites that are affected by previous landfill activity.

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Table I: Recreation and Leisure

2006 LP Saved Policy	Full	Partial	Not	Relevant NPPF Paragraph/s	Comments
Coastal Recreation					
REC1	x			6, 7, 8, 9, 10, 14, 15, 17, 56, 58, 61, 64, 73, 99, 113, 114, 116, 118, 150, 151, 152, 156, 186,	<p>The policy is consistent with the NPPF. The policy sets criteria for proposals for outdoor recreational developments within coastal areas within the limits to development to be assessed against. The criteria are considered in appliance with the NPPF and links to saved policy WL2 which is also considered in conformity.</p> <p>The policy however also links to policy Rur1 which is only considered in partial conformity in relation to the restriction of housing when the authority cannot currently demonstrate a 5 year housing land supply. As policy Rec1 does not relate to housing this is not considered an issue of non-conformity in relation to this policy.</p> <p>The policy also links to Policy To1 which is considered to be in conformity.</p> <p>Two policies which were not “saved” are referenced, To5 (North Shelter) and WL1 (Protection of International Local Conservation Sites). These references should be disregarded.</p> <p>The policy is considered in conformity with the relevant NPPF guidance.</p>
Provision for Play in New Housing Areas					
REC2	x			6, 7, 8, 9, 10, 14, 15, 17, 56, 57, 58, 69, 73, 150, 151, 152, 156, 157, 203, 204, 205, 206	<p>The policy is consistent with the NPPF. The policy requires new housing developments comprising 20 or more family dwellings to provide safe and convenient areas for casual play and, if practicable, formal play. It notes that where play cannot be provided on site, or for smaller developments, a contribution will be required towards the provision and maintenance of play facilities nearby.</p> <p>The policy links to GEP9 as a way of providing this contribution. Although GEP9 is only considered partially in conformity, the element which relates to this is considered in conformity. It is considered that this policy is in line with the sustainable development policies within the NPPF.</p>

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2006 LP Saved Policy	Full	Partial	Not	Relevant NPPF Paragraph/s	Comments
Neighbourhood Parks					
REC3	x			6, 7, 8, 9, 10, 14, 15, 17, 56, 57, 58, 69, 73, 150, 151, 152, 156, 157, 203, 204, 205, 206,	The policy is consistent with the NPPF. The policy outlines where new neighbourhood parks will be developed and notes that developer contributions will be used towards their provision. Although GEP9 is only considered partially in conformity, the element which relates to this is considered in conformity. It is considered that the development of neighbourhood parks that this policy relates to is in line with the sustainable development policies within the NPPF.
Protection of Outdoor Playing Space					
REC4	x			6, 7, 8, 9, 10, 14, 15, 17, 73, 74, 150, 151, 152, 156, 203, 204, 205, 206	<p>The policy is consistent with the NPPF. The policy outlines how the local authority will protect existing areas of outdoor playing space (children's play, playing fields, tennis courts and bowling greens) and notes the strict circumstances where their loss will be considered acceptable. This is in line with paragraph 74 of the NPPF and is considered in compliance.</p> <p>The policy also notes that where playing space is lost, Policy GEP9 will be used to secure its replacement or the enhancement of such land remaining. Although GEP9 is only considered partially in conformity, the element which relates to this is considered in conformity.</p>
Development of Sports Pitches					
REC5	x			6, 7, 8, 9, 10, 14, 15, 17, 69, 73, 74, 150, 151, 152, 156,	The policy is consistent with the NPPF. The policy outlines where new sports pitches will be developed. It is considered that the development of sports pitches that this policy relates to is in line with the sustainable development policies within the NPPF.

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Dual Use of School Facilities					
REC6	x			6, 7, 8, 9, 10, 14, 15, 17, 70, 73, 74, 150, 151, 152, 156, 203, 204, 205, 206,	<p>The policy is consistent with the NPPF. The policy outlines that, where appropriate, the use of sports facilities within educational establishments will be made available to the public out of school hours. This is in line with the guidance set out in paragraph 70 of the NPPF which requires that authorities plan positively for the provision and use of shared space to enhance the sustainability of communities and residential environments.</p> <p>Although GEP9 is only considered partially in conformity, the element which relates to this is considered in conformity. It is considered that the development of dual use sports facilities in schools that this policy relates to is in line with the sustainable development policies within the NPPF.</p>
Outdoor Recreational Sites					
REC7	x			6, 7, 8, 9, 10, 14, 15, 17, 69, 73, 74, 150, 151, 152, 156	<p>The policy is consistent with the NPPF. The policy outlines where new outdoor recreational facilities and sporting development requiring few built facilities will be developed. It is considered that the development of recreational facilities that this policy relates to is in line with the sustainable development policies within the NPPF.</p>
Areas of Quiet Recreation					
REC8	x			6, 7, 8, 9, 10, 14, 15, 17, 69, 73, 150, 151, 152, 156	<p>The policy is consistent with the NPPF. The policy outlines areas to be developed for quiet recreational purposes and notes they will be landscaped and planted and, where appropriate, facilities such as nature trails, provided. It is considered that the development of these is in line with the sustainable development policies within the NPPF.</p>
Recreational Routes					
REC9		x		6, 7, 8, 9, 10, 14, 15, 17, 29, 41, 73, 75, 150, 151, 152, 156	<p>The policy is considered partially consistent with the NPPF. Whilst the ethos of the policy to develop recreational routes is in conformity with the NPPF, the policy states that proposals which would impede the development of the named routes will not be permitted. This is considered too restrictive in comparison with the NPPF's policies as it does not give any flexibility to allow proposals which may bring significant benefits, for example in terms of economic development.</p>

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Summerhill					
REC10	x			6, 7, 8, 9, 10, 14, 15, 17, 73, 75, 109, 123, 150, 151, 152, 156	The policy is consistent with the NPPF. The policy notes that Summerhill will continue to be developed as a focus for access to the countryside, nature conservation and informal recreation and sporting activities. It is considered that this is in line with the sustainable development and conservational guidance contained within the NPPF.
Land West of Brenda Road					
REC12	x			6, 7, 8, 9, 10, 14, 15, 17, 69, 73, 150, 151, 152, 156	The policy is consistent with the NPPF. The policy outlines an area to be developed for outdoor recreational purposes to the west of Brenda Road. It is considered that the development of this is in line with the sustainable development policies within the NPPF.
Late Night Uses					
REC13	x			6, 7, 8, 9, 10, 14, 15, 17, 69, 70, 123, 150, 151, 152, 203, 204, 205	<p>This policy is compliant with NPPF. The policy identifies a late opening zone in the Church Street, South Marina area and meets 69 and 70 regarding creating areas for social interaction and 123 in terms of mitigating noise and its effects on quality of life by creating this one zone in the Borough for these late night uses.</p> <p>The policy also links to the contributions policy GEP9 regarding contributions to mitigate any adverse impacts from these activities.</p>
Major Leisure Developments					
REC14	x			6, 7, 8, 9, 10, 14, 15, 17, 23, 24, 26, 27, 150, 151, 152, 203, 204, 205	This policy is compliant with NPPF (23, 24, 26, and 27) in that it recognises the town centre as the heart of the community and where major leisure developments should be located (23). The policy defines a sequential hierarchy of locations if no suitable sites are available in the town centre (24). As the policy sets no threshold for the definition of a major leisure development the NPPF sets a default threshold of 2,500sqm where no local threshold is set (26).

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Table J: The Green Network

2006 LP Saved Policy	Full	Partial	Not	Relevant NPPF Paragraph	Comments
Enhancement of the Green Network					
GN1	x			6, 7, 8, 9, 10, 14, 15, 17, 70, 74, 114, 117, 118, 123, 150, 151, 152, 156, 157	The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. The policy seeks to develop, protect and enhance a network of green infrastructure in the borough.
Protection of Green Wedges					
GN2	x			6, 7, 8, 9, 10, 14, 15, 17, 70, 74, 114, 117, 118, 123, 150, 151, 152, 156, 157	The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. The policy seeks to protect existing green wedges from development which form part of the wider network of green infrastructure in the borough.
Protection of Key Green Space Areas					
GN3	x			6, 7, 8, 9, 10, 14, 15, 17, 70, 74, 114, 117, 118, 123, 150, 151, 152, 156, 157	The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. The policy seeks to protect existing key green spaces from development which form part of the wider network of green infrastructure in the borough.
Landscaping of Main Approaches					
GN4	x			6, 7, 8, 9, 10, 14, 15, 17, 58, 150, 151, 152,	The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. The policy seeks to improve the physical environment of the main approaches into the town.
Tree Planting					
GN5	x			6, 7, 8, 9, 10, 14, 15, 17, 58, 150, 151, 152, 203, 204, 205, 206.	The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. The policy seeks to improve the physical environment of the key green spaces in the borough through tree planting.
Protection of Incidental Open Space					
GN6	x			6, 7, 8, 9, 10, 14, 15, 17, 74, 150, 151, 152, 203, 204, 205, 206.	The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. The policy seeks to protect areas of incidental open space from development which form part of the wider network of green infrastructure in the borough.

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Table K: Wildlife

2006 LP Saved Policy	Full	Partial	Not	Relevant NPPF Paragraph	Comments
Protection of International Nature Conservation Sites					
WL2	x			6, 7, 8, 9, 10, 14, 15, 17, 113, 114, 117, 118, 150, 151, 152, 203, 204, 205.	The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. The policy seeks to protect Nationally Important Nature Conservation Sites from inappropriate development.
Enhancement of Sites of Special Scientific Interest					
WL3	x			6, 7, 8, 9, 10, 14, 15, 17, 113, 114, 117, 118, 150, 151, 152,	The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. The policy seeks to protect from inappropriate development and enhance Sites of Special Scientific Interest in the borough.
Protection of Local Nature Reserves					
WL5	x			6, 7, 8, 9, 10, 14, 15, 17, 113, 117, 118, 150, 151, 152,	The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. The policy seeks to protect from inappropriate development the network of Local Nature Reserves in the borough.
Protection of SNCIs, RIGs and Ancient Semi-Natural Woodland					
WL7	x			6, 7, 8, 9, 10, 14, 15, 17, 113, 117, 118, 150, 151, 152, 203, 204, 205, 206.	The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. The policy seeks to protect from inappropriate development the network of SNCIs, RIGs and Ancient Semi Natural Woodland in the borough.

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Table L: Conservation of the Historic Environment

2006 LP Saved Policy	Full	Partial	Not	Relevant NPPF Paragraph	Comments
Protection and Enhancement of Conservation Areas					
HE1	x			6, 7, 8, 9, 10, 14, 15, 17, 21, 56, 60, 61, 126, 128, 129, 130, 131, 133, 150, 151, 152.	The policy seeks to contribute towards sustainable development. The policy seeks to protect and enhance conservation areas and all assets within it. The policy sets out criteria that should be applied when assessing a planning application.
Environment Improvements in Conservation Areas					
HE2	x			6, 7, 8, 9, 10, 14, 15, 17, 21, 56, 57, 61, 109, 126, 150, 151, 152.	The policy seeks to contribute towards sustainable development. The policy is pro active as it seeks to encourage environmental improvements within conservation areas and thus forms part of the Council's positive strategy for the conservation and enjoyment of the historic environment.
Developments in the Vicinity of Conservation Areas					
HE3	x			6, 7, 8, 9, 10, 14, 15, 17, 21, 56, 57, 58, 109, 126, 128, 131, 129, 137, 150, 151, 152	The policy seeks to contribute towards sustainable development. The policy seeks to ensure that development that takes place within the vicinity of a conservation area takes into account the character of the conservation area and is designed accordingly.
Protection and Enhancement of Registered Parks and Gardens					
HE6	x			6, 7, 8, 9, 10, 14, 15, 17, 21, 56, 57, 58, 109, 126, 129, 137, 150, 151, 152	The policy seeks to contribute towards sustainable development. The policy seeks to protect and enhance registered parks and gardens to maintain their character, the policy should be applied to development in such locations and areas within the vicinity.
Works to Listed Buildings (Including Partial Demolition)					
HE8	x			6, 7, 8, 9, 10, 14, 15, 17, 21, 56, 57, 64, 126, 132, 150, 151, 152	The policy seeks to contribute towards sustainable development. The policy seeks to ensure that works to listed buildings, buildings adjacent to listed buildings and those that affect the setting of a listed building area sympathetic to the heritage asset.
Protection of Locally Important Buildings					
HE12	x			6, 7, 8, 9, 10, 14, 15, 17, 21, 56, 57, 58, 61, 126, 131, 135, 150, 151, 152	The policy seeks to contribute towards sustainable development. The policy recognises the importance of non designated heritage assets and seeks to protect them where possible.

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2006 LP Saved Policy	Full	Partial	Not	Relevant NPPF Paragraph	Comments
Areas of Historic Landscape					
HE15	x			6, 7, 8 9, 10, 14, 15, 17, 21, 61,109, 115, 126, 131, 132, 150, 151, 152	The policy seeks to contribute towards sustainable development. The policy seeks to protect and enhance the areas of historic landscape within the borough.

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Table M: The Rural Area

2006 LP Saved Policy	Full	Partial	Not	Relevant NPPF Paragraph	Comments
Urban Fence					
RUR1		x		6, 7, 8, 9, 10, 14, 15, 17, 28, 34, 49, 52, 123, 150, 151, 152,	<p>The policy seeks to contribute towards sustainable development. The policy is partially consistent with the NPPF. The policy seeks to control development beyond the urban fence. The policy is not consistent as it is seeking to:</p> <p>(i) Restrict potential additional housing provision outside the urban fence. As the Council cannot currently demonstrate a 5 year supply of deliverable housing sites in accordance with NPPF paragraph 47, full weight cannot be given to policies which seek to restrict additional housing provision based upon the extent of the urban fence.</p> <p>(ii) Ensure all development outside of the urban fence is in accordance with policy RUR12. Policy RUR12 is in partial accordance with NPPF paragraph 55.</p> <p>As a result it is considered that the policy is used to determine all planning applications relating to development outside of the urban fence with the specific exclusion of additional housing provision. The NPPF as a whole should be used as a basis to determine future additional housing applications in the borough alongside 2006 Local Plan policies HSG9, HSG10, HSG11 and HSG12, which purely relate the design of additional housing development. Other 2006 Local Plan policies will apply depending upon the site specifics and location of the proposed development.</p>

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2006 LP Saved Policy	Full	Partial	Not	Relevant NPPF Paragraph	Comments
Wynyard Limits to Development					
RUR2		x		6, 7, 8, 9, 10, 14, 15, 17, 28, 34, 49, 52, 123, 150, 151, 152,	<p>The policy seeks to contribute towards sustainable development. The policy is partially consistent with the NPPF. The policy seeks to control development beyond the Wynyard limits to development. The policy is not consistent as it is seeking to:</p> <p>(i) Restrict potential additional housing provision outside the Wynyard limits to development. As the Council cannot currently demonstrate a 5 year supply of deliverable housing sites in accordance with NPPF paragraph 47, full weight cannot be given to policies which seek to restrict additional housing provision based upon the extent of the Wynyard limits to development.</p> <p>As a result it is considered that the policy is used to determine all planning applications relating to development outside of the Wynyard limits to development with the specific exclusion of additional housing provision. The NPPF as a whole should be used as a basis to determine future additional housing applications in the borough alongside 2006 Local Plan policies HSG9, HSG10, HSG11 and HSG12, which purely relate the design of additional housing development. Other 2006 Local Plan policies will apply depending upon the site specifics and location of the proposed development.</p>
Village Envelopes					
RUR3		x		6, 7, 8, 9, 10, 14, 15, 17, 28, 34, 49, 52, 123, 150, 151, 152,	<p>The policy seeks to contribute towards sustainable development. The policy is partially consistent with the NPPF. The policy seeks to control development beyond the defined village envelopes. The policy is not consistent as it is seeking to:</p> <p>(i) Restrict potential additional housing provision outside the defined village envelopes. As the Council cannot currently demonstrate a 5 year supply of deliverable housing sites in accordance with NPPF paragraph 47, full weight cannot be given to policies which seek to restrict additional housing provision based upon the extent of the defined village envelopes.</p> <p>As a result it is considered that the policy is used to determine all planning applications relating to development outside of the defined village envelopes with the specific exclusion of additional housing provision. The NPPF as a whole should be used as a basis to determine future additional housing applications in the borough alongside 2006 Local Plan policies HSG9, HSG10, HSG11 and HSG12, which purely relate the design of additional housing development. Other 2006 Local Plan policies will apply depending upon the site specifics and location of the proposed development.</p>

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2006 LP Saved Policy	Full	Partial	Not	Relevant NPPF Paragraph	Comments
Village Design Statements					
RUR4	x			6, 7, 8, 9, 10, 14, 15, 17, 58, 59, 150, 151, 152,	The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. The policy seeks to improve the physical environment of the existing built environment in the boroughs villages; delivering sustainable development.
Development at Newton Bewley					
RUR5		x		6, 7, 8, 9, 10, 14, 15, 17, 28, 34, 49, 52, 123, 150, 151, 152,	<p>The policy seeks to contribute towards sustainable development. The policy is partially consistent with the NPPF. The policy seeks to control development beyond the defined Newton Bewley village limit. The policy is not consistent as it is seeking to:</p> <p>(i) Restrict potential additional housing provision outside the defined village envelopes. As the Council cannot currently demonstrate a 5 year supply of deliverable housing sites in accordance with NPPF paragraph 47, full weight cannot be given to policies which seek to restrict additional housing provision based upon the extent of the defined Newton Bewley village limit.</p> <p>As a result it is considered that the policy is used to determine all planning applications relating to development outside of the defined Newton Bewley village limit with the specific exclusion of additional housing provision. The NPPF as a whole should be used as a basis to determine future additional housing applications in the borough alongside 2006 Local Plan policies HSG9, HSG10, HSG11 and HSG12, which purely relate the design of additional housing development. Other 2006 Local Plan policies will apply depending upon the site specifics and location of the proposed development.</p>
Development in the Countryside					
RUR7	x			6, 7, 8, 9, 10, 14, 15, 17, 58, 59, 61, 92, 99, 109, 114, 150, 151, 152,	The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. The policy seeks to improve the physical environment of the countryside area; delivering sustainable development.

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2006 LP Saved Policy	Full	Partial	Not	Relevant NPPF Paragraph	Comments
New Housing in the Countryside					
RUR12			x	6, 7, 8, 9, 10, 14, 15, 17, 49, 55, 150, 151, 152,	<p>The policy is not consistent with the NPPF as:</p> <p>(i) The Council cannot currently demonstrate a 5 year supply of deliverable housing sites in accordance with NPPF paragraph 47. As a result weight cannot be given to policies which seek to restrict additional housing provision.</p> <p>(ii) The policy does not include the full criteria for appropriate new dwellings in the countryside as set out in paragraph 55 of the NPPF.</p> <p>As a result the NPPF as a whole, with specific regard to paragraph 55, should be used as a basis to determine future additional housing applications in the countryside alongside 2006 Local Plan policies HSG9, HSG10, HSG11 and HSG12, which purely relate the design of additional housing development. Other 2006 Local Plan policies, including RUR7 will apply depending upon the site specifics and location of the proposed development.</p>
The Tees Forest					
RUR14	x			6, 7, 8, 9, 10, 14, 15, 17, 58, 59, 150, 151, 152, 203, 204, 205, 206	The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. The policy seeks to improve the physical environment of the countryside.
Small Gateway Sites					
RUR15	x			6, 7, 8, 9, 10, 14, 15, 17, 28, 58, 59, 150, 151, 152,	The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. The policy seeks to improve and diversify the rural economy.
Recreation in the Countryside					
RUR16	x			6, 7, 8, 9, 10, 14, 15, 17, 28, 58, 59, 150, 151, 152, 203, 204, 205, 206	The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. The policy seeks to improve and diversify the rural economy.

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Strategic Recreational Routes				
RUR17	x		6, 7, 8, 9, 10, 14, 15, 17, 28, 58, 59, 75, 150, 151, 152,	The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. The policy seeks to protect and improve recreational routes in the rural area.
Rights of Way				
RUR18	x		6, 7, 8, 9, 10, 14, 15, 17, 28, 58, 59, 75, 150, 151, 152,	The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. The policy seeks to improve rights of way in the rural area.
Summerhill – Newton Bewley Greenway				
RUR19	x		6, 7, 8, 9, 10, 14, 15, 17, 28, 58, 59, 75, 150, 151, 152,	The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. The policy seeks to protect and improve recreational routes in the rural area.
Special Landscape Areas				
RUR20	x		6, 7, 8, 9, 10, 14, 15, 17, 109, 113, 114, 150, 151, 152,	The policy seeks to contribute towards sustainable development. The policy is consistent with the NPPF. The policy seeks to protect and improve special landscape areas.

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Table N: Minerals

2006 LP Saved Policy	Full	Partial	Not	Relevant NPPF Paragraph	Comments
Safeguarding of Mineral Resources					
MIN1	-	-	-	n/a	The policy seeks to contribute towards sustainable development. The policy is no longer applicable as the policy has been superseded by the policies contained in the Tees Valley Minerals and Waste DPDs.
Use of Secondary Aggregates					
MIN2	-	-	-	n/a	The policy seeks to contribute towards sustainable development. The policy is no longer applicable as the policy has been superseded by the policies contained in the Tees Valley Minerals and Waste DPDs.
Mineral Extraction					
MIN3	-	-	-	n/a	The policy seeks to contribute towards sustainable development. The policy is no longer applicable as the policy has been superseded by the policies contained in the Tees Valley Minerals and Waste DPDs.
Transport of Minerals					
MIN4	-	-	-	n/a	The policy seeks to contribute towards sustainable development. The policy is no longer applicable as the policy has been superseded by the policies contained in the Tees Valley Minerals and Waste DPDs.
Restoration of Mineral Sites					
MIN5	-	-	-	n/a	The policy seeks to contribute towards sustainable development. The policy is no longer applicable as the policy has been superseded by the policies contained in the Tees Valley Minerals and Waste DPDs.

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Table O: Waste

2006 LP Saved Policy	Full	Partial	Not	Relevant NPPF Paragraph	Comments
Major Waste Producing Developments					
WAS1	-	-	-	n/a	The policy seeks to contribute towards sustainable development. The policy is no longer applicable as the policy has been superseded by the policies contained in the Tees Valley Minerals and Waste DPDs.
Provision of “Bring” Recycling Facilities					
WAS2	-	-	-	n/a	The policy seeks to contribute towards sustainable development. The policy is no longer applicable as the policy has been superseded by the policies contained in the Tees Valley Minerals and Waste DPDs.
Composting					
WAS3	-	-	-	n/a	The policy seeks to contribute towards sustainable development. The policy is no longer applicable as the policy has been superseded by the policies contained in the Tees Valley Minerals and Waste DPDs.
Landfill Developments					
WAS4	-	-	-	n/a	The policy seeks to contribute towards sustainable development. The policy is no longer applicable as the policy has been superseded by the policies contained in the Tees Valley Minerals and Waste DPDs.
Landraising					
WAS5	-	-	-	n/a	The policy seeks to contribute towards sustainable development. The policy is no longer applicable as the policy has been superseded by the policies contained in the Tees Valley Minerals and Waste DPDs.
Incineration					
WAS6	-	-	-	n/a	The policy seeks to contribute towards sustainable development. The policy is no longer applicable as the policy has been superseded by the policies contained in the Tees Valley Minerals and Waste DPDs.

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Appendix 2: Demonstrating a 5 Year Land Supply of Deliverable Housing Sites

Site Ref	Site Name	Granted	Gross Addition	Completed	Remaining	2008/9	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
H083	Block 29 Marina	20/11/02	48		48										8	8	8	8	8	8							
H086	Mixed Use Maritime Avenue	20/11/02	54		54													14	20	20							
H075	Block 17 Marina	20/11/02	16		16									2	2	2	2	2	2	2	2						
H076	Block 18 Marina	20/11/02	16		16									2	2	2	2	2	2	2	2						
H069	Block 27 Trafalgar House	20/11/02	38	32	6	4	3	6	1	11	7		6														
H077	Block 19 Marina	20/11/02	60		60									6	6	6	6	6	6	6	6	6	6				
H068	Block 23 Mansion House	20/11/02	40		40									5	5	5	5	5	5	5	5						
H087	South of Maritime Avenue	20/11/02	400		400																		80	80	80	80	80
H065	Block 16 Coral House	20/11/02	24	23	1		1		8	12	2		1														
H085	Block 32 Marina	20/11/02	36		36									6	6	6	6	6	6								
H082	Block 28 Marina	20/11/02	20		20									4	4	4	4	4									
H084	Block 31 Marina	20/11/02	24		24									4	4	4	4	4	4								

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Site Ref	Site Name	Granted	Gross Addition	Completed	Remaining	2008/9	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
H079	Block 24 Marina	20/11/02	19		19									4	4	4	4	3									
H080	Block 25 Marina	20/11/02	48		48									6	6	6	6	6	6	6							
H081	Block 26 Marina	20/11/02	20		20									5	5	5	5										
H078	Block 20 Marina	20/11/02	18		18									6	6	6											
H039	145 Stockton Road	02/07/03	4		4								4														
H007	Owton Manor House	02/02/05	7	4	3				4					3													
H092	United Reform Church	02/12/05	10	6	4				1	5			4														
H128	Middlethorpe Farm	05/06/07	5	2	3			2					3														
H053	Headway	17/07/07	184	145	39	6	34	34	21	28	22		20	19													
H099	Middle Warren 9A (Persimmon)	18/07/08	47	45	2			10	9	24	2		2														
H091	Union House	10/10/08	7	4	3		3	1					3														
H023	Jesmond Road / Heather Grove	06/11/08	17		17								7	10													
H104	Hartlepool Hospital	09/09/09	100		100									25	25	25	25										

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Site Ref	Site Name	Granted	Gross Addition	Completed	Remaining	2008/9	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
H123	North Farm	19/03/10	14		14									7	7												
H132	Manor Farm	12/05/10	7	2	5						2		5														
H139	Chester Hotel	04/11/10	8	4	4					2	2		4														
H144	St Marks Church	31/03/11	5		5									5													
H142	Pangbourne	04/05/11	1		1								1														
H149	Crest Identity	10/06/11	4		4									4													
H148	Park House	23/06/11	1		1									1													
H145	2-4 Whitby Street	01/08/11	4		4									4													
H156	Eaglesfield Road	09/09/11	65	41	24					24	17		24														
H158	Manor House Farm	20/10/11	4		4								4														
H045	Tunstall Court	04/11/11	33		33									10	10	13											
H151	Cumbria Walk	21/12/11	2		2								2														
H152	Former Mission Hall Burbank	22/12/11	4		4								4														

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Site Ref	Site Name	Granted	Gross Addition	Completed	Remaining	2008/9	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
H155	29 Hutton Avenue	09/01/12	2		2								2														
H154	Lambs House Farm	19/01/12	1		1								1														
H161	Mayfair	03/02/12	239	44	195						44		35	35	35	35	35	20									
H162	79 The Front	14/02/12	4		4									4													
H169	Jesmond Road School	10/04/12	38	38	0						2	36															
H170	Crookfoot Farm	28/05/12	1		1										1												
H166	Perth Street Regeneration Scheme	13/07/12	83	15	68						15		20	20	20	8											
H172	Overlands Plot A	03/09/12	1		1										1												
H173	Eden Park Self Drive	03/09/12	7		7										7												
H174	Jones Road (Supported Housing)	05/09/12	42		42									20	22												
H175	31 South Road	20/09/12	4		4										4												
H176	Sussex & Oxford Street	28/09/12	10		10										10												
H179	Close Farm Cottage	26/10/12	3		3										3												

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Site Ref	Site Name	Granted	Gross Addition	Completed	Remaining	2008/9	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
H181	Middle Warren Area 9 Phase 15	05/12/12	167	7	160						7		32	32	32	32	32										
H171	Middle Warren 9 (Former PU10 site) Phase 16	17/12/12	49	30	19					3	27		19														
H214	Percy Street	11/03/13	6	1	5						1		5														
H182	70-71 MILLPOOL & 1-2 SOMERSBY CLOSE	12/03/13	4		4											4											
H183	41/43 York Road	08/04/13	4		4								4														
H178	Shu Lin	26/04/13	2		2								2														
H187	Brierton Farm	08/05/13	1		1											1											
H188	LAND AT TANFIELD ROAD	22/05/13	45		45								25	20													
H190	Land adjacent Seaton Carew Nursery School	05/06/13	35		35									10	25												
H189	Wynyard Park	07/06/13	168		168								28	25	25	25	25	25	15								
H193	Middle Warren 9 B2	21/06/13	97	7	90						7		15	30	30	15											
H194	38 Church Street	27/06/13	3		3											3											
H195	2 SCARBOROUGH STREET	18/07/13	1		1											1											

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Site Ref	Site Name	Granted	Gross Addition	Completed	Remaining	2008/9	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
H196	39 Wharton Terrace	01/08/13	2		2											2											
H191	FORMER HENRY SMITH SCHOOL SITE	27/08/13	135		135									30	35	35	35										
H197	Havelock Centre	05/09/13	13		13									13													
H198	FORMER BRIERTON SCHOOL SITE	25/09/13	107		107									25	35	35	12										
H199	Foggy Furze Library	25/09/13	30		30									15	15												
H204	71 Church Street	04/10/13	1	1	0							1															
H185	Former Mas Agraa Palace	07/10/13	9		9									9													
H200	Crown House	30/10/13	56		56								56														
H201	Claremont	30/10/13	28		28									28													
H202	38-42 Victoria Road	11/11/13	10		10										10												
H180	19-21 Tankerville Street	03/01/14	7		7											7											
H136	Morison Hall	06/01/14	6		6									6													
H209	120 Alma Steet	16/01/14	2		2											2											

7.2 APPENDIX 1

Site Ref	Site Name	Granted	Gross Addition	Completed	Remaining	2008/9	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
H210	51 Stockton Road	22/01/14	3		3											3											
H057	Niromax Site Mainsforth Terrace	12/02/14	26	10	16						10		16														
H207	Springwell Flats	14/03/14	10		10									10													
H203	Upper Warren	19/03/14	500		500										25	55	70	70	70	70	70	70					
H211	Southbrooke	24/03/14	8		8										8												
H213	Raby Gardens	27/03/14	33		33										33												
H215	Land North of the A689	01/04/14	200		200									25	25	25	25	25	25	25	25						
H212	20 Owton Manor Lane	04/04/14	1		1											1											

REGENERATION SERVICES COMMITTEE

31st July 2014



Report of: Assistant Director (Regeneration)

Subject: HARTLEPOOL REGENERATION MASTERPLAN
APPOINTMENT

1. TYPE OF DECISION/APPLICABLE CATEGORY

For information only.

2. PURPOSE OF REPORT

- 2.1 The purpose of the report is to inform the Regeneration Services Committee of the appointment of GVA to work alongside the Council to develop the Hartlepool Regeneration Masterplan.
- 2.2 The report outlines the background to the Masterplan, the project timetable and an overview of the proposed consultation methods.

3. BACKGROUND

- 3.1 The Hartlepool Vision was recently launched which sets out an ambitious and aspirational agenda for the regeneration of eight key areas of the town. The Vision is designed to start the discussion with Hartlepool residents, businesses and landowners about the future of the town to ensure that the right decisions for the future are made.
- 3.2 Work is now required to examine these areas in detail to determine the challenges that they face, the key priorities for investment and how that investment can be achieved.
- 3.3 The Hartlepool Regeneration Masterplan will examine the Hartlepool Waterfront and town centre to set out a site-specific and deliverable strategy for the area. The aim is to create major new business, leisure and tourist facilities and increase the towns profile as a major visitor destination and centre for advanced manufacturing.

- 3.4 The Masterplan will ensure that a transformational approach to development is achieved creating jobs for the future and enabling a new chapter in the economic growth of the Borough.
- 3.5 As reported to the Regeneration Services Committee on the 5th December 2013, a brief was prepared to guide the development of the Masterplan. The brief sets out the Council's requirements for the Masterplanning exercise and was used in a procurement exercise to secure the services of Masterplanning professionals.
- 3.6 Following an extensive tender exercise which was managed through the NEPO procurement portal and involved adverts in local, regional and national publications, GVA were selected as the company to develop the Hartlepool Regeneration Masterplan. GVA have a good balance of innovation, experience and a track record of delivery.
- 3.7 GVA are the UK's largest independent firm of commercial property advisers with significant expertise and experience of delivering similar Masterplans in other locations. They have a multi-disciplinary team including specialists in retail, leisure, planning, the property market, viability testing, cost consultancy, urban design, public realm and tourism.
- 3.8 The Masterplan will guide the future regeneration of Hartlepool and aims to provide a step-change in the town's tourism, leisure and retail offer, which alongside the advanced manufacturing sector, are key components of the Hartlepool economy.
- 3.9 It is widely recognised that Masterplanning is a positive pro-active process that can bring significant regeneration benefits and can address a wide range of complex, sometimes conflicting issues.
- 3.10 Masterplans have a number of benefits including helping to unlock previously undeveloped land and can address inactive brownfield sites. Masterplans help to identify the potential of an area for development thereby encouraging investment which drives increased land values. Fundamentally they identify priorities for action and allow the community to contribute to the regeneration of the town.

4. MASTERPLAN DEVELOPMENT

- 4.1 There is an excellent opportunity to develop a deliverable Masterplan around the Hartlepool Waterfront. There are several key sites that can immediately be brought to the market such as Jacksons Landing which are key to realising the regeneration aspirations for the area.
- 4.2 There is also the opportunity to generate buy-in from private sector land owners by involving them in the process. A number of key landowners including Jomast, M7 and the new owners of Middleton Grange Shopping

Centre are already actively supporting and engaging in the Masterplan process.

- 4.3 Working in partnership with private sector stakeholders will ensure that the Masterplan performs the vital function of aligning public and private sector interests to address the complex issues within the area.
- 4.4 Deliverability will underpin the approach to the development of the Masterplan. The challenge is to ensure that the Masterplan is bold, aspirational and visionary but not to the detriment of deliverability.
- 4.5 To ensure that the proposals are deliverable GVA will carry out a range of property market and viability assessments and will explore innovative development funding opportunities. A development strategy/implementation plan will assist with the future phased delivery of the Masterplan.
- 4.6 GVA will undertake soft market testing of the preferred development options once they have been identified. This will help to determine whether the preferred options are attractive to the market in terms of their vision and economic deliverability.
- 4.7 Design is also an integral part of the Masterplan to create a visionary proposal. Key design principles will cover urban design, architecture, public realm, landscaping and connectivity. It is important for the Masterplan to link complementary land uses together with better connections as a series of complementary quarters, possibly consolidating uses in some areas to strengthen the offer.
- 4.8 The Masterplan will help to inform the new Local Plan as it is important that the proposals are included within Planning Policy to strengthen the proposals.
- 4.9 The ultimate objective is to create a Masterplan that can respond positively to changes that add value, while promoting design quality and regeneration. It is important to recognise that Masterplans are not rigid blueprints for development and design, rather they set the context within which individual projects come forward.
- 4.10 Opportunities may emerge through the development of the Masterplan that can be delivered as quick wins. It is important that these opportunities are progressed if they align with the emerging framework.

5. TIMETABLE

- 5.1 A detailed project timetable has been prepared for the development of the Masterplan, see **Appendix 1**. It is anticipated that the final version of the Masterplan will be presented to the Regeneration Services Committee on the 12th March 2015. A challenging timetable has been set given the need to

start to deliver the proposals and re-develop Jacksons Landing at the earliest opportunity.

- 5.2 The timetable is broken down into five distinct stages:
- 5.3 Stage 1: Involves the development of a strategic framework including a review and analysis of baseline data. The baseline analysis includes a review of the current retail, tourism and leisure offer, an assessment of the physical environment including movement, connectivity, strategic land ownership and a property market assessment. The Planning Policy context will also be assessed before a report is published outlining the baseline data.
- 5.4 Stage 2: Involves the initial stakeholder and community consultation to scope aspirations and potential issues that may influence the Masterplan. This will be completed before the baseline report is published so the public and stakeholders have the opportunity to contribute to the baseline analysis.
- 5.5 Stage 3: Involves the development of the draft Masterplan and site options including the development of an implementation plan to turn the vision and plans into reality. The viability and deliverability of the proposals will be tested which will include soft market testing. There will also be further consultation exercises on the draft Masterplan.
- 5.6 Stages 4 and 5 will involve revisions to the Masterplan, finalisation, publication and dissemination.

6. CONSULTATION

- 6.1 Consultation will form a key component of the Masterplan as it is critical that the residents of Hartlepool are involved in the process and have ownership of the proposals. There will be a variety of consultation exercises to help inform the outcomes.
- 6.2 A range of methods will be used for the community consultation which will extend to ensure that the views of young people are taken into account when considering the future of the town. A specific consultation with young people will be held.
- 6.3 Consultation with key property market stakeholders will be carried out which will have a range of aims including establishing the current market conditions and soft market testing the emerging Masterplan options.
- 6.4 The initial consultation task is a retail survey exercise which will inform the new Local Plan and the Retail Revival Strategy. The consultation involves telephone surveys of 500 residents living in Hartlepool and the surrounding areas and a survey of town centre users and businesses. The results will help to create the baseline data for the retail work.

- 6.5 A wider public consultation will be held on the week beginning the 4th August 2014. This will involve a drop-in session in Middleton Grange Shopping Centre whereby people will have the opportunity to comment on the focus of the Masterplan and the main issues and opportunities within the area. The consultation will contribute to the baseline report which will provide the evidence base for developing the options for the draft Masterplan.
- 6.6 A stakeholder consultation will be held alongside the wider public consultation. The stakeholder consultation will seek to identify investment plans and opportunities in addition to identifying the key issues within the area. The consultation will assist in aligning the public and private sector interests.
- 6.7 A further public consultation will be arranged in January 2015 to discuss the draft Masterplan. Other opportunities for consultation with both the public and stakeholders will be identified during the development of the Masterplan.
- 6.8 A Members Seminar involving all Council Members has been arranged for the 5th August 2014, to ensure that all Members have the opportunity to contribute towards the development of the Masterplan at an early stage.

7. STEERING GROUP

- 7.1 A Steering Group has been established to oversee the development of the Masterplan. The Steering Group comprises the main stakeholders and land owners in the area such as Jomast, Mandale, Hartlepool Marina, the National Museum of the Royal Navy, representatives from the new owners of Middleton Grange Shopping Centre, the Economic Regeneration Forum and Cleveland College of Art and Design.
- 7.2 It is proposed that the Steering Group will meet at key stages during the development of the Masterplan.

8. FINANCIAL IMPLICATIONS AND RISK:

- 8.1 There are no financial implications or risk as this report is for information only.

9. EQUALITY AND DIVERSITY

- 9.1 There are no equality or diversity implications.

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

- 10.1 There are no Section 17 Implications

11. RECOMMENDATIONS

- 11.1 The Regeneration Services Committee is requested to note the contents of the report.

12. BACKGROUND PAPERS

- 12.1 Regeneration Services Committee, 5th December 2013: Hartlepool Regeneration Masterplan.

13. CONTACT OFFICER

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APPENDIX 1: Hartlepool Regeneration Masterplan - Timetable (25 June 2014)

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End of Baseline Stag

[illegible]

REGENERATION SERVICES COMMITTEE

31st July 2014



Report of: Assistant Director (Regeneration)

Subject: QUARTERLY HOUSING REPORT JANUARY-
MARCH 2013/14

1. TYPE OF DECISION/APPLICABLE CATEGORY

The report is for information.

2. PURPOSE OF REPORT

- 2.1 To update the Regeneration Services Committee about progress across key areas of the Housing Service relating to empty homes, enforcement activity, Selective Licensing, Disabled Facilities Grants, housing allocations, the impacts of Welfare Reform, housing advice & homelessness prevention and Warm up North during the fourth quarter of 2013/14. The report will also summarise the improvements carried out to homes in private ownership through financial assistance over the course of the year and outlines future activities and development of the service.

3. BACKGROUND

- 3.1 This report provides an update on progress and benchmarking across key areas of the Housing Service during Quarter 4, 2013/14 and updates the last report presented to the Regeneration Services Committee on 20 March 2014. The report also provides an annual update on financial assistance provided to improve homes in the private sector and outlines future activities and development of the service.

4. PROPOSALS

- 4.1 The report contains no proposals and is for information only.

5. EMPTY HOMES UPDATE

- 5.1 A total 31 properties were brought back into use within Quarter 4 of 2013/14 bringing the cumulative figure for 2013/14 to 93. The target of bringing 60 long term empty properties back into use within 2013/14 has therefore been exceeded. Table 1 sets out the enforcement activity undertaken in relation to empty homes over the course of the year.

Table 1 - Empty Homes Enforcement Activity

Enforcement Activity	Number of Active Cases	Number of Resolved Cases	Comments
Enforced Sale	2	1	Enforced Sale for unpaid Council tax – one resolved as owner has joined incentive scheme.
Compulsory Purchase Proceedings (CPO)	3	1	One CPO served and GVD ¹ currently being implemented. One is pending a decision and another property is undergoing refurbishment as part of lease incentive scheme.
S215 Action (Formal)	15	12	These cases have been resolved through negotiation. Outstanding cases progressing through the informal route.
Direct Action through S215	1	3	One owner agreed sale with Council and one direct action has been completed. Another direct action is pending. All S215 cases are reported to Planning Committee.
Positive Action (Top 20) – rolling top 20 enforcement list of longest empty and most problematic	20	15 ²	3 top 20 cases have been brought back into use in quarter 4 of 2013/14 taking the number of cases resolved since the top 20 list began to 17. Negotiation with owners commenced on 18 properties and some owners have now joined the lease scheme.

- 5.2 Compulsory Purchase Proceedings reached conclusion on the first property identified through the top 20 enforcement list. The second General Vesting Declaration (GVD) notice was served in December and the Council took possession during this quarter. This property is now being refurbished through the Empty Property Purchasing Scheme.
- 5.3 75 empty homes have been brought back into use since 2012 through the use of incentive schemes. These are set out in Table 2.

¹ GVD – General Vesting Declaration (provides power to take ownership of property following compulsory purchase)

² Resolved through informal negotiation. Enforcement is escalated where negotiations fail.

Table 2 - Empty Homes Incentive Scheme Overview

Incentive Scheme	Number of Properties	Number completed and re-occupied	Comments
Empty Property Purchasing Scheme	92	31 (including 6 in Baden Street)	92 properties included in scheme are either in the Council's ownership or in the agreed sale awaiting final legal completion. 31 properties are completed and occupied and a further 24 properties are completed and ready to let.
Every Home Matters (lease scheme in partnership with Housing Hartlepool)	40	35	40 properties have been delivered overall since the project began with 15 being delivered in 2013/14.
Baden Street Improvement Scheme	22 (eligible in original scheme)	15 (of which, 6 have been purchased through the Empty Property Purchasing Scheme)	22 out of eligible 22 property owners are engaged. The number of re-occupied properties includes landlords who have had assistance from the Council in terms of re-letting their property.

- 5.4 The Council continued to acquire properties through the Empty Property Purchase Scheme throughout Quarter 4 of 2013/14 with a total of 92 properties either purchased by the Council or in the 'agreed sale' position awaiting legal completion. Refurbished properties have been let at 80% of market rent and have proved popular with local residents.

6. ENFORCEMENT UPDATE

- 6.1 The enforcement update encompasses a number of key areas, including housing conditions, housing related statutory nuisance and problematic empty properties.
- 6.2 Table 3 sets out the service requests that have been received by the service during the course of the year. The previous year's figures are shown in brackets for comparison purposes.
- 6.3 The majority of these service requests fall into three main areas:
- Disrepair
 - Empty Properties
 - Nuisance
- 6.4 Overall the number of service requests received by officers has increased by 30% compared to the previous quarter but is comparable to the same quarter in 2012/13.
- 6.5 The number of disrepair cases has decreased slightly on the previous quarter but significantly lower than the previous year.
- 6.6 In total, hazards were removed from 22 privately rented properties during Quarter 4 (including six following the serving of legal notices) bringing the

total for the year to 83. In this quarter, four Housing Act 2004 Improvement Notices and two Environmental Protection Act 1990 Notices were served to abate housing conditions that were considered to be prejudicial to health.

Table 3 – Enforcement Team Service Requests

Request Type	Number and % of Total Number by Quarter 2013/14							
	Quarter 1		Quarter 2		Quarter 3		Quarter 4	
Disrepair	53 (52)	26%	55 (43)	23%	86 (75)	48%	81 (132)	35%
Empty & Insecure Property	42 (53)	21%	38 (45)	16%	25 (24)	14%	33 (19)	14%
Empty property Nuisance	12 (44)	6%	13 (11)	5%	4 (8)	2%	14 (10)	6%
Unauthorised Encampment	5 (1)	2%	4 (2)	2%	1 (0)	>1%	1 (2)	>1%
Nuisance from Adjacent Property	30 (6)	15%	37 (36)	15%	17 (27)	10%	25 (21)	11%
Nuisance from Occupied Property	43 (92)	21%	75 (66)	31%	41 (34)	23%	72 (35)	31%
Filthy & Verminous	3 (0)	1%	2 (0)	1%	0 (4)	0	2 (1)	1%
Defective Drainage	10 (14)	5%	10 (10)	4%	0 (4)	0	1 (3)	>1%
HMO Advice	2 (3)	1%	4 (3)	2%	2 (3)	1%	1 (1)	>1%
Immigration Visit	3 (2)	1%	1 (0)	1%	2 (0)	1%	2 (2)	1%
Total Number of Requests	203 (267)		239 (216)		178 (179)		232 (226)	

- 6.7 The number of complaints regarding insecure empty properties in this quarter was higher than the previous quarter and significantly higher than the same quarter last year. Two notices were served in Quarter 4 to require the securing of empty dwellings and three notices were served requiring the abatement of nuisance associated with empty properties to remove rubbish from within the property boundaries.
- 6.8 The overall number of service requests relating to nuisances (both occupied and empty properties) increased by 80% from 62 in Quarter 3 to 111 in Quarter 4. The reason for this may be as a result of an increased officer presence in some areas leading to improved reporting.
- 6.9 In addition to the reactive work carried out, officers have undertaken proactive work in relation to identifying problematic empty and nuisance properties and those with the potential to be dealt with using section 215 powers, through area based targeting in a number of areas, including the Carr/Hopps Street Regeneration area, Belle Vue, Burbank Street, Oxford Road and Cornwall Street areas.
- 6.10 Mandatory licensing of Houses in Multiple Occupation (HMOs) was introduced in 2007. This requires HMOs, three or more storeys in size with five or more occupants to be licensed. These licences remain in force for 5 years, unless there are circumstances that require a variation or revocation. Two Houses in Multiple Occupation (HMO) were issued with mandatory

HMO licences during the fourth quarter of 2013/14, bringing the total number of licences currently in force to 16.

7. SELECTIVE LICENSING UPDATE

7.1 The first Selective Licensing designation came to an end on 30 April 2014, and although there is no longer a requirement for any new licences to be issued within this designation, the majority of licences were issued for a full 5 years and still remain in force and will continue to be monitored and enforced.

7.2 Table 4 summaries the Selective Licensing activities undertaken since the scheme commenced in May 2009 until 31 March 2014.

Table 4 - Selective Licensing Activity

Licensed Properties	2009/10	2010/11	2011/12	2012/13	2013/14 (Q1)	2013/14 (Q2)	2013/14 (Q3)	2013/14 (Q4)
Total number of properties licensed	44	489	52	148	10	21	26	24
Licences revoked	0	0	6	54	14	8	20	7
Gas/Electrical Safety								
Reminder Letters sent for safety Certificates		395	673	660	176	185	171	146
Notice Served for non supply of satisfactory Safety Certificate		139	422	331	54	91	116	91
Final Warning of court proceedings	0	0	0	119	5	23	74	40
Certificates Supplied following Reminder or Notice sent		257	492	649	122	120	155	109
Housing Standards Inspections								
Inspection of Licensed Property completed	0	86	220	100	5	15	74	35
Schedule of Works Sent with recommendation for action for Licensed property	0	10	140	38	3	2	19	2

7.3 The total number of licences issued since the beginning of the designation to 31st March 2014 was 814 and 693 remained in force at the end of the designation. Table 5 sets out when the remaining licences will expire.

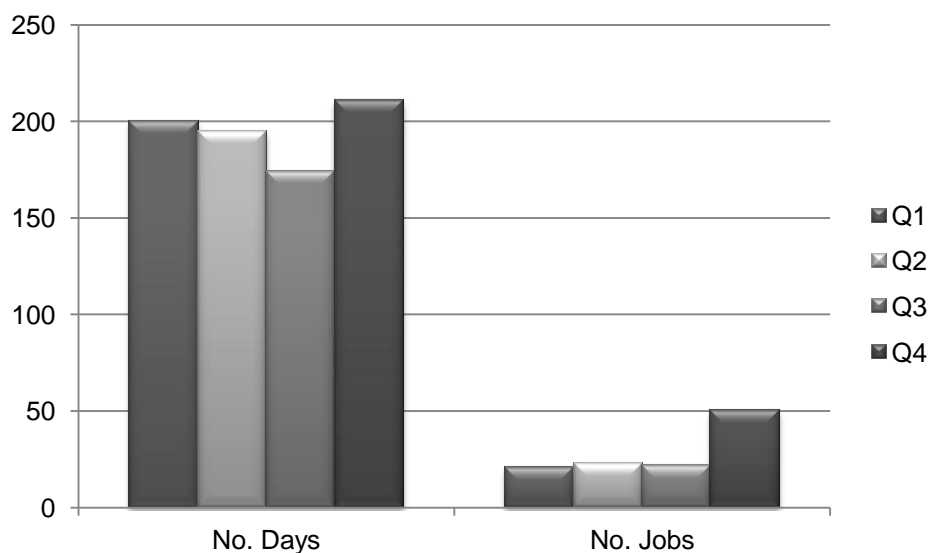
Table 5 – Selective Licence Expiry Dates

Expiry Period	Number of Licences due to expire within this period
2014/15	116
2015/16	394
2016/17	50
2017/18	128
2018/19	5

- 7.4 At the meeting of this Committee in May, Members gave approval for consultation to begin on implementing a further Selective Licensing designation within the town. This consultation will run from 1st July 2014 until 30th September 2014, Committee will then receive a further report detailing the outcome of the consultation and the final proposals for a further designation to be considered at their meeting in December.

8. DISABLED FACILITIES GRANTS (DFG) BENCHMARKING DATA

- 8.1 During Quarter 4 of 2013/14, 50 DFGs were completed in Hartlepool and the average time taken was 211 days. Figure 1 illustrates the time taken to complete DFG works in Hartlepool during the year.

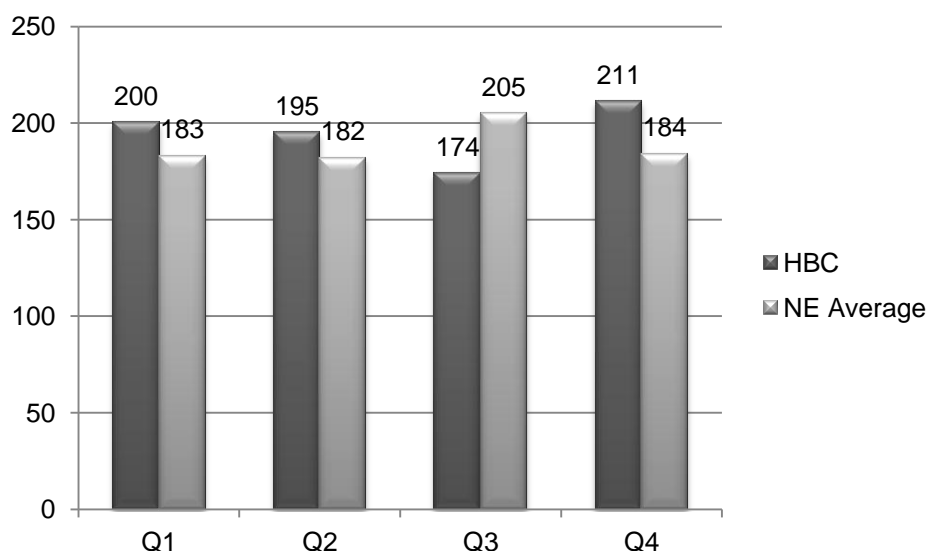
Figure 1 - Time Taken to Complete DFG Works in Hartlepool – 2013/14

- 8.2 The number of DFGs completed during 2013/14 was 116, which is down from 144 completed during 2012/13. The average time take to complete DFG works has increased this year to an average of 195 days, compared to 150 days the previous year. The reason for this increased time is due to the rising demand for a limited budget. In accordance with the legislation, once an application form has been completed and assessed for adaptation work it is only valid for 6 months so therefore we only complete these when officers

have the necessary budget to complete the works within this timescale. A new application would be required if this timescale had elapsed.

- 8.3 Benchmarking data is available from the other members of the North East Adaptations Group for 2013/14. Figure 2 illustrates Hartlepool's benchmarking data against the average time taken with the 10 local authorities which provided data.

Figure 2 – Time Taken to Complete DFG Works



- 8.4 At the end of Quarter 4, the number of applicants on the waiting list for a DFG has increased from 132 to 144 at an estimated cost of £670,000. The DFG budget for 2013/14 received from the Government was £437,717.
- 8.5 The waiting list for DFGs at the end of 2013/14 has almost doubled since the end of 2012/13, up from 76 applicants to 144.
- 8.6 Committee was previously advised that an approach had been made to the Clinical Commissioning Group to request additional funding and that this bid had been rejected. However, due to the increased waiting list and smaller Government allocation expected for 2014/15 an appeal was made and at the end of March the Council was advised that CCG would be transferring additional funding to support DFGs which is linked to the Better Care Fund to support over 65's (preferably with long term conditions). In addition Child and Adults Services have provided Housing Services with funding to support DFG applicants with care needs.
- 8.7 The total funding available for 2014/15 will be £742,155. This is made up as follows –
- Government funding £451,155
 - CCG Better Care Fund £200,000
 - Child & Adult Services £91,000
 - **Total £742,155**

9. ALLOCATIONS SUMMARY

- 9.1 Choice Based Lettings (CBL) activity and performance is monitored on a quarterly basis and compared with our sub regional partners by the Sub Regional CBL Steering Group.
- 9.2 The number of applicants who are 'live' on the system and able to bid has increased in Hartlepool during 2013/14 as set out in Table 6. 29% of the waiting list is made up from Housing Hartlepool applicants wanting a transfer.

Table 6 – Total number of 'live' applicants (able to bid)

2013/14	Hartlepool	Sub Regional Total
Quarter 1	2385	15609
Quarter 2	2552	15635
Quarter 3	2516	15350
Quarter 4	2614	16073

- 9.3 To ensure that applicants in the greatest need are given preference for an allocation of accommodation, levels of housing need are categorised into bands. An analysis of all new applications made during 2013 shows that of the new applications received 83% were for 1 and 2 bedroom properties. Just 9% of new applications made were for 3 bedroom houses and 7% for 4 or 5 bedroom houses. Analysis also shows that over the year the percentage of applicants whose level of housing need has put them into a 'priority' band has remained static (Table 7).

Table 7 – Total number of 'live' applicants (able to bid) within each Band

	Band 1	Band 2	Band 3	Band 4	Total
Quarter 1 (2013-14)	206	548	58	1573 (66%)	2385
Quarter 2 (2013-14)	235	540	65	1712 (67%)	2552
Quarter 3 (2013-14)	225	543	62	1686 (67%)	2516
Quarter 4 (2013-14)	256	547	71	1740 (67%)	2614

- 9.4 At the end of Quarter 4 the number of decant³ applicants in Hartlepool was 4.
- 9.5 Some applicants within the three Priority Bands (1, 2 and 3) may also have cumulative needs. During Quarter 4 the number of applicants in Band 1 with cumulative needs has increased from 28 to 52. However in Band 2 the number has decreased from 70 to 66. One applicant in Band 3 has a cumulative need. Compared to the end of 2012/13 the number of applicants

³ a decant applicant is defined as one who is losing their home through a recognised regeneration scheme and they are awarded the greatest priority

with Band 2 cumulative needs has stayed constant. However, the numbers in Band 1 have more than doubled (from 24 in Quarter 4 last year).

- 9.6 The number of bids made on advertised properties during Quarter 4 has reduced again in Hartlepool. The number of properties advertised have been monitored to determine any emerging trends in bidding behaviour and also to monitor properties that are advertised on several cycles before being accepted by a successful applicant. Trends have been compared with 2012 and bids in some areas have fallen by as much as 60%. These areas include King Oswy Upper, Middleton Road and West View Upper. Table 8 shows the numbers of bids made per band within Hartlepool.

Table 8 – Bids per Band (within Hartlepool)

	Band 1	Band 2	Band 3	Band 4	Total no. bids
Quarter 4 (2012-13)	959	2130	235	3580	6904
Quarter 1 (2013-14)	641	1675	162	2799	5277
Quarter 2 (2013-14)	746	1645	151	2632	5174
Quarter 3 (2013-14)	552	1589	84	2336	4561
Quarter 4 (2013-14)	537	1255	153	2581	4526

- 9.7 During Quarter 4 bidding activity has increased by almost 16% across the sub region. 30,178 bids were placed in total as shown in table 9. Despite this increase bids across the sub region have decreased during 2013/14 and since end of 2012/13 the number of bids placed across the sub region has reduced by 34%.

Table 9 – Bidding activity by type of property (within the Sub Region)

	1 bed	2 bed	3 bed	4 bed	5 bed	Other property type (e.g. studio flat)
Quarter 4 (2012-13)	19130	15917	9468	399	89	515
Quarter 1 (2013-14)	15889	14035	9101	527	83	684
Quarter 2 (2013-14)	12495	12217	7109	517	61	262
Quarter 3 (2013-14)	6251	6258	3558	191	4	121
Quarter 4 (2013-14)	11015	11392	6816	433	80	442

- 9.8 Table 10 demonstrates that the majority of lettings continue to go to those on the waiting list rather than to Housing Hartlepool transfer applicants.

Table 10 – Lettings Information for Hartlepool

	Total no. lets	Direct Lets	Transfers
Quarter 1 (2013-14)	162	0	40 (25%)
Quarter 2 (2013-14)	159	0	33 (21%)
Quarter 3 (2013-14)	138	0	27 (20%)
Quarter 4 (2013-14)	82	0	18 (22%)

- 9.9 The number of lets within each Band as shown in Table 11 illustrates that half of lettings have gone to applicants within Band 4. This has increased from 37% at the end of 2012/13.

Table 11 – Percentage lets to each Band (within Hartlepool)

	Band 1	Band 2	Band 3	Band 4	Total no. lets
Quarter 1 (2013-14)	23%	15%	9%	52%	162
Quarter 2 (2013-14)	23%	19%	7%	51%	159
Quarter 3 (2013-14)	25%	19%	8%	48%	138
Quarter 4 (2013-14)	22%	18%	10%	50%	82

- 9.10 The numbers of offers that are refused are also monitored. During Quarter 4 the number of refusals of Housing Hartlepool properties increased from 39 in the previous quarter to 53, of those 15 stated 'dislikes area' (28%) and 5 'no longer wants area' (9%). No refusals were because the property was too large and just 3 were because the property was too small.
- 9.11 The Sub Regional CBL Policy allows for cross boundary mobility as shown in Table 12.

Table 12 – Cross Boundary Mobility

	Area applicant moved from:	Area applicant re-housed to:	Number
Quarter 4	Middlesbrough	Hartlepool	3
	Redcar & Cleveland	Hartlepool	1
	Stockton	Hartlepool	1

- 9.12 The percentage of properties let on first offer is also monitored across the sub region and has increased from 74% last quarter to 93% in Hartlepool during Quarter 4.

10. IMPACTS OF WELFARE REFORM

- 10.1 The impacts of welfare reform on demand for social housing and on tenancy sustainability and homelessness continues to be monitored in partnership with registered providers.
- 10.2 Figures collected for the Homelessness Strategy demonstrate that tenancy failure during 2013/14 has increased to 50 compared to 26 during 2012/13.
- 10.3 During 2013/14 all tenancy failures that were reported were for rent arrears except for one Housing Hartlepool tenancy for anti social behaviour. Seven tenancy failures were for a tenancy of less than one year in length up from just one the previous year.
- 10.4 During 2013/14 the percentage of tenancy failures for younger tenants under the age of 24 increased from 8% to 22%.
- 10.5 Bidding activity continues to show that family houses are in low demand in certain areas of the town as reported in previous quarters and above in paragraph 9.6.
- 10.6 Bidding activity also shows that the average numbers of bids made on all property types have reduced since the same period in 2012. The number of bids made on 2 bedroom properties has halved (from an average of 24 to 12) and on 4 and 5 bedroom properties has reduced by 75% (from an average of 15 to just 4).
- 10.7 All registered providers have reported an increase in rent arrears. Information received from Housing Hartlepool shows that rent arrears at the end of 2013/14 are £155,564 higher than at the end of 2012/13.
- 10.8 Arrears directly relating to the under occupation charge stands at £98,229.12 for Housing Hartlepool tenancies.
- 10.9 At the end of Quarter 4, 998 tenants remain under occupying their property, down from 1095 in April 2013. Of those tenants subject to the under occupation charge 560 tenants (56%) are in arrears (down from 66% reported at the end of Quarter 2).
- 10.10 25 tenants (3%) have a zero balance and 413 are in credit (41%), of which 124 have a decreasing credit balance.
- 10.11 71 tenants (7%) have not paid any of the under occupation charge. This is down from 103 (10%) as reported in Quarter 2. Of these 71 cases, 53 were not subject to the charge in April 2013. 13 of the 71 owe more than £1,000, however all of these cases have rent to pay over and above the under occupation charge so their balance is increasing more rapidly and therefore each one of these tenancies is classed as “at risk”. This applies to 6 flats and 65 houses.
- 10.12 Housing Hartlepool also have 20 families living in their accommodation who have been benefit capped.

- 10.13 Housing Hartlepool have further advised that out of their 6,683 tenancies, 2514 tenants (38%) are on full housing benefit, 2,095 (31%) on part housing benefit and 2,074 (31%) are full payers. Tenants subject to the under occupation charge therefore equates to 15% (998). Two thirds of all tenants have clear or credit rent accounts.
- 10.14 Terminations from the social rented sector to the private rented sector continue to increase across registered providers. At the end of 2013/14 Housing Hartlepool has reported that 22% of all their terminations relate to moves to the private rented sector, compared to 19% during 2012/13 and 15% in 2011/12. Other registered providers operating in Hartlepool have reported similar increases.
- 10.15 During 2013/14, 34 households terminated Housing Hartlepool tenancies citing welfare reform as the primary reason. Of which: 18 were rehoused either by Housing Hartlepool or another registered provider; 10 went to the private rented sector; and 6 returned to live with family.
- 10.16 As shown in Table 7, at the end of Quarter 4 there were 2,614 applicants on the housing register. This represents an increase of 282 applicants since the start of the year.
- 10.17 Terminations also increased in Hartlepool during 2013. Within Housing Hartlepool stock there has been a 3% increase in voids and terminations have increased to 676 compared to 656 during 2012/13.
- 10.18 As reported previously there has been a marked increase in terminations from people living in 3 bedroom houses, up 28% from the same period in 2012. This is a consequence of the under occupation charge and transferring existing tenants to smaller properties.
- 10.19 At the end of 2013/14 terminations due to transferring tenants have also increased by 16% due to the reasons cited above.
- 10.20 Housing Hartlepool have also experienced a 59% increase in their tenants moving to other registered providers' stock and this has again been mainly to avoid the under occupation charge.
- 10.21 Through the Low Demand Working Group and other external meetings both locally and sub regionally, the Council is working with all registered provider partners to both understand and tackle the challenges since the introduction of the Welfare Reform Act.

11. HOUSING ADVICE AND HOMELESSNESS PREVENTION ACTIVITY

- 11.1 The Housing Advice and Homelessness service carries out the Council's statutory duties in relation to homelessness and all aspects of housing advice. During Quarter 4, 1,212 customers accessed the service by visiting the Housing Options Centre.

- 11.2 During this quarter, active casework has been carried out with 264 clients to resolve their housing issues and homelessness has been prevented for 88 households who would have been homeless without officers' assistance. Only four households had to be accepted as statutorily homeless and subsequently provided with suitable alternative accommodation.
- 11.3 Table 13 provides a breakdown of the enquiry types clients have presented with during the quarter.

Table 13 – Housing Advice Casework 2013/14

Enquiry Type	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Debt Advice*	35	73	54	64
Relationship Breakdown	25	52	36	22
Asked to leave	30	61	42	87
Possession Proceedings*	28	54	79	61
Tenancy Advice	19	30	29	44
Seeking Accommodation	114	141	123	111
Total Enquiry Types	299	411	363	389
Total clients	251	315	252	264

* includes mortgage and rent arrears

12. WARM UP NORTH

- 12.1 The Council entered into a partnership with British Gas and eight other Local Authorities in the region to deliver a scheme to improve the energy efficiency of homes in the North East towards the end of Quarter 2 and the 'Warm up North' (WuN) scheme was officially launched in September 2013. The scheme is divided into two key parts – the Energy Company Obligation (ECO) and the Green Deal (GD)
- 12.2 The initial emphasis following the launch of the scheme was around the ECO delivery, which focussed on the provision of free boilers, cavity and loft insulation to homes of eligible households who were in receipt of one or more qualifying benefits.
- 12.3 Since the launch to the end of March, 167 enquiries had been made to the scheme. Of those, there had been 67 jobs completed (the majority of which were new boilers) and there were 18 further jobs in progress.

13. FINANCIAL ASSISTANCE

- 13.1 Three streams of financial assistance have been used to improve 53 homes in the private sector over the course of the year –
- **North East Home Loans Partnership funding** – this is ongoing but with limited capacity as it now relies on funding being recycled back into the fund – a waiting list is held for eligible applicants;

- **Home Plus Grants** – administered by the Council – this is ongoing but is very limited as it also relies on funding being recycled back into the fund when housing regeneration funding or charges on property are repaid – a waiting list is held for eligible applicants;
- **Warm Homes Funding** – administered by the Council – this was one off non-recurring funding provided by the Department of Health in 2012/13

13.1.1 **North East Home Loans Partnership Funding**

Five homes were improved through the provision of repayable loans administered on behalf of the Council through the North East Home Loans Partnership.

13.1.2 **Home Plus Grants**

Improvements were made to 18 properties to remove category 1 hazards (as assessed using the Housing Health and Safety Rating System). This included providing or replacing heating systems, renewing leaking roofs and rewiring. These grants are aimed at occupiers over the age of 60 in receipt of certain benefits and under 60's where there was also a disability related benefit in place.

13.1.3 **Warm Homes Funding**

Works were completed at 30 homes during the course of the year. The improvements carried out specifically aimed to improved the thermal comfort of homes and ranged from the installation of full central heating systems to replacing external doors to draughtproofing.

13. **HOUSING REPORTS ON FORWARD PLAN**

13.1 **RN 31/13 – Housing Services New Opportunities Structure**

A report has been considered by Finance and Policy Committee on the 30th June 2014 which presented a detailed Business Case for the development of a Social Lettings Agency in Hartlepool including the fee structure and services to be offered. The report seeks approval to set up a Social Lettings Agency to help to improve the management of private sector housing in the town. A verbal update on the outcome of this report will be provided at the meeting of the Committee.

13.2 **RN 7/14 – Proposed Compulsory Purchase of Empty Residential Dwelling Property Number 0003**

Committee will consider the proposed compulsory purchase of an empty residential dwelling. The report will provide an overview of the history of the property including detailed chronology of events.

13.3 **RN 18/14 – Empty Property Purchasing Scheme Phase 2**

Committee will be asked to approve the implementation of Phase 2 of the Empty Property Purchasing Scheme which will run from 2015-2018. The scheme will involve acquisition and refurbishment of long term empty homes which will then be let at an affordable rent and managed by the Council.

14. REVIEW OF STRATEGIES

14.1 Housing Strategy 2011-15

Development of the Housing Strategy will commence in the second quarter of 2014/15 and will incorporate the Empty Homes Strategy and Homelessness Strategy both of which are due to expire in 2015. Members will receive a series of reports tracking the development of the strategy and will be involved in the consultation process which begins with the Meet the Public event on 15 August 2014.

15. DEVELOPMENT OF HOUSING SERVICES

- 15.1 Officers in the housing services team continue to look for opportunities to build a stronger asset base for the services and help to underpin the broad range of service provision.

Following discussions with a developer, agreement has been reached to purchase five properties which the developer has to deliver in Hartlepool as part of its section 106 agreement with the Council. This agreement will be ratified by Finance and Policy in a forthcoming report. The properties fulfil a number of key elements which include providing five affordable housing units in a high demand area, providing valuable assets to add to the Council owned stock and a give a valuable partnership opportunity to work with a developer to fulfil its affordable housing requirement in the town.

Officers were also approached by the same developer to consider other property built by them to fulfil its section 106 agreement with another local authority in the Tees Valley. Serious consideration was given to this proposal however after considering the details of the offer, it was clear that it was too early to acquire stock outside the borough, the asset did not represent a significant lift in asset value growth and the legal status of some units could not be influenced by the Council, due to it being outside our borough.

16. EQUALITY AND DIVERSITY CONSIDERATIONS

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

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

- 17.1 The Crime and Disorder Act 1998 requires local authorities to consider crime and disorder reduction in the exercise of all their duties, activities and decision-making. This means that all policies, strategies and service delivery need to consider the likely impact on crime and disorder. This legal responsibility affects all employees of the Council as well as those agencies that are contracted by, or that legally contract to work in partnership with the Council in the provision of services.

- 17.2 Hartlepool Borough Council recognises that Community Safety affects all our lives, people, communities and organisations. People need to feel safe and this means developing stronger, confident and more cohesive communities. Community Safety includes reducing crime and disorder and tackling anti-social behaviour, offending and re-offending, domestic abuse, drug and alcohol abuse, promoting fire safety, road safety and public protection. The key areas of Housing Services have been developed with the reduction of crime and anti social behaviour in mind.

18. RECOMMENDATIONS

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

19. REASONS FOR RECOMMENDATIONS

- 19.1 To ensure that committee members are informed about key activities across the Housing Service.

20. CONTACT OFFICER

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REGENERATION SERVICES COMMITTEE

31st July 2014



Report of: Assistant Director (Regeneration)

Subject: CULTURE AND INFORMATION SERVICES
PROGRESS REPORT – JANUARY – MARCH 2014.

1. TYPE OF DECISION/APPLICABLE CATEGORY

This report is for information.

2. PURPOSE OF REPORT

- 2.1 The purpose of this report is to inform and update members on the work of the Culture and Information Services for the period 1st January – 31st March 2014 and end of year figures for 2013/14.

3. BACKGROUND

- 3.1 Culture and Information Services cover a wide range of functions and venues across the Borough. These venues include: Borough Hall; Burbank Community Centre; Central Library; Hartlepool Art Gallery; Hartlepool Maritime Experience; Headland Library; Museum of Hartlepool; Owton Manor Community Centre and Library; Seaton Community Centre; Seaton Library; Masfield Centre; Town Hall Theatre and Throston Library.
- 3.2 These Services provided include both on-site and outreach elements and advice, support and guidance to community groups working in these areas.

4. UPDATE ON PROGRAMMES AND INITIATIVES

- 4.1 Culture and Information Services have achieved a number of outputs during the period January – March 2014 and the following highlights some of these key achievements and work streams.

4.2 Libraries

• **Children's Service**

- The annual number of engagements with children for 2013-14 was 18,862. This relates to library led activities such as Read and Rhymes, library skills and author visits. Visits to the library to borrow books are not included in this figure.
This was a new performance indicator for 2013-14 and as such has no comparative annual data.

Key contributions to engagements in the period Jan- March 2014 were;

- *Author Jessica Souhami.*
Working with the charity 'Bookshow' the author delivered sessions at Seaton Carew, Throston and Central libraries. In total the event engaged with 140 pupils from 4 schools. Each child had the opportunity to meet the author and received a free book. The author visit and book gifting was funded by Bookshow.
- *Author Cathy Cassidy.*
The Library Service was successful in their 'bid' to be included in the promotional book tour of this highly popular teen author. With over 400 pupils from 11 Hartlepool schools the Town Hall Theatre was an ideal location for the event.
This is the Library Service's first venture into managing a single author event of this scale.

The value of such events is highlighted in the comment below;

'At the most obvious level, author events gives children the chance to celebrate reading and learn about the craft of writing. Every pupil I have taken to an author event has come away with new ideas and tips to improve their writing – and it is also fascinating to see how often the published authors go away with new ideas and suggestions from the children!'

At a deeper level, you could argue that author events inspire tomorrow's writers. Few children who I have taken to such an event have ever met anyone who actually earns money from writing, so to meet authors and poets can be extremely empowering. It gives the children the confidence to believe they could do it themselves – particularly when they meet great authors like Cathy Cassidy.

Perhaps beyond reading and writing, meeting authors who have 'followed their dreams' and gone on to fulfil their ambitions shows that anything is possible with the right work commitment and attitude and this, above all else, is something that has truly inspired my pupils.'

*Mr Neil C. McAvoy, Deputy Headteacher, Clavering Primary School,
Hartlepool Local Authority*

- **World Book Day**
This national event is celebrated in libraries each year. All the children who attended Read and Rhyme sessions around World Book Day received a free World Book Day token and a copy of 'Hugless Douglas' by David Melling. The token can be exchanged for a £1 World Book Day Book or £1 off a book of choice. This is funded by the Reading Agency. On the day, local storyteller Pascal Konyn led the Read and Rhyme session for under 5's as well as providing activities for two school groups.
- The launch of the Storyteller's Chair attracted over 40 families. The tactile and brightly coloured reading chair was commissioned to enhance storytelling activities across the town. The creation of this unique storyteller's chair was made possible through the sponsorship of the Hartlepool Masonic Benevolent Association.
- Read and Rhyme sessions have had a combined audience of 1506 since January 2014, whilst 22 children have received library skills training.
- 228 children have taken part in a Chatterbooks Reading Group delivered directly into schools.

Additional children's activities include;

- ***BookTrust Programme***
Providing free book packs to children from 9 month to 5 years. 210 children received a free Bookstart pack and 300 children received a free Treasure Bag through the Library Service's delivery of the national BookTrust Programme.
- ***Partnership Working***
Working with the College of Further Education the Library Service's Children and Young Persons Manager engaged with two groups of childcare students to discuss literacy, storytelling and the development of child skills through the delivery of book related activities.

▪ ***Digital Inclusion***

- The Peoples Network now comprises of 64 public access computers. Two additional PC's were added to the network in March due to increased public demand. The e-government agenda continues to impact on use of this facility, especially in relation to job seeking.

Despite disruptions to the service for essential upgrades and server moves the use of the Peoples Network computers continued grow in Quarter 4.

Usage	Q1	Q2	Q3	Q4
No. of hours	9,031	9,748	9,980	10,093

Annual usage shows an 11.8% increase on 2012/13.

Usage: Hours per annum	
2012/13	34,734
2013/14	38,852

- The Hartlepool History Then & Now website provides access to over 4180 images taken in and around Hartlepool, including 553 uploaded since January. The photographs and annotations form a unique local history resource.
The Lottery funded project ceased in July 2013, however the Library Service continues to manage and develop the website through its volunteer programme.
- Library volunteers continue to identify and scan images contained in the Museum's photographic collection. The improved knowledge of the collection's contents enhances the public enquiry service as well as contributing to the Hartlepool History Then & Now website.
- In addition the Library has produced a second series of booklets featuring local history images.
Volunteers significantly contributed to the research and content of these works. The booklets, based on the themes of school, small shops and Lynn Street will be launched in April 2014.

▪ **Enquiries**

- The Central Library Reference and Information section recorded 7,790 enquiries in the period January to March 2014. This is an increase of 1,685 on the same period in 2013.

Enquires	Q1	Q2	Q3	Q4
2012-13	6444	6106	5858	6105
2013-14	6032	7577	6857	7790

Annual enquires rose by 15% from 24.5k to 28.2k.

- Enquires relating directly to job-seeking support show a significant increase in Q4. It is too early yet to establish whether this level of growth will be sustained throughout 2014-15.

Job/CV	2012-13	2013-14
Apr	11	14
May	10	30
Jun	5	45
Jul	5	58
Aug	9	103
Sep	2	79
Oct	6	94
Nov	4	80
Dec	6	77
Jan	9	173
Feb	8	193
Mar	31	260
TOTAL	106	1206

▪ **Supporting local creativity**

- *Exhibitions* – The *Central Gallery* is an integral part of the Central Library, providing a showcase venue for local artists, craftspeople and organisations.
 - 8 exhibitions were hosted in January to March 2014.
 - The launch of the Art of Mining exhibition attracted over 80 people. The exhibition also featured on Tyne Tees Regional News. Approximately 160 people attended the exhibition on the day following the broadcast.
 - 27 exhibitions in total were on display in 2013-14.
- *Writers Group* – membership increased by 6 people in January to March 2014. With approx 26 members and regular attendance of 14 people the group is comprised of published authors, emergent authors and enthusiastic amateurs writing for their own pleasure. Recent activities included a 'How to get published' workshop by the Northumberland based Red Squirrel Press.
- *Local Authors* – The Central Library hosted a successful book signing event in January to launch Maureen Anderson's latest work, *Lost Ships of the Hartlepoons*. Dianne Bainbridge, the co-author of 'Jack the Ripper: in my blood' returned to the library to speak about the genealogical research behind the book. An audience of 40 people attended the event to find out more about the possible Hartlepool connection to this enduring mystery.

▪ **Reading Groups**

- The Library Service hosts 11 reading clubs across the authority. The MIND reading group meets at the Central library as do the English for Speakers of Other Languages (ESOL) reading group. Alternative format provision is made to support a reading group for people with a visual impairment.
In addition the service supports 5 independent reading groups with books from the Reading Group Resource Collection.

▪ **Home Library Service**

- The Home Library Service delivered books to 583 people in 2013-14. The service is available to library members who are in ill-health or have mobility issues.

▪ **Events Programme 2013**

- The Library Service continues to provide author events, workshops and awareness days as an integral part of the Universal Library Offer.

Key activities include:

- *Shipbuilders Houses of Hartlepool*. The second in this series of talks by Edward Bunting proved extremely popular. A full capacity audience of 60 people attended the event; however demand for tickets was such that the talk was repeated at a second event. Further talks in the series are scheduled for 2014-15.
- *Read Regional*. Hartlepool-born author James Wheatley returned to his home town to read from his latest work *Magnificent Joe* which is set in the North-East.
- *Poetry on Prescription*. William Sieghart, currently chairing an independent report on the public library service in England, visited the Central Library to present a poetry reading and consultation.

▪ **Reminiscence**

- Reminiscence therapy sessions have been delivered to 6 care homes in the period Jan-March 2014. These have reached in excess of 150 people.
- The library developed 'memory boxes' were made available for public loan in February 2014. The initial collection comprising of six themed boxes have all been issued to members of the public and further boxes are in production.

▪ **Business Library Information Network [BLINK]**

- The project co-ordinator for the Arts Council funded Enterprising Libraries project was appointed in January 2014. Working across the

Tees Valley library services to promote information and signposting to businesses the initial focus of the post has been on negotiating consortia access to online business resources. A series of business roadshows are planned for the summer of 2014.

▪ **Resource Development**

- The Library Service has developed a School's Resource DVD on the Bombardment of Hartlepool.
- The resource is aimed at key stages 1-3 and provides activities, lesson plans etc covering a broad range of curriculum subjects.
- Based on the resources available in the Library Service's local history collection the DVD content was developed as part of a graduate internship funded by Teesside University.
- The resource has been piloted with St Helen's School and was demonstrated to teachers at the recent Bridge North-East World War I Teachers Conference held in Hartlepool.
- Interest was positive from schools both in Hartlepool and the wider region. The resource will be available for purchase by schools from June 2014.

4.3 Community Centres

- In the final quarter of the 2013/2014 financial year the total number of attendances at the 3 community centres that are currently operational including, Owton Manor Community Centre, Burbank Community Centre and Masefield Community Pod was 9141 which was an increase of 3625 on the target of 5516. The total number of attendances for the year was 32542 which was an increase of 10345 on the target of 22197.
- The table below provides a comparison of attendances at the community centre's from 2011/2012 to 2013/2014. However, the targets for the number of attendees in each financial year have been reduced as the number of centres has reduced.

Community Centre Performance Indicators 2011/2014
--

Year	Quarter 4		
2011-12	Target	Total	Difference
6 centres	12117	13232	up 1115

Annual		
Target	Total	Difference
43351	51446	up 8095

Year	Quarter 4		
2012-13	Target	Total	Difference
4 centres	6889	7966	up 1077

Annual		
Target	Total	Difference
27719	33536	up 5817

Community Centre Performance Indicators 2011/2014
--

Year	Quarter 4			Annual		
2013-14 3 centres	Target	Total	Difference	Target	Total	Difference
	5516	9141	up 3625	22197	32542	up 10345
Year	Quarter 4			Annual		
2014-15	Target	Total	Difference	Target	Total	Difference
					33000	

4.4 Arts & Outreach

- **Cultural Ambassadors Scheme:**
 - From January to March there has been an evening preview and 3 evening art workshops for young people at Hartlepool Art Gallery and which are now embedded into the exhibition programme
 - Hartlepool Art Gallery, Town Hall Theatre and Central Library are now registered as Arts Award Supporter venues
 - Continued support is given to young people from primary schools and youth centres through Explore and Bronze Arts Award

4.5 Events

Events considered by events team for consideration by the Independent Safety Advisory Group:

- **JANUARY**
 - Fit n Fun Day (11/2/14)
 - Race for Life (06/07/14)
 - Heritage Festival (12 – 13/07/14)
 - Hartlepool Sportive Group
 - Chinese New Year event
- **FEBRUARY**
 - Hartlepool Marina 5 Road Race (30/03/14)
 - 5k for Special Needs (01/06/14)
 - Big Lime Triathlon (21/09/14)
 - Easter Egg Hunt (20/04/14)
 - RNLI Lifeboat Fish Festival
 - Seeds of Change (08/03/14)
- **MARCH**
 - Hartlepool Hospice 10k
 - Global Day of Prayer
 - Community Alcohol Partnership event
 - Chipperfield's Circus

- Mayor's Charity Walk
- Seaton Carew Football Tournament
- BMX Tournament

4.6 Town Hall Theatre

- **Funded Programmes:** Hartlepool Town Hall Theatre is currently involved in two Arts Council Strategic Touring programmes the North East Children Consortium and REACH.
- **Patronbase** – The new Box Office System is now operational at the Town Hall Theatre and Tourist Info Centre, Box office. Patronbase has now gone live with 'On-Line' bookings which allows people to purchase via the web making it easier to purchase tickets in advance.
- **Visitor Figures** – Jan to March 2014 17,805 (18,982 same period 2013)

Breakdown:

Room	January	February	March
<i>Lauder Suite</i>	1121	617	834
<i>Audience</i>	4404	3151	2774
<i>Backstage</i>	3115	1021	768
Total	8640	4789	4376
Overall Total	17,805		

4.7 Hartlepool Art Gallery

- **Bob Watson & John Wigston (11th Jan – 15th March)** This was an exhibition of two celebrated and respected local artists who came together in a joint exhibition to show new works. Bob's work is predominately industrial landscapes and work relating to iconic North East buildings and sites. John largely featured railway and shipping images in his element of the exhibition.
- **Emerge Exhibitions:**
 - Work by students from English Martyrs School (Jan – March)
 - Work by students at High Tunstall School (March – May)
- **Dabble in Arts:** Hartlepool Art Club deliver a fortnightly Saturday morning art club to young people to develop young people's experience in the creative arts. These sessions are delivered in Hartlepool Art Gallery; numbers for the session are approx 25 to 30 young people. There is also a dedication exhibition board to show the groups work

- January 4th 29
- January 18th 28

- February 1st 33
- February 15th 26

- March 1st 32
- March 15th 30

- **Hartlepool Art Gallery Visitor Figures** from Jan to March were 12,463 (13,972 same period 2013)

4.8 Museum of Hartlepool, Collections and Learning

- **Museum of Hartlepool.** Visitor figures for the 4th Quarter were 25,754, an increase of 8% on the same quarter last year. Annual Visitor Numbers for 2013-14 were a total of 132,067, the second highest visitor figure for the years 2000-2014.

- **Exhibition: “Our Town, Our Lives”.** *Our Town, Our Lives* finished its run on the 9th Feb 2014. It was visited by just under 40,000 visitors and was especially popular with older people and with schools studying local history and changes in everyday life.

- **Learning: school visits.** There were 1146 facilitated School Visits by pupils to the Museum and Art Gallery in Q4. The annual figure for facilitated school visits 2013-14 was 4915, of which 3307 were at the Museum and 1608 were at the Gallery. Facilitated in this case means those school visits where children took part in a national curriculum led visit with workshops and activities directly delivered by learning staff, usually over a complete day. In addition c. 2000 pupils visited the Museum on self-led visits, led by teachers but usually using resources supplied by Council staff.

- **Learning: Making a Mark.** Independent evaluation of the Making a Mark art, history and literacy learning project during Q4 gave a *high quality* rating, especially praising staff for the quality of teaching, the effective use of artists and for inspiring pupils,. These results lead to the Arts Council England formally recognising that the Tees Valley partnership is the most successful collaboration in the national programme.

- **Accreditation.** Both the Museum of Hartlepool and Hartlepool Art Gallery were awarded *Full Accreditation* under the Museum Accreditation Standard 2011 in March 2014. This formally recognises that Hartlepool Borough Council’s museum service exceeds the new higher standards for the care of the items in the collection, the delivery of public programmes and for management. This award lasts for 3 years,

and is an essential requirement when applying for many sources of grant funding.

- **Civic Collections.** Extensive work has been carried out by the Museum since 2012 to audit items in the Civic Collections with the aim to identify those items which should be transferred into the care of the Museum, retained for Civic ceremonial use, or returned to their rightful owners. The final report and all recommendations from this process were approved by the Finance and Policy Committee on 27th February 2014. Action to implement these decisions started in March.
- **Donations.** Public donations to the collection were steady over Q4, mainly focusing on printed ephemera, social history and material relating to the First World War. Highlights included a pottery “tank bank” money box from 1918, further family material relating to the Bombardment, and a war memorial plaque commemorating local boy scouts.
- **Object Identifications and Historical Enquiries.** One noticeable trend in Q4 was the increasingly national and international nature of enquiries relating to the First World War, with an increase in enquiries from around the UK, Canada and Australia.
- **First World War initiatives.** Museum staff undertook a wide range of tasks in Q4 to support the Culture and Information Sections work to facilitate public engagement in the Commemoration of the First World War. This included exhibition development for the Tees Valley touring exhibition, research for the Bombardment exhibition at the Museum of Hartlepool, and input into the proposed new Memorial.
- **Media.** The museum has been increasingly involved in working with the television and print media since the summer of 2013. This included input into the first episode of Jeremy Paxman’s “Britain’s Great War”, broadcast on BBC1 on 27th January, interviews for Michael Portillos “Great War of Words” on Radio 4 in February, and a major article on The Bombardment featuring museum collections on BBC NE and Cumbria’s “Inside Out “ on the 27th February.

Work also commenced in March with assisting the Hartlepool Mail with historical and social information for their series of Commemorative supplements and local interest stories leading up to the 100th Anniversary of the Bombardment.

4.9 Hartlepool Maritime Experience

- **Visitor activity 2013-2014** – Total visitor numbers were 44622, this is a slight increase in figures from 2012-2013 which was 44352.
- 12% of customers up-graded from a single day ticket to a 5 for 1 ticket (pay once visit five times). Increasing income by £6000 and possibility of

gaining secondary spend in the retail and catering facilities on return visits.

- **Jan – March 14**

In this period visitor figures were up 27%, income from admissions 19% up on the same period 2012-2013.

- **Function rooms**

With the departure of Cleveland Catering on 31st December 2013, HME took over the booking and facilitation of all functions from 1st January to 31st March 2014.

4.10 **First World War Project**

- JANVS Design (the exhibition supplier) have agreed site plans for the touring exhibition programme across the Tees Valley. The exhibition will be in the Central Library in Hartlepool from 4th November – December 2014.
- A teachers conference, organized by the Bridge Northeast, took place to advise teachers of the WWI offer across the region. This was held at Beamish on 11th March, another event planned for Hartlepool Maritime Experience took place on the 2nd April.
- Production of WWI loans boxes is continuing with new boxes to be available for schools from the Autumn Term onwards.
- Site visits have taken place for the large scale outdoor events programme across the Tees Valley. The Hartlepool event is scheduled at the Town Square on the Headland on 16th December 2014.
- Bombardment Memorial site identified, archaeological survey undertaken. Fundraising campaign with local businesses has begun.

5. **SUMMARY**

- 5.1 This report highlights some key areas of work and progress made over the past three months.

6. **EQUALITY AND DIVERSITY**

- 6.1 There are no equality and diversity implications.

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

- 7.1 There are no implications under Section 17.

8. RECOMMENDATIONS

- 8.1 That the Regeneration Service Committee notes the content of the report and the progress made across key areas of delivery within the Culture and Information service.

9. REASONS FOR RECOMMENDATIONS

- 9.1 To inform Members of the range of recent activities of the Culture and Information section and the ongoing contribution to the Council's strategic priorities.

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REGENERATION SERVICES COMMITTEE

31st JULY 2014



Report of: Director of Public Health

Subject: SPORT AND PHYSICAL ACTIVITY TEAM – SIX
MONTHLY PROGRESS REPORT

1. TYPE OF DECISION/APPLICABLE CATEGORY

For information.

2. PURPOSE OF REPORT

- 2.1 The purpose of this report is to inform and update members on the work of the Sport and Physical Activity Team which is part of Hartlepool Borough Council's Sport and Recreation Service. This area of work includes Summerhill Outdoor Activity Centre and Country Park, the Outdoor Activities Service, GP Referral Programme, Learn to Swim (including Primary School Lessons) and all targeted work aimed at increasing participation in Sport and Physical Activity.

3. BACKGROUND

- 3.1 The aim of the Sport and Physical Activity Team is to increase participation in sport and physical activity within Hartlepool, encouraging people to "Get Active, Stay Active and Feel Good in Hartlepool".
- 3.2 The Department of Health continues to recommend that adults (16+) should aim to achieve at least 30 minutes of moderate intensity activity on at least 5 days of each week. Engaging more people in sport and physical activity in order to improve health and wellbeing is therefore a key priority at national, regional and local level and given the health inequalities in Hartlepool, remains an important issue for the Council to be addressed.
- 3.3 A previous update on the work of the Team was given as part of a report to Committee in January 2014 and this report now covers the period from October 2013 to March 2014.

4. SIX MONTH UPDATE ON PROGRAMMES AND INITIATIVES

- 4.1 Hartlepool Sport and Physical Activity Team have collectively achieved some excellent outcomes and outputs during the period of October 2013 to March 2014 and the following highlights some of these key achievements and work strands.

4.2 Learn to Swim Programme

- 4.2.1 Schools swimming remains busy. St Helens Primary school made a decision to have hourly lessons for their pupils as opposed to 30 minutes at the beginning of the academic year and the benefit of this is being shown in swimming attainment of the pupils. By the end of the Spring Term, 17 pupils had already reached the 25m standard with the remainder on track to pass by the end of the academic year. The school has already opted to retain the hourly slot for next year's swimmers.
- 4.2.2 West View Primary School are extremely satisfied with the service they receive from the Council. They came first in League 2 of the competitive gala held recently.
- 4.2.3 49% of Primary school pupils can already swim 25m – this is despite the addition of two new classes from West View and a new class from West Park mid-term as well as pupil attainment from Springwell school. We will have many more children achieving the recommended 25m before the end of the summer term.
- 4.2.4 Community swimming has grown significantly and more so since the installation of the pool boom at Mill House Leisure Centre. In the last reporting period only 62% of places available were taken up but this has increased to 89%. As a consequence, the lesson programme is being expanded to ensure we can accommodate future demand.

4.3 Outdoor Activity Team

- 4.3.1 The Outdoor Activity Team is based at Summerhill and has received a large number of bookings across all disciplines of activities. Bookings are predominantly from Primary Schools; however there are also bookings from Secondary Schools, Community Groups and other organisations.
- 4.3.2 GCSE residential activities have doubled for 2014 with both Manor College and High Tunstall commissioning the team for a residential which incorporates GCSE Climbing and GCSE Mountain Biking. The Team has also delivered a successful stand alone programme of Mountain Biking for GCSE assessment within Secondary Schools. Since writing the syllabus and making the schools aware of the project, the GCSE module delivery has gone from strength to strength with 144 students from High Tunstall, Manor College, Dyke House and English Martyrs accessing this provision. Feedback from teaching staff and pupils has been excellent and the growth of the programme is evidence of this:

“During July last year, two separate groups of our GCSE students travelled over to the Lake District with the Hartlepool Borough Council Outdoor Activities Co-ordinators for an overnight residential. The rationale behind the trip was to boost their GCSE PE practical grades through mountain biking and climbing activities. The outstanding guidance from the HBC staff enabled all 24 students to achieve level 1 assessment (20-25/25) in both activities covered.

The residential also enabled the students to experience camping for the first time and the HBC staff tailored their instructions, guidance, advice and overall atmosphere of the residential to meet the social and behavioural needs of the group.

We have already booked on again for an identical trip this term and feel that this is an effective method of not only boosting the practical element of the GCSE PE course but also as a means of developing their social and emotional intelligence.” (High Tunstall College of Science)

4.3.3 The work that the team is carrying out in Secondary schools is now seen by PE staff as an integral part of GCSE delivery within the town.

4.3.4 Eight residential trips are due to take place this year involving approximately 150 young people from Hartlepool and a new trip organised for Rift House Primary school will involve 26 children visiting the Lake District in June who will participate in mountain biking, rock climbing, archery, canoeing, gorge walking and a night walk. Previous feedback received from schools are as follows:-

“..it was an exciting opportunity for children to experience countryside. We had studied rivers and lakes and the children had the chance to experience this. Many had never been to the Lake District and were in awe of the scenery.”

“Children were challenged. Invaluable part of their school experience!”

“...awesome especially the Gorge walking!”

“I sometimes give up when I think I can’t do things and I didn’t think I could do the Gorge walking. I was nervous but I did it and I feel more confident.”

4.3.5 The Balance Bike programme is progressing well. Since October 2013, 579 young people have benefitted from the programme which supports children to learn a skill for life and in many cases to successfully ride a bike.

“All the children enjoyed it and looked forward to the sessions – even the less confident. It helped staff identify children who had problems with balance so they could provide extra opportunities.

Impact: more children came to school on bikes or scooters and some children got scooters or bikes for Christmas.” (Headteacher St Joseph’s Primary School)

- 4.3.6 The Balance Bikes programme is supported by the British Heart Foundation which provided the initial funding for the project. The team continues to work alongside the charity in recognition of the programmes ethos as well as its emphasis on encouraging a healthy lifestyle and increased participation in physical activity.
- 4.3.7 The Team is one of the highest beneficiaries of Sportivate funding in the Tees Valley due to their work in the non-generic sports and the popularity of the service. The Sportivate funding received has enabled 81 young people to access sports such as Canoeing, Mountain Biking and Climbing. This is an increase of approximately 30% from the previous financial year.
- 4.3.8 A third member of staff is now qualified to work in the Cycle Clinic and this was warranted as a direct result of the success of the scheme and the demand for cycle services. Apart from fleet servicing for organisations such as the Police, the free servicing offer to the public is proving to be very successful. Every month sees new customers using the service and over the last financial year the Clinic serviced 225 bikes which was an increase on the previous year of approx 30%. The team expects to see a similar increase this year.

4.4 Summerhill Outdoor Centre and Country Park

- 4.4.1 Summerhill has recently completed a hugely successful Easter Programme. All sessions were fully booked and all participants were eager to receive information for future activities. Types of activities included pond dipping, indoor climbing, archery and craft sessions.
- 4.4.2 Fortnightly family archery sessions are now taking place at weekends and in addition to the archery, monthly Forest Adventure sessions are also taking place, the first of which is fully booked. The car boot sales have also been re-launched and are so far proving successful and as a result of all these changes, activities are now taking place at Summerhill every weekend.
- 4.4.3 The Summerhill Archery Club has recently been revamped and as a result, is receiving more participants.
- 4.4.4 Additional activity sessions are continuing to be released to the general public the most recent of which is a Pilates class. More activities are planned with the intention of increasing the usage of the hall space at the site.
- 4.4.5 Healthy Heritage remains a strong programme despite the increase in charges owing to the cessation of external funding and bookings are continuing to increase. The number of participants accessing Healthy Heritage for the last financial year was 1,542 young people, a total that the Team is very proud of. This scheme now also has the backing from the

British Heart Foundation in recognition of the work being carried out in educating young people regarding healthier lifestyle choices.

- 4.4.6 A number of staff from the Summerhill site have undertaken Forest Schools training. This training will be complete after a probationary period which includes some delivery and project work. It is anticipated that within nine months Summerhill Country Park will be a fully-fledged Forest Schools site. The team is aware of the development at Rossmere Primary School and has had discussions with the school on how we could work in partnership together in the future.
- 4.4.7 The Friends of Summerhill group remains very pro-active gathering every Wednesday to help maintain the park. We have much to thank this hard working group of volunteers for. The group recently completed the construction of a pond dipping platform which has already seen some group use. A second platform is now in the planning stages which will improve the delivery and the quality of the pond dipping sessions whilst helping to put Summerhill on a par with other large parks such as Hardwick and Pinchinthorpe. These platforms have been made possible by funding streams which the Friends of group are actively pursuing for the benefit of the Park. Last financial year, the groups work (excluding funding) equated to in excess of £9,000 in labour costs and their input into the site is invaluable.
- 4.4.8 The total footfall on site at Summerhill has seen a 30% increase from the 2012-2013 financial year. Footfall in 2012-2013 was 60,002 but for 2013-2014 increased to 92,615. This shows that the improvements in services and activities at the site are having an impact and we are confident that this will continue to grow.

4.5 GP Referral Scheme

- 4.5.1 The HELP scheme (Hartlepool Exercise for Life Programme) is a community provision based programme which provides 10 week introductory supervised exercise courses to support individuals to better self- manage a wide range of health problems which benefit from a more active lifestyle. The main referring agents are the North Tees and Hartlepool NHS Foundation Trust departments and all the GP surgeries across the town.
- 4.5.2 Within this period the HELP scheme has received 350 referrals; 61% women and 39% men. 129 people have successfully completed a 10 week course and the current retention rate in maintaining regular exercise is 79%. This is based on the data received from the 6 monthly follow up postal questionnaires.
- 4.5.3 The additional preventative 12 month pilot EDAN (Escape Diabetes Act Now) has now been completed and the recorded outcome measurements results are as follows:-

- 89% of clients had a reduction in their blood test results.
- 90% had a reduction in their waist measurement, with 10% remaining the same but they did reduce overall body weight.
- 78% reduced their total cholesterol readings with a 100% improvement in high density lipoprotein (HDL) (good cholesterol) ratios.
- To date, 75% of the EDAN patients remain active within the Council's sport and recreation facilities and services.

4.5.4 Following the success of the EDAN pilot, a Type 2 Diabetes Lifestyle Intervention programme was launched in March 2014 to support those with chronic Type 2 Diabetes. To date 29 clients have been referred to the project which offers education and professional support to change negative behaviours associated with poor management of their condition. With improved activity levels and better food choices, clients will reduce the long term risks associated with this disease. In partnership with the Department's Community Nutritionist, we have developed a comprehensive package which addresses the primary needs of the individuals involved and patients are supported to implement changes that are a priority for them. We obviously have the support from the GP surgeries and hope we can obtain adequate feedback in the future that will demonstrate the effectiveness of this intervention.

4.6 Sport and Physical Activity Core Team

4.6.1 Football Development

In partnership with Durham County Football Association, a Coaching Level 1 course took place at Grayfields with 18 delegates from a wide range of backgrounds, more specifically representatives from local football clubs, attending. In addition, the FA hosted a Basic Sports First Aid course which was also well attended and was the first of its kind in Hartlepool. A Level 2 coaching course is due to take place at the site in June.

In recent months, two small sided tournaments have also taken place at Grayfields attracting more than 50, 8-14 year olds. Planning for events and activities to link in with the World Cup has also taken place.

A lot of development work is also currently being undertaken in relation to the opening of the new artificial pitch at Brierton Community Sports Centre. This is due to be available for use from June 30th and a variety of activities are being arranged, largely through partnerships with various clubs and external organisations. As part of this, Durham County FA will be making use of the Brierton site in general to run county-wide coach educational courses which links with their regional development plan.

Sportivate funding has been secured to develop women and girls football as a result of a partnership between Hartlepool United Community Sports Foundation, Seaton Carew FC, Durham County FA as well as our own Council Team. The Team also assisted Seaton Carew FC with an application to the FA's "Be Inspired Girls" fund to further develop female football and up-

skill new coaches and volunteers. They subsequently have successfully secured a grant of £3,000 which was the only one to be supported by the FA in the North East.

4.6.2 **Street League**

The sixth season of the Street League concluded in February and engaged with 11 teams. Additionally, a further 20 participants attended the structured coaching with 75% progressing onto ongoing football sessions within our Leisure Centres. The league was not as successful as in previous years but with a new football development programme for the Borough being finalised, it will be re-branded and launched again in September 2014. In the interim period open tournaments have been arranged to continue momentum.

4.6.3 **Together Project**

The Together Project continues to support participants most in need of physical activity support within their own environment and sessions continue to run weekly at Major Cooper Court and Laurel Gardens.

4.6.4 **Volunteer Hartlepool**

Volunteer Hartlepool continues to develop and the initiative has been heavily promoted over the past six months resulting in a high volume of applications. The service currently has 14 active volunteers within the programme and a further 24 due to commence placements. The current cohort has accessed training to enhance specific skills relating to delivery and we are delighted to report that 6 of these have already gone on to gain paid employment either with the Sport and Recreation Service or an external organisation.

4.6.5 **Mums on the Move (MOM)**

In partnership with the Department's Health Improvement Team, the MOM programme is specialist provision offering a range of tailored exercise to suit mums both Pre & Post Natal. MOM seeks to provide accessible opportunities that will help to reduce the incidence of gestational diabetes, maternal obesity and obesity that restricts fertility. As part of this, we are working in partnership with all the local Sure Start Children's Centre's and Midwifery teams. We are continuing to consult regarding this provision to ensure that the project can continue to evolve to meet needs.

4.6.6 **Sport England Sportivate Programme**

Sportivate is an externally funded London 2012 legacy programme that gives more young people the chance to discover a sport that they enjoy. As of September 2013, Sportivate extended its age group from 14-25 to 11-25 so that 11-13 year-olds could also take part and the 2013/2014 programme finished in March with over 46 blocks of activity delivered in approximately 24 different sports within Hartlepool. 571 participants engaged in the programme.

The Sportivate 2014/2015 application process closed in December 2013 with a large number of applications being submitted from Hartlepool. This has resulted in a significant increase of successful schemes being supported with 60 blocks of 6-8 weeks activity in 35 different activities confirmed within Hartlepool. This delivery commenced in May.

4.6.7 **Walk about in Hartlepool**

During October 2013 to March 2014, the Walk about in Hartlepool programme has seen 1,280 walkers attending which is significantly high for the autumn/winter period. This programme includes community walks, Nordic walks and walks within various organisations throughout the town with new participants joining frequently.

As a consequence, a Forum was developed which offers support to Walk Leaders, community organisations and looks at further developing walks within Hartlepool. A Volunteer Walk Leader course was delivered in January which provided 6 more new Walk Leaders and further training dates and due to be held.

A new Walking for Health Accreditation has been developed after the handover from Natural England and the team hopes to have gained this award within the next 6 months.

4.6.8 **Children Centre Sessions**

The Rossmere and Hindpool Children Centre Fit Tot sessions provide an opportunity for children aged between 2 and 5 to participate in weekly sport and physical activity. The Children Centres have commissioned this service from Sports and Recreation service and during this last reporting period, 154 children have attended the Rossmere sessions and 131 at Hindpool. Overall the sessions have been well received and support the delivery of high quality provision for children at these sites.

4.6.9 **Disability Sport**

Disability sport is continuing to develop through the Disability Steering Group. A 'Family Fun Day' took place in March at Summerhill and the event targeted families of disabled children to take part in a range of inclusive activities. 33 participants took part in 10 activities and overall, the event was a success and family feedback was excellent.

The Junior Funability sessions have been re-commissioned this year through the Short Break intervention programme. The sessions run weekly, term time only at Brierton Sports Centre and attract approximately a dozen participants. The Disability Football and Multi Sport sessions have also been recommissioned and continue to be delivered on a Saturday morning in partnership with Families First. The session has a regular group of 12-15 young people participating and provides opportunities for participants to develop their social and physical skills.

4.6.10 **School Holiday Provision**

The February Half Term Holiday programme targeted young people aged between 3 and 16 across Hartlepool. Overall the programme was a success with 111 participants taking part in 10 activities.

The Summer Holiday programme is currently being finalised for activities that will run between July 24th to August 31st 2014. Consultation has been undertaken to help identify what the public would like in the programme and will ensure it is delivered in the most effective way possible to meet needs.

4.6.11 Workplace Health

The Sport and Physical Activity Team continue to develop activities to support Council employees as well as those from other organisations as part of the Better Health at Work Award for employees to access more sport and physical activity. The promotion of these opportunities is supported by the Health Advocate Group.

4.6.12 Club Development, Action Groups, and National Governing Bodies (NGB's) of Sport

We continue to work with a range of clubs, National Governing Bodies and Action Groups where assistance is required to ensure appropriate sport and physical activity development. This work has resulted in the following:-

- Receipt of a grant for £2,186 from Rounders England to help with the development of this activity.
- 5 sports clubs forming direct links with schools. Also, a new directory identifying clubs interested in working with schools has been formulated and all educational establishments have received a copy of this. Further general support has been provided to clubs with marketing and promotion to schools.
- We continue to work in partnership with Tees and Hartlepool Yacht Club (THYC) and in January, the Club received a grant of £9,180 from Sport England to develop disability sailing. The secured funding contributed towards the purchase of an H Type Pontoon, thus increasing access on and off the water for those semi and non-ambulant. In February the Club was awarded the Royal Yachting Association (RYA) Club of the Year for the North East region which was an excellent accolade and one which was thoroughly deserved.
- Hartlepool Community Volleyball Club has received support with applying for funding and establishing a satellite club at English Martyrs School. The satellite club is now in place after support from Volleyball England and weekly sessions have now commenced. The club has also received financial support to part fund a Level 1 and 2 qualifications for club representatives.
- Hartlepool Burn Road Harriers has recently established a junior section in partnership with English Martyrs School and have approached the County Sports Partnership (Tees Valley Sport) for funding through the Satellite Clubs initiative. The club has also secured funding for a representative to complete their Level 2 qualification with England Athletics.

Further support has been provided with promotion of delivery which started in March 2014. Attendances have averaged 30 per week and the club is looking to run an additional session based on need.

- Aeronauts Trampoline Club has recently received funding through the Satellite Clubs initiative with the County Sports Partnership and as a result has established a club at Hartlepool Sixth Form College which feeds into the current setting at English Martyrs School. In addition to this, the club has received a further allocation of funding for two coaches to complete qualifications with British Gymnastics.
- Hartlepool Indoor Bowls Club is being supported as they work towards achieving Club Mark accreditation. New provision has also been established via a pilot programme with Catcote Academy as a result of funding from the Sport England 'Sportivate' programme of approximately £350. It is intended that the club will then sustain delivery thereafter.
- The Team continues to play an active role within the Hartlepool Community Badminton Network. Over the past six months the group has received funding of £1,700 from Badminton England to develop specific programmes in Hartlepool. This includes new sessions at both Brierton and Mill House Leisure Centres.
- The Tennis Action Group has utilised all the funding for development received through the Tees Valley Community Foundation and consequently has offered playing opportunities to over 400 people of varying ages. The group is currently planning Sportivate delivery and is compiling information for a Sport England Small Awards application.
- The Hockey Action Group continues to grow and following progress with new Primary School provision, Quicksticks training was arranged in January 2014 which saw 10 teachers attending from 4 different schools. Additionally, Hartlepool Caledonians Hockey Club has recently secured funding to run "Back 2" and "In 2" hockey sessions as well as free provision to secondary schools linking into an end of term tournament.
- We continue to be a proactive member of the Hartlepool District Cricket Development Group. The group recently received funding through Sport England to develop opportunities for varying ages across the town and amongst these include new initiatives to establish a indoor eight-a-side league, provision in educational establishments and a super sixes competition.

4.6.13 Coach and Volunteer Development

The Hartlepool Coach, Leader and Volunteer Development programme continues to excel in supporting managers, coaches, leaders and volunteers. During 2013/2014, the training programme offered 16 different opportunities with 9 National Governing Bodies of Sport. Over the course of the past six

months 160 candidates from a range of backgrounds have attended CPD training and consultation is currently taking place in regards to the future programme.

The Leadership Conferences were a huge success in 2013 and building on this, each Secondary School was provided with the opportunity to host a sport specific course within their own environment. Courses including Young Officials with England Athletics, Basketball Activators Award England Basketball and Activators Award with the English Table Tennis Association have already taken place with 95 students from five educational establishments obtaining relevant recognised qualifications. Further links have been established between school specific leadership academies and local clubs based on students qualifications.

Additionally, 25 delegates from Hartlepool have received 50% funding toward a National Governing Body of Sport qualification. Funding was received from the County Sports Partnership and Hartlepool was the leading Authority across the Tees Valley in supporting this.

4.6.14 British Heart Foundation – Younger and Wiser

The BHF Younger and Wiser project continues to develop and the Council has recently been selected to pilot the “Flames Leadership” programme. Four out of the five secondary schools have declared an interest in this initiative and the pilot is due to commence in autumn 2014. This work links with that of the Coach, Leader and Volunteer Development group and the provision of leadership awards.

Aside from leadership qualifications, schools have benefited from developments such as sport and physical activity taster sessions, assemblies, challenges and structured dance workshops. A full calendar of sport and physical activity challenges is currently been developed and a timetable is soon to be forwarded to schools highlighting bi monthly competitions.

4.6.15 Limestone Landscapes – Hartlepool Big Lime Triathlon

A lot of work has already been undertaken to stage our second Big Lime Triathlon to be held on September 21st 2014 and following on from our first last year, entries have been increased from 175 to a maximum of 300. The Triathlon will consist of a 750m swim in Jackson’s Dock, 20km Cycle along the sea front followed by a 5km run, again along the sea front. Entries are now open and the marketing and promotion of this event is well underway.

4.6.16 FiiT Hart (Families in it Together Hartlepool)

In partnership with the Health Improvement Team, the FiiT Hart project aims to support families to engage in community activities to help increase activity levels by overweight children identified through the school National Child Measurement Programme. This is a family based intervention with healthy food workshops offered by the Council’s Community Nutritionist. There are also opportunities to try new activities that are identified as being desirable through the motivational interview techniques that are used when first meeting the families who choose to engage with the service.

5. SUMMARY

- 5.1 This report highlights some key areas of work and progress made over the past 6 months. The content is by no means exhaustive but and serves to give Committee a good understanding of the range of provision and positive contributions being delivered by the Council's Sport and Physical Activity Team.
- 5.2 The effective delivery of specialist and community based physical activity is an essential contributor to the health and well being the Hartlepool community. The service continues to sustain and explore new opportunities for partnerships and access to external funding and resources to delivery high quality services.

6. RECOMMENDATIONS

- 6.1 For Committee to note the contents of the report highlighting the services provided by the Sport and Physical Activity Team.

7. REASONS FOR RECOMMENDATIONS

- 7.1 The ongoing contribution to the Council's strategic priorities and in particular, those in relation to Public Health..

8. BACKGROUND PAPERS

- 8.1 Regeneration Services Committee, 16th January 2014, SPORT AND PHYSICAL ACTIVITY TEAM – SIX MONTHLY PROGRESS REPORT.

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REGENERATION SERVICES COMMITTEE

31st July 2014



Report of: Director of Public Health

Subject: SPORT & RECREATION SERVICE – OUTCOME OF
GRANT FUNDING BIDS, BRIERTON THIRD
GENERATION PITCH AND SERVICE
ACCREDITATION

1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 For information only.

2. PURPOSE OF REPORT

2.1 The purpose of the report is to inform and update Committee on three particular areas of recent work for the Sport and Recreation service.

2.2 The first area is concerning the outcome of two recent grant applications made to Sport England for new sport and physical activity initiatives; one on a Tees Valley partnership basis to the 'Inclusive Sports Fund' and the other that the service submitted to the 'Community Sports Activation Fund'.

2.3 The second area relates to the progress of the development of the new third generation pitch at Brierton Community Sports Centre which has been largely funded by the Football Foundation.

2.4 The final area concerns the outcomes of quality assurance inspections undertaken by national service accreditation providers across the Sport and Recreation service area.

3. OUTCOME OF GRANT FUNDING BIDS

3.1 At a meeting of the Regeneration Services Committee on January 16th 2014, Committee was advised of two intended grant applications to Sport England for new physical activities initiatives.

- 3.2 The first of these applications was made on a sub-regional basis and submitted by Tees Valley County Sports Partnership to the Inclusive Sports Fund “Insport” to increase disability sport participation. This was a specific intervention to increase opportunity, access and awareness within the respective local authority areas with a joint bid being felt to have more chance of being successful of grant funding from a relatively small grant pot of the available £7m nationally. This was for a 3 year programme and the bid amounted to £277,310.
- 3.3 The results of the funding round were announced by Sport England in May and unfortunately the Tees Valley application was unsuccessful.
- 3.4 The other grant application that Officers advised Committee of at the same time was one that the Sport and Recreation service intended to make to Sport England’s Community Sports Activation Fund (CSAF). This was developed as a partnership bid working in close collaboration with Belle Vue Community Sports Centre, Tees and Hartlepool Yacht Club, Nouveau Fitness and National Governing Bodies of Sport.
- 3.5 The bid that was developed was for a three year development programme in Sailing, Triathlon, Dance, Multi-Sports and Volunteering specifically targeting Hartlepool residents not achieving over the 1 x 30 minutes of regular sport and activity participation. This was to be supported through the establishment of four new Sports Activator posts for a fixed term period of two years (two full-time and two part-time) who would be employed by the Council within Sport and Recreation’s Sport and Physical Activity Team.
- 3.6 Sport England recently announced the outcome of applications made to CSAF and Officers are pleased to be able to inform Committee that on this occasion, the application was successful. This will provide a grant of £192,727 towards a three year programme with an overall project value of £334,327. Further partnership funding of £60,000 is being made available from Public Health with the residual amount of £81,600 being attributable to non-cashable “in-kind” support.
- 3.7 This is an excellent outcome for Hartlepool providing new sport and physical activity interventions as well as employment for four individuals.

4. BRIERTON THIRD GENERATION PITCH

- 4.1 As Committee will be aware from a report presented at Regeneration Services Committee on 29th August 2013, the Council was successful in obtaining a major funding award of £602,800 from the Football Foundation for the development of a new floodlit third generation pitch at the Brierton Sports Centre site. This was a funding contribution of 97% towards an overall project cost of £620,800 with the Council providing £18,000 in match funding.

- 4.2 Following the satisfactory discharge of all planning conditions and site preparation involving the demolition of some of the redundant school buildings, work commenced on the pitch provision in early February 2014.
- 4.3 Work has progressed rapidly since that date, fortunately owing to mild winter, and has resulted in the development being completed on time. Despite there being some outstanding landscaping work to complete which will be undertaken in the autumn, we were therefore able to get the pitch into use on Monday 30th June 2014.
- 4.4 It was important from the Football Foundation's perspective to see the pitch being used as soon as it was completed and therefore an official opening is still to take place which will involve not only the Football Foundation but our development partner Greatham FC and it is anticipated that this will take place in the school summer holidays.
- 4.5 In the meantime, various clubs and organisations are beginning to make use of this excellent provision and now that staff from the Sport and Physical Activity Team have recently relocated to the Brierton site, Officers will be able to commence delivery of the football development plan which goes hand in hand with the pitch provision.

5. NATIONAL QUALITY ASSURANCE SERVICE ACCREDITATION

- 5.1 The Sport and Recreation service are committed to providing the highest possible quality service to customers and as such where it exists, has national quality assurance accreditation for various elements of the service. Some of these have been inspected and revalidated over the last 6 months and are detailed in the following paragraphs.
- 5.2 **Quest Accreditation – Leisure Centres**
- 5.2.1 Quest is an industry standard continuous improvement programme which provides a framework for the management of sports based organisations with the purpose of improving the quality of their service. The process involves comparing an organisation's approach and management of sport and leisure services against defined industry standards and good practice. It is a national accreditation scheme endorsed by Sport England.
- 5.2.2 Quest has two separate programmes for both the Leisure Centre facilities and our approach towards Sports Development. Both processes involve three stages of self-assessment, external validation and 'ongoing maintenance' via an improvement plan supported by a mystery visits process. The external validation is undertaken every year currently.
- 5.2.3 Quest was introduced as a quality assurance system to Mill House Leisure Centre and the Headland Sports Hall in 2008 and 2009 respectively and the Centres have been subject to inspection since then. Scrutiny is given to our approach with business planning, continuous improvement, customer experience, our staff, health and safety, cleaning, maintenance and

environmental issues and an overall rating of unsatisfactory, satisfactory, good or excellent is given.

- 5.2.4 When the services were first inspected, whilst accreditation was gained, it was a very steep learning process for staff with a lot of work to undertake in terms of an improvement action plan. Since then, the centres have improved steadily and on re-inspection in February and March this year, were awarded an overall assessment rating of “Good”.
- 5.2.5 Brierton Sports Centre also went through the Quest process for the first time in March 2014 and despite it only being under the Council’s management since January 2012, was also awarded a “Good” rating. This is an excellent achievement for the staff involved who have worked hard to rapidly improve standards of service at the site.
- 5.2.6 Across the three leisure centre sites, the Inspectors highlighted similar areas for improvement, largely around improving sales culture, marketing and promotion including e-marketing, provision of direct debiting and credit card payments and the need for a new website. They did however acknowledge the well-presented facilities and the excellent motivated staff.
- 5.2.7 The Inspector also further acknowledged in particular for Mill House Leisure Centre that the physical improvements in the Pool Hall were excellent and would improve upon water space opportunities.

5.3 Quest Accreditation – Sports Development

- 5.3.1 Quest accreditation for our approach to Sports Development services was first achieved in 2009 and similar to that for the leisure centre facilities, services are rated overall as unsatisfactory, satisfactory, good or excellent. In this category, scrutiny is given to our approach with business planning, continuous improvement, financial management and performance, measuring impact and outcomes, partnerships, customer research, and staff skills and abilities.
- 5.3.2 Our service was re-inspected in May 2014 and we have recently received what is an outstanding result with an “excellent” rating, particularly as there are only 10 other services nationally who have been given this top rating.
- 5.3.3 The report highlighted several areas of note:-

“There have been changes to the directorate in which the team work. This has resulted in a positive change to the credence of the team, though the focus of the team has not changed. This has ensured more know of both the work and value of the team resulting in a strengthened approach to business planning strategically”.

“The quality of service delivery is assessed and informs improvement planning. The team has a multitude of examples where self assessment, using Quest as a format, is improving service planning, delivery, review and

impact. Evaluation and measurement are integral to working practices, with data that is fully analysed to inform development. All projects have extensive debriefs and any learning points are fully communicated to show year on year improvement. The Triathlon event, diabetes intervention and Street Leagues are excellent examples of this; there are many more”.

“The team consider sustainability to be critical to success and has worked hard to measure this and ensure that investment can be dedicated where need is most. The team aims for neutral budgeting in some areas where there have been historical financial shortfalls. This is again commendable”.

“The impact of the team is excellent and demonstrated through data collection and importantly analysis. In all instances discussed impact is shown through both specific data and case studies, proving value and worth at a local or regional level”.

“The impact of the service in changing perceptions of the area has been further developed to provide progression and evidence of the ability to change lifestyles and opportunities of local residents”.

“The team is highly focused on performance and impact and knows what is required for success. This drive and commitment maximises both the outputs and outcomes and their impact is considerable given allocated resources, with the repeated area for development stated by both internal and external partners, as increased capacity”.

“Partnership working is an area of strength within the team. Partnerships are strong based on specific targeting and mutual benefit. Partners are complimentary about the service that is provided, specifically noting the high level of support and professionalism and the level of hard work and output”.

“Staff retention is excellent and this is as a result of excellent development and strong leadership. Staff feel valued with very high levels of job satisfaction”.

- 5.3.4 In terms of areas for improvement, the Inspector highlighted very little that we had not already identified ourselves as part of our business planning and focused on the following:-

“There are few areas for development that the team has not already identified. A commissioned evaluation report to look at how to collect data and use in a valid and timely manner should offer an excellent insight. Further benchmarking outside of sport and physical activity may support further improvement.

It may be useful to further develop the pocket sized safeguarding cards to include other legal responsibilities.

Finally, ensuring staff work optimally and do not have work overload is worth considering given the enthusiasm by all to do as much as possible”.

6. LEARNING OUTSIDE THE CLASSROOM (LOtC) QUALITY BADGE

- 6.1 This is a national scheme that provides a very robust indicator of the quality of provision offered by providers of LOtC experiences for UK children and young people aged 0-19 years. As a consequence, both Carlton Outdoor Education Centre and the Outdoor Activities Service based at Summerhill have both held the Quality Badge and recently successfully went through a process of re-inspection.
- 6.2 LOtC provides a national award combining the essential elements of provision - learning and safety - into one easily recognisable and trusted accreditation scheme for all types of learning outside the classroom provider organisations. The scheme is managed and developed by the Council for Learning outside the Classroom.
- 6.3 Carlton now holds the Association of Heads of Outdoor Education Centres (AHOEC) Gold standard version which is a quality assurance scheme that builds on both LOtC and the AHOEC Code of Practice. This exceeds the benchmark set by the LOtC Badging scheme as it provides a scheme that not only addresses the issue of safety but the delivery of a client focussed quality experience.
- 6.4 These marks of quality assurance reduces the red tape associated with learning outside the classroom, making it easier for teachers and other education providers to incorporate LOtC into their everyday curriculum. This has had the benefit of making these two areas of service more attractive to new clients and has increased take-up.

7. ADVENTURE ACTIVITIES LICENSING AND ADVENTUREMARK

- 7.1 Adventure Activities Licensing has been in place since 1996 and is delivered jointly by the Adventure Activities Licensing Authority (a role undertaken by the Health and Safety Executive since 2007) and the Adventure Activities Licensing Service, which is under contract to the Health and Safety Executive to deliver licensing day to day on their behalf.
- 7.2 Both the Activity Centres (Young Persons' Safety) Act 1995 and the Adventure Activities Licensing Regulations 2004 made it a legal requirement for providers of certain adventure activities for young people to undergo an inspection of their safety management systems and hold a licence. As a consequence, both Carlton and the Outdoor Activities services hold licences and are subjected to a rigorous annual inspection.
- 7.3 The aim of adventure activities licensing is to provide assurances to the public about the safety of activity providers who have been granted a licence. In this way, young people can experience exciting and stimulating activities outdoors without being exposed to avoidable and unnecessary risks.

- 7.4 A licence therefore indicates that the provider has been inspected by the Adventure Activities Licensing Service on behalf of the Adventure Activities Licensing Authority, with particular attention being paid to safety management systems and shows that the provider has been able to demonstrate compliance with nationally accepted standards of good practice.
- 7.5 Similarly, Adventuremark is a non-statutory safety scheme devised by the Adventure Activity Industry Advisory Committee (AAIAC) for providers of adventurous activities that are outside the scope of the Adventure Activity Licensing regulation
- 7.6 Adventuremark allows providers to demonstrate to their customers or users that the provider's arrangements for managing the potential risks of adventure activities have been inspected and found to meet the necessary standards of good practice in the adventure activity industry.
- 7.7 Both Carlton and the Outdoor Activities service based at Summerhill have recently gone through a process of inspection with their licences and certificates to provide adventurous activities successfully revalidated.

8. GREEN FLAG AWARD - SUMMERHILL

- 8.1 Green Flag is a national benchmark award managed by Keep Britain Tidy for parks and green spaces. Awards are given on an annual basis and organisations must apply to renew their award each year. Green Flag has a wide remit and for 2013/14, 1,266 places received Green Flag accreditation nationally including formal parks, cemeteries and Country Parks/ Local Nature reserves.
- 8.2 Those who apply to receive Green Flag status are marked against eight criteria including welcoming place, health, safety and security, cleanliness and maintenance, sustainability, conservation and heritage, community involvement, marketing and management.
- 8.3 Before an individual assessment takes place, each site is expected to submit a management plan. As part of the management plan, Summerhill includes a 'Green Flag position statement' indicating how the site feels it meets the criteria mentioned above in paragraph 8.2. Included in this are proposed actions for both the coming year and for the next five years.
- 8.4 Whilst the site currently holds the award, it went through a process of re-assessment by a panel of judges in May of this year and the outcome of this should be known by the end of July.

9. TRIP ADVISOR CERTIFICATE OF EXCELLENCE – SUMMERHILL

- 9.1 This is a relatively new award that was launched by TripAdvisor, the world's largest travel site in 2013 and celebrates hospitality excellence only to

establishments that consistently achieve outstanding traveller reviews on TripAdvisor. Winners of the Certificate of Excellence are located all over the world and represent the upper echelon of businesses listed on the website, with only the top 10 percent receiving the prestigious award.

- 9.2 The Certificate of Excellence award is given to outstanding hospitality businesses that have received praise and recognition in reviews by TripAdvisor travellers. Winners of the award range from one-room bed & breakfasts to 6000-room hotels, from bakeries to Michelin star restaurants and hidden attractions to world-renowned parks and museums.
- 9.3 Officers are delighted to inform Committee of such an award being made recently to Summerhill which acknowledges the efforts being made by the staff at the site to offer an outstanding customer experience. We have previously highlighted to Committee how footfall has trebled at the site and the award has given Summerhill the recognition it deserves, based on feedback from those who really matter the most; their customers.

10. ROYAL LIFE SAVING SOCIETY (RLSS) APPROVED TRAINING CENTRE – MILL HOUSE LEISURE CENTRE

- 10.1 Every venue wishing to train and assess the National Pool Lifeguard Qualification (NPLQ) needs to become an RLSS Approved Training Centre (ATC). This is of significance to the Council, particularly given that this is the lifeguarding qualification that is recommended for the operation of pool facilities of the type at Mill House Leisure Centre. It is the most widely recognised lifeguard qualification in the UK and Ireland with over 43,000 lifeguards gaining the qualification each year.
- 10.2 The ATC scheme supports the delivery of the necessary training as well as the assessment of the NPLQ at the highest possible standard and we have held this status at Mill House since 2000. As an ATC we receive a yearly inspection visit from the RLSS and are assessed on criteria designed to ensure that organisations delivering the NPLQ can comply with the requirements that arise from the Learning and Skills Act 2000 for the delivery of vocational training.
- 10.3 As an ATC, this ensures that our lifeguarding staff are trained/retrained on an ongoing basis with current skills which ensures staff accountability for pool supervision thus giving confidence to the public using our facilities. We are able to access online software that provides a comprehensive tool for managing all the training and provides us with the highest quality of lifeguard safety and performance designed to recognise risk at the earliest opportunity.
- 10.4 As an ATC, it also affords us the opportunity to earn revenue through the delivery of the RLSS UK NPLQ to external candidates for which on occasions we are able to access funding to support candidates who are not in employment.

- 10.5 Committee will be pleased therefore to be informed that Mill House Leisure Centre holds this accreditation and is due to be re-inspected in October 2014.

11. LEARN TO SWIM TEAM – ASA SWIM 21

- 11.1 Swim 21 accreditation is the Amateur Swimming Association's (ASA) quality mark and was implemented to ensure the best possible swimming experience and raising the quality of swimming provision across all areas. It is essentially a development tool that allows swimmers, teachers and coaches and those responsible for developing programmes to continually improve.
- 11.2 The specific "Learn to Swim" accreditation is open to those offering a learn to swim service that is not an ASA affiliated club and following a rigorous self-assessment, development and inspection process has been held by the Learn to Swim Team based at Mill House Leisure Centre since 2012.
- 11.3 Whilst the certificate awarded in 2012 is valid for a period of three years, the service is subject to annual scrutiny by external assessors to assist with the benchmarking of programmes and their development in line with recommended best practice.
- 11.4 This particular quality mark should again give confidence to the public and schools accessing our programmes that they are of a high standard of service and delivery judged against national standards.

12. SUMMARY

- 12.1 The report provides an insight to Committee of the quality of service and standards provided by the Sport and Recreation service and clearly demonstrates the commitment and willingness of the Team to constantly improve and to meet the aims and expectations of residents, partners as well as meet the strategic ambitions of the Council. Officers will obviously continue to build upon this excellent work now and into the future.

13. SECTION 17 OF THE CRIME AND DISORDER ACT 1988 CONSIDERATIONS

- 13.1 There are no implications under Section 17.

14. RECOMMENDATIONS

- 14.1 That the Regeneration Services Committee notes the content of the report and the ongoing progress of the Sport and Recreation service.

15. REASONS FOR RECOMMENDATIONS

- 15.1 The ongoing contribution to the Council's strategic priorities concerning Public Health.

16. BACKGROUND PAPERS

Regeneration Services Committee Report – Sport and Recreation Service – Grant Applications for Sport and Physical Activity Initiatives – 16 January 2014.

Regenerations Services Committee Report – Brierton Sports Provision – Outcome of funding bids for new 3G artificial turf pitch and pricing model – 29 August 2013.

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REGENERATION SERVICES COMMITTEE

31st JULY 2014



Report of: Director of Public Health

Subject: ESTATES EXCELLENCE INITIATIVE

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to provide the Regeneration Services Committee with information regarding the Hartlepool Estates Excellence initiative.

2. BACKGROUND

- 2.1 Estates Excellence is a Health and Safety Executive (HSE) initiative which was piloted in six locations across the south east of England in 2009-11 and launched nationally in 2012.
- 2.2 Estates Excellence is a non enforcement initiative which is delivered through a partnership of the HSE, Local Authorities, Fire and Rescue Service and industry partners. The initiative provides support to local business raising awareness to help businesses identify and manage their health and safety risks and protect their employees. The initiative also promotes good health and wellbeing among employees by providing training, which could reduce the risk of accidents as well as providing free occupational health screening to promote a healthy productive workforce.
- 2.3 There is a range of support available to businesses through participation in the initiative, including a free assessment of the workplace, free information, advice and health and safety workshops. The initiative is delivered locally, totally free of charge.
- 2.4 Officers from Hartlepool Borough Council Regeneration Team worked closely with Public Protection Officers to identify a suitable area for the first Estates Excellence location in Hartlepool. The area selected was a section of the larger Longhill and Sandgate Industrial Estate, consisting of approximately 90 businesses. The area is a designated Business Improvement Zone and the Regeneration Team work closely with all the businesses in the area. The area was considered to be compact enough to

be easy to walk round, enabling visiting officers to build up a relationship with the businesses on the estate during the delivery of the initiative.

- 2.5 Previous Estate Excellence initiatives have focused on larger industrial Estates of approximately 300 businesses. In Hartlepool it was decided to focus resources on a smaller area and also ensure that the locally identified Public Health priorities were also included in the initiative, such as smoking cessation, alcohol awareness and tackling obesity.
- 2.6 There was a great deal of support for the initiative among both public health and private sector partners, including Public Health England, North Tees and Hartlepool NHS, EDF Energy, Northumbrian Water and larger businesses located on the Estates Excellence location including Seymours Civil Engineering and Speedy Hire. Partners collectively provided
- A free training venue for the workshops
 - A base on the estate for visiting officers to use
 - Qualified resources for planning, media and marketing
 - Officers to carry out promotional and support visits
 - Training presentations
 - Occupational health support
- 2.7 The initiative was launched on the 14th April 2014. Visiting officers from Hartlepool Borough Council and partner agencies carried out 67 promotional visits during the first week of the initiative. It was identified that the local authority had responsibility for health and safety enforcement in 49% of the businesses on the estate, with the remainder being HSE enforced.
- 2.8 Initially 15 businesses agreed to a support visit. Hartlepool Borough Council officers contacted the remaining businesses and a further 14 visits were arranged. A number of those businesses contacted expressed an interest in attending the free training workshops rather than taking part in a support visit.
- 2.9 A total of 23 support visits were completed between the 21st April and the 16th May, with 22 businesses being referred for further training.
- 2.10 Occupational health screening was offered to all businesses and this was available in the training venue at the time of the training workshops.
- 2.11 A total of 7 businesses from the estate attended the training sessions. Training was also offered to officers from partner agencies, Hartlepool Borough Council and to apprentices and individuals seeking employment through Hartlepool Borough Council's Economic Regeneration Team. A total of 40 delegates attended the training workshops which ran over a 6 day period commencing 19th May 2014.
- 2.12 Feedback received from delegates in relation to the training was very positive. A summary of the responses is shown below:

All Training Sessions	Excellent	Good	Fair	Poor
Suitability of Workshop	65%	34%	1%	0%
Workshop Content	65%	34%	1%	0%
Speakers Presentation	73%	26%	1%	0%
Time of Workshop (suitable for your business)	63%	33%	3%	0%

- 2.13 Additional training was being offered at the time of the EE initiative by Tees Valley Workforce Skills Project (TVWS). This is a local enterprise partnership for Tees Valley and the Skills Funding Agency, which provides free training to any business based in Tees Valley with fewer than 250 employees. Ten businesses were referred to TVWS and three businesses have signed up for further training.
- 2.14 Feedback received from the businesses on the estate indicated that even those businesses unable to attend the training workshops benefitted from the support and information provided by the visiting officers during the initiative.
- 2.15 The initiative has forged closer links with partner organisations. All visiting officers benefitted from the experience of working with different organisations and especially from the opportunity of visiting HSE enforced premises.
- 2.16 A detailed evaluation report of the Estates Excellence initiative is attached as **Appendix 1**.

3. PROPOSALS

- 3.1 It is proposed that further Estates Excellence initiatives be rolled out across the borough in the future.

4. RISK IMPLICATIONS/LEGAL CONSIDERATIONS

- 4.1 None.

5 SECTION 17 OF THE CRIME AND DISORDER ACT 1998 CONSIDERATIONS

- 5.1 There are no implications under Section 17.

6. RECOMMENDATIONS

- 6.1 It is recommended that the Board notes the report.

7. CONTACT OFFICER

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FEEDBACK AND EVALUATION REPORT

HARTLEPOOL BOROUGH COUNCIL

APRIL – MAY 2014



 Working together to reduce risk and improve business health and safety -

saving you time and money!

The Estates Excellence team is coming to Longhill and Sandgate Industrial Estates, Hartlepool

- Protect the health and safety of your people
- Improve the health, safety and productivity of your business
- Cut the risk of accidents, down time and time off work
- Help cut costs such as insurance
- Free assessment at your workplace

Timeline

- **Week 1 – Visiting Officer Training – 3rd & 4th April**
- **Week 2 – Final Intelligence Gathering Exercise – 7th – 11th April**
- **Week 3 – Initial Visits – 14th – 18th April**
- **Weeks 4 – 7 – Support Visits – 21st April – 16th May**
- **Week 8 – H&S Training Workshops & Occupational Health Screening - 19th – 23rd May**

Initiative Summary

- 80 suitable companies on the Estate
- 29 Companies originally agreed to an assessment visit (36%)
- 23 Assessment Visits carried out (29%)
- 22 Companies referred for training (28%)
- 7 Companies referred for training attended a training workshop (32%)
- 10 individuals received occupational health screening
- 7 individuals received Blood Pressure checks

Estates Excellence Delivery Partners



Our thanks to all partners who together provided a free training venue, as well as qualified resource for planning, media, marketing, promotional visits, assessment visits, training presentations and occupational health support.

Background

The chosen location differed from previous Estate Excellence locations in that it was not a 'traditional' industrial estate but a small section (approx 90 businesses) located on the larger Longhill and Sandgate Industrial Estate. The estate has a pro-active Business Association with approximately 300 businesses registered and is a designated Business Improvement Zone. Officers from Hartlepool Borough Council Economic Regeneration Team were working closely with businesses already on the estate as well as assisting businesses to locate to the area. Officers from the Economic Regeneration Team were consulted throughout the process of identifying a suitable location for the initiative and their input was vital in the decision making process. The area was also compact enough to be easy to walk around, and visiting officers were able to build up a relationship with the businesses on the estate during the delivery of the initiative.

Marketing

- Estates Excellence Flyer - The Steering Group were involved in design of the flyer and also provided partners' logos for inclusion
- It was agreed that the flyer would be distributed by visiting officers during the initial visits as this provided the visiting officers with an opportunity to explain the initiative, arrange a support visit and ensured that the information was provided to the appropriate person in the business
- Hartlepool Radio – Hartlepool Borough Council officers were invited onto Radio Hartlepool Breakfast show during the initiative to raise awareness and encourage businesses to engage
- Partners Websites & Publications – partners used their websites, social media contacts and publications to advertise the initiative and encourage involvement
- Press Notices – Hartlepool Borough Council issued a press release and arranged for media coverage

Impact

Coverage in the Hartlepool Mail evening newspaper and website on 12th April and 24th May 2014

Hartlepool Mail Website article – 12th April 2014

Scheme being launched to improve health and safety at Hartlepool businesses



Councillor Robbie Payne

Published 12/04/2014 11:00

AN innovative scheme aimed at improving the health and safety practices of town businesses will be launched next week.

Estates Excellence involves a number of organisations working together to provide support, training and assistance to local companies.

The multi-agency scheme will also promote good health among employees.

Councillor Robbie Payne, chairman of the council's regeneration services committee, described the initiative as "fantastic" and urged Hartlepool businesses to take up the opportunity of the free information, advice and health and safety workshops.

The scheme will be launched on Monday and the first businesses to benefit will be those in the Longhill and Sandgate Industrial Estates, in the town.

Coun Payne said: "This is a fantastic scheme which offers a wide range of advice, training and support to local businesses.

I really do hope that businesses take up the offer of the expert, free advice which is available to them to ensure that they have safe workplaces and promote good health for their employees."

"The initiative is being run by organisations in partnership including Hartlepool Borough Council, Health and Safety Executive (HSE), Public Health England, Cleveland Fire Brigade, Northumbrian Water and North Tees and Hartlepool NHS Foundation Trust. Local firm Seymour Civil Engineering is assisting by providing a base for the project, in Navigation Point, while EDF Energy will be one of the organisations delivering the free training to companies.

During the coming weeks, officers from the various organisations will be encouraging businesses to get involved in the scheme.

Paul Baldwin, of the Health and Safety Executive, said: "HSE is delighted to bring this initiative to Hartlepool.

"This is not a traditional health and safety inspection. The aim is to support local, small businesses by raising awareness of the common health and safety challenges they face in their workplace, providing a range of support, free information, advice and health and safety workshops.

"This will all be delivered locally, at a time convenient to the business and totally free of charge.

"This is designed to help them improve the health, safety and wellbeing of their employees and their business."

The project is expected to run until the end of next month.

Anyone wanting further information should contact Lesley Huitson at Hartlepool Borough Council on (01429) 523321 or email: lesley.huitson@hartlepool.gov.uk

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Free help on offer for businesses in Ha

New excellence

scheme rolls o

BY RICHARD MENNEAR
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BUSINESSES have been taking advantage of an innovative scheme aimed at improving health and safety practices.

Estates Excellence is a multi-agency initiative aimed at improving practices within individual businesses as well as promoting good health among employees.

The first initiative in Hartlepool covered the Longhill and Sandgate Industrial Estates and now further businesses in the Whitby Street area of town have taken advantage.

Organisations including Hartlepool Borough Council, Health and Safety Executive (HSE), Public Health England, Cleveland Fire Brigade, Northumbrian Water, North

Tees and Hartlepool NHS Trust work together to provide support and training. The latest was hosted by Casa Zone, in Whitby Street South.

Paul Baldwin of the HSE, said: "The aim is to support local, small businesses by raising awareness of the common health and safety challenges they face in their workplace, providing a range of support, free information, advice and health and safety training workshops."

For information call Lesley Huitson on (01429) 523321 or email lesley.huitson@hartlepool.gov.uk

"The aim is to support local, small businesses"



EXCELLENCE: Gary Jackson and Liam Stephenson (right)

Hartlepool Mail Newspaper 24th May 2014

NOT PROTECTIVELY MARKED

EDF Energy Community Report

**Estates Excellence initiative launched**

An innovative scheme, supported by EDF Energy, Hartlepool power station, was launched in an area of Hartlepool on Monday 14 April which offers free help to businesses. Estates Excellence is a multi-agency initiative which aims to improve health and safety practices within individual businesses as well as promoting good health among employees.

EDF Energy, Hartlepool power station, are proud to be a partner in this initiative and support local businesses and is one of the organisations who will be delivering the free training to companies.

The project is expected to run until May 2014. Anyone wanting further information should contact Lesley Huitson at Hartlepool Council on 01429 523321 or email lesley.huitson@hartlepool.gov.uk



Promotional Visits

Based on local authority records it was originally estimated that there were approximately 60 eligible businesses on the estate. Following intelligence gathering this figure was revised to 80.

It is a requirement of the initiative that all visiting officers are NEBOSH or equivalent trained. A total of 23 visiting officers were available to carry out promotional visits and support visits throughout the initiative. These comprised HBC 9 Environmental Health Officers and Technical Officers with the remaining visiting offers provided by Cleveland Fire Brigade, Northumbrian Water, Seymour Civil Engineering and DP Consultancy NE, a Health & Safety Consultancy. The HSE also offered visiting officers to support the initiative. Paul Baldwin, who sits on the HSE EE National Board travelled from London to provide support to the initiative and participated in promotional visits over a two day period.

Officers were organised in pairs, as it had been agreed that there would no lone working carried out during the initiative. So far as possible arrangements were such that one of the officers was an LA enforcement officer. All initial visits were completed by the 18th April 2014 and not all visiting officers were required.



Visiting Officers on the first day of promotional visits

Outcomes

- **Intelligence about the make-up of the estate**

There was a fairly even split between LA (49%) and HSE (51%) enforced premises, the spread across the sectors being;

Vehicle Maintenance 29%

Retail 29%

Youth/Community Groups 13%

Manufacturing 8%

Engineering 6%

Home Improvement 5%

Offices 5%
Misc 1%

Of the businesses on the estate;

65% employed under 5 employees
30% employed between 5 – 100 employees
5% employed 100 plus employees

- **67 Promotional visits were carried out (either no access could be gained or access was refused to the remaining 13 businesses)**

Follow-up to Promotional Visits

15 businesses agreed to an assessment visit at the time of the promotional visit. HBC officers contacted the remaining businesses who had received a promotional visit either by telephone, email or via a re-visit. As a result a further 14 assessment visits were arranged, making a total of 29 confirmed assessment visits. A number of those businesses contacted expressed an interest in attending the training events but were not interested in having an assessment visit, citing limited time or resources to commit to an assessment visit. One business was not interested in an assessment visit as they were re-locating, however they did express an interest in attending training.

Conclusions

The initiative was aimed at providing support and occupational health screening to small and medium size businesses and the estate proved to be a good choice as 95% of the businesses on the estate employed less than 100 employees with 65% being either sole traders or employing less than 5 employees.

Whilst there were some businesses that were well established, there were also a number of new businesses who had limited knowledge and resources. It was also identified that some businesses on the estate were experiencing many changes, with an increase in e-commerce sales forcing them to move away from their traditional retail outlets towards a warehouse based environment, providing additional challenges with regard to health and safety management.

Things to consider

- The offer of a free training venue located on the estate was an asset and did mean that there was a greater interest in the initiative amongst the business, as it was seen that consideration had been given to their limited resources by providing one easily accessible venue.
- A number of businesses when approached during the promotional visits were keen to engage in the project, but struggled to commit to an assessment visit due to lack of time and limited resources. Mentoring could be considered as an option to engage with such businesses.

Assessment Visits

29 assessment visits were booked with 23 visits completed. Two companies cancelled the appointment as they had reconsidered being involved in the initiative and four companies did not want the assessment visit carried out when officers attended the appointment although they were happy to discuss the training workshops and occupational health screening with the visiting officers. One of these companies did attend two training workshops.

Key Core Topic Scores

Visiting officers from all organisations reported that they found the assessment tool difficult to use. Most of the companies visited had less than 5 employees or were sole traders and the forms did not fit this type of organisation, with companies scoring by default – resulting in misleading and in-accurate scoring. Visiting officers also commented on the forms being repetitive and the support visits taking quite a long time to complete, which could be quite off-putting to businesses given their restrictive time schedules.

With regard to the key core topics of Health & Safety Risk Assessment and Fire Safety Risk Assessment as anticipated most companies scored quite well on knowledge, however actions scores did not reflect the knowledge scores with most companies scoring quite poor especially with regard to Fire Safety.

Occupational Health testing including lung function testing and healthy heart checks were offered to all businesses on a 'drop-in' basis. Occupational Health practitioners were available at the training venue whilst the training workshops were running and timetables were provided to all businesses. More specific occupational health screening, for example audiology assessments were offered by visiting officers where a need was identified. No businesses chose to take up offers of specific health screening.

Outcomes

- 22 businesses were recommended to attend training sessions
- Visiting officers reported that they found the assessment visits interesting and useful for their own career development. Allowing officers to carry out assessments in premises that they would not usually visit, providing an opportunities to ask questions on processes and equipment.
- Businesses also benefitted from the assessment visits as they were none enforcement they felt it allowed them to ask questions and seek advice from the visiting officer about their business.

Training Sessions

All training workshops took place in the CasaZone. The venue was within walking distance of all the target businesses and there was also ample free parking. It was decided that it would be beneficial for partners to deliver the workshops to avoid conflict of interest for enforcement officers. The majority of workshops were delivered by EDF Energy. Additional workshops were delivered by HBC Health, Safety & Wellbeing Team, Seymour Civil Engineering, ARCO, Bratts Ladders and DP Consultancy NE. The Fire Risk Assessment workshops were provided by

Cleveland Fire & Rescue Service. (Details of training workshops provided as Appendix 1)

Most training workshops ran once across the week except Manual Handling, Risk Assessment and Fire Risk Assessment which were offered twice on separate days. All sessions were of a short duration taking no longer than 1 hour.

All businesses recommended to attend training were re-visited by officers the week prior to the training taking place to discuss the training workshops. Officers also visited premises during the training week to maintain contact. Some training delegates came from businesses outside of the Estates Excellence area and also visiting officers were invited to take part in any of the training workshops.

Stephen Race, from Seymour Civil Engineering demonstrating face fit testing



Outcomes

- 22 businesses were recommended to attend training
- 7 businesses attended training
- 23 delegates were booked onto training
- 40 delegates attended training
- 14 delegates attended Fire Safety training
- 10 delegates attended Risk Assessment training

Validation of Training Sessions/Commitment Postcards

- All delegates completed the validation forms – see below.
- No businesses completed Commitment Cards

Feedback from training Evaluation Sheets

All Training Sessions	Excellent	Good	Fair	Poor
Suitability of Workshop	65%	34%	1%	0%
Workshop Content	65%	34%	1%	0%
Speakers Presentation	73%	26%	1%	0%
Time of Workshop (suitable for your business)	63%	33%	3%	0%

“Would have liked to have been examples of suitable or reliable support” (DSE workshop)

“Very informative and interesting” (DSE workshop)

“Well informed – good advice about the HSE website” (Health & Safety Risk Assessment workshop)

“Very interesting session beneficial to both duty holders and inspectors”

“Excellent, good practical demonstration” (Correct Access Equipment workshop)

“Really good speaker again. Excellent training arranged by Hartlepool Borough Council”

“This was an excellent informative session” (Fire Risk Assessment and Management Workshop)

Conclusion

The training workshops took place over a one week period; one week after the final assessment visits had been completed, in order to maintain the momentum of the initiative. All businesses had been provided with a list of training workshops that would be available and visiting officers had discussed training needs at the time of the assessment visit. However, many businesses were reluctant to commit to reserving a place on training at the time of the visits, but did indicate that they would release a member of staff to attend.

During the week prior to the training workshops taking place, visiting officers from HBC visited all the businesses that had been recommended for training to provide a workshop timetable and confirm details of delegates – a copy of this information was also left with the business as confirmation of booking a workshop place.

The training workshops were very well received by those attending; however there was a high drop-out rate from the businesses that had originally reserved a place. Subsequent discussion with the business revealed that the reason for the high drop-out rate was they were unable to release personnel due to work commitments.

Places on the training workshops had also been offered to HBC officers, other organisations through HBC Economic Regeneration Department (apprentices and trainees) and the partner organisation who had provided the training venue, which meant that the take-up attendance rate for all the training workshops exceeded the number of delegates originally booked.


Things to consider

- Using social media as a way of reminding businesses of the training. It had been a plan to use Facebook, however the initiative had started before the relevant permission to do so had been received. It had been identified that the businesses on the EE area had limited email facilities but all had mobile phones. Social media could be a tool to use for future projects to engage with the more difficult to reach businesses throughout the whole initiative

- Carrying out visits to the businesses during the week prior to the training workshops was effective at getting some commitment from businesses to attend, however some did say they would attend and failed to.
- Many businesses stated that training after working hours was not convenient so two early 'breakfast' workshops were arranged where bacon sandwiches were provided. It may have been useful to schedule further training sessions immediately before or after working hours.
- Scheduling training sessions over two weeks rather than just one.
- Initially the intelligence gathered indicated that the businesses on the estate were mainly manufacturing or motor vehicle repair workshops and training should be tailored accordingly. However, once the assessment visits were completed it was apparent that many businesses had developed and were making full use of new technology including e-commerce. Subsequently the DSE workshop was one of the most popular - even though initially there had been no bookings. No workshops were cancelled; all workshops ran even if there were only one or two delegates. It is worth bearing in mind that some businesses may take the opportunity to attend training if their work schedule allows, even if they have been unable to confirm their attendance beforehand.
- All delegates who attended training were given a 'goody bag' which contained information leaflets and promotional materials provided by partners such as pens, post-it notes as well as a raffle ticket with a prize of a round of golf at Wynyard Golf Club, which was donated by a partner. There were also spot prizes such as high-vis vests, safety glasses and gloves – also provided by partners.
- Partners offering mentoring to those businesses who could not attend training, due to lack of resources or time constraints but who had expressed an interest in participating in the initiative.

Additional Training – Tees Valley Workforce Skills Project (TVWS)

Additional training was being offered at the time of the EE initiative by Tees Valley Workforce Skills Project. This is a local enterprise partnership for Tees Valley and the Skills Funding Agency, which provides free training to any business based in Tees Valley with under 250 employees.



Who is eligible?

- Any business with less than 250 employees
- Any business based in Tees Valley and engaged in many different sectors, for example:
 - Health and Social Care
 - Logistics
 - Digital
 - Manufacturing
 - Chemical Processing
 - Engineering
 - Retail
 - Hospitality and Catering
 - Construction
 - Travel and Tourism
- Employees aged 19+ who have lived in the EU for the last 3 years

Working with the Local Enterprise Partnership for Tees Valley and the Skills Funding Agency we are able to support you and your employees with a range of training solutions.

Employees must work at least 8 hours per week (volunteers with a volunteering contract or contract of employment can also be funded)

What is available?

We are able to offer a range of unitised programmes tailored to meet the individual needs of businesses. These could include specific/technical skills as well as more general skills such as communication or supervision.

Will it cost?

No. All of the training is free and delivered by local fully qualified training providers.

Who do I contact?

You can call the Project Team on **01429 868616** or e-mail us at **info@tvwskills.co.uk**

Enhance the skills of individual employees
Create a more competitive workforce
Future-proof your company in the changing economy

www.tvwskills.co.uk

Outcomes

- Ten businesses were referred to the TVWS project for training (including IOSH Managing Safely and First Aid at Work)
- Three businesses have signed up for training
- A further business, who originally declined to be involved with the initiative contacted HBC after the initiative had ended requesting assistance with sourcing health and safety training for their staff – a referral was made to TVWS and the business has been contacted with a view to discussing training needs.

Occupational Health Testing and Additional Support

It was decided early on in the initiative that as an authority we wanted to focus on our local public health objectives and provide support to small business struggling in the current financial climate as well as offering occupational health testing.

Occupational health testing was offered to all businesses during the promotional and assessments visits, however no businesses chose to take this option forward.

All occupational health screening and additional support took place within the same venue as the training workshops with the aim of allowing businesses or individual employees to pick up information either on the way in or out of the training workshops.

Occupational Health Screening/ Local Public Health Initiatives

- Lung health screening drop-in
- Healthy heart checks
- Cancer awareness (including BMI, waist and CO2 monitoring) – Cancer Research UK
- Prostate cancer UK
- Drug and alcohol awareness stall - DISC
- Healthy eating and weight management - NHS
- Sport and physical activity team
- Smoking cessation – Stop Smoking Service
- Stroke Awareness – Stroke Association

Awareness Raising/ Financial Support

- Council Tax reductions/ advice
- Fire Safety / Energy best deal
- Debt awareness – West View Advice & Resource Centre
- Illegal Money Lending Team

Outcomes

- One employee asked his manager to bring him over to the training venue just to participate in the healthy heart checks as he stated that he did not like going to the doctors and he felt more comfortable being able to drop in to the training venue to speak to a health professional. His manager was able to access information from other services at the same time.
- Three businesses contacted the council tax department after picking up information from the event who had not previously considered being eligible for a council tax discount – all businesses qualified for a discount.

- Feedback from some of the stallholders indicated that they would have welcomed the opportunity to speak directly to the delegates at the training as they felt that delegates did not feel that the information stalls were part of the event.

Things to Consider

Being able to host all the training workshops and the health awareness/advice raising initiatives in one venue was an advantage as it meant that delegates were able to access additional information and speak to health professionals without making a separate appointment. Also as information was freely available there was no 'stigma' attached as to picking up an advice leaflet and contacting organisations for advice at a later date. However the acoustics in the training room did mean that it was sometimes difficult to host all the information/advice stalls and the training workshops at the same time – it would have been useful to have been able to separate the section where the workshops were taking place from the information stalls to prevent interruption.

Legacy/ On-going Impact of Estates Excellence in Hartlepool

- The relationship that was built up during the project between the businesses and the partner agencies has meant that even businesses that did not participate at the time the initiative was delivered have benefited, either by being able to access training via TVWS or feeling able to contact the local authority for assistance and advice.
- One business who had originally agreed to participate in the initiative but was subsequently unable to provide any employees to attend any of the training workshops agreed to mentoring, provided by a partner organisation, to enable them to better manage the risks in their business, including dust and workplace noise. This mentoring visit took place recently and HBC officers are continuing to work with the business to provide support and monitor compliance.
- Following a recent visit to a taxi business that did participate in the scheme officers noted an improvement in the management of risks, especially in relation to the management of workplace transport with pedestrian crossing routes and a one way system introduced. Improvements were also seen in the procedures for managing diesel fuel stored and dispensed on the premises and they were carrying out a consultation with staff in relation to DSE.
- It is intended that a sample number of businesses will be contacted to gather their views on the impact of the whole initiative on their knowledge and confidence in managing the risks in their business and what changes they have introduced.
- It was agreed that the partner agencies will have a final de-brief session which will allow all parties involved in the initiative to provide feedback and to make suggestions for future partnership working.
- The initiative has forged closer links with partner organisations and following a recent meeting with one partner it was confirmed that they would be interested in participating in future initiatives.
- All visiting officers benefitted from the experience of working with different organisations and especially from the opportunity of visiting HSE enforced premises.

- A health and safety concern was received by the local authority from an employee working in a HSE enforced premises in the vicinity of the EE area shortly after the completion of the initiative. This may be attributed to increased awareness generated by the initiative.
- As a Public Health Department there were obvious benefits to running the health awareness sessions and occupational health screening at the same time as the training workshops as it enabled a more joined-up approach. This approach was positively received by delegates.
- Hartlepool is a small unitary authority with limited resources and running the initiative on a small scale in a localised area worked in our favour as the area was easy to reach and the businesses became used to having the same visiting officer contact them. Having one officer who was responsible for co-ordinating the initiative meant that there was one central point of contact for both partners and businesses, which made it easier to arrange visits and deal with queries.
- HBC is committed to repeating EE in other parts of the town on a rolling programme, subject to sufficient resources being available and continuing support from partner organisations.

Appendices

Appendix 1 – Workshop Timetable

Appendix 2 – Project Engagement Information



Training delivery 19th May – 23rd May 2014 – CASA ZONE (Training Room)

Monday 19th May 2014

Workshop/ Toolbox Talk	Approx Timings	By Organisation Personnel/contact:	Time
Health and Safety Risk Assessment – intro	1 1/2 hour – 2 hour 5 Steps to Risk Assessment Intro to Health and Safety Made Simple	EDF Energy	1.00pm – 2.30pm

Tuesday 20th May 2014

Workshop/ Toolbox Talk	Approx Timings	By Organisation Personnel/contact :	Time
Correct Use of PPE	1 hour session Breakfast session on the correct use of PPE Face Mask fitting	Hartlepool Borough Council Seymours Civil Engineering	8.30am – 9.30am
Machine Guarding – Basic Safety	1 hour session Introduction to machine guarding	Hartlepool Borough Council	9.30 – 10.30
Accident Investigation	1 hour Introduction to the reasons why accidents should be investigated – finding out what went wrong, identifying risks, learning lessons and taking action to prevent future accidents	EDF Energy	10.30 – 11.30
Asbestos Awareness and Duty to Manage	45 minute sessions Basics on asbestos types, where to find it & how to manage it	EDF Energy	11.30pm – 12.30pm
Good housekeeping incl. preventing slips, trips and falls	45 minute sessions Intro to modern cleaning techniques, safe flooring principles etc	EDF Energy	1.00pm – 2.00pm
Manual Handling	Workshop looking at practical and theoretical ways to manage manual handling risk	EDF Energy	2.00pm – 3.00pm
Display Screen Equipment	45 minute sessions Basics of DSE – tips for setting up workstations etc	EDF	3.00pm – 4.00pm

7.8 Appendix 1

Wednesday 21st May 2014

Workshop/ Toolbox Talk	Approx Timings	By Organisation Personnel/contact:	Time
Noise	1 hour Intro to noise and options for suitable and sufficient control measures incl. best use of PPE	EDF	9.30am – 10.30am
COSHH	1 hour Hierarchical controls, hazard spotting, maintenance and assessments	EDF	10.30am – 11.30am
Working at Height including falls	1 hour How to manage risks from falling from height at work, fragile roofs, ladder safety, use of access equipment	EDF	11.30am – 12.30pm
Workplace Transport	Introduction to managing transport risks, transport risk assessment, segregation maintenance of vehicles etc.	EDF	2.00 – 3.00pm
Fire Risk Assessment & Management	1 hour Fire & Rescue Services will advise businesses how to manage fire risk and to fulfil their duties to conduct fire risk assessments	Cleveland Fire & Rescue	3.00pm – 4.00pm

Thursday 22nd May 2014

Workshop/ Toolbox Talk	Approx Timings	By Organisation Personnel/contact:	Time
Correct Use of PPE	1 hour session Breakfast session on the correct use of PPE Face Mask fitting	Hartlepool Borough Council Seymours Civil Engineering	8.30am – 9.30am
Health and Safety Risk Assessment – intro	1½ hour – 2 hour 5 Steps to Risk Assessment Intro to Health and Safety Made Simple	EDF Energy	10.30am – 12.00
Manual Handling	Workshop looking at practical and theoretical ways to manage manual handling risk	EDF Energy	12.00pm – 1.00pm

Friday 23rd May 2014

7.8 Appendix 1

Workshop/ Toolbox Talk	Approx Timings	By Organisation Personnel/contact:	Time
Skincare Awareness	30 minutes workshop discussion	Nick Foort (Arco Skincare Specialist)	10.00am – 11.00am
Using the Correct Access Equipment – work at Height Regs	1 – 2 hour workshop explaining the different choices available when choosing access equipment for work at height	Bratts Ladders – Specialist Access Equipment	11.00am – 12.00
Respiratory Awareness Session	30 mins – 1 hour workshop This will cover the importance of using the correct protection, how to determine what is needed, how to wear correctly etc.	Jen Turnbull	1.00pm

Friday 30th May 2014

Workshop/ Toolbox Talk	Approx Timings	By Organisation Personnel/contact:	Time
Fire Risk Assessment & Management	1 hour Fire & Rescue Services will advise businesses how to manage fire risk and to fulfil their duties to conduct fire risk assessments	Cleveland Fire & Rescue	9.30-10.30am

To book please contact Lesley Huitson on 01429 523321
lesley.huitson@hartlepool.gov.uk

7.8 Appendix 1

Project Engagement

Information	No	Comments
Number of suitable Companies on the estate(s)	80	
Number of promotional visits undertaken	67	23 No access/declined
Number of assessment visits initially confirmed	29	
Number of assessment visits undertaken	23	
Number of Companies who agreed to attend training sessions	22	Comprising 16 companies who received a support visit 6 companies – did not want a support visit
Number of companies who attended training sessions	7	
Number of companies who attended Training sessions but did not undertake an assessment visit.	3	

Occupational Health- health surveillance

Evaluation Information	Total	Reasons For Not Taking Up Health Surveillance Need Analysis / Health Surveillance e.g. already provide health surveillance, low risk, health surveillance not required
Number of duty holders referred for initial OHA contact		Individual companies were offered specific health surveillance – none wanted to take up the offer. Health surveillance was offered to all companies/delegates on a 'drop in basis' at the workshop venue. Timetables were made available to all businesses.
Number of duty holders initially contacted by telephone OHA	0	

Number of appointments made with duty holders to conduct need assessment	0	Drop in service at workshop venue – including healthy heart checks, lung function tests, smoking cessation, weight management, sports and recreation advice.
Number of need assessments conducted	0	
Number of duty holders making health surveillance appointments	0	
number of health surveillance appointments made	0	

Training Evaluation (Businesses on the Estate)

Information	No	Comments
Number of delegates booked on training.	30*	
Number of delegates that attended training.	76**	38 from businesses 38 other
Average scores for knowledge recorded <ul style="list-style-type: none"> • before training • after training 	5 9	
Average score for knowledge recorded on a particular course (e.g risk assessment) before training and after training	Before 5 After 9	Average score for Risk Assessment

* Some delegates were booked on several different workshop sessions throughout the initiative this is reflected in the figure in the table above. The total number of delegates from businesses was 16.

**As above the total number of delegates attending training is 21 from businesses and 12 others (i.e. businesses from outside the EE area or trainees) total 33.

Training course specific evaluation (Businesses)

Training	Number of persons booked	Number of people Attending	% attending	Average Knowledge before	Average knowledge after
Fire Risk Assessment	5	8		6	9
Risk Assessment	6	8		5	9
Correct Use of PPE	3	6		5	9
Machine Guarding – Basic Safety	4	5		6	9
Accident Investigation	0	3		9	9
Asbestos Awareness	0	4		3	7
Good Housekeeping	0	3		6	8
Manual Handling	6	8		6	9
D.S.E.	3	8		6	9
Noise	0	1		3	6
COSHH	0	2		5	7
Working at Height	0	2		4	8
Workplace transport	1	8		5	9
Skincare Awareness	1	2		5	9
Using the Correct Access Equipment (WAH Regs)	1	6		5	9
Respiratory Awareness	0	2		5	7

Training Evaluation (Including HBC Inspectors)

Information	No	Comments
Number of delegates booked on training.	52*	Delegates 30 businesses on the estate 22 HBC inspectors
Number of delegates that attended training.	110**	38 from businesses 34 HBC Inspectors 38 other
Average scores for knowledge recorded <ul style="list-style-type: none"> before training after training 	6 9	
Average score for knowledge recorded on a particular course (e.g risk assessment) before training and after training	Before 5 After 9	Average score for Risk Assessment

*Some delegates were booked on several different workshop sessions throughout the initiative this is reflected in the figure in the table above. The total number of delegates was 16 from businesses and 7 delegates from HBC (inspectors) – total 23.

**As above the total number of delegates attending training is 21 from businesses, 7 from HBC (inspectors) and 12 others (i.e. businesses from outside the EE area) total 40.

Training course specific evaluation (Including HBC Inspectors)

Training	Number of persons booked	Number of people Attending	% attending	Average Knowledge before	Average knowledge after
Fire Risk Assessment	9	14		6	9
Risk Assessment	6	10		5	9
Correct Use of PPE	3	8		5	9
Machine Guarding – Basic Safety	4	5		6	9
Accident Investigation	0	3		9	9
Asbestos Awareness	0	6		3	7
Good Housekeeping	0	3		6	8
Manual Handling	6	10		6	9

7.8 Appendix 1

D.S.E.	3	8		6	9
Noise	2	3		6	8
COSHH	1	2		5	7
Working at Height	1	2		4	8
Workplace transport	2	10		6	9
Skincare Awareness	5	8		6	10
Using the Correct Access Equipment (WAH Regs)	5	11		6	9
Respiratory Awareness	4	7		7	10

REGENERATION SERVICES COMMITTEE

31 JULY 2014



Report of: Director of Public Health

Subject: QUARTERLY UPDATE REPORT FOR PUBLIC PROTECTION

1. TYPE OF DECISION/APPLICABLE CATEGORY

This report is for information.

2. PURPOSE OF REPORT

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

3. BACKGROUND

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

4. OUTLINE OF WORK

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

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

5. PROGRAMMED WORK

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

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

Interventions	Q1	Q2	Q3	Q4	Total
Food Hygiene	85	81	92	152	410
Food Standards	69	42	50	98	259
Feed Hygiene	1	1	8	21	31
Animal Health	0	0	3	17	20
Health & Safety	66	115	83	101	365
Trading Standards	89	177	69	105	440
Licensing	53	18	27	23	121
Prescribed Processes	0	0	0	25	25
Smoke Free	115	203	145	228	691

SAMPLING

5.3 A programme of sampling has been drawn up to assess the microbiological quality, composition and labelling of food, water & environmental surfaces. Details of the programme are included in the Food Law Enforcement & Health & Safety Service Plans.

5.4 The five Tees Valley Authorities have been successful in their bid to receive £37,566 funding as part of the Food Standards Agency National Coordinated Food Sampling Programme 2013 -14. A total of 236 samples are to be collected over a 6 month period. Hartlepool has been allocated 161 of these samples. This work has been included in the sampling programme.

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

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

Sample Details	Q1	Q2	Q3	Q4	Total
Microbiological Water *	52	64	46	45	207
Microbiological Food & Environmental	46	80	31	50	207
Food Labelling & Composition	13	39	32	36	120
Water Chemical	6	3	4	4	17

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

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

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

- **Easter Sampling** Various novelty Easter items including child's aprons, Easter chicks and children's Chef's hats were submitted for testing to the Tees Valley Measurement laboratory in Middlesbrough. The products were testing for flammability and compliance with the relevant standards. All products tested were found to be satisfactory.
- **No Added Sugar** In a local survey, fourteen drinks that were labelled as 'no sugar added' were sampled to ensure that this was correct. All the samples examined were deemed to be satisfactory.
- **Salt in Cereal Bars** A survey looked at salt levels in twelve cereal bars. One out of the twelve samples was found to have a greater than declared amount of salt. This result was referred to the responsible home authority.
- **Heavy Metals** A local survey looking at imported canned fish and corned beef products examined six samples for heavy metals content and found them all to be compliant.
- **Soda Water** A survey of soda water from dispenser guns at public houses and restaurants was undertaken. Ten samples were taken, of which three

were classed as unsatisfactory. Revisits to the relevant premises were undertaken and advice relating to the appropriate cleaning was discussed. Following these visits, satisfactory re – samples were obtained.

- **Herbs & Spices.** A local survey of imported herbs and spices was carried out at retail premises. Thirty two samples were taken, all of which were found to be satisfactory.
- **Grated Cheese.** The authority also took part in a cross regional survey which was to assess the microbiological quality of cheese grated on a premise with cheese purchased pre-grated. Ten samples were taken from sandwich shops and takeaway premises, all of which were found to be satisfactory.

PROJECTS

5.6 The following projects are being carried out this year.

- **E-Crime**

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

The system has been used to identify several sellers of counterfeit goods, two of which have been visited with the assistance of Cleveland Police - resulting in a wide range of goods being seized including films, music, headphones, clothing and vodka. Two further investigations are at an advanced stage and a number of others are actively being pursued with the assistance of the Police, Scambusters and other agencies.

Fake Proof of Age Cards - The system was also used to identify how easily fake identification could be purchased as it was understood that a number of children use fake ID's to purchase alcohol and cigarettes.

The results of the investigation were most concerning with four different fake cards being purchased online in just one day with very little difficulty. Officers were able to select a name, address and date of birth of choice and, after uploading a photograph (a stock photograph of a model was used) the fake ID arrived in the post a number of days later.

Licensees and shop owners have been shown the fake ID cards and a number have stated that they would have accepted the cards as being legitimate.

Several of the internet sites used to purchase these cards are based overseas and therefore stopping them, or closing them down, is virtually impossible.

Instead, officers will be working closely with shopkeepers to ensure that they can identify genuine proof of age cards and tell them what to do when they uncover fakes.

- **Doorstep Crime**

Trading Standards continues to focus its efforts on protecting the elderly and vulnerable from rogue traders and doorstep sellers intent on cheating them out of their hard earned savings.

The Doorstep Crime Project has involved establishing strong relationships with partners such as the Police, Social Services, banks and building societies.

Conmen have been known to take their victims to their banks to withdraw cash and, as such, Trading Standards officers have been providing advice and guidance to local Bank staff to help them identify this danger sign.

In November last year, a local man, Paul Clark, was jailed for 13 months for trying to con an elderly lady out of £4000 for gardening work. The conman had driven his victim to her bank, Virgin Money on York Road, and, thankfully, the bank manager had become suspicious and notified the Police. The judge in the case described Clark's actions as 'appalling and horrific'.

To support local residents to help themselves, the team has also given presentations on scams and doorstep crime to seven local community groups and advice agencies throughout the year and this will be continuing throughout 2014/15.

Odour Monitoring

Over the last quarter we have undertaken a substantial odour monitoring exercise in partnership with the Environment Agency around a number of waste sites. The exercise involved establishing a number of pre-selected monitoring sites at relevant locations around the identified waste sites and a daily monitoring programme was established.

The monitoring was undertaken four times a day, twice every morning and twice every afternoon and twice a day over the weekend, including over the Christmas holiday period. The information from the monitoring exercise was collated with the weather conditions over the monitoring period in particular the wind speed and direction.

This exercise has provided us with valuable information concerning the potential sources of odours that can give rise to complaints and has also established that these are not necessarily always emanating from the waste sites.

6. REACTIVE WORK

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

Number of Complaints by Service Area	Q1	Q2	Q3	Q4	Total
Food	13	20	17	15	65
Health & Safety at Work	8	6	4	6	24
Pest Control - Rats	227	150	131	177	685
Pest Control - Mice	28	19	29	25	101
Pest Control - Insects	61	271	53	44	429
Noise - Commercial	34	17	3	10	64
Noise - Domestic	111	189	59	58	417
Air Pollution	14	21	8	8	51
Trading Standards	78	97	84	83	342
Accident Notifications	10	17	10	10	47
Licensing	14	12	17	10	53
Infectious Disease Notifications	20	42	18	17	97

- 6.2 **Unsafe mobile phone charger** A local consumer purchased a mobile phone charger online from a supplier in the North West. The charger exploded damaging the consumer's iphone and their wall socket. Fortunately nobody was injured but obviously such incidents can be extremely dangerous. Trading Standards investigated the matter and had the faulty charger examined and it was found to be part of an unsafe counterfeit batch that had made its way across the UK.

Details of the Hartlepool incident were reported to the Trading Standards Service which has responsibility for the importer and steps are currently being taken to have the counterfeit products identified and withdrawn from circulation.

- 6.3 **Laughing Dolls** Following a complaint from a concerned parent Trading Standards visited a stall in the Indoor Market. The stall was selling 'laughing dolls' which had previously been subject to a national product recall. Approximately thirty dolls were seized from the stall and two dolls were submitted for analysis. The dolls were manufactured in China and contained a chemical called Phthalates which is used to soften plastics. Phthalates, when consumed in large volumes, have been associated with causing cancer, deformities in unborn babies and infertility in men. A product recall took place with the full co-operation of the trader, with as many as 16 dolls being returned for full refunds. The trader was issued with a Formal Written Warning. A press release was placed in the local media resulting in the story receiving coverage from local radio stations and news programmes.

7. LICENSING

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

Number of Licenses / Permits Issued	Q1	Q2	Q3	Q4	Total
HC / PH - Drivers	124	115	144	132	515
HC / PH - Vehicles	96	102	101	82	381
Operators Licenses	1	0	3	0	4
New Licensing Act Applications	2	4	2	5	13
Licensing Act - Variations	2	4	2	4	12
Licensing Act - Personal licenses	20	5	9	17	51
Licensing Act - Temporary Events Notice	24	44	24	18	110
Licensing Act (Other)	23	25	24	26	98
Street Trading applications	5	20	15	5	45
Other	22	10	42	12	86

- 7.2 During the year the Licensing team carried out 163 inspections of private hire and hackney carriage vehicles and issued 8 suspensions.

8 ENFORCEMENT

- 8.1 During the fourth quarter one health & Safety prohibition notice was served for an unguarded food slicing machine.
- 8.2 Two simple cautions were issued both for underage sale and one written warning was also issued for selling an unsafe product.

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

- 9.1 There are no implications under Section 17.

10. RECOMMENDATIONS

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

11. CONTACT OFFICER

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